Notice of Regular
The Board of Trustees
Granbury ISD
Monday, October 19, 2015
6:00 PM

A Regular of the Board of Trustees of Granbury ISD will be held Monday, October 19, 2015, 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, Discussion of Employee Evaluation, Reassignment Duties, Discipline, or Dismissal.
        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. Moment of Silence/Invocation
5. Pledges - U.S. Flag & Texas Flag
6. Achievement Spotlight
    a. Texas School Counseling Association's Secondary Counselor of the Year: Claudia Hurst, Granbury High School
    b. Lady Pirate Volleyball Coach Hits 300-Win Milestone: Tammy Clark, Granbury High School
    c. F1 in Schools World Finals Contestants-Team Affinity: Kayla Curtis, Tommy Wallace, Daniel Valdez, and Clay Walters - Granbury High School
    d. Veterans Day Essay Contest Campus Winners: Laura Burch (GMS), Kinsey Brawner (Crossland), Kasey Ludwig (GHS), and Dayna Sklark (AMS)
7. Public comments/audience participation
8. Discussion/Action
    a. Consider Consent Agenda Items
        1. Minutes of the September 21, 2015 Regular Meeting 3
        2. Consider Budget Amendments 6
        3. Consider Approving Grounds Supplies and Equipment and Grounds Equipment Repair Services CSP 2015-14 9
        4. Consider Renewal of Charter Bus Services CSP 2014-07 28
        5. Consider Renewal of General Merchandise CSP 2014-19 33
        6. Consider Purchase of Four Buses with Bond Funds 36
    b. Consider Approval of Education Services Center Region 10 Master Interlocal Agreement 37
    c. Consider Approval of Education Service Center Region 20 PACE Interlocal Agreement 40
    d. Consider Approving The Municipal Investment Advisory Services Agreement for the Managed Asset Portfolio Program (MAPP) with Total Compensation Group Investment Advisory Services, LP and Specifically authorize a longer maturity of up to two years for any given investments, within legal limits 44
    e. Consider Resolution Stating Review of Investment Policy, Designation of Investment Officers and Approval of Independent Sources of Investment Training 109
    f. Consider District Improvement Plans 128
    g. Consider Revision to Policy DEC (LOCAL) 169
    h. Consider Nomination for TASB Region 11, Position A 177
9. Reports
    a. Superintendent's Report
        1. Strategic Plan Update 178
        2. Booster Club Guidelines 182
    b. Financial Statements for Period Ending September 30, 2015 248

c. Cash Flow and Investment Reports for Period Ending September 30, 2015 251
d. Bond Expenditures Monthly Update for Period Ending September 30, 2015 253

10. Consider action on items discussed in closed session
    a. Consider Staff Appointments
    b. Consider purchase, exchange, lease or value of real property
11. 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 Friday, October 16, 2015 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
September 21, 2015

A Regular of the Board of Trustees of Granbury ISD was held Monday, September 21, 2015, beginning at 6:00 P.M. 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
Micky Shearon
Chris Tackett

Board Members Absent
B.J. Wallace

School Officials Present
Dr. James M. Largent, Superintendent
Ron Holmgreen, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance and Operations
Shane Conklin, Director of Human Resources
Amy Wood, Director of Technology
Jeff Meador, Public Information Officer
Faith Barnes, Recording Secretary

Others Present
School Employees
Media
Community Members

Meeting Called to Order
Mark A. Jackson, President, called the meeting to order at 5:06 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 5:01 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 6:00 p.m.

Moment of Silence/Invocation

Mark Jackson led the invocation.

Pledge - U.S. Flag and Texas Flag

Aedan Jackson and Kenzie Winkleman from Nettie Baccus Elementary School led the Pledges.

Achievement Spotlight
Granbury Marine Corps JROTC - Naval Honor School Recognition
Presenter: GHS Presenter: Lt. Col. Scott Casey

Public comments/audience participation
None

Discussion/Action

Consider Consent Agenda Items

A Motion was made by Micky Shearon and seconded by Chris Tackett to approve the Consent Items as presented: 1. Minutes of the August 24, 2015 Regular Meeting;
2. Consider Budget Amendments; 3.Consider Renewal of Waste Management Services CSP 2014-18; and 4.Consider Renewal of Pest Management Services CSP 2014-05.
Motion Carried: 5 Yes - 0 No

Consider Resolution for the Resale of Delinquent Tax Properties Through a Public Auction and Extended Sale to be Conducted by Greg Stewart, Chief Appraiser, Hood County Appraisal District
A Motion was made by Micky Shearon and seconded by Barbara Herrington to approve the Resale of Delinquent Tax Properties Through a Public Auction and Extended Sale to be Conducted by Greg Stewart, Chief Appraiser, Hood County Appraisal District as presented.
Motion Carried: 5 Yes - 0 No

Consider Classroom Size Waivers
A Motion was made by Micky Shearon and seconded by Chris Tackett to approve Classroom Size Waivers as presented. **Motion Carried:** 5 Yes - 0 No

Consider Order of Cancellation of Election for Places 3 and 4
A Motion was made by Barbara Herrington and seconded by Chris Tackett to approve the Order of Cancellation of Election for Places 3 and 4 as presented.
Motion Carried: 5 Yes - 0 No

Consider Campus Improvement Plans
A Motion was made by Barbara Herrington and seconded by Micky Shearon approve the Campus Improvement Plans as presented. **Motion Carried:** 5 Yes - 0 No

Consider Hood County Appraisal District Board of Directors Nominations
No action taken.

Consider Parker, Johnson, and Somervell County Appraisal District Board of Directors Nominations
No action taken.

Consider Selecting District's Representative and Alternate for TASB's 2015 Delegate Assembly
No action taken.

Reports

Superintendent's Report
Superintendent Dr. James M. Largent reported that the ribbon cutting ceremony for the high school went well. He also reported that planning will soon begin on repurposing Crossland Ninth Grade Center for an administration complex.

Presentation from Total Compensation Group Investment Advisory Services, LLP on the Managed Asset Portfolio Program (MAPP)
Total Compensation Group Investment Advisory Services, LLP led a presentation on the Managed Asset Portfolio Program (MAPP).

Financial Statements as of July 31, 2015 and August 31, 2015
Assistant Superintendent Dobie Williams presented the Financial Statements as of July 31, 2015 and August 31, 2015.

Cash Flow and Investment Reports for Periods Ending July 31, 2015 and August 31, 2015
Assistant Superintendent Dobie Williams presented the Cash Flow and Investment Reports for Periods Ending July 31, 2015 and August 31, 2015.

Bond Expenditure Monthly Update as of August 31, 2015
Assistant Superintendent Dobie Williams presented the Bond Expenditure Monthly Update as of August 31, 2015.

Federal Programs Budget
Director of Curriculum Sharon Williams presented the Federal Programs Budget.

Consider action on items discussed in closed session

Consider Staff Appointments
Dr. Largent recommended accepting the staff retirements and resignations as presented.
A Motion was made by Micky Shearon and seconded by Nancy Alana to consider staff changes as presented. **Motion Carried**: 5 Yes – 0 No

Adjournment
There being no further business, the meeting was adjourned at 7:05 p.m.

Mark A. Jackson, President

Barbara Herrington Ed.D., Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: October 12, 2015
RE: Budget Amendments

SUMMARY:

Attached are the monthly general fund budget amendments for Board approval. The first page is the budget amendment for the current period and indicates any increases to revenue as well as increases/decreases to each function and the overall net effect of the amendment totals to the budget. For convenience, the budget amendments that will generate new revenue (i.e. campus book fairs, etc.) or are the result of donations made to GISD, have been highlighted in green so that the board may recognize these donations and efforts if they so choose. The second page is a summary and indicates how the current amendment will impact the overall general fund budget as well as how previous amendments have impacted the budget.

RECOMMENDATION:

I recommend the Board approve the amendments and final budgets as presented.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: October 12, 2015

2015-2016
Budget Amendment #2

	October Proposed Budget Amendment #2	Increase	Decrease	Net Effect
Object	**Revenue**			
5700	Revenue Generated	9,816	0	
5800		0	0	
5900		0	0	
	Total	**9,816**	**0**	**9,816**
Function	**Expenses**			
11	Brawner - Amend funds for donation from First Christian Church	1,135	0	
	AMS - Amend funds for raptor scanner	0	495	
	Curriculum - Amend funds for Dyslexia Assesment	0	14,000	
	SPED - Amend funds for car seats for SPED students and fund hombound travel	250	0	
	Overall effect on Function 11	**1,385**	**14,495**	**(13,110)**
12	GMS - Amend funds for employee travel	0	452	
	Oak Woods - Amend funds for employee travel	0	670	
	Overall effect on Function 12	**0**	**1,122**	**(1,122)**
13	Oak Woods - Amend funds for employee travel	670	0	
	Overall effect on Function 13	**670**	**0**	**670**
21	SPED - Amend funds for car seats for SPED students and fund hombound travel	0	575	
	Overall effect on Function 21	**0**	**575**	**(575)**
23	GMS - Amend funds for ice machine repair	0	188	
	GMS - Amend funds for employee travel	452	0	
	Overall effect on Function 23	**452**	**188**	**264**
31	Curriculum - Amend funds for Dyslexia Assesment	14,000	0	
	Overall effect on Function 31	**14,000**	**0**	**14,000**
32	**Overall effect on Function 32**	**0**	**0**	**0**
33	**Overall effect on Function 33**	**0**	**0**	**0**
34	Transportation - Amend funds to complete perimeter fence	0	24,936	
	SPED - Amend funds for car seats for SPED students and fund hombound travel	325		
	Overall effect on Function 34	**325**	**24,936**	**(24,611)**
36	GHS - Amend funds for band trailer donation	8,681		
		0	0	
	Overall effect on Function 36	**8,681**	**0**	**8,681**
		0	0	
41		0	0	
	Overall effect on Function 41	**0**	**0**	**0**
51	GMS - Amend funds for ice machine repair	188	0	
	Transportation - Amend funds to complete perimeter fence	24,936	0	
		0	0	
	Overall effect on Function 51	**25,124**	**0**	**25,124**
52	AMS - Amend funds for raptor scanner	495	0	
	Overall effect on Function 52	**495**	**0**	**495**
53	**Overall effect on Function 53**	**0**	**0**	**0**
61	**Overall effect on Function 61**	**0**	**0**	**0**
71	**Overall effect on Function 71**	**0**	**0**	**0**
81	**Overall effect on Function 81**	**0**	**0**	**0**
91	**Overall effect on Function 91**	**0**	**0**	**0**
93		0	0	
	Overall effect on Function 93	**0**	**0**	**0**
99	**Overall effect on Function 99**	**0**	**0**	**0**
	Total	**51,132**	**41,316**	**9,816**

Granbury Independent School District

Fiscal Year 2015-2016

		Adopted Budget	Prior Budget Amendments	Budget Amendment 10/19/02015	Revised Budget
	REVENUE				
5700	Local Revenue	48,950,989	22,142	9816	48,982,947
5800	State Revenue	9,679,309	0	0	9,679,309
59/7900	Federal Programs/Other Sources	835,000	0	0	835,000
	Total	**$59,465,298**	**22,142.00**	**9816**	**$59,497,256**
	EXPENDITURES				
11	Instruction & Instr. Related Services	31,038,982	(63,875)	(13110)	30,961,997
12	Instructional Resources & Media Serve	732,272	0	(1122)	731,150
13	Curriculum & Instr. Staff Development	762,287	500	670	763,457
21	Instructional Leadership	509,079	(1,500)	(575)	507,004
23	School Leadership	3,413,383	0	264	3,413,647
31	Guidance, Counseling & Evaluation Serve	2,580,368	0	14000	2,594,368
32	Social Work Services	65,000	0	0	65,000
33	Health Services	380,294	0	0	380,294
34	Student (Pupil) Transportation	2,791,777	(11,000)	(24611)	2,756,166
35	Food Service	0	0	0	0
36	Co curricular/Extracurricular Activities	1,834,462	2,881	8681	1,846,024
41	General Administration	2,382,148	19,478	0	2,401,626
51	Plant Maintenance and Operations	6,075,771	10,658	25124	6,111,553
52	Security & Monitoring Services	266,179	0	495	266,674
53	Data Processing Services	1,228,961	0	0	1,228,961
61	Community Services	110,302	0	0	110,302
71	Debt Service (M&O)	0	0	0	0
81	Facilities Acquisition	0	0	0	0
91	Contracted Instruction Services - Chapter 41	4,504,033	0	0	4,504,033
93	Shared Services Arrangement	0	65,000	0	65,000
99	Other Governmental Charges	790,000	0	0	790,000
00	Other Uses	0	0	0	0
	Total Budgeted Expenditures	**$59,465,298**	**22,142**	**9816**	**$59,497,256**
	Excess Revenue over (Under) Expenditures	**0**	**0**	**0**	**0**

Prepared by:
D Williams
E Whitefield

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 11, 2015
RE: Grounds Supplies and Equipment and Grounds Equipment Repair Services CSP 2015-14

SUMMARY:

A bid was let to provide vendors for Grounds Supplies and Equipment and Grounds Equipment Repair Services on an "as needed" basis. Vendors were asked to quote a fixed price on certain items and a percentage discount on supplies. Proposals were due September 9, 2015. This proposal was a combination of two separate proposals. There is approximately a six month overlap of CSP 2014-09 for Grounds Equipment Repair Services. Vendors awarded under that contract are still approved for purchases through 3/31/2016. After 4/1/2016 the grounds equipment repair services will be covered by this new proposal. Vendors were made aware of this change in the proposal terms and conditions. The original term is from written notification of award through September 30, 2016 with the option to renew for two additional one-year terms at the sole option of the district. At the option of the district, the renewal periods will be October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018.

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

The following is the recommendation of Mr. Randy Leach, Facilities Director.

RECOMMENDATION:

It is recommended that the Board approve the following vendors for the period from written notification of award through September 30, 2016 with the option to renew for two additional one-year terms. Approximate expenditures will be between $50,000 - $75,000 (supplies) and $14,000 - $25,000 (services).

> Tom Loftus Inc. dba Austin Turf and Tractor, John Deere Landscapes, The Home Depot of Granbury #6571, Leonard's Farm & Ranch dba Lake Lawn Equipment, Metro Irrigation Supply Company (Fort Worth, TX), Metro Irrigation Supply (Arlington, TX), Texas Multi-Chem, Ltd, Tomlinson Ball Field Material, Zimmerer Kubota & Equipment, Inc.

Respectfully submitted,



Dobie Williams
Asst. Superintendent for Finance and Operations

Staff Person Responsible: Randy Leach
Scott Campbell
Debbie Johnson
Missy Brock

Date Submitted: October 11, 2015

BOARD APPROVAL FORM

Board Meeting Date: October 19, 2015

Bid Number: CSP 2015-14
Grounds Supplies and Equipment and Grounds Equipment Repair Services

1. **Item, material or service (specific or classification):** Maintenance grounds supplies equipment and grounds equipment repair services.

2. **Brief description:** A proposal was let to provide vendors for the purchase of ground supplies and equipment and grounds equipment repair services on an as needed basis. Vendors were asked to quote a fixed rate percentage discount on parts and supplies and a fixed cost on some specific items.

3. **Period of time bid covers:** From written notification of award through September 30, 2016 with the option to renew for two additional one-year periods

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

   Randy Leach – Director of Maintenance and Facilities

5. **Number of bid notification letters sent to vendors:** 85

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

7. **Listing of recommended vendors and total prices**: Purchases will be on an as needed basis so an accurate expense cannot be identified. Recommendation is to the following vendors:

   Tom Loftus Inc. dba Austin Turf and Tractor, John Deere Landscapes, The Home Depot of Granbury #6571, Leonard's Farm & Ranch dba Lake Lawn Equipment, Metro Irrigation Supply Company (Fort Worth, TX), Metro Irrigation Supply (Arlington, TX), Texas Multi-Chem, Ltd, Tomlinson Ball Field Material, Zimmerer Kubota & Equipment, Inc.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 04/23/2014

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, equipment and services will come from the following budgeted amounts.

199.e.51.6317.00.951.0.99.000 (supplies)	$50,000 - $75,000
199.e.51.6247.00.951.0.99.000 (services)	$14,000 - $25.000

Dobie Williams
Assistant Superintendent for Finance and Operations

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	**John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Metro Irrigaion Supply Co. Arlington**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Exceptions to the discount:	N/A	All Discounts/Pricing are based off of Texas Buyboard contract 447-14. Please visit buyboard.com for catalogs, specific discounts, price lists, etc.	N/A	Net 30 days, pickup/delivery charges $70 per occurance. Freight Charges Special order parts $10. regular stocking parts Free, Motor freight is freight charges + 10%. Restock fee 15%special order parts and electrical parts not allowed. Shop warranty labor 30 days, fuel related repairs 15 days.				None	1) Pricing for repair parts and small items does not include delivery to GISD facility, parts can be shipped via UPS at prevailing UPS rates or can be picked up via "will call" at no additional charge. Large items picked up/delivered via Zimmerer Kubota truck will incur chares of $3. per loaded mile per MapQuest directions. 2) Zimmerer Kubota will be responsible for damage to GISD equipment if the damage is caused by a Zimmerer Kubota employee. We will not be held responsible for damage or loss due to illegal "break in" after hours. 11
Percentage discount for catalogs, printed price list and on-line prcing:	JD Equipment 10% JD Parts 0% Stihl hand held 15% Stihl chainsaws 10% Stihl parts 5%	0-70%	0%	0%	0%	50%	0%	0%	10% shelf
Catalog Title/price list name:	www.deere.com golf, commercial, CNP Stihl. Price page date vary.	Please see exceptions to discounts	N/A	attached to bid document		n/a	n/a	n/a	Kubota Parts, Scag Parts, Stihl Parts, Echo Parts
Website	www.austinturf.com	www.johndeere landscapes & www.buyboard.com	www.homedepot.com	www.leonardsfarmstore.com		www.metroirrigationsupply.com	www.texasmultichem.com		www.zimmererkubota.com
PO number for on-line orders	NO online ordering	Yes, through buyboard	NO	NO	Yes	No	yes	no	Yes
Pricing posted on web site:	NO online ordering	buyboard	Yes	NO	No	No	no	no	No
Fuel surcharges:	No	No	No	NO	No	No	no	no	No
If yes, identify how they will apply:									
Minimum order amount for purchases:	No Minimum	N/A	0	$ 25.00	0	None	none	n/a	None

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	**John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Metro Irrigaion Supply Co. Arlington**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Shelf pricing:	No	Offering shelf also	Yes	Yes	No	No	no	no	Yes
Nearest location to GISD:	5709 Airport Pkwy Haltom City, TX 76117	0-15% based on buyboard contract 447-14	415 E Hwy 377 Granbury, TX 76048	3600 E Hwy 377 Granbury TX 76049	1622 Rogers Rd Fort Worth TX	Fort Worth, TX	n/a	n/a	5165 Mark IV Pkwy, Fort Worth, TX 76106 or 2825 N Nolan River Rd Cleburne, TX 76033
Normal business hours:	7:00-4:30 M-F	8 am-4 pm	6am-10pm mon-sat 8am-8pm Sunday	8-5:30 Monday-Friday 8-1 on Saturday	7:30-5 M-F 8-noon Sat. March-Oct.	7:00-5:00	7:30-4:30 mon-thurs, 7:30-noon Friday	7:00 am-5:00 pm	m-f 7:30-5:00 sat 7:30-12:00
Do you have after hour and weekend supply capabilities?	No	Yes	N/A	No	Yes	No	no	Yes	Yes
Hot shot deliveries during regular hours:	No	No	No	Yes	Yes	Yes	yes	No	No
One hour cost				$ 70.00	$ -				
Three hour cost				$ 210.00	$ -				
Five hour cost				$ 350.00	$ -				12
Same day			65.00 orders received by 2pm	$ 75.00	$ -	x			
Minimum order amount for delivery:				$ 1,000.00	$ -				
Hot shote after hours and weekend supplies?	No	No		No	N/A	No	no	No	No
One hour cost					$ -				
Three hour cost					$ -				
Five hour cost					$ -				
Same day			65.00 orders received by 2pm		$ -				
Minimum order amount for delivery:					$ -				
What is the guaranteed delivery time for 95% of the orders				N/A					
Next day			Yes			x			
Two day					x Unless special order			x	x

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	**John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Metro Irrigaion Supply Co. Arlington**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Other	30 days for equipment. 3-5 days for parts standard ground. Other options available upon request and prices are quoted upon request.	2-10 days aro					14 days		
Describe your method of delivery		BEST							
Company truck	Equipment	x	x	x	x	x	x		x
UPS	Parts	x			x	x			x
Other		x			x fedex			Contract carriers	
Does your company have a "will call"	No	No	Yes	Yes	Yes	Yes	yes	No	Yes
Average time to place an order into "will call"			2 hours	1-2 days	8 hour	1 hour	2 days		2 hours
Are you a dealer in equipment/parts for									13
Toro	NO	Yes, irrigation	Yes	Yes	yes	yes	no	No	No
John Deere	YES	no	Yes	no	No parts only blades, trimmer line, oil	no	no	No	No
Snapper	NO	no	NO	no	yes	no	no	No	No
Mott	NO	no	NO	no	No parts only blades, trimmer line, oil	no	no	No	yes
Stihl	YES	no	NO	Yes	yes	no	no	No	yes
Scagg	NO	no	NO	Yes	yes	no	no	No	yes
Ferris	NO	no	NO	no	yes	no	no	No	No
other manufacturers and suppliers for which your company is a distributor	For the NO answers is for OEM parts only. We have after market or will fit parts available for most listed.	Hundreds-see buyboard.com for info on awarded contract 447-14 for all manufacturers.		Kohler, Kawasaki , Honda, Brigg &Stratton engines and parts. Rotary, Stems, Gravely, Billy goat, Dr. Power equipment, Bearcat, Zama, Walbro, Tecumseh, Oregon, Echo, Shindaiwa, McLane, MTD products, Hydro-gear.	Steines	Hunter, Rainbird, Irritrol, Weathermatic	Lely, Broyhill, First Products, Befco		Kubota, Billy Goat, Echo, Aerway, Lely, Rhino, Bush Hog, Landpride, Honda, Shindawa, Trimax

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	**John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Metro Irrigaion Supply Co. Arlington**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
EPCNT Interlocal:	YES	No	N/A	yes	Yes	Yes	No	Yes	Yes
Location of shop where work will be performed	2098 Valley View Farmers Branch, TX 75234	N/A we provide products only, no service. We do have local branches	N/A	3600 E Hwy 377 Granbury TX 76049	Do not do any repair work		No equipment repairs	N/A	5165 Mark IV Pkwy, Fort Worth, TX 76106 or 2825 N Nolan River Rd Cleburne, TX 76033
Will any of the work be subcontracted to another company	NO	No	N/A	No				N/A	No
If yes, what is the name of that company			N/A					N/A	
Will your company or will the other company provide insurance coverage when subcontracting repairs			N/A	Insurance provided by my company				N/A	N/A
Number of years in business under current company name		14 years	N/A	6			35	N/A	14 36
How many other school districts have your repaired equipment for in the past twelve months			N/A	3				N/A	10
Has your firm been named in any litigation or lawsuit within the last five (5) years	NO	NO	N/A	No	No		No	No	no
If yes, please explain			N/A					N/A	
Do you maintain a stock of replacement parts on hand or will you have to order replacement part from another source	Maintain	Maintain and order replacement parts	N/A	Maintain Stock	Maintain and order blades only			N/A	Maintain and order replacement parts
If you maintain an inventory of replacement parts, identify the size of that inventory	$600,000 Plus	varies based on branch location	N/A	100K	100 of standard blades			N/A	

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	**John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Metro Irrigaion Supply Co. Arlington**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Can your invoice be broken down to show material cost, labor cost, etc	YES	N/A	N/A	Yes				N/A	Yes
If not explain what information will appear on the invoice		Provide products only. No labor, service, etc. will be performed	N/A		Do not apply to metro as we do not do repair work			N/A	
Materials & Products - prices held firm for contract.									
Top Soil- screened black top soil Price per cubic yard	No Bid	No Bid	N/A	No Quote	0	No Bid	N/A	No Bid	No Bid
Sand-washed silica sand screened through a #10 mesh screen. Price per cubis yard.	No Bid	No Bid	N/A	No Quote	0	No Bid	N/A	No Bid	No Bid
Compost- 50% quality screened sand, 50% compost, nitrate 1013 lbs per acre, zinc at 36 ppm, iron 224 pm, mangancese at 4 ppm, & Polyphosphate 292 lbs per acre. Price per cubic yard.	No Bid	No Bid	N/A	No Quote	0	No Bid	N/A	$ 32.00	No Bid
Infield clay- reddish brown screened to 1/4 inch 605% sand 20% clay and 20% silt. Placticity index of 8-15%. Price per ton	No Bid	No Bid	N/A	No Quote	2700.00 ton	No Bid	N/A	$ 25.00	No Bid
Mound clay- reddish brown screened to 1/2 inch 605% sand 37% clay and 3% silt. Price per 50 lb bag.	No Bid	$20.49 Turface Mound Clay	N/A	No Quote	0	No Bid	14.05 see notes below	R2 9-9-15 6.75	No Bid
Mulch hardwood. Price per square ft.	No Bid	3.45 cubic foot	N/A	No Quote	2.87 per/ .96 3 cu ft bag	No Bid	N/A	No Bid	No Bid

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Char-Finer clay particles to be used for shot put, discus ring and running tracks. Price per cubic yard.	No Bid	No Bid	N/A	No Quote	0	No Bid	N/A	Decomposed granite 1/4"minus Ton 20.00	No Bid
Gravel- County approved road base. Price per cubic yard.	No Bid	No Bid	N/A	No Quote	0	No Bid	N/A	No Bid	No Bid
Asphalt type D hot mix Price per ton	No Bid	No Bid	N/A	No Quote	0	No Bid	N/A	No Bid	No Bid
Sod- tiff 419 Price per square ft.	No Bid	No Bid	N/A	No Quote	0	No Bid	call for pricing when needed	No Bid	No Bid
Sod- Bermuda turf Price per square ft.	No Bid	No Bid	N/A	No Quote	0	No Bid	call for pricing when needed	No Bid	No Bid
High performance cold in place asphalt Price per ton	No Bid	No Bid	N/A	No Quote	0	No Bid	N/A	No Bid	No Bid
Pricing should include F.O.B. delivery to Granbury ISD. If delivery is not included above please describe cost.	No Bid	No Bid	N/A	No Quote		No Bid	Delivery is 80.00 for 1st pallet plus 40.00 for each additional pallet. 40 bags per pallet.	Calcined Clay Infield Conditioner 50lb bag 12.50 delivered. Freight will be charged at the current freight rates.	
Funnel Top – Hand Pump – Sprayer 2-gallon	No Bid	No Bid		No Quote	0	No Bid	No Bid	N/A	No Bid
Part #			210-739						
Alternate Brand			rl flo master						
Catalog price & page #									
% off									
GISD Cost			$ 9.97						
16” Drain Spade 5-1/ 2” x 16”, 30”D Handle	No Bid	No Bid		No Quote	0	No Bid	No Bid	N/A	No Bid
Part #			1000-022-986						
Alternate Brand			razorback						
Catalog price & page #									
% off									
GISD Cost			$ 34.97						

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
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Round Point Shovel 8-3/ 4" x 11-1/ 2" Bade, 27"D handle	No Bid	No Bid	No Bid	No Quote	0	No Bid	No Bid	N/A	No Bid
Part #									
Alternate Brand									
Catalog price & page #									
% off									
GISD Cost									
Pick/Mattock, Hickory handle 5-lb head, 36" handle	No Bid	No Bid		No Quote	0	No Bid	No Bid	N/A	No Bid
Part #			682-989						
Alternate Brand			tru-temper						
Catalog price & page #									
% off									
GISD Cost			$ 13.97						
Forged Bow Rake, 16-3/ 4"	No Bid	No Bid		No Quote	0	No Bid	No Bid	N/A	No Bid
Part #			1000-023-001						
Alternate Brand			Raza-back						
Catalog price & page #									
% off									
GISD Cost			$ 25.97						
Fork Tines, 60" Straight Handle	No Bid	No Bid		No Quote	0	No Bid	No Bid	N/A	No Bid
Part #			553-152						
Alternate Brand			Ames						
Catalog price & page #									
% off									
GISD Cost			$ 24.97						
4.10 x 4 NHS 4-Ply Tubeless Mower Tire		No Bid	No Bid		0	No Bid	No Bid	N/A	No Bid
Part #	4.10x3.50-4			7328					
Alternate Brand	Deestowe								
Catalog price & page #	$ 16.99			$ 15.78					
% off	0%			10%					
GISD Cost	$ 16.99			$ 14.20					

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	John Deere Landscapes	Home Depot, The	Lake Lawn Equipment	Metro Irrigation Supply Co. Fort Worth	Metro Irrigaion Supply Co. Arlington	Texas Multi-Chem, LTD	Tomlinson Ball Field Material	Zimmerer Kubota & Equipment, Inc.
Complete head for Stihl Weed Eater Model F S110R		No Bid	No Bid		0	No Bid	No Bid	N/A	No Bid
Part #	4002-710-2168			4002-710-2191					
Alternate Brand									
Catalog price & page #	$ 22.99			$ 27.99					
% off	5%			10%					
GISD Cost	$ 21.84			$ 25.19					
5 lb roll of .95 weed-eater line		No Bid	No Bid			No Bid	No Bid	N/A	
Part #	0000-930-2718		506-560	0000-930-2246	380-642-round 380-243-square				316 095 053 echo
Alternate Brand									n/a
Catalog price & page #	$ 37.99			$ 56.99					54.99 shelf
% off	5%			10%	10%				10%
GISD Cost	$ 36.09		No Bid	$ 51.29	33.00 37.00				$ 49.49
Sprockets for Stihl Chainsaw 025 with 16 inch bar		No Bid	No Bid		0	No Bid	No Bid	N/A	
Part #	11236402073			1123-640-2074					stihl 11236402006
Alternate Brand									n/a
Catalog price & page #	$ 14.99			$ 14.99					16.86 shelf
% off	5%			10%					10%
GISD Cost	$ 14.24			$ 13.49					$ 15.17
Chain for Stihl Pruning Saw HT75 with 12 inch bar		No Bid	No Bid		0	No Bid	No Bid	N/A	
Part #	61pmm344			61pmm3-44					Stihl 61pmm344
Alternate Brand									n/a
Catalog price & page #	$ 16.99			$ 16.99					15.99 shelf
% off	5%			10%					10%
GISD Cost	$ 16.14			$ 15.29					$ 14.39
1 set of (3) mower blades for Skag Mower Model STT-72-31BSG		No Bid	No Bid		0	No Bid	No Bid	N/A	
Part #	bisc2806			482882					3x482880 @42.30 each

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
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Alternate Brand	Sunbelt American Made			rotary 6026					n/a
Catalog price & page #	$ 76.80			$ 75.30					42.30 each shelf
% off	30%			10%					10%
GISD Cost	$ 53.76			$ 67.77					$ 114.21
Stihl Blower BG 86 C-E		No Bid			0	No Bid	No Bid	N/A	
Part #	bg86c-e		857-582	bg86c-e					bg86c-e
Alternate Brand			Echo						n/a
Catalog price & page #	$ 259.99		$ 149.00	$ 259.99					$ 259.99
% off	15%			20%					23%
GISD Cost	$ 220.99			$ 207.99					$ 200.19
Stihl Edger FC90		No Bid			0	No Bid	No Bid	N/A	
Part #	fc90		637-001	fc90					fc90
Alternate Brand			Echo						n/a
Catalog price & page #	$ 349.99		$ 369.00	$ 349.99					$ 349.99
% off	15%			20%					21.50%
GISD Cost	$ 297.49			$ 279.99				N/A	$ 274.74
Stihl Hedge Trimmer HS86R		No Bid			0	No Bid	No Bid		
Part #	hs86r		1000-023-303	hs86r30					hs86r-30
Alternate Brand			black & decker						n/a
Catalog price & page #	$ 519.99		$ 89.00	$ 519.99					$ 592.79
% off	15%			20%					33%
GISD Cost	$ 441.99			$ 415.99					$ 395.19
Stihl Line Trimmer FS110R		No Bid			0	No Bid	No Bid	N/A	
Part #	fs110r		306-575	f2110r					fs110r
Alternate Brand			Echo						n/a
Catalog price & page #	$ 369.99		$ 219.00	$ 369.99					$ 369.99
% off	15%			20%					23%
GISD Cost	$ 314.49			$ 295.99					$ 284.89
Additional percentage discount off manufacturer's list price for other equipment items needed and not listed above									

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
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Part #									
Alternate Brand									
Catalog price & page #									
% off									
GISD Cost									
2” Rain Bird Valve	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		200pga			200pe	200pga			
Alternate Brand									
Catalog price & page #									
% off		40%							
GISD Cost		$ 55.20			$ 104.00	$ 64.17			
Rain Bird R-50 Adjustable	No Bid		No Bid	No Quote	0		No Bid	N/A	No Bid
Part #		nla				5004dl			
Alternate Brand									
Catalog price & page #									20
% off		70%							
GISD Cost		no longer available				8.13			
Hunter I-25 Full & Adjustable	No Bid		No Bid	No Quote	iz504		No Bid	N/A	No Bid
Part #		i2504				i25-04			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 23.65			$ 27.43	$ 27.42			
Hunter Pro-C Controller	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		pc400i			pc300 out				
Alternate Brand						dc400i			
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 73.10			$ 94.68	$ 84.77			
Rain Bird Diaphragm 2”	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		209005p			202615	209005			
Alternate Brand									
Catalog price & page #									

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
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	Austin Turf & Tractor	John Deere Landscapes	Home Depot, The	Lake Lawn Equipment	Metro Irrigation Supply Co. Fort Worth	Metro Irrigaion Supply Co. Arlington	Texas Multi-Chem, LTD	Tomlinson Ball Field Material	Zimmerer Kubota & Equipment, Inc.
% off		buyboard 447-14							
GISD Cost		$ 50.50			$ 43.91	$ 47.13			
Rain Bird Diaphragm Kit 1”	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		210746-03			202868	208588			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 9.80			$ 14.08	$ 11.77			
Rain Bird Solenoid	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		236239			20692001	210746			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 25.02			$ 43.61	$ 9.14			
Rain Bird Pop-up Spray Heads	No Bid		No Bid	No Quote			No Bid	N/A	21 No Bid
Part #		18042			1804 4"	1804			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 1.05			$ 1.29	$ 1.22			
Hunter Adjustable Pop-up Risers	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		pr0504			1h 15 a nozzle pro504	pros-04			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 1.10			$ 1.29	$ 1.32			
Hunter Full to ¼” Pop-up Nozzles	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		h6a,h10a,h12a			1h 15 a	h15h			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	John Deere Landscapes	Home Depot, The	Lake Lawn Equipment	Metro Irrigation Supply Co. Fort Worth	Metro Irrigaion Supply Co. Arlington	Texas Multi-Chem, LTD	Tomlinson Ball Field Material	Zimmerer Kubota & Equipment, Inc.
GISD Cost		$ 0.67			$ 0.79	$ 0.87			
1" x ½" 90 ST	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		407-130			407-130	407-130			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 0.66			$ 0.94	$ 0.72			
1" x 1" x ½" Tee SST	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		402-130			402-130	402-130			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 0.53			$ 0.81	$ 0.59			
6" x 4" Reducer Bushing	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		437-532			437-532	437-532			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 9.42			$ 13.43	$ 9.85			
4" x 1" Reducer Bushing	No Bid	No Bid	No Bid	No Quote			No Bid	N/A	No Bid
Part #					437-420	437-420			
Alternate Brand					437-249				
Catalog price & page #									
% off									
GISD Cost					5.42 1.02	3.98			
3" x 3" x 2" Tee SSS	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		401-338			401-338	401-338			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 5.60			$ 8.35	$ 6.15			
1" x ¾" 90 ST	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		402-131			407-131	407-131			
Alternate Brand									

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	**John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Metro Irrigaion Supply Co. Arlington**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 0.76			$ 0.98	$ 0.72			
1" x ¾" All Thread Reducer Bushing	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		439-131			439-131	439-131			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 0.66			$ 0.94	$ 0.69			
1" PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		1pvcbe			40010	40-010			
Alternate Brand					20ft				
Catalog price & page #									
% off		buyboard 447-14							23
GISD Cost		6.68 20 ft			.35 ft 7.00 stkk	.35 ft			
1- 1/ 4" PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		125pvcbe			40012	40-012			
Alternate Brand					20ft				
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		10.68 20 ft			.46 ft 9.20 stkk	.46 ft			
2" PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		2pvcbe			40020	40-020			
Alternate Brand					20ft				
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		17.48 20 ft			.76 15.20 stkk	.76 ft			
4" PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		4pvcbe			40040	40-040			
Alternate Brand					20ft				
Catalog price & page #									
% off		buyboard 447-14							

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	**John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Metro Irrigaion Supply Co. Arlington**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
GISD Cost		48.66 20 ft			2.093ft 41.86 stkk	2.09 ft			
6" PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		6pvcbe			40060	40-060			
Alternate Brand					20ft				
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		94.68 20 ft			3.80ft 76.00 stkk	3.80 ft			
3/ 4" Cut-Off Riser	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		m481-007			m481-007	m481-007			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 0.65			$ 0.69	$ 0.50			24
1/ 2" Cut-Off Riser	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		m481-005			m481-005	m481-005			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		$ 0.46			$ 0.40	$ 0.29			
50# 20-0-10 Fertilizer	No Bid		No Bid	No Quote	20-10-10	20-0-10		N/A	No Bid
Part #		98623			20-10-10				
Alternate Brand		28-3-10 50% Polyflies							
Catalog price & page #							$ 32.00		
% off		0-10%					0%		
GISD Cost		23.30 50lb bag			$ 19.00	$ 13.00	$ 32.00		
50# 20-0-08 Fertilizer	No Bid		No Bid	No Quote	28-3-10 5090	No Bid		N/A	No Bid
Part #		98638			28-3-10				
Alternate Brand		28-0-0 35% bio 20% polyflies							
Catalog price & page #							$ 28.35		
% off		buyboard 447-14					0%		
GISD Cost		21.60 50lb bag			$ 20.31		$ 28.35		

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50# Perennial Rye Grass	No Bid		No Bid	No Quote	royal flush			N/A	No Bid
Part #		32-52-950			royal flush	perennial			
Alternate Brand		overseeding eagle							
Catalog price & page #							$ 74.50		
% off		buyboard 447-14					0%		
GISD Cost		69.50lb bag			$ 67.65	$ 78.57	$ 74.50		
50# Bermuda Grass-Hulled	No Bid		No Bid	No Quote	25 lb		25# bermuda triangle	N/A	No Bid
Part #		st6240			25 lb	84315			
Alternate Brand		sports field seed w/hulled							
Catalog price & page #							$ 192.50		
% off		buyboard 447-14					0%		
GISD Cost		155.41 50lb bag			$ 112.50	$ 371.00	$ 192.50		25
50# Annual Rye Grass Seed	No Bid		No Bid	No Quote			No Bid	N/A	No Bid
Part #		20-02-850			Annual rye	txr			
Alternate Brand									
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		31.24 50lb bag			$ 22.50	$ 40.93			
50# 22-0-6 with .75% pecw fertilizer & pre-emergent	No Bid		No Bid	No Quote	3090 uhex			N/A	No Bid
Part #		702044			plodiamine	2206			
Alternate Brand		pre-m 86% 25-2-5 30%polyplus							
Catalog price & page #							$ 45.00		
% off		buyboard 447-14					0%		
GISD Cost		22.89 50lb bag			$ 18.10	$ 21.00	$ 45.00		
50# Fertilizer Blend 18-24-12	No Bid		No Bid	No Quote	18-24-12		No Bid	N/A	No Bid
Part #		98627				18-24-12			
Alternate Brand									
Catalog price & page #									

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	John Deere Landscapes	Home Depot, The	Lake Lawn Equipment	Metro Irrigation Supply Co. Fort Worth	Metro Irrigaion Supply Co. Arlington	Texas Multi-Chem, LTD	Tomlinson Ball Field Material	Zimmerer Kubota & Equipment, Inc.
% off		buyboard 447-14							
GISD Cost		23.73 50lb bag			$ 20.79	$ 23.04			
Revolver 32 oz.	No Bid		No Bid	No Quote	87 oz if available	No Bid	87 oz	N/A	No Bid
Part #		79850980			32 oz 87 oz only				
Alternate Brand									
Catalog price & page #							$ 756.00		
% off		buyboard 447-14					0%		
GISD Cost		268.64 1qt			240.15 556.00		$ 756.00		
Amdro, 1#	No Bid		No Bid	No Quote	adyion 2#	No Bid	No Bid	N/A	No Bid
Part #		53212			2# adyion				
Alternate Brand		advion fire ant bait							
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		38.73 2lbs			$ 36.56				
Roundup Pro herbicide, 2.5 gallon	No Bid		No Bid	No Quote	ranger plo		ranger pro	N/A	No Bid
Part #		069291, 069289			2.5 gl	ranger pro			
Alternate Brand		prosecuter pro							
Catalog price & page #							$ 93.75		
% off		buyboard 447-14							
GISD Cost		55.29 2.5 gal			$ 43.76	$ 48.15	$ 93.75		
Wasp & Hornet Spray, 15 oz. Can	No Bid		No Bid	No Quote	case x12 17.5		No Bid	N/A	No Bid
Part #		10046033			17 oz	631			
Alternate Brand		Spect wasp/hornet killer							
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		5.25 20oz can			$ 9.26	$ 3.53			
Diazonon, 25# bag	No Bid		No Bid	No Quote	wisdom (bifen)	No Bid	No Bid	N/A	No Bid
Part #		10059032							
Alternate Brand		crosscheck EZ							

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14									
September 9, 2015 @ 2 p.m.									
	Austin Turf & Tractor	**John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Metro Irrigaion Supply Co. Arlington**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Catalog price & page #									
% off		buyboard 447-14							
GISD Cost		22.81 25lbs			$ 20.72				
					13 caravan insect, ants, grubbs, summfn				
					1 each 30 lb bag				
					70.65				
					Diazonon is no longer being made.				

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Approval

TO: Dr. James Largent, Superintendent **FROM**: Dobie Williams
DATE: October 11, 2015
RE: Charter Bus Services CSP 2014-07
2nd Renewal

SUMMARY:

A request for proposal was let in April 2014 to provide a vendor for charter bus services on an as needed basis. Cowtown Bus Charters, Inc. was awarded as the primary vendor and Echo Tours and Charters was awarded as the secondary vendor for charter services. The terms of the proposal allowed for two extension periods, in one-year increments, if agreed to in writing by both parties. A renewal request was sent to both venders. Cowtown Bus Charters, Inc. agreed to the renewal. Echo Tours and Charters did not respond to the request before the deadline date and time.

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

The anticipated expenditure for charter bus services is estimated at $20,000 to $40,000. This expense amount does not meet the threshold requiring these services to be procured through a formal process. However, it was decided that administratively it would be in the best interest of the District to request proposals. Putting a proposal in place allows the district to have some performance requirements in the contract to provide for the safety of our students. It also puts a contract in place, which is a benefit to the district during playoff games. Charter bus services are hard to locate due to high demand during that time.

Mr. Terry Slemmons, Transportation Director, requested a renewal with Cowtown Bus Charters, Inc.

RECOMMENDATION:

It is recommended the Board renew the charter bus services with Cowtown Bus Charters, Inc. for the period of January 1, 2016 through December 31, 2016. This renewal will be the final renewal option under the existing proposal.

Respectfully submitted,

D Williams

Dobie Williams
Asst. Superintendent for Finance and Operations

Staff Person Responsible: Terry Slemmons
Debbie Johnson
Missy Brock

Date Submitted: October 11, 2015

BID FOR BOARD APPROVAL

Board Meeting Date: May 19, 2014 **Bid Number:** 2014-07

1. **Item, material or service (specific or classification):** Charter Bus Services

2. **Brief description:** A proposal was let to provide a vendor for charter bus services to be used on an as needed basis.

3. **Period of time bid covers:** From date of notification of award through December 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 – Transportation Director

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

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

7. **Listing of recommended vendors and total prices:** It is recommended that charter bus services be awarded to Cowtown Bus Charters, Inc. as the primary vendor and Echo Tours & Charters as a secondary vendor when Cowtown Bus Charters, Inc. cannot meet the needs of the district. A total expenditure cannot be identified at this time, as services will be purchased on an as needed basis. It is anticipated cost will be between $20,000 and $40,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 10/28/2010

10. **Percentage increase or decrease from last bid:** Cowtown Bus Charters, Inc. – no increase.

11. **Budget information:** Funds for these services will come from budgeted funds and booster club funds.

Dobie Williams
Asst. Superintendent for Finance & Operations

Terry Slemmons
Transportation Director

Charter Bus Services 2014-07			
4/22/2014 14:00			
Tabulation			
		Secondary Vendor	Primary Vendor
	Business Name	Echo Tours & Charters	Cowtown Bus Charters, Inc.
Item #	Description		Note 1
4.1.0	Name, address, city, state, zip code and telephone number of firm.	5012 Mosson Rd. Fort Worth, TX 76119 817-572-4114	5504 Forest Hill Dr. Ft Worth, TX 76119 817-531-3287
4.2.0	How long has your company been in the business of providing charter bus services?	30 years	24 years
4.3.0	**DRIVER Information:**		
4.3.1	Are your drivers employees of your company?	Yes	Yes
4.3.2	If you employee your drivers will you provide appropriate documentation of their employment status, if requested?	Yes	Yes
4.3.3	Do you require your drivers to take a DOT physical?	Yes	Yes
	If no, explain why you do not require a DOT physical exam.	N/A	N/A
	If you subcontract buses do you require the subcontractor companies to require DOT physicals and to furnish you with proof of these checks?	Yes	N/A
	If no, explain what precautions you take to ensure the subcontracted driver is reliable and risk-free.	N/A	N/A
4.3.4	How often are drivers required to have a physical exam after employment?	1-2 years	1 to 2 years, dependent on Dr. who gave original DOT Exam (If over 60 years of age, exam yearly)
4.3.5	Do you require moving violation check on prospective and current drivers?	Yes	Yes
	If no, explain what precautions you take to ensure the prospective driver is reliable and risk free.	N/A	N/A
	If so, how often?	every 6 mos	Annually
	If you subcontract buses do you require the subcontractor companies to perform moving violation checks on their drivers and to furnish you with proof of these checks?	Yes	Yes
	If no, explain what precautions you take to ensure the subcontracted driver is reliable and risk-free.	N/A	N/A

	Business Name	Echo Tours & Charters	Cowtown Bus Charters, Inc.
4.3.6	Do you agree to have criminal background checks done through the Texas Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas (FACT) on all drivers per Senate Bill 9 as certified on page 19?	Yes	No response
	If you subcontract buses do you require the subcontractor companies to require criminal background checks done through the Texas Department of Public Safety's Fingerprint–based Applicant Clearinghouse of Texas (FACT) on all drivers per SB 9 and to furnish you with proof of these checks?	No response	No response
	If no, explain what precautions you take to ensure the subcontracted driver is reliable and risk-free.	N/A	N/A
4.3.7	Do you require your drivers to submit to random drug testing?	Yes	Yes
	If no, explain how you are assured your drivers are drug free.	N/A	N/A
	If yes, how do you conduct random drug tests?	No response	Consortium (see attachment)
	If you subcontract buses do you require the subcontractor companies to require their drivers to submit to random drug testing and to furnish you with proof of these checks?	Yes	Yes
	If no, explain what precautions you take to ensure the subcontracted driver is reliable and risk-free.	N/A	N/A
4.3.8	How many hours do you allow your drivers to drive?	10	10
4.3.9	How many hours do you require your drivers to rest between trips?	No response	10 hours
	Bed rest hours?	8	10
	Total off-duty hours between on-duty trips?	10	10 (15 hours on duty/only 10 may be driving /10 hours off)
4.4.0	Has your company been named in any litigation in the past five (5) years?	NO	Yes all have been resolved - all claims were unsubstantiated
4.5.0	Identify the size of your existing fleet and the age of the buses in the fleet.	We have over 100 buses ranging from 2000's - 2014's;From a 9 passenger to 56 passenger	See Attached List
4.6.0	Identify and explain any fuel surcharge that will apply (Any fuel surcharge must be shown as a separate line item on your invoice.)	10%	Fuel surcharge computed as follows (For each increase in basic rack bulk rate that is computed each Thursday; there will be a 1% increase in base price)

	Business Name	Echo Tours & Charters	Cowtown Bus Charters, Inc.
4.7.0	**Bus rates 25 or less**		
	Live Miles Rate	See Attachment	$ 2.45
	Dead Head Miles Rate	See Attachment	$ 1.00
	Hourly Rate	See Attachment	$ 60.00
	Daily Rate	See Attachment	$ 725.00
	Bus Rates 26-47	See Attachment	
	Live Miles Rate	See Attachment	$ 2.85
	Dead Head Miles Rate	See Attachment	$ 1.85
	Hourly Rate	See Attachment	$ 75.00
	Daily Rate	See Attachment	$ 885.00
	Bus Rates 48-60	See Attachment	
	Live Miles Rate	See Attachment	$ 3.50
	Dead Head Miles Rate	See Attachment	$ 2.40
	Hourly Rate	See Attachment	$ 85.00
	Daily Rate	See Attachment	$ 1,020.00
4.8.0	Identify any additional fees or cost not included in price above	Driver lodging, parking fees, tolls	lodging, parking, tolls
	Please identify any special programs, services or unique features your company offers:	DVD, PA, mic are standard, WIFi, 110v, ADA: F requested and availableat time of request.	smart tire, drive cam, nitrogen in tires, wheelchair training, chain training, bluetooth, communication training monthly as needed
4.9.0	Emergency cancellations by Granbury ISD. Please describe your cancellation policy and related charges for the following situations.		
	Within 24 Hours:	Pay full price	cancellations less than 24 hours are full price
	Within 48 Hours:	Pay full price	cancellations less than 48 hours are subject to full price
	Within 72 Hours:	Pay full price	cancellations less than 72 hours are subject to full price
	Any exceptions or deviations to the specificatons or terms and conditions.	10 days or less 50% upto 72 hours; 10 to 15 days full refund	Trips lasting more than one day are priced on a day rate basis unless the cost of live and dead miles exceeds the time. These are overnight trips where the students stay in a hotel. Trips where the students do not stay in a hotel room are considered as single day trips. Single day trips are priced on a mileage or time whichever is greater. Granbury to provide all lodging, tolls, DFW Fees (unless we added in bid) 5 hr. miniimun: 21 pas $300.00, 36 pas $395.00, 56 pas $480.00

Note 1 Please see original bid document changes were made in the proposal on page 6 on 1.20.0. page 8 on 2.10.0 and page 9 on 2.13.0 and 2.14.0.

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 11, 2015
RE: General Merchandise CSP 2014-19
1st Renewal

SUMMARY:

In October of 2014, a proposal was let to provide vendors for the purchase of consumables and small miscellaneous supplies to be picked up by district employees on an as needed basis. The district requested a discount from shelf pricing for items to include, but not be limited to: miscellaneous paper products, food items, kitchen utensils, small hardware items and tools, household products and small electronic items and parts, first aid supplies, deli trays, baked goods, instructional supplies, awards and prizes. The current bid will expire on October 31, 2015. The proposal included the option to renewal for four additional one–year terms. All awarded vendors were contacted and have agreed to the renewal.

A summation of the original process and outcome is attached for your review.

The following is the recommendation of Mrs. Johnson, Purchasing Manager.

RECOMMENDATION:

It is recommended that the Board approve the first renewal option with HEB Grocery, Kroger Texas L.P. and WalMart for the period of November 1, 2015 through October 31, 2016. Estimated expense will be between $55,000 and $100,000 annually.

Respectfully submitted,



Dobie Williams
Assistant Superintendent of Finance and Operations

Staff Person Responsible: Dobie Williams
Missy Brock
Debbie Johnson

Date Submitted: October 11, 2015

BOARD APPROVAL FORM

Board Meeting Date: October 20, 2014 **Bid Number:** CSP 2014-19

1. **Item or service (specific or classification):** General Merchandise and Consumables

2. **Brief description:** This proposal was let to provide vendors for the purchase of consumables on an as needed basis to include, but not be limited to, the following: miscellaneous paper products, food items, kitchen utensils, small hardware items and tools, household products and small electronic items and parts, first aid supplies, deli trays, baked goods, instructional supplies, awards and prizes

3. **Period of time bid covers:** From November 1, 2014 through October 31, 2015 with the option to renew for four additional one year terms in one year increments.

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

   Purchases will be made by district personnel with campus principal or department director approval

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

6. **Number of bids received from vendors:** 5 (also 1 no bid notification)

7. **Listing of recommended vendors and total prices:** It is recommended award be made to HEB Grocery, Kroger Texas, L.P. and WalMart. This bid provides vendors for purchases on an as needed basis, and all items are picked up by the employee at the time of need. Estimated expense will be between $55,000 and $100,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 10/6/2011

10. **Percentage increase or decrease from last bid**: None – discount remained the same at 0% from shelf prices.

11. **Budget information:** Purchases will be made from budgeted funds in the campus or department supply accounts.

L. O. "Dobie" Williams
Assistant Superintendent for Finance & Operations

GENERAL MERCHANDISE AND CONSUMABLES BID 2014-19
OCTOBER 3, 2014 2:00 P.M.
TABULATION

Description	Central Poly Corporation	HEB Grocery	Kamico Instructional Media, Inc.	Kroger Texas LP	Walmart Store #371
Additional percentage discount offered from shelf prices on general merchandise items and consumables	5% Note 1	0%	0%	0%	0%
Will district employees need a store card for purchases	No	Yes	No	Yes	Yes
Will cards be issued in the district name	No	Yes	No	Yes	Yes
Is there a limit to the number of cards the district can request?	No	No	No	No	No
Identify the address of the physical location to be covered under this contract.	2400 Bedle Place Linden, NJ	See website for store listing	Salado, Tx	Any Kroger store in Texas	Store Location #371

Note 1: The prices are listed in the catalog and a 5% discount can be applied to any purchases with a minimum order of $500.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 12, 2015
RE: Bus Purchase – Bond Funds

SUMMARY:

Bond funds will be used to purchase one 77 passenger route bus and three 54 passenger buses. The buses are available through an interlocal contract with the TASB Buy Board. An interlocal contract is one of the approved methods for purchasing under TEC 44.031.

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."

Mr. Terry Slemmons, Transportation Director, has received a quote from Longhorn Bus Sales, LLC under Buy Board contract #459-14. All contracts available on the TASB Buy Board have been through a formal procurement process. The 77 passenger bus is $89,634.00 and the three 54 passenger buses are $91,855.66 per bus. The pricing includes the Buy Board service fee of $800. Total expenditure will be $365,200.98.

RECOMMENDATION:

It is the recommendation of Mr. Slemmons the buses be purchased under the TASB Buy Board Contract #459-14 from Longhorn Bus Sales at a total expenditure of $365,200.98.

Respectfully submitted,

Dobie Williams
Asst. Superintendent for Finance and Operations

Staff Person Responsible: Terry Slemmons
Debbie Johnson

Date Submitted: October 12, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 12, 2015
RE: Education Service Center Region 10 Interlocal Agreement

SUMMARY:

District Policy CH (LEGAL) and Texas Education Code 44.031 authorize the use of cooperative (interlocal) purchasing to increase efficiency in procurement. Texas Government Code 791 and Local Government Code 271 grant the legal authority to form and participate in purchasing cooperatives and interlocal agreements.

Granbury ISD currently has an interlocal agreement in place with Education Service Center Region 10 for the Multi-Regional Child Nutrition Cooperative Purchasing Program. Our existing interlocal agreement is specific to the Child Nutrition program. Entering into this interlocal agreement will give Granbury ISD access to additional products and services offered through the Education Service Center. Membership in the interlocal agreement will automatically renew annually unless either party gives sixty (60) days prior written notice of non-renewal. It is unknown at this time what products or services may be needed in the future. Fees associated with the use of those contracts or services may apply at the time of need.

Participation in cooperative agreements is beneficial for many reasons to include, but not limited to, combined purchasing strength due to the volume of members and time savings to the district in the use of existing contracts.

RECOMMENDATION:

It is recommended the Board of Trustees approve participation in the Education Service Center Region 10 Interlocal Agreement and adopt the Resolution. District membership will remain in force, and automatically renew annually, unless either party gives sixty (60) days prior notice of non-renewal.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Debbie Johnson

Date Submitted: October 12, 2015

INTERLOCAL AGREEMENT

EDUCATION SERVICE CENTER REGION 10 AND GRANBURY INDEPENDENT SCHOOL DISTRICT

This agreement is made by and between The Education Service Center Region 10 ("ESC 10") and Granbury Independent School District ("GISD") collectively referred to as "Parties" or individually as "Party", acting herein by and through their respective authorized officers or employees.

PREMISES

WHEREAS, Chapter 791 of the Texas Government Code authorizes local governments to contract with each other to provide governmental functions and services; and

WHEREAS, the Parties wish to enter into this Agreement to provide local governments with greater efficiency and economy in purchasing products and services; and

WHEREAS, the governing bodies of the Parties, individually and together, do hereby adopt and find the foregoing PREMISES as findings of said governing bodies; and

NOW THEREFORE, premises considered, and in consideration of and conditioned upon the mutual covenants and agreements, herein, the Parties hereto mutually agree as follows:

AGREEMENT

1) **Term:** This agreement is effective from the date of the last signature and shall automatically renew annually unless either party gives sixty (60) days prior written notice of non-renewal.
2) **Purpose:** This agreement shall: (1) Allow the Local Government to purchase products or services by purchase order, contract, agreement, or other appropriate legal method from ESC Region 10; and (2) Allow the Local Government to join ECS Region 10 sponsored purchasing cooperatives in order to purchase products or services from vendors which have been properly awarded contracts through statutorily authorized methods.
3) **Relationship:** The relationship between the parties is that of Independent Contractor. Neither Party has the authority to bind the other in any manner. Should the Local Government be required to enter into subsequent contractual agreements with ESC Region 10 for specific products or services, notification of the requirement shall be given to Granbury ISD prior to any purchase.
4) **Agreement and Interpretation:** The Parties covenant and agree that any litigation relating to this agreement, the terms, and conditions of the agreement will be interpreted according to the laws of the State of Texas and venue shall be in Hood County, Texas.
5) This agreement shall take effect upon execution by both signatories. This agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same document.

Local Government:

Granbury Independent School District
600 W. Bridge Street
Granbury, TX 76048

_____
Contact Name and Telephone Number

_____
Granbury ISD Board President Date

Education Service Center Region 10:

400 E. Spring Valley Road
Richardson, TX 75081

_____
Authorized ESC Region 10 Signature

_____
ESC Region 10 Title Date

RESOLUTION

WHEREAS, the Board of Trustees of the Granbury Independent School District has been presented a proposed Interlocal Agreement by and between the Education Service Center Region 10 and Granbury Independent School District.

WHEREAS, the Granbury Independent School District of Granbury, Texas, pursuant to the authority granted under Section 791 of the Texas Government Code, as last amended, desires to participate in the Interlocal Agreement with the Education Service Center Region 10, and is of the opinion that participation in this agreement will be highly beneficial to the taxpayers through the anticipated savings to be realized.

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of the Granbury Independent School District, Granbury, Texas:

The terms and conditions of the agreement having been reviewed by the Board of Trustees of the Granbury Independent School District and found to be acceptable and in the best interests of the Granbury School District and its citizens are hereby in all things approved.

The Assistant Superintendent for Finance and Operations of the Granbury Independent School District, under the direction of the Board of Trustees of the Granbury Independent School District, is hereby designated to act in all matters relating to the Interlocal Agreement including designation of specific contracts in which Granbury Independent School District desires to participate.

WHEREAS, this resolution shall become effective from and after its passage.

DULY PASSED AND APPROVED THIS THE 19TH DAY OF OCTOBER, 2015.

ATTEST:

_____

SIGNATURE

_____

TITLE

GRANBURY INDEPENDENT SCHOOL DISTRICT:

_____

AUTHORIZED SIGNATURE

_____

TITLE

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 12, 2015
RE: PACE Purchasing Cooperative – Education Service Center Region 20

SUMMARY:

District Policy CH (LEGAL) and Texas Education Code 44.031 authorize the use of cooperative (interlocal) purchasing to increase efficiency in procurement. Texas Government Code 791 and Local Government Code 271 grant the legal authority to form and participate in purchasing cooperatives and interlocal agreements.

The PACE Purchasing Cooperative is administered by the Education Service Center Region 20 in San Antonio, Texas. The cooperative currently contains a broad range of contracts that would be available to Granbury ISD as a member. There are no membership fees or administrative fees for participation. Membership in the cooperative may be terminated with a 30-day written notice.

Participation in cooperative agreements is beneficial for many reasons to include, but not limited to, combined purchasing strength due to the volume of members and time savings to the district in the use of existing contracts.

RECOMMENDATION:

It is recommended the Board of Trustees approve participation in the Pace Purchasing Cooperative and adopt the Resolution. District membership will remain in force and automatically renew annually unless either party gives ninety (90) days prior notice of non-renewal. This agreement may be terminated with or without cause by either party upon thirty (30) days written notice.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Debbie Johnson

Date Submitted: October 12, 2015

PACE PURCHASING COOPERATIVE

INTERLOCAL AGREEMENT

Member Name: Granbury ISD County District Number: 111-901

Education Service Center, Region 20 (Coop) and the above named agency (member) enter into the following cooperative service arrangement.

This agreement is effective _____ (date) and shall automatically renew unless either party gives ninety (90) days prior notice of non-renewal. This agreement may be terminated with or without cause by either party upon thirty (30) days written notice.

The Coop will:

- Handle bidding procedures
- Abide by all bid laws in the State of Texas
- Enter proposals for tabulation and evaluation
- Arrange for an Award Committee to test, evaluate and award proposals
- Develop award information forms for member use
- Send award information to vendors
- Develop system for gathering evaluation information from members on vendor performance and product quality
- Provide comparison information with previous awards to evaluate effectiveness of proposals

The Member will:

- Designate a member employee to serve as a liaison with Coop
- Provide release time for meetings, proposal openings, and testing assistance as needed
- Identify delivery location within Member on purchase orders
- Prepare purchase orders for items awarded on proposals
- Ensure timely payments to vendors who receive proposal awards
- Provide Coop with evaluation forms regarding vendor and product concerns
- Ensure a Resolution is properly executed if required

Authorization:

Education Service Center, Region 20 and the PACE Purchasing Cooperative executed a contract to provide cooperative purchasing services to government entities.

PACE PURCHASING COOPERATIVE

INTERLOCAL AGREEMENT

Member Name: Granbury ISD County District Number: 111-901

Please send a signed Interlocal Agreement to (or fax to 210-370-5776 or e-mail to jim.metzger@esc20.net):

Education Service Center, Region 20
Attn: PACE Coop
1314 Hines Ave
San Antonio, TX 78208.

Public Entity	**Education Service Center, Region 20**
BY:	**BY:**
Authorized Signature	**Authorized Signature**
	Purchasing Coordinator
Title	**Title**
Date	**Date**
L. O. "Dobie" Williams	**Jim Metzger**
Contact Person	**Contact Person**
Assistant Superintendent	**Purchasing Coordinator**
Title of Contact Person	**Title of Contact Person**
600 W. Bridge, Ste. 6	**210-370-5204**
Street Address	**Phone Number**
Granbury, TX 76048	**210-370-5776**
City, State, Zip	**Fax Number**
817-408-4015/817-408-4033	**jim.metzger@esc20.net**
Phone/Fax Number	**E-mail Address**
dobie.williams@granburyisd.org	
E-mail Address	

RESOLUTION

WHEREAS, it is the intent of GRANBURY INDEPENDENT SCHOOL DISTRICT
(Name of Entity)
to join and participate in the PACE Purchasing Cooperative, being organized and administered by the Education Service Center, Region 20.

WHEREAS, authority for this commitment is authorized by Article 791.011 Interlocal Cooperation Act as amended and would allow for substantial savings to be realized by volume purchasing of specific commodity items.

BE IT RESOLVED, that GRANBURY INDEPENDENT SCHOOL DISTRICT
(Name of Entity)
Board of Trustees hereby joins in and elects to participate in the PACE Purchasing Cooperative being organized and administered by the Education Service Center, Region 20 and recognizes that there will be no fee for participation.

BE IT FURTHER RESOLVED, that GRANBURY INDEPENDENT SCHOOL DISTRICT
(Name of Entity)
Board of Trustees hereby authorizes its Assistant Superintendent for Finance and Operations to execute such documents as are appropriate and necessary to implement the Entity's participation in said PACE Purchasing Cooperative.

We certify the foregoing is a true and correct copy of the resolution duly adopted by

GRANBURY INDEPENDENT SCHOOL DISTRICT, of GRANBURY, Texas. In
(Name of Entity) (City)
witness thereof, I/we have hereunto set my/our hand(s) this 19th day of October, 2015.

AUTHORIZED SIGNATURE:_____

NAME and TITLE: _____

AUTHORIZED SIGNATURE: _____

NAME and TITLE: _____

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 12, 2015
RE: Total Compensation Group Investment Advisory Services, LP and the Managed Asset Portfolio Program (MAPP)

SUMMARY:

Board Investment Policy CDA (Local) establishes, among other things, that, "*The main goal of the investment program is to ensure its safety and maximize financial returns within current market conditions in accordance with this policy.*"

The Board heard a presentation from Total Compensation Group Investment Advisory Services, LP (TCG Advisors) at the September 21, 2015 board meeting. As a follow up to the presentation, the attached Municipal Advisory Services Agreement and Amendment from TCG Advisors is being presented to the Board for consideration. Also attached is information that gives greater detail on TCG's business practices and qualifications as well as additional information on the MAPP Program. It should be noted that participation in the MAPP Program will require a change in the District's investment protocol by allowing longer term investments. However, as per the attached MAPP agreement and amendment, this longer term will be limited to a maximum of two (2) years maturity. All investments will be compliant with the Public Funds Investment Act. Granbury ISD Investment policy CDA (LOCAL) allows the Board to approve investments for terms in excess of one year.

RECOMMENDATION:

The administration recommends that the Board move to approve the Municipal Investment Advisory Services Agreement for the Managed Asset Portfolio Program (MAPP) with Total Compensation Group Investment Advisory Services, LP and specifically authorize a longer maturity of up to two years for any given investments, within legal limits.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Dobie Williams

Date Submitted: October 12, 2015

Municipal Investment Advisory Services Agreement for the Managed Asset Portfolio Program (MAPP)

THIS AGREEMENT made this 19th day of October, 2015 by and between Total Compensation Group Investment Advisory Services, LP, a registered investment advisor and registered municipal advisor ("TCG");

and

Granbury Independent School District, a Public School District chartered under the laws of the State of Texas (the "Investor").

WITNESSETH:

WHEREAS, TCG is a registered investment advisor with the Securities and Exchange Commission ("SEC") qualified to do business in all applicable states;

WHEREAS, TCG is a registered municipal advisor with the Municipal Securities Rulemaking Board ("MSRB") qualified to do business in all applicable states;

WHEREAS, the Investor wishes to obtain the investment advisory services of TCG for its General Operating, Debt Service and Building ("Fund" or "Funds") on the terms and conditions set forth herein; and

WHEREAS, TCG desires to perform such investment advisory services on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the legal sufficiency of which is hereby acknowledged, and intending to be legally bound, the parties agree as follows:

1. **Investment Advisory Services**. TCG will provide to the Investor guidance regarding suggested investment weightings for the management of the assets of the Fund(s). TCG's investment advisory responsibility will be to construct and review and monitor a portfolio to be appropriate investments of the specific Fund, subject to the investment objectives and risk profiles of such Fund ("Portfolio") and the Texas Public Funds Investment Act ("PFIA"). TCG's advice will encompass the initial review of the client's portfolio for the Fund (if necessary), recommendations for a portfolio structure, recommended implementation of portfolio investments and ongoing recommendations on appropriate changes in portfolio holdings consistent with the objectives of such Fund.

   TCG's advisory services shall include:
   a. Quarterly portfolio review and performance analysis;
   b. Quarterly portfolio recommendations including re-balancing and, if necessary, reallocation;
   c. Quarterly verbal communications with the Investor;
   d. Quarterly review and discussion of recommendations, if any;
   e. Additional periodic reports on an as needed basis;

f. Preparation or review of Written Investment Strategies for each Fund ("WIS");
g. Acting as a fiduciary regarding the investments selected and held for the Fund portfolio(s); and
h. Recommending investments for each specific Fund in accordance with Texas state laws (the PFIA) applicable to such Fund, federal tax laws, and local policies of the Fund's Board of Investors to the extent such policies pertain specifically to that Fund and are stricter than state or federal laws.

2. **Time Schedules**. To provide for efficient implementation of these investment services, TCG will abide by the following timeline.

a. Quarterly Portfolio weighting recommendations will be provided to the Investor at a quarterly meeting on a date and time of the Investor's choosing. Investor will have up to ten (10) calendar days prior to the suggested implementation date (i.e., the date of any re-balancing and/or re-allocation) to review the recommendations and make a decision concerning whether or not to implement the recommendation.

b. If TCG does not receive approval or rejection from the Investor within fifteen (15) calendar days of submitting its recommendations to the Investor, portfolio rebalancing and the investment of future contributions made to the Plan will be made in accordance with the most recently previously approved investment recommendations.

3. **Fees**. TCG's fees under this Agreement shall be calculated and payable in accordance with Exhibit A, as may be amended by TCG with ninety (90) days' written notice to the Investor.

4. **Representations and Compliance Procedures**. TCG is a registered investment advisor and registered municipal advisor engaged in the business of providing investment advice.

5. **Representations of the Investor**. The Investor represents that:
a. It is completely independent of TCG and its affiliates;
b. It is authorizing, by this writing, the advisory services contemplated in this Agreement, with full disclosure of the relationship between the investment advisory role of TCG and the securities and support services provided by TCG and/or its affiliates;
c. It understands that this authorization is terminable at will upon notice to TCG by the Investor; and
d. It is the fiduciary to the Fund(s) and as such accepts the fund recommendations from TCG to be consistent with the individual Fund(s) objectives and the specific WIS.

6. **Termination**. This Agreement shall remain in full force and effect until:
a. Terminated by the Investor, at will, upon written notice to TCG;
b. Terminated by ninety (90) calendar days' written notice by TCG to the Investor;
c. Terminated by either party in the event of insolvency, bankruptcy, receivership, dissolution, or liquidation of the other party, or an assignment by the other party for the benefit of creditors; or

d. Terminated by either party providing a written statement by its counsel that legal or regulatory developments effectively prohibit the activities contemplated hereunder or materially affect continued performance.

7. **Successors and Assigns**. The rights, duties and obligations of the parties under this Agreement may not be assigned or assumed without the prior written consent of the other party. Nothing herein shall cause a termination of this Agreement upon the reorganization of the Investor. Subject to the foregoing, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors or permitted assigns. Nothing in this Agreement is intended or shall be construed to confer upon any person other than the parties hereto and their successors and permitted assigns any right, remedy or claim under or by reason of this Agreement.

8. **Entire Agreement**. This Agreement shall constitute the entire agreement between Investor and TCG with respect to the subject of the services described herein. This Agreement may be amended, modified or replaced only by subsequent written agreement of the parties. No waiver of any term or condition of this Agreement shall be effective unless agreed to in writing between the parties. Any attempt to orally modify, amend or waive any term, condition or provision of this Agreement shall be null and void.

9. **Disputes, Venue, Choice of Law**. The parties agree that all disputes shall be submitted to non-binding mediation by a mutually agreeable mediator. Mediation fees shall be split equally among the parties. If the parties are still unable to reconcile their differences after the mediator issues its award, either party may file an action in any federal or state court located in Travis County, Texas. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE SUBSTANTIVE LAWS OF THE STATE OF TEXAS, WITHOUT GIVING EFFECT TO ANY RULES GOVERNING THE CONFLICT OF LAWS.

10. **Severability**. Where possible in the context of this Agreement, each provision of this Agreement shall be enforced and construed in such a manner as to be effective and enforceable under applicable law; however, if any provision of this Agreement should be held by a court of competent jurisdiction to be invalid, whether in whole or part, then the invalid provision shall be ineffective only to the extent so declared by such court and such invalidity shall not affect the remainder of such provision or the remaining provisions of this agreement.

11. **Notices**. Any notice provided for under this Agreement shall be given in writing signed by an authorized representative of the Investor or TCG and shall be (i) sent by first class mail with return receipt requested to the address specified in the execution of this Agreement, (ii) be delivered by hand, or (iii) sent by facsimile to the party being notified at the facsimile number specified in said execution (or at such other facsimile number as may hereafter be specified in writing). Any notice sent by mail shall be deemed to have been given the date two business days after mailing, and if sent by facsimile, at the time and date shown on the transmission slip.

{*Signatures on Next Page*}

IN WITNESS WHEREOF, and intending to be legally bound, the parties have caused this Agreement to be duly executed the day and year first aforesaid.

TOTAL COMPENSATION GROUP INVESTMENT ADVISORY SERVICES, LP ("TCG")

By: _____

Title: _____

Address: 900 South Capital of Texas Hwy, Suite 350
Austin, TX 78746

Telephone: 512.306.9939

Facsimile: 512.306.9959

Granbury Independent School District

_____

_____

("Investor")

By: _____

Title: _____

Address: 600 W Pearl Street
Granbury, TX 76048

Telephone: 817-408-4015

Facsimile: 817-408-4033

By: _____

Title: _____

By: _____

Title: _____

By: _____

Title: _____

Exhibit A
Fee Schedule

MAPP fees include Advisory Management and Performance Fee

Advisory Management Fee
This fee is charged on the total account value.

Assets			Annual Management Fee*
$ 0.00	—	$ 50,000,000	0.10 %
$ 50,000,000.01	—	$ 100,000,000	0.08 %
$ 100,000,000.01	—	$ 150,000,000	0.06 %
$ 150,000,000.01 and over			0.05 %

* Charged monthly according to the above schedule

Performance Fee
This fee is only charged if there are gains in the account. The fee is 10% of the Portfolio Yield gains over the stated Benchmark as of Anniversary Date assessed quarterly.

The Performance Fee assessed is calculated based on the portfolio's stated yield (Portfolio Yield) over the Benchmark as of the first Anniversary Date. On each successive anniversary, we will review the Portfolio Yield and Benchmark rate, and if the current Benchmark Rate is higher than the last year's Benchmark rate, we will adjust the Benchmark to the new rate. If the current Benchmark rate is equal to or lower than last year's Benchmark rate, then the Benchmark will not be changed. If the Portfolio Yield over the Benchmark is zero or less, then no Performance Fee will be paid for the year.

Definitions

1. "Portfolio Yield"—The annual income return on an investment. This refers to the interest or dividends received from a security and will be expressed annually as a percentage based on the investment's cost. This percentage will be reflected as a Yield to Maturity.
2. "Benchmark"—The portfolio's benchmark for the purposes of fee calculations will be the stated daily current rate of either a) TexPool, an investment pool overseen by the Texas State Comptrollers of Public Accounts, b) Lone Star Investment Pool, an investment pool sponsored by the Texas Association of School Boards, or c) the US Government 1-Year Treasury rate. The benckmark used will be at the Investor's discretion.
3. "Anniversary Date"—The last day of the month for the month in which the entity's account is fully allocated. This date is not to exceed 90 days from account opening.
4. "Fully invested"—To be fully invested, the funds in the account will have purchased all investments determined as needed under the Written Investment Strategy for that account.
5. "Spread"—The difference between the Portfolio Yield and the Benchmark.

Example: Organization A opens a new account and transfers funds on October 15th. After approval, all funds are fully invested as of November 15th; therefore, November 30th will be designated as the Anniversary Date.

On this date TCG will define the Portfolio Yield (1.25%) and the Benchmark rate (0.25%) to determine the spread (1.00%) [PY- Benchmark = Spread]. For the next 12 months, this spread will be used for performance fee calculations. If there are no gains in the spread then no performance fee will be charged.

On November 30th of the following year a new Portfolio Yield and Benchmark rate, not to be lower than last year's rate, will be established to determine the new spread.

NOTES:

_____
_____
_____
_____
_____

MUNICIPAL INVESTMENT ADVISORY SERVICES AGREEMENT FOR THE MANAGED ASSET PORTFOLIO PROGRAM (MAPP)
AMENDMENT

Effective Date: October 19, 2015

As of the Effective Date, Granbury ISD (the "Investor") and TCG hereby amend the MAPP Agreement as follows:

1. **Adding a new item to section 1. Investment Advisory Services.**
    a. Whereas Investor wishes to limit the maturity of investments allowable for its Funds;
    b. Whereas the MAPP Agreement allows for any investments permitted under applicable state and federal laws;
    c. The Plan is now amended to add the following item "i." to Section 1.:
        i. That all investments selected for Investor's Funds be limited to a maximum maturity of two (2) years.
    d. ; and

All other provisions of the Agreement remain unchanged so long as they are consistent with this Amendment.

In Witness whereof, the undersigned authorized Representative of the Investor hereby adopts this Amendment to the MAPP Agreement as of the Effective Date.

For _____ (Investor Name)

Signature: _____

Printed Name: _____

Title: _____

TCG ADVISORS



strategic approach to ASSET MANAGEMENT FOR YOUR SCHOOL DISTRICT

consulting
strategizing
educating
investing

TCG can help you
map out a deliberate investment strategy



ARE YOU MAXIMIZING THE TAXPAYERS ASSETS?

Each district has its own set of financial goals, so why wouldn't your asset management strategy reflect these distinctive needs? Mapping out a unique plan will positively impact your District's long-term financial goals.

Core Principles of Our Strategy

- Safety
- Liquidity
- Yield

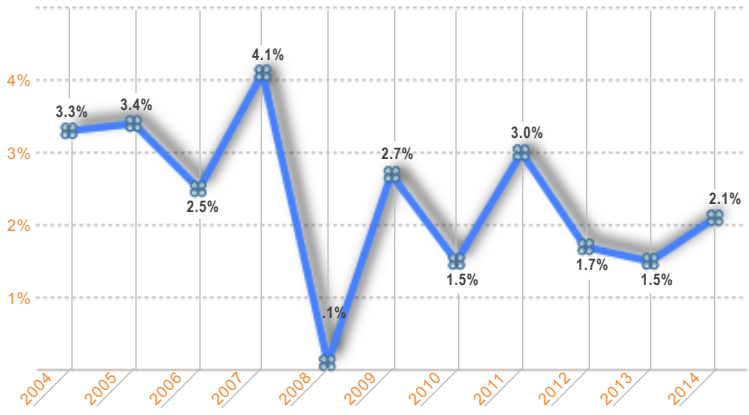
Now more than ever, people are looking to add value in ways they haven't before. Letting your District's funds sit idle in a near-money market equivalent will not allow you to achieve the successes your Board and Community are looking to achieve.

TCG's Managed Asset Portfolio Program (MAPP) can assist you with adding value.

THE *RISK* OF INACTION

We know a few things about financial risks. First and foremost, you cannot escape them no matter how hard you try. Through proper diversification and planning you can hope to minimize the impact. One risk factor that is rarely considered in the plan is the *Purchasing Power Risk*. This is the chance that the cash flows from an investment won't be worth as much in the future due to inflation. A $1 today is not the same $1 even 5 or 10 years into the future. There are risks to letting your money be lazy.

ANNUAL INFLATION RATES CHART (2004—



PUT YOUR MONEY TO WORK AS HARD AS YOU DO

TCG strives to allocate your funds to earn the highest possible rate of return on your investment, all the while maintaining the absolute standards we need to protect your principal. Common misconceptions, and misunderstandings, about the Public Funds Investment Act tend to cause District leaders to rely too heavily on the shortest duration allowed, and not the point on the yield curve that provides the highest benefit.

WE WANT YOUR MONEY TO WORK AS HARD AS YOU DO

Are you getting the most out of your current financial strategy?

FINANCE EXPERTS ARE JUST THAT…EXPERTS

You may not surround yourself with investment strategies, but there are those who live it and breath it everyday —they are schooled on managing risk. Does it hurt to earn more?

BY *NOT* TAKING A RISK… YOU *ARE* RISKING

Did you know you and your District have more options than what are commonly known?

MAPP

Portfolio Investment Advisory Services

TCG ADVISORS PROVIDES AN EXPERT SOLUTION TO WHICH MOST DISTRICTS DIDN'T KNOW THEY HAD ACCESS.

Mapping The Plan

TCG's planning process begins with an in-depth analysis of the client's current financial situation and what that client's financial situation could look like down the road. Working from that clear picture, TCG works closely to identify, clarify and prioritize your goals. Planning requires discipline, starting with an assessment of resources, continuing with an analysis of existing and pending liabilities and moving constantly toward the identification of a desirable end result.

Implementing the Plan

—Cash flow analysis determining efficiencies of investment durations.

—Analysis of organizational risk/return ratios.

—Utilization of time-proven portfolio management strategies.

—Analysis of existing investments regarding optimum return.

—Provide educational materials for the board/community, offering rationale explanations of potential new investment strategies.

TCG relies on a prudent analysis of market factors and a grasp of overall market trends to make sound investment decisions.

COMMON MISCONCEPTIONS

—**"We're taking too much risk"**

The Public Funds Investment Act states what securities are authorized investments for school districts. You and TCG are only investing in what is already approved by law. All investing involves risk; MAPP helps to diversify it.

—**"The Public Funds Act doesn't allow us to invest that long"**

Not all government entities are treated equally; don't get lumped in with cities, counties, etc. Per the PFA, investment pools must manage funds to the lowest common denominator since they hold funds for all types of entities. Did you know that the PFA has a section which specifically gives independent school districts more flexibility and options?

—**"We already have a financial advisor"**

Yes you do, but you don't have a Portfolio Investment Advisor. Your financial advisor does not, and will not, act as a fiduciary and provide you with ongoing investment advice on how to manage your fund balances and capital project/bond proceeds.

—**"We issue our bonds over the course of several years to keep interest costs low"**

In the current interest rate environment this strategy may actually work against you. Waiting to issue bonds may result in a counterproductive situation where your borrowing costs are higher than today. If you are able to invest those dollars to earn a rate closer to the rate at which you issue debt, you can lock in your borrowing cost and provide a more realistic budget figure.

MAPPED OUT, TIME-PROVEN INVESTMENT STRATEGIES CAN WORK FOR YOUR DISTRICT

Our clients rely on us for guidance, from evaluating which investment options are authorized under the Public Funds Investment Act (PFA), to objectively analyzing their individual securities portfolio. TCG has a long history of providing tailored fixed income investment solutions to its clients. We believe that a well-defined and prudently disciplined investment strategy is an organization's best approach, and TCG's expertise provides strategies and services to meet the districts' needs.

TCG ADVISORS TAKE 100% FIDUCIARY RESPONSIBILITY

As an SEC-registered Investment Advisor and registered Municipal Advisor, TCG has a fiduciary duty to provide the highest level of care to our clients. As fiduciaries we always act in complete fairness and never exert any pressure, take selfish advantage, or deal with the client in such a way that benefits ourselves or prejudices the client. These rules are non-negotiable. At TCG, we are committed to delivering value for our clients and providing complete transparency in everything we do. We offers the highest level of transparency with regard to the details of client portfolios, providing clients any time access to the status of their assets, which are held in safekeeping with industry-leading custodians and trust companies.

INVESTMENT POLICY STATEMENT (IPS)

We work with you to develop an Investment Policy Statement that helps to clearly communicate the procedures, investment philosophy, guidelines and constraints to which the parties must adhere. Use of an IPS with each investment client is a best practice for investment advisors and should be expected by clients hiring a professional investment advisor.

MAPP

TCG is *at work* for you

WE WORK HARD FOR YOUR MONEY

how to
surpass your taxpayer's expectations

MAPP CAN HELP *MAKE* MONEY WITH *YOUR* MONEY

We use an investment strategy that is practical yet progressive. The Public Funds Investment Act has stymied public entities ability to utilize sound time-proven investment strategies. Therefore, school boards, superintendents, and CFOs have little incentive to do anything other than what is the "safest" approach. The MAPP strategy looks closer at defining the variables "risk" and "safe"—all while adhering 100% to the Public Funds Investment Act.



The following underlying tenets form the foundation of the MAPP method of best utilizing public monies:

- when one is not meeting at least *inflation*, one is actually losing "principal";
- the entity's finance office should dictate the utilization of monies rather than a construction schedule that is developed chiefly by those who have a vested interest in spending;
- there can be an increase in potential reward greater than the increase in potential risk by implementing the MAPP strategy;
- the upside potential from implementing MAPP may be more significant than other strategies, such as refinancing of debt, energy management, etc.; and
- there is a significant investment value to be added working within the parameters of the Public Funds Investment Act.

Using MAPP can require a possible change in an entity's investment protocol, but it will definitely require a change in thinking...a desire to make your monies work as hard as you do for your district or municipality.

THE INVESTMENT STRATEGY FOR YOUR BOND PROCEEDS

We created this strategy by reviewing how one Texas school district invested $38.9 million of proceeds from bonds it issued. Matching the project schedule to bond maturities, it invested $15 million in bonds maturing in 2020. Most of the remaining proceeds were invested in promissory notes maturing in late 2014, and a small portion was invested in commercial paper. This district has an estimated $2.4 million in income/ return. The government investment pool was estimated to return $110,000.

The estimated positive impact to taxpayers is about $2.29 million.

The strategy we have developed is to

- Analyze the project schedules;
- Determine payment schedules for each project;
- Match the bond maturities to the schedule;
- Use promissory notes for mid-term requirements; and
- Use commercial paper to meet near-dated payment requirements.

Using MAPP can have a positive impact for your district or municipality. This yields a positive impact for your taxpayers.

> "One hears of headline *risk* when investing—but what a pleasure to experience headline *reward!* When your district or municipality earns *more* than the painfully low "pools" make available, then the taxpayers are being well served—and your board will be happy."

Using the MAPP strategy is not a guarantee of investment performance as all investing involves risk.

CONSULTING
STRATEGIZING
EDUCATING
INVESTING

As a highly-regarded investment advisor, TCG is able to respond nimbly to changing market environments. We can do this while maintaining alignment with the school district's interest and delivering an exceptional service experience.

Our disciplined team of MAPP Advisors begins with an in-depth analysis of the district's current financial situation and what that district's financial future could look like years down the road. This lucid picture allows the MAPP professionals to work closely with the school board, superintendent and CFO to clarify, quantify, and prioritize their goals.

Isn't it time for your district to take a proactive and innovative direction where your taxpayer's funds are concerned? TCG's Advisors are here to help map out an investment strategy for your school district.



DISCLOSURES:
Total Compensation Group Investment Advisory Services, LP ("TCG Advisors, LP") is a registered investment advisor regulated by the U.S. Securities and Exchange Commission (SEC) and is a registered municipal advisor regulated by the Municipal Securities Rulemaking Board (MSRB), subject to the Rules and Regulations of the Investment Advisor Act of 1940 and MSRB rules, and is a part of TCG Group Holdings, LLP. We are located in Austin, Texas. A copy of our Form ADV Part IIs is available upon request.

This brochure is for informational purposes only and does not constitute an offer to sell, a solicitation to buy, or a recommendation for any security, or as an offer to provide advisory or other services in any jurisdiction in which such offer, solicitation, purchase or sale would be unlawful under the securities laws of such jurisdiction. Past performance may not be indicative of any future results.

No current or prospective client should assume that the future performance of any investment or investment strategy referenced directly or indirectly in this brochure will perform in the same manner in the future. Different types of investments and investment strategies involve varying degrees of risk—**all investing involves risk**—and may experience positive or negative growth.

Nothing in this brochure should be construed as guaranteeing any investment performance.

TCG-CJ-1 9/2014

TCG ADVISORS

900 So Capital of Texas Hwy
Suite 350
Austin, TX 78746
512.309.9939 ph
512.306.9959 fax

www.tcginvestments.com

TCG Advisors, LP Disclosures

Attached are the ADV Part IIA, ADV Part IIB, and our Privacy Policy Notice.

To view the TCG Advisors Form ADV on the SEC Website, go to:
www.adviserinfo.sec.gov/IAPD/Content/Search/iapd_OrgSearch.aspx
and input “TCG Advisors.”

Item 1 — Cover Page

TOTAL COMPENSATION GROUP INVESTMENT ADVISORY SERVICES, LP (dba TCG ADVISORS, LP)

900 South Capital of Texas Highway, Suite 350
512.306.9939
www.tcginvestments.com

May 20, 2015

This Brochure provides information about the qualifications and business practices of TCG ADVISORS, LP. If you have any questions about the contents of this Brochure, please contact David E. Friedman at 512.600.5225 or dfriedman@tcggroupholdings.com. The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

TCG ADVISORS, LP is a registered Investment Adviser. Registration of an Investment Adviser does not imply any level of skill or training. The oral and written communications of an Adviser provide you with information which will help you determine to hire or retain an Adviser.

Additional information about TCG ADVISORS, LP also is available on the SEC's website at www.adviserinfo.sec.gov. Input "Total Compensation Group" to search for us.

Item 2 — Material Changes

Pursuant to new SEC Rules, we will ensure that you receive a summary of any materials changes to this and subsequent Brochures within 120 days of the close of our business' fiscal year. We may further provide other ongoing disclosure information about material changes as necessary.

We will further provide you with a new Brochure as necessary based on changes or new information, at any time, without charge.

You may request our Brochure by contacting David E. Friedman at 512.600.5225 or dfriedman@tcggroupholdings.com. Our Brochure is also available on our website, www.tcginvestments.com, also free of charge.

Additional information about TCG Advisors, LP is also available via the SEC's web site www.adviserinfo.sec.gov. The SEC's web site also provides information about any persons affiliated with TCG Advisors, LP who are registered, or are required to be registered, as investment adviser representatives of TCG Advisors, LP.

The ACM Note was removed from this disclosure as it was paid off in full.

TCG Advisors is now a Municipal Advisor registered with the Municipal Securities Rulemaking Board (MSRB). We have a new investment program—the Managed Asset Portfolio Program (MAPP)—available to public entities in Texas.

Item 3 — Table of Contents

Item 1 — Cover Page i
Item 2 — Material Changes ii
Item 3 — Table of Contents iii
Item 4 — Advisory Business 5
Who We Are 5
Portfolio Management 5
Par 4—USA 6
Par 4—International 7
TCG Select Investors, LLC 7
TCG Select Investors Two, LLC 7
TCG Select Investors Three, LLC 7
Managed Asset Portfolio Program (MAPP) 7
Single Member LLCs 8
Retirement and Financial Plans 8
Assets Under Management 8
Item 5 — Fees and Compensation 9
Asset Management Fees 9
Retirement and Financial Plan Fees 10
Item 6 — Performance-Based Fees and Side-By-Side Management 11
Item 7 — Types of Clients 12
Item 8 — Methods of Analysis, Investment Strategies and Risk of Loss 12
Analysis Methods for Individual Client Managed Accounts 12
Analysis Methods for Institutional Accounts 13
Quantitative Rotation Investment Strategy 13
Item 9 — Disciplinary Information 13
Item 10 — Other Financial Industry Activities and Affiliations 13
TCG Consulting 14
Fairway Asset Management, LLC 14
JEM 14
TCG Benefits, LLC 14
Proximity Learning, Inc. 14
Other Affiliations 15
Item 11 — Code of Ethics 15
Personal Securities Transactions 15
Trade Order Practices 15
Cross Securities Transactions 16
Item 12 — Brokerage Practices 16
Item 13 — Review of Accounts 16
Managed Accounts 17
Institutional Accounts 17
Accounts with Outside Managers 17

Item 14 — Client Referrals and Other Compensation 18
Item 15 — Custody 18
Item 16 — Investment Discretion 19
Item 17 — Voting Client Securities 19
Item 18 — Financial Information 19
Brochure Supplement(s) 21
Definitions 21

Item 4 — Advisory Business

Who We Are

TCG ADVISORS, LP has operated since 2001. We are a privately-held partnership owned by Total Compensation Group Holdings, LLP and Total Compensation Group Investment Advisory Services Management, LLC. John J. Pesce, CEO, and Mike W. Cochran, Chairman, are the founding partners. John J. Pesce is the majority General Partner of Total Compensation Group Holdings, LLP and the majority Member of Total Compensation Group Investment Advisory Services Management, LLC.

We provide investment advisory services and detailed, written financial and retirement plans to individuals, pension and profit-sharing plans, trusts, businesses, individual retirement accounts, state and municipal government retirement plans, public school district general obligation and project development funds, and sub-advisory services to insurance companies and other entities. Occasionally, we provide non-securities related advice to our clients, such as advice on compensation, retirement plans and benefits for employees. In designing our services, we consider the client's financial situation, investment objectives, time horizon, risk tolerance and other client needs. We are a strictly fee-based advisor, rather than commission-based.

Through our affiliate—Total Compensation Group Consulting, LP ("TCG Consulting")—we also provide consulting services for a fee to institutional clients to analyze and to assist in preparing Requests for Proposals for insurance and investment products, and to employers and employees on the negotiation of terms for employment contracts. Some of these clients are also investment advisory clients of TCG ADVISORS, LP. TCG Consulting is also strictly fee-based.

Portfolio Management

We design and manage eight (8) discretionary investment portfolios for individual clients—the Managed Account Program (also referred to as "MAP"). "Discretionary" means that the client, you, gives us permission to make trades in your account(s) without first getting your approval. If you have securities in your account that you do not want traded, we will segregate those securities and only trade the remainder of the account(s).

Knowing that all investing involves risk, we seek to manage risk by using a mixture of growth equities (usually exchange traded funds (ETFs), but also mutual funds) and fixed income investments (bonds, fixed income ETFs, bond funds and other cash equivalent funds). The portfolios range from a speculative tactical model invested 100% in growth equities to a conservative preservation tactical model invested 100% in fixed income investments. The models are

- Aggressive Growth
- Growth
- Balanced
- Conservative
- Preservation

- TCG Tactical Model 100% Equities
- TCG Tactical Balanced Model
- TCG Tactical Model 100% Fixed Income

We also have a discretionary model that is a Rotation Model (Sector / Country). The model can be invested 100% in cash. In some instances, this portfolio may be the used as your core investment.

With the exception of the tactical models, you may invest one hundred percent (100%) in one of our other six models as your core asset, or you may choose to have some of your assets in one of our satellite allocations. (When using the satellite with the core assets, the split is usually 80% core and 20% satellite, though this may vary based upon your total investable assets.) The satellite allocation seeks to increase the *Alpha* of your portfolio. *Alpha* is a measurement of the performance of your portfolio on a risk-adjusted basis, comparing the volatility or price risk of your investment to its risk-adjusted performance compared to an appropriate benchmark (e.g., the S&P 500, the Lehman Brothers Aggregate Bond Index, etc.). The higher the *Alpha* is the better the return is for the expected risk. Remember that past performance is not, however, a guarantee of future returns.

Because all investors are different, we discuss each client's tolerance for risk when assisting him/her in deciding into which portfolio his/her account(s) should be invested. All clients are given an Investment Policy Statement that will

- establish reasonable expectations, objectives, and guidelines in the investment of the Portfolio's assets;
- set forth an investment structure detailing permitted asset classes, normal allocations and permissible ranges of exposure for the Portfolio;
- encourage effective communication between the Investor and the Advisor; and
- create the framework for a well diversified asset mix that can be expected to generate acceptable long-term returns at a level of risk suitable to the Investor.

We review accounts on a regular basis and then we discuss that analysis with each client to determine if he/she should continue in such portfolio or change into a new one based upon current circumstances.

Par 4—USA

Our "Par 4—USA" equity strategy is a domestic large cap equity portfolio designed to generate a flow of steady current income as well as provide the potential for long term capital appreciation. The portfolio is comprised of 25 blue chip common stocks in evenly weighted positions (4% in each stock) to minimize stock specific risk; the Par 4—USA portfolio is broadly diversified among the major industry groups to help minimize economic sector risk. Individual stock positions are selected based on each company's sound fundamentals and its ability to pay substantial regular dividends. We target the average current yield of the Par 4—USA portfolio at 4%, though there is no guarantee that we will achieve such yield.

Par 4—International

Our "Par 4—International" equity strategy is an international (ex-United States) large cap equity portfolio designed to generate a flow of steady current income as well as provide the potential for long term capital appreciation. The portfolio is comprised of 25 blue chip common stocks in evenly weighted positions (4% in each stock) to minimize stock specific risk; the Par 4—International portfolio is broadly diversified among the major industry groups to help minimize economic sector risk. Individual stock positions are selected based on each company's sound fundamentals and its ability to pay substantial regular dividends. We target the average current yield of the Par 4—International portfolio at 4%, though there is no guarantee that we will achieve such yield.

TCG Select Investors, LLC

TCG Select Investors, LLC is a limited liability company formed to provide a business loan to Excel Finance Holding Company ("Excel Holdings"), Excel Finance Company, a Texas corporation ("Excel Texas") and Excel Finance Company, a Louisiana corporation ("Excel Louisiana"). The members of TCG Select Investors, LLC are charged an annual one percent (1.0%) management fee on a monthly basis at a rate of 0.000833333. Only Accredited Investors or Qualified Clients may participate in this alternative investment.

TCG Select Investors Two, LLC

TCG Select Investors TWO, LLC is a limited liability company formed to provide a business loan to 1845 Oilfield Services, Inc. D&T Trucking paid a $100,000 management fee upfront to TCG, which was not charged to the members of Select Investors Two. The members of TCG Select Investors, LLC are charged an annual one percent (1.0%) administrative fee on a monthly basis at a rate of 0.000833333. Only Accredited Investors or Qualified Clients may participate in this alternative investment.

TCG Select Investors Three, LLC

TCG Select Investors Three, LLC is a limited liability company formed to provide a business loan to Michael Dre, LLC. The members of TCG Select Investors Three, LLC are charged an annual one percent (1.0%) management fee on a monthly basis at a rate of 0.000833333. Only Accredited Investors or Qualified Clients may participate in this alternative investment.

Managed Asset Portfolio Program (MAPP)

MAPP is a portfolio management program for municipal entities (i.e., public schools, county governments, etc.) that constructs, invests, and monitors the entity's funds (e.g., general obligation funds, project development funds, etc.), subject to the investment objectives and risk profiles of such fund and the Texas Public Funds Investment Act. We will develop a Written Investment Strategy for each entity's separate fund account.

TCG receives a Management Fee and a Performance Fee (the Performance Fee will be explained under Item 6 below). The Management Fee is 0.1% (10 basis points) billed monthly at a rate of 0.0000833333 for MAPP accounts of $50 million or less. Accounts over $50 million are charged under the following schedule:

Assets			Management Fee
$ 0.00	—	$ 50,000,000	0.10 %
$ 50,000,000.01	—	$ 100,000,000	0.08 %
$ 100,000,000.01	—	$ 150,000,000	0.06 %
$ 150,000,000.01 and over			0.05 %

We may negotiate the Management and Performance Fees based on the size, duration and number of the municipality's account(s).

Single Member LLCs

TCG provides financial advice to two single member private fund limited liability companies. These funds are not open to clients other than their respective single members.

Retirement and Financial Plans

Our retirement and financial planning provides a detailed, written plan designed to assist our clients in achieving their stated objectives and goals. Our plans address some or all of the following areas:

- *Personal*: A review of liquid assets, an analysis of debt and a review of personal savings and spending patterns.
- *Risk Management*: An evaluation of the adequacy of a client's risk management techniques (with respect to common risks, such as premature death, disability, illness, property loss and/or damage, liability, long-term care and unemployment.
- *Investments*: A review of a client's investments to ensure they are consistent with the client's risk tolerance and appropriate in light of the client's objectives and goals (e.g., time horizon, liquidity and marketability, rate of return and risk).
- *Tax*: A review of the impact of taxes on a client's portfolio and assistance in selecting appropriate investments based on tax efficiency.
- *Retirement Planning*: An evaluation of a client's current financial situation and retirement plans/needs and the appropriateness of current investment vehicles and potential investment vehicles, individually or as a composite.
- *Estate Planning*: A review of estate planning techniques to achieve the proper distribution of property, the minimization of estate settlement costs and taxes, and the care of dependents.

When providing retirement and financial plans, we may make general and/or specific product and strategy recommendations. If we make such recommendations, they will be tailored to meet the objectives, goals and risk tolerance of that specific client. The client is under no obligation to use our services to implement such recommendations.

Assets Under Management

We currently manage, as of December 31, 2014, the following client assets:

Discretionary Assets	593,178,343
Non-discretionary Assets	134,343,425
TOTAL	727,521,768

Over 90% of the Non-discretionary Assets are held by institutional clients that use Investment Advisory Committees. TCG ADVISORS, LP provides information and advice to these Committees, which then make their investment decisions.

Item 5 — Fees and Compensation

The specific manner in which we charge fees is detailed in our Customer Service Agreement, which you were given at the time you entered into an advisory relationship with us. We receive an asset management fee based on the Net Assets of each account for which we provide investment advisory services. ("Net Assets" means the market value of your account—or fair market value in the absence of a market value as of a specified date— , plus any credit balance or minus any debit balance.) The asset management fee may vary based on the nature, size and complexity of each client's account and is negotiable. The satellite allocations may have a different asset management fee; however, such funds allocated to the satellite position will only be charged that satellite's asset management fee and not the core asset management fee. You are not charged twice by us on your assets.

The asset management fee does not include brokerage commissions, ticket charges, interest charges, exchange fees, wire transfer fees, or other costs or fees associated with securities transactions or those required by law. The client, you, may incur charges imposed by managers, custodial fees, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. Mutual funds and exchange traded funds also charge internal management fees, which are disclosed in the fund's prospectus.

Item 12 below further describes the factors that we consider in selecting or recommending broker/dealers for *client* transactions and determining the reasonableness of their compensation (*e.g.*, commissions).

Such charges, fees and commissions are exclusive of and in addition to our asset management fee, and we do not receive any portion of these commissions, fees, and costs.

Asset Management Fees

Our standard annual asset management fee schedule for individuals is as follows:

Net Assets			Management Fee
$ 0	—	$ 99,999.99	1.50 %
$ 100,000	—	$ 999,999.99	1.25 %
$ 1,000,000	—	$ 2,999,999.99	1.00 %
$ 3,000,000	—	$ 6,999,999.99	0.75 %
$ 7,000,000	—	$ 9,999,999.99	0.50 %
$10,000,000 and over			Negotiated

There may be an annual management fee charged by a third-party advisor for certain sub-accounts of our Managed Account Program. This amount is passed on directly to the outside advisor. This fee is in addition to our standard annual asset management fee and is charged only to those Clients who are invested in such sub-account.

Asset management fees are typically payable in advance on the first day of the specified period. The fees are based on the Net Assets of the account on the last day of the prior period and are a proportionate share of the annual management fee (e.g., ¼ of the annual fee for quarterly deductions, etc.). The specified period may be monthly, quarterly or semiannually. Typically, asset management fees are deducted by the custodian of your account(s) quarterly. Alternate fee-payment arrangements (i.e., payment by check) may be made. Asset management fees shall not be prorated for each capital contribution and withdrawal made during the applicable calendar quarter.

If you open or terminate an Account during a calendar quarter, you will be charged a prorated asset management fee. Such prorated asset management fee for the initial or terminal quarter is calculated as of the first day of a month based on the Net Asset value of the account on the last day of the prior month and is proportionate for the remaining number of months in the quarter. For example, when opening an account in the first month of the quarter, the proportionate asset management fee is calculated on the first day of the second month and then 2/3 of such fee is payable for the quarter. Upon termination of any account, any prepaid, unearned asset management fees, calculated in the same manner, will be promptly refunded, and any earned, unpaid fees will be due and payable.

Retirement and Financial Plan Fees

Retirement/financial planning services fess may be an hourly rate, a flat fee and/or a percentage of the assets under management. We charge $1,750 for a full financial plan, $850 for a retirement plan and $500 for an investment plan. These fees may vary based on the nature, size and complexity of each client's account and are negotiable. All fees are agreed to in advance of us entering into an agreement with any client. Such fees are payable only after the plan has been delivered to the client; however, alternative fee-payment arrangements may be made.

An agreement for retirement/financial planning services may usually be terminated, for any reason, upon written notice by either party. Since, however, these are often longer-term contracts negotiated with employers and other institutions, these contracts may have more restrictive termination provisions. If cancellation occurs, any unearned

fees will be refunded promptly to the client, and any unpaid fees become due and payable as of the date of the termination.

Item 6 — Performance-Based Fees and Side-By-Side Management

TCG ADVISORS, LP has no trading portfolios for individuals that charge a performance-based fee (fees based on a share of capital gains on or capital appreciation of the assets of a client). Our affiliated investment adviser—Fairway Asset Management, LLC—, has investments that it offers which do charge a performance-based fee. We may recommend these investment opportunities to some of our clients. Investments with performance-based fees are only available to Qualified Clients.

The MAPP accounts are charged a Performance Fee. The Performance Fee is ten percent (10%) on the amount over the benchmark. The benchmark for these accounts is the US Government 1-Year Treasury rate determined on the Anniversary Date for each account. The Anniversary Date is the last day of the month for the month in which the entity's account is fully allocated. To be fully allocated the funds in the account will have purchased all investments determined as needed under the Written Investment Strategy for that account.

The portfolio's benchmark for the purposes of fee calculations will be the stated daily current rate of either a) TexPool, an investment pool overseen by the Texas State Comptrollers of Public Accounts, b) Lone Star Investment Pool, an investment pool sponsored by the Texas Association of School Boards, or c) the US Government 1-Year Treasury rate. The benckmark used will be at the Investor's discretion. On each successive anniversary, we will review the Portfolio Yield and Benchmark rate, and if the current Benchmark Rate is higher than the last year's Benchmark rate, we will adjust the Benchmark to the new rate. If the current Benchmark rate is equal to or lower than last year's Benchmark rate, then the Benchmark will not be changed. If the Portfolio Yield over the Benchmark is zero or less, then no Performance Fee will be paid for the year.

Both TCG ADVISORS, LP and Fairway Asset Management will structure any performance or incentive fee arrangement subject to Section 205(a)(1) of the Investment Advisors Act of 1940 (The Advisors Act) in accordance with the available exemptions thereunder, including the exemption set forth in Rule 205-3. Performance based fee arrangements may create an incentive for us to recommend investments which may be riskier or more speculative than those which would be recommended under a different fee arrangement. Such fee arrangements also create an incentive to favor higher fee paying accounts over other accounts in the allocation of investment opportunities. TCG ADVISORS, LP and Fairway Asset Management have procedures designed and implemented to ensure that all investors are treated fairly and equally, and to prevent this conflict from influencing the allocation of investment opportunities among investors.

Item 7 — Types of Clients

We provide portfolio management and retirement/financial planning services to individuals, high net worth individuals, corporate pension and profit-sharing plans, state and municipal entities, foundations, trusts, estates, and private investment funds. The minimum account size for clients in our Core/Satellite Managed Account Program is $100,000 without the Satellite allocation. With the Satellite allocation, the minimum account size is $125,000. TCG Select Investors, LLC has a minimum of $50,000. The TCG Tactical Model Managed Account Program has a recommended minimum of $50,000. We may, at our sole discretion, waive these minimums.

TCG Consulting, our affiliate, provides consulting services to financial services companies, public school administrators, pension consultants, and insurance companies that may provide products and services to clients.

Item 8 — Methods of Analysis, Investment Strategies and Risk of Loss

Remember that all investing in securities involves risk of loss that clients, you, should be prepared to bear. Our investment strategy seeks to achieve higher returns while managing risk. While we cannot remove all risk, we seek to keep the level of risk low to the potential gains. Past performance is not, however, a guarantee of future returns.

Analysis Methods for Individual Client Managed Accounts

Accounts in the Managed Account Program are reviewed and evaluated quarterly. From time-to-time, market conditions may cause the Programs' investments to vary from our established allocation. To remain consistent with our asset allocation guidelines, we rebalance the investments back to the guideline weighting (what percentage each investment is of the total allocation) if the actual weighting varies by five percent (5%) or more from the guidelines.

We use various analysis methods to determine the investments that should be part of the model portfolios. These methods are technical analysis and cyclical analysis, using charts and fundamentals.

Technical analysis forecasts the direction of prices through the study of past market data. Charting allows us to see visually how a security is trending, so we can decide whether or not to keep that security in our portfolios.

Cyclical analysis looks at economic conditions to determine whether the country is prospering or in recession. Certain securities will follow these trends both up and down, while others will run in a contrary manner, so we can determine which securities to put in or to remove from our portfolios.

The investments in our MAP portfolios are also compared to appropriate benchmarks to evaluate how they are doing in relation to other similar investments. We also review how well the investments line up with the MAP Investment Policy Statements.

Analysis Methods for Institutional Accounts

Institutional accounts, where we serve as a non-discretionary advisor, are reviewed and evaluated quarterly. The securities and their performance are compared to the institution's investment policy statement. The evaluation process includes the following:

- Comparing the rate of return for each security (net of investment manager fees and fund expenses) to its benchmark (peer group universe);
- Determining the progress made in achieving the goals in the investment policy statement;
- Noting deviations from the investment policy;
- Reviewing market and economic conditions;
- Making projections for the coming quarter's market and economic conditions;
- Preparing recommendations for each fund—hold, remove, or place on the watch list; and
- Recommending new funds to add, if any.

If, based upon the evaluation, we believe that changes are necessary, we take those recommendations to the institution's investment committee to vote on the changes. Changes may be to remove a security, to place it on a watch list (or remove from the watch list) or to add a security.

Quantitative Rotation Investment Strategy

We receive quantitative analysis from an asset manager for use in rotation strategy analysis. They use a mathematical strategy based on a proprietary model to evaluate financial markets. Their models seek to balance return with risk control. The asset manager provides us information on various financial sectors and countries to help us know when to buy or sell securities in our models. There is a minimum of $100,000 in asset value required to use this strategy.

Item 9 — Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of TCG ADVISORS, LP or the integrity of our management. None of our management or Partners has any disciplinary information to disclose.

Item 10 — Other Financial Industry Activities and Affiliations

TCG ADVISORS, LP is a part of TCG Group Holdings, LLP. We have various affiliates (wholly-owned subsidiaries of TCG Group Holdings, LLP) that sometimes provide services to our clients. These affiliates are Total Compensation Group Consulting, LP; Fairway Asset Management, LLC; JEM Resource Partners, LP; TCG Benefits (f/k/a The Paragon Group, LP; Paragon National, LP; and Paragon Benefits, LP, collectively).

TCG Group Holdings, LLP or its Partners has a minority ownership interest in Four Seasons Administrators LLC, Responsive Learning GP LLC, Search Consulting Specialists, LLC and Proximity Learning, Inc.

TCG Consulting

Total Compensation Group Consulting, LP ("TCG Consulting") provides consulting services for a fee to institutional clients (*e.g*. school districts, municipalities, etc.), including analyzing a client's needs, assisting in the preparation of Request for Proposals for insurance and investment products and assisting in the evaluation of responses as well as in providing evaluation services with respect to existing programs.

Additionally, TCG Consulting provides consulting services to employers and employees with respect to the negotiation and terms of employment agreements. TCG Consulting provides consulting services to some of the clients for which TCG ADVISORS, LP serves as an investment advisor. TCG ADVISORS, LP and TCG Consulting may recommend the other company's services, as appropriate, to meet the needs of clients.

Fairway Asset Management, LLC

Fairway Asset Management, LLC is an affiliated investment advisor, which we own 100% of the member interests. Fairway Asset Management currently has four subsidiaries ("Funds")—Fairway Fund, LP, Fairway Masters Fund, LP, Fairway Eagle Fund, LP and Bull Creek Credit Opportunity Fund, LLC—that offer products and services to qualified purchasers or accredited investors only. Some of our qualified purchaser clients are invested in the Fairway Asset Management funds, and we may recommend the Fairway Asset Management funds to some of our clients.

JEM

JEM Resource Partners, ("JEM"), an affiliate of TCG ADVISORS, LP, provides third-party administrative services to clients in the markets served by TCG. From time to time, we recommend JEM's services to clients. Our recommendation of JEM's services is in those situations where we believe that it is appropriate and in the client's best interest to use those services. JEM is a fee-only administrator and does not sell any investment products.

TCG Benefits, LLC

We formed TCG Benefits, LLC to better reflect its relationship as part of TCG Group Holdings, LLP. The Paragon Group, LP, Paragon National, LP, Paragon Benefits, LP and related companies ("*Paragon*") transferred their licenses to TCG Benefits, LLC. TCG Benefits, LLC sells insurance products in the same markets as TCG ADVISORS, LP. We may use the products of TCG Benefits, as appropriate, to meet the needs of our financial planning clients.

Proximity Learning, Inc.

Proximity Learning, Inc. (formerly TCG Global, LP) is partially owned (over 50%) by partners of TCG Group Holdings, LLP. Some of our clients have invested in Proximity

Learning, Inc. It offers online language instruction to students around the country. For more information on Proximity Learning, visit its website: www.mylanguage360.com.

Other Affiliations

We have a contract with Texas City Management Association (TCMA) under which we provide discounted fees for our services to members of TCMA in return for an annual fee paid to us by TCMA. We are a corporate sponsor for a number of educational associations. Our Chief Compliance Officer, David E. Friedman, is a Limited Partner in ACM Carry Partner, LP which is the General Partner of ACM Liquidation, LP (ACM).

Item 11 — Code of Ethics

We have adopted a Code of Ethics for all supervised persons of the firm describing its high standard of business conduct and fiduciary duty to its clients. The Code of Ethics includes provisions relating to the confidentiality of client information and a prohibition on insider trading, among other things. All associated and supervised persons must acknowledge the terms of the Code of Ethics annually, or as amended. You may request a copy of our Code of Ethics by contacting David E. Friedman.

Personal Securities Transactions

We anticipate that, in appropriate circumstances and consistent with clients' investment objectives, we will recommend to investment advisory clients or prospective clients, the purchase or sale of securities in which we, our affiliates and/or our clients, directly or indirectly, have a position of interest. Our employees and persons associated with us are required to follow our Code of Ethics. Subject to satisfying this policy and applicable laws, officers, directors and employees of TCG ADVISORS, LP and its affiliates may trade for their own accounts in securities which are recommended to and/or purchased for our clients.

We designed the Code of Ethics to ensure that the personal securities transactions, activities and interests of our employees will not interfere with (i) making decisions in the best interest of advisory clients and (ii) implementing such decisions while, at the same time, allowing employees to invest for their own accounts. Under the Code certain classes of securities have been designated as exempt transactions, based upon a determination that these would not materially interfere with the best interest of our clients. In addition, the Code requires pre-clearance of many transactions, and restricts trading in close proximity to client trading activity.

Nonetheless, because the Code of Ethics in some circumstances would permit employees to invest in the same securities as clients, there is a possibility that employees might benefit from market activity by a client in a security held by an employee. Employee trading is continually monitored under the Code of Ethics, and to reasonably prevent conflicts of interest between us and our clients.

Trade Order Practices

Certain affiliated accounts may trade in the same securities with client accounts on an aggregated basis when consistent with our obligation of best execution. In such circumstances, the affiliated and client accounts will share commission costs equally and receive securities at a total average price. We retain records of the trade order (specifying each participating account) and its allocation, which will be completed prior to the entry of the aggregated order. Completed orders will be allocated as specified in the initial trade order. Partially filled orders will be allocated on a pro rata basis. Any exceptions will be explained on the order.

Cross Securities Transactions

It is our policy that the firm will not effect any principal or agency cross securities transactions for client accounts. We will also not cross trades between client accounts. Principal transactions are generally defined as transactions where an adviser, acting as principal for its own account or the account of an affiliated broker/dealer, buys from or sells any security to any advisory client. A principal transaction may also be deemed to have occurred if a security is crossed between an affiliated hedge fund and another client account. An agency cross transaction is defined as a transaction where a person acts as an investment adviser in relation to a transaction in which the investment adviser, or any person controlled by or under common control with the investment adviser, acts as broker for both the advisory client and for another person on the other side of the transaction. Agency cross transactions may arise where an adviser is dually registered as a broker/dealer or has an affiliated broker/dealer.

Item 12 — Brokerage Practices

We do not receive any soft dollar benefits from broker/dealers for placing trades through such broker/dealer. We recommend broker/dealers with whom we have an approved selling agreement and who, in our opinion, are able to provide the best price and execution. We evaluate broker/dealers on a variety of factors: the ability to achieve prompt and reliable executions; the executed trades are done at favorable prices; the operational efficiency with which the broker/dealer executes the transactions; the financial strength, integrity and stability of the broker/dealer; and the competitiveness of commission rates in comparison with other brokers satisfying our other selection criteria.

Many broker/dealers offer research services. This is an additional component in our choosing with which broker/dealers to enter into a selling arrangement. We look at the quality, comprehensiveness and frequency of such research services to determine who we select as broker/dealers for our managed account program. The research services that these broker/dealers provide supplements the other tools that we use to analyze the securities that we recommend.

Item 13 — Review of Accounts

Under current securities law we are required to periodically review client accounts.

Managed Accounts

Managed accounts are reviewed on a regular basis by appropriate supervisory personnel. We review and evaluate each account's performance on a quarterly basis and review each account's portfolio and individual investments. For investment management accounts, we require that each account be reviewed annually and most accounts are reviewed quarterly. The nature and frequency of the reports to clients are determined primarily by the particular needs of each client. Generally, we provide quarterly reports detailing the individual assets and performance of the managed portfolio, unless the client requests information on a more frequent basis, to supplement the reports from the custodian.

Institutional Accounts

For institutional clients, reviews are made by appropriate supervisory personnel. These individuals conduct client portfolio reviews on a quarterly basis. Performance is measured and evaluated. Each client is expected to complete an investment policy statement outlining the investment objectives, expectations, and guidelines. This investment policy statement then serves as the benchmark, providing investment guidance to the client. Allocations are reviewed against the investment policy statement to insure compliance within the framework of the client's stated objectives.

Accounts with Outside Managers

When outside professional managers are used in an account, the following evaluation process will be followed:

1) Measure rates of return for each fund net of investment manager fees and all fund expenses relative to a peer group universe (benchmark) and other relevant market indices on a quarterly basis;
2) Determine progress towards achieving stated objectives in the investment policy statement—the primary goal is to fulfill the values and goals as outlined;
3) Review fund characteristics including duration of manager with the fund, fund objective, style and description of fund performance.
4) Provide comments and observations as it relates to funds investment objectives, style and performance. Note deviations from stated policy, objectives and/or style. Note also any change in key personnel (fund manager or research team);
5) Make recommendations for each fund (Hold-Remove-Watch List);
6) Recommend any new funds (if applicable) on a quarterly basis; and
7) Provide market and economic summary comments from the prior quarter and accompany it with as a forecast for the coming period.

If we believe that an allocation change is appropriate based on its account review, we will promptly advise the client and make recommendations to effect such changes. To supplement the reports from the custodian, we generally provide clients with a quarterly review of their accounts, unless the client requests reviews on a more frequent basis.

We review discretionary accounts quarterly. Written quarterly performance reports are provided to each investor. The reports list the individual holdings, sector weightings, and

quarterly performance. Benchmark comparisons are provided. Additional reports may include:

Transaction Reports	Income & Expense Reports
Performance by Security	Performance History
Realized Gains and Losses	Unrealized Gains and Losses
Portfolio Appraisal	

Item 14 — Client Referrals and Other Compensation

While we generally promote our services through word of mouth (referrals by clients), our services sometimes are promoted by persons or organizations that are not clients.

We are a paid sponsor of certain associations and organizations, and may receive client referrals from these relationships. We currently provide direct or indirect compensation as a corporate partner to the Texas Association of School Administrators, the Urban Superintendents Association of America, the National Association of Governmental Defined Contribution Administrators, the National Center for Education Research and Technology, the American Latino Superintendents and Administrators, the Association of Educational Service Agencies (AESA), the Virginia Association of School Superintendents, the Lake County (Illinois) Superintendents Association, the Center for Quality Leadership, the Texas Association of Suburban/Mid-Urban Superintendents, and various other state and local educational organizations and associations, which allows us to market our services through our interactions with fellow association members.

We have a contract with Association of California School Administrators (ACSA) under which we provide discounted fees for our retirement planning services to its members.

Mike Cochran—a partner—maintains a part-time employee relationship with EverBank. EverBank provides Real Estate Mortgages, and Mike Cochran receives compensation for assisting clients in the processing of their mortgages with EverBank.

Item 15 — Custody

Custody means that the advisor holds client funds or securities or has the authority to possess them. We generally do not have custody of any client funds. If the investment that we are using is an alternative investment (e.g., a hedge fund) issued through us and if the investment cannot be held at a custodian, then you may be a direct investor. Your funds will be placed in a bank account under our control until they are sent to the underlying investment of the alternative. The alternative is audited annually by an independent accounting firm.

We may request distribution of funds held at a custodian on your behalf; however, the distribution may only be made to you or your designated recipient (e.g., your bank account, another securities account owned by you, etc.). Our affiliate, JEM, may have temporary

custody of funds for institutional accounts. They immediately forward such funds to the appropriate qualified custodian of those accounts.

Clients should receive at least quarterly statements from the broker dealer, bank or other qualified custodian that holds and maintains client's investment assets. We urge you to carefully review such statements and compare such official custodial records to the account statements that we may provide to you. Our statements may vary from custodial statements based on accounting procedures, reporting dates, or valuation methodologies of certain securities. We will periodically check that the custodians send statements. If you are not receiving statements, please contact David E. Friedman at 512.600.5225 or dfriedman@tcggroupholdings.com. We have an independent auditor review us each year, and they check with the custodians to see if the custodians are sending out statements, at least quarterly.

Item 16 — Investment Discretion

We usually receive discretionary authority from our clients at the outset of an advisory relationship to select the identity and amount of securities to be bought or sold. In all cases, however, such discretion is to be exercised in a manner consistent with the stated investment objectives for the particular client account.

When selecting securities and determining amounts to be invested in specific securities or sectors, we observe the investment policies, limitations and restrictions of the clients for which the advice applies. For registered investment companies, our authority to trade securities may also be limited by certain federal securities and tax laws that require diversification of investments and favor the holding of investments once made.

Investment guidelines and restrictions must be provided to us in writing through the Investment Policy Statement.

Item 17 — Voting Client Securities

As a matter of firm policy and practice, we do not have any authority to and do not vote proxies on behalf of advisory clients. Clients retain the responsibility for receiving and voting proxies for any and all securities maintained in client portfolios. We may provide advice to clients regarding the clients' voting of proxies.

Item 18 — Financial Information

As a registered investment adviser, we are required in this Item to provide you with certain financial information or disclosures about our financial condition. We have no financial commitment that impairs our ability to meet contractual and fiduciary commitments to our clients, and have not been the subject of a bankruptcy proceeding.

Brochure Supplement(s)

Definitions

Accredited Investor: Accredited Investor is defined in Rule 501 of Regulation D. As a natural person, you (or you and your spouse jointly) must have either a net worth, not including the value of your primary residence, of at least one million ($1,000,000) at the time of the purchase. You may also qualify by having income that exceed two hundred thousand ($200,000) in each of the two most recent years, or you and your spouse may qualify by having three hundred thousand ($300,000) of income in those years.

High Water Mark: This is the highest value of the Account on the last day of a quarter since the Account was opened and is increased by any subsequent principal contributions (funds paid into the Account) and decreased by any distributions (withdrawals) from the Account.

Qualified Client: Qualified Client is defined in Regulation 275.205-3. As a natural person, you (or you and your spouse jointly) may qualify by having seven hundred fifty thousand ($750,000) of assets under our management at the time you enter into this contract. Alternately, you (or you and your spouse jointly) may qualify by having a net worth of at least one million five hundred thousand ($1,500,000), excluding the value of your primary residence.

Qualified Purchaser: Qualified Purchaser includes (A) any company that owns not less than five million ($5,000,000) in investments and that is owned directly or indirectly by or for 2 or more natural persons who are related as siblings or spouse (including former spouses), or direct lineal descendants by birth or adoption, spouses of such persons, the estates of such persons, or foundations, charitable organizations, or trusts established by or for the benefit of such persons; (B) any trust that is not covered under A above and that was not formed for the specific purpose of acquiring the securities offered, as to which the trustee or other person authorized to make decisions with respect to the trust, and each settlor or other person who has contributed assets to the trust, is a person described in clause above; or (C) any person, acting for its own account or the accounts of other qualified purchasers, who in the aggregate owns and invests on a discretionary basis, not less than twenty-five ($25,000,000) in investments.

Item 1- Cover Page

MIKE COCHRAN

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

March 1, 2015

This Brochure Supplement provides information about Mike Cochran that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Mike Cochran
Date of Birth:
Born 1949
Education:
B.A., Howard Payne University, 1972
M.A., Appalachian State University, 1974
Business Background:
2003 – Present Partner, TCG Group Holdings, LLP
2000 – Present Manager, TCG Consulting, LP
2004 – 2008 Registered Representative, Veritrust Financial, LLC
Designations:
FLMI—Fellow, Life Management Institute, Life Office Management Association (LOMA), 1981

The FLMI designation is a professional management designation earned by passing 10 national examinations on life and health insurance subjects including insurance, finance, marketing, law, information systems, accounting, management, and employee benefits.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

Mike Cochran teaches the Financial Peace University (FPU) class offered by the Dave Ramsey organization and has also completed and graduated from the Dave Ramsey Financial Coach training. Mike spends volunteer time in his church offering both of these services.

FPU teaches what Dave Ramsey presents as God's ways of handling money. Through video teaching, class discussions and interactive small group activities, FPU presents biblical, practical steps on how to get rid of debt, manage money, spend and save wisely, and meet retirement goals. The course is offered for 2-3 hours per week for 9 weeks. Financial Coaching is designed to help individuals and couples with specific financial issues and/or who need help in implementing the steps taught in FPU.

Item 5- Additional Compensation

There is no additional income provided to Mike for providing advisory services.

Item 6 - Supervision

Mike's advisory activities are supervised by David E. Friedman, our Director of Operations and Compliance. His telephone number is 512.600.5225.

Item 1- Cover Page

JOHN PESCE

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

December 31, 2012

This Brochure Supplement provides information about John Pesce that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

John Pesce

Date of Birth:

Born 1965

Education:

CFP™ Courses, University of St. Thomas,

Business Background:

2011 – Present	Co-Chief Investment Officer, Fairway Asset Management, LLC
2003 – Present	Partner/ Co-Chief Investment Officer, TCG Group Holdings, LLP
2001 – Present	Manager, TCG Advisors, LP
2004 – 2008	Registered Principal, Veritrust Financial, LLC

Designations:

Currently, John has no special designations.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

John Pesce is the Chief Executive Officer of Proximity Learning, Inc. and devotes a substantial amount of time to this company. Proximity Learning, Inc. provides Mandarin language instruction and other foreign language instruction primarily to K-12 students using remote facilities to deliver instruction from a live teacher as well as computer-based instruction. There is no other business activity that produces a substantial amount of income to John.

Item 5- Additional Compensation

There is no additional income provided to John for providing advisory services.

Item 6 - Supervision

John's advisory activities are supervised by David E. Friedman, our Director of Operations and Compliance. His telephone number is 512.600.5225.

Item 1- Cover Page

CAB GILBREATH

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

December 31, 2012

This Brochure Supplement provides information about Cab Gilbreath that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Cab GIlbreath
Date of Birth:
Born 1959
Education:
B.A., University of Texas, Austin, 1981
M.B.A., University of Texas, Austin, 1988
Business Background:

2011 – Present	Co-Chief Investment Officer, TCG Advisors, LP
2011 – Present	Co-Chief Investment Officer, Fairway Asset Management, LLC
2011 – Present	Partner, TCG Group Holdings, LLP
2003 – 2011	Senior Portfolio Manager, Northern Trust
2000 – 2003	Manager of Investment Management, Northern Trust

Designations:
Currently, Cab has no special designations.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

Cab currently serves on the Board of Trustees and as Secretary for the Austin Museum of Art; on the Board of Directors and Auction Committee for the Wine and Food Foundation of Texas; and on the Board of Directors and as Treasurer for the Susan Smith Blackburn Prize (International Literary Award). These activities do not require a substantial amount of time nor provide substantial income.

Item 5- Additional Compensation

There is no additional income provided to Cab for providing advisory services.

Item 6 - Supervision

Cab's advisory activities are supervised by David E. Friedman, our Chief Operating Officer. His telephone number is 512.600.5225.

Item 1- Cover Page

DAVID E. FRIEDMAN

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

December 31, 2012

This Brochure Supplement provides information about David Friedman that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

David E Friedman

Date of Birth:

Born 1963

Education:

BSM, Tulane University Freeman School of Business, 1985
JD, Duke University Law School, 1988

Business Background:

2012 – Present	Member, ACM Investment Management, LLC
2011 – Present	Chief Operating Officer, Fairway Asset Management, LLC
2010 – Present	Partner, TCG Group Holdings, LLP
2010 – Present	Chief Operating Officer, TCG Advisors, LP
2010 – Present	General Counsel, SEP Technologies, Inc.
2010 – Present	Managing Member, Four Top Holdings, LLC
2006 – 2010	Chief Operating Officer, Austin Capital Management, Ltd.
2001 – 2006	Vice President and Director, Citigroup Global Markets, Inc.

Designations:

David is admitted to the New York Bar.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

There is no other business activity that requires a substantial amount of time for David Friedman. His work with his consulting firm may, however, produce substantial additional income.

Item 5- Additional Compensation

There is no additional income provided to David for providing advisory services.

Item 6 - Supervision

David Friedman's advisory activities are supervised by the Partners of TCG Group Holdings, LLP. They may be reached by telephone at 512.306.9939. Ask for John Pesce or Mike Cochran.

Item 1- Cover Page

MARK WOOLERY

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

March 1, 2014

This Brochure Supplement provides information about Mark Woolery that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Mark Woolery

Date of Birth:

Born 1977

Education:

MBA, Southern Methodist University, 2001
B.A., Mississippi State University, 1999

Business Background:

2011 – Present Partners, TCG Group Holdings, LLP
2011 – Present Chief Marketing Officer, TCG Group Holdings, LLP
2005 – Present Director, TCG School Services

Designations:

Currently, Mark has no special designations.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

There is no other business activity that requires a substantial amount time or produces a substantial amount of income to Mark.

Item 5- Additional Compensation

There is no additional income provided to Mark for providing advisory services.

Item 6 - Supervision

Mark's advisory activities are supervised by John Pesce, our Managing Partner, and David E. Friedman, our Director of Operations and Compliance. Their telephone numbers are 512.600.5237 and 512.600.5225, respectively.

Item 1- Cover Page

CHRIS JAMAIL

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

October 1, 2014

This Brochure Supplement provides information about Chris Jamail that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Chris Jamail, CFP®
Date of Birth:
Born 1980
Education:
BBA (Marketing), Texas A&M University, 2002
Business Background:

2014 – Present	Chief Operating Officer, TCG Advisors, LP
2013 – Present	Co-Chief Investment Officer, TCG Advisors, LP
2011 – Present	Partners, TCG Group Holdings, LLP
2011 – Present	Director for Investor Relations, Fairway Asset Management, LLC
2004 – Present	Director for Investor Relations, TCG Advisors, LP

Designations:
CFP®—The CERTIFIED FINANCIAL PLANNER™, CFP® and federally registered CFP (with flame design) marks (collectively, the "CFP® marks") are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. ("CFP Board").

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 62,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education — Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Examination — Pass the comprehensive CFP® Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;
- Experience — Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- Ethics — Agree to be bound by CFP Board's *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- Continuing Education — Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- Ethics — Renew an agreement to be bound by the *Standards of Professional Conduct*. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board's enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

There is no other business activity that requires a substantial amount time or produces a substantial amount of income to Chris.

Item 5- Additional Compensation

There is no additional income provided to Chris for providing advisory services.

Item 6 - Supervision

Chris's advisory activities are supervised by David E. Friedman, our Director of Operations and Compliance. His telephone number is 512.600.5225.

Item 1- Cover Page

BLAKE RHODES

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

March 1, 2014

This Brochure Supplement provides information about Blake Rhodes that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Blake Rhodes, CFP®, AIF®
Date of Birth:
Born 1976
Education:
BBA (Finance), University of Texas Austin, 1999
Business Background:

2011 – Present	Bond Portfolio Manager, Fairway Asset Management, LLC
2005 – Present	Bond Portfolio Manager, TCG Advisors, LP
2000 – 2005	Registered Representative, Charles Schwab, Inc.

Designations:
CFP®—The CERTIFIED FINANCIAL PLANNER™, CFP® and federally registered CFP (with flame design) marks (collectively, the "CFP® marks") are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. ("CFP Board").

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 62,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education — Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Examination — Pass the comprehensive CFP® Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;
- Experience — Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- Ethics — Agree to be bound by CFP Board's *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- Continuing Education — Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and
- Ethics — Renew an agreement to be bound by the *Standards of Professional Conduct*. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board's enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

AIF®—Accredited Investment Fiduciary is offered through the Center for Fiduciary Studies. AIF® candidates must complete an educational program, which shows the candidates knowledge of and ability to apply fiduciary practices, and then pass a certification examination. Designees must attest to following a code of ethics and complete six (6) hours of continuing education each year.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

There is no other business activity that requires a substantial amount time or produces a substantial amount of income to Blake.

Item 5- Additional Compensation

There is no additional income provided to Blake for providing advisory services.

Item 6 - Supervision

Blake's advisory activities are supervised by David E. Friedman, our Director of Operations and Compliance. His telephone number is 512.600.5225.

Item 1- Cover Page

MATT ESCALANTE

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

December 31, 2012

This Brochure Supplement provides information about Matt Escalante that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Matt Escalante
Date of Birth:
Born 1982
Education:
BA (Business Administration/Management), California State University, Fullerton, 2005
Business Background:

2011 – Present	Relationship Manager Advisory Services, Fairway Asset Management, LLC
2006 – Present	Relationship Manager Advisory Services, TCG Advisors, LP
2006 – Present	Consultant, TCG Consulting, LP
2006 – Present	Sales Representative, TCG School Services
2008 – Present	Sales and Installation Representative, JEM Resource Partners
2009 – Present	Director of Sales, California, Proximity Learning
2005 – 2006	Financial Representative, Northwestern Mutual Financial Network

Designations:
Currently, Matt has no special designations.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

There is no other business activity that requires a substantial amount time from Matt. His work with TCG School Services could produce a substantial amount of income to Matt.

Item 5- Additional Compensation

There is no additional income provided to Matt for providing advisory services.

Item 6 - Supervision

Matt's advisory activities are supervised by David E. Friedman, our Director of Operations and Compliance. His telephone number is 512.600.5225.

Item 1- Cover Page

Shannon Andrews

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

December 31, 2012

This Brochure Supplement provides information about Shannon Andrews that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Shannon Andrews
Date of Birth:
Born 1965
Education:
Portland State University
Business Background:

2012 – Present	Relationship Manager, Fairway Asset Management, LLC
2012 – Present	Relationship Manager, TCG Advisors, LP
2011 – 2012	Registered Representative, Newport Advisory
2007 – 2012	Registered Representative, Strongtower Financial

Designations:
Currently, Shannon has no special designations.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

There is no other business activity that requires a substantial amount time or produces a substantial amount of income to Shannon.

Item 5- Additional Compensation

There is no additional income provided to Shannon Andrews for providing advisory services.

Item 6 - Supervision

Shannon's advisory activities are supervised by David E. Friedman, our Director of Operations and Compliance. His telephone number is 512.600.5225.

Item 1- Cover Page

JERRY SMITH

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

March 1, 2014

This Brochure Supplement provides information about Jerry Smith that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Jerry D. Smith
Date of Birth:
Born 1946
Education:
A.A., Odessa Junior College, 1966
The University of Texas at Austin
Business Background:

2010 – Present	Relationship Manager Advisory Services, TCG Advisors, LP
2010 – Present	Relationship Manager Advisory Services, Fairway Asset Management, LLC
2010 – Present	Board of Directors, Dub Warden Scholarship Fund
2009 – Present	Board of Directors, 1st Tee of Greater Dallas
2009 – Present	Board of Directors, Texas Golf Hall of Fame
2006 – Present	Board of Directors, Texas Golf Association Foundation
1972 – Present	Member, PGA of America
1997 – 2010	Owner, Golf Shop at Brook Hollow Golf Club, Dallas, Texas
1976 – 1977	Owner, Golf Shop at Lakeside Country Club, Houston, Texas

Designations:
Currently, Jerry has no special designations.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

There is no other business activity that requires a substantial amount time or produces a substantial amount of income to Jerry.

Item 5- Additional Compensation

There is no additional income provided to Jerry for providing advisory services.

Item 6 - Supervision

Jerry's advisory activities are supervised by David E. Friedman, our Director of Operations and Compliance. His telephone number is 512.600.5225.

Item 1- Cover Page

LARRY R HEINRICH

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

April 10, 2014

This Brochure Supplement provides information about Larry Heinrich that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Larry R Heinrich
Date of Birth:
Born 1949
Education:
University of Northern Colorado, BS, 1971
Hiram Scott College, 1968-70
Biola College, 1967

Business Background:

2014 – Present	Relationship Manager, TCG Advisors, LP
2001 – 2014	CEO/Managing Partner, Integrated Wealth Partners, LLC (f/k/a Modern Portfolio Advisors, LLC)
2001 – 2003	Portfolio Manager, Prudent Man Investment Management, Inc.

Designations:

Currently, Larry has no special designations.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

Larry is licensed to sell life, health, annuity, LTC and disability insurance. He has a relationship with Ash Brokerage to place insurance products through them, for which he is compensated. Larry may refer clients needing insurance to Phifer and Johnson, LLC, an insurance broker, and he may receive compensation for such products obtained through Phifer and Johnson. This only takes a minor amount of time and is normally integrated with planning for his clients.

Item 5- Additional Compensation

There is no additional income provided to Larry Heinrich for providing advisory services.

Item 6 - Supervision

Larry's advisory activities are supervised by David E. Friedman, our Director of Operations and Compliance. His telephone number is 512.600.5225.

Item 1- Cover Page

LORI BURNS

TCG ADVISORS, LP

900 S. Capital of Texas Highway, Suite 350
Austin, Texas 78746
512.306.9939

December 1, 2014

This Brochure Supplement provides information about Lori Burns that supplements the TCG ADVISORS, LP Brochure. You should have received a copy of that Brochure. Please contact David E. Friedman, our Director of Operations and Compliance, if you did not receive TCG ADVISOR, LP's Brochure or if you have any questions about the contents of this supplement.

Item 2- Educational Background and Business Experience

Lori Burns
Date of Birth:
Born 1962
Education:
Southwest Texas State University, BA, 1987
Obtained Series 6, 7, and 63 licenses

Business Background:

2014 – Present	Institutional Client Rep, TCG Advisors, LP
2013 – 2014	Financial Advisor, Valic
2011 – 2012	Financial Advisor, Wells Fargo Advisors, LLC
2011 – 2011	Registered Representative, New England Financial
2010 – 2011	Field Agent, Woodmen of the World
2007 – 2009	Director of Membership and Communications, Texas Conference of Urban Counties, Public Power Pool/Association Power
2001 – 2007	Legislative Liaison/Local Government Channel Manager, Texas Department of Information Resources

Designations:

Currently, Lori Burns holds Life and Health — Group 1 Insurance License.

Item 3- Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. At present, no information is applicable to this Item.

Item 4- Other Business Activities

There is no other business activity that requires a substantial amount time or produces a substantial amount of income to Lori.

Item 5- Additional Compensation

There is no additional income provided to Lori Burns for providing advisory services.

Item 6 - Supervision

Lori's advisory activities are supervised by David E. Friedman, our Director of Operations and Compliance. His telephone number is 512.600.5225.

TCG Investment Advisory Services, LP
Privacy Policy Notice

To our individual investors:

We are now required by law to inform our individual investors of our policies regarding privacy of information regarding our investors. For us, protecting the privacy of your information is nothing new. We have in the past and will continue in the future to protect your right to privacy. As a general rule, we do not disclose nonpublic personal information about our investors or former investors to anyone that is not affiliated with us without the investor's consent.

Types of "Nonpublic Personal Information" We Collect

In the course of our investment activities on your behalf, we may collect nonpublic personal information from you, such as your name and social security number, from documents that you may deliver to us or from our discussions with you.

Persons to Whom We Disclose Information

As stated previously, we generally do not disclose any nonpublic personal information about our current or former investors that we obtain during the course of our relationship to unaffiliated third parties, except as permitted or required by law; however, to conduct investment activities on your behalf, in limited situations we may need to disclose this nonpublic personal information to unrelated third parties (for example, auditors, the Internal Revenue Service or other governmental entities). Also, in some situations, we may need to disclose or share nonpublic personal information with an affiliated third party, such as our general partner or an affiliated partnership to conduct investment activities on your behalf. *Your authorization of us to conduct investment activities on your behalf and your continuing relationship with us acts as your consent to our disclosure of your nonpublic personal information when such disclosure is necessary to conduct such activities.*

In addition, we restrict access to nonpublic personal information to the Employees of our general partner who need to know the information. Your nonpublic personal information may also be shared with our attorneys, accountants, and auditors. In all such situations, we take steps necessary to ensure that the confidential nature of the information being shared is maintained.

Protecting the Confidentiality and Security of Current and Former Investors' Information

To protect your information, we also maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

*****

If you have any questions about our privacy policies**,** please contact our Compliance Department at TCG Advisors, 900 S Capital of Texas Hwy, Suite 350, Austin, Texas 78746, because your privacy and the confidentiality of your information are very important to us.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 12, 2015
RE: Investment Policy CDA (LEGAL) & CDA (LOCAL)

SUMMARY:

According to the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and Granbury ISD policy CDA (LEGAL), the investment policy and the investment strategy shall be reviewed not less than annually.

Attached are Granbury ISD's adopted CDA (LEGAL) and CDA (LOCAL). These serve as the investment policy and strategy for each fund maintained by the District. CDA (LEGAL) is the standard investment policy for all school districts in the state of Texas. CDA (LOCAL) is the policy of GISD and describes the strategy utilized by the District in investments for GISD funds.

I have reviewed the policies to ensure that they are in compliance with current law and current procedures. The attached policies represent the current law and the current practices of District administration in regard to investments.

In addition, CDA (LEGAL) states that "The Board shall adopt a written instrument stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies." CDA (LOCAL) states that "The Superintendent or other person designated by Board resolution shall serve as the investment officer." And lastly, Texas Government Code Section 2256.008(a) requires that the Board approve independent sources of investment training. In view of these requirements, a resolution is attached for consideration of the Board.

RECOMMENDATION:

That the Board adopt the attached resolution stating that the Board has reviewed the investment policy and strategies, has designated an investment officer(s) and has approved the independent sources of investment training as required by Investment Policy and Texas Government Code.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: October 12, 2015

**Resolution Stating Review of Investment Policy and Investment Strategies,
Designation of Investment Officer and
Approving Independent Sources for Investment Training**

WHEREAS, Granbury Independent School District ("District") has been legally created and operates pursuant to the general laws of the State of Texas applicable to independent school districts; and

WHEREAS, the Board of Trustees of the Granbury Independent School District has adopted Investment Policy CDA (LOCAL) for the District, in the form attached hereto as Exhibit "A", pursuant to Chapter 2256, Texas Government Code, as amended from time to time; and

WHEREAS, Section 2256.005(b), Texas Government Code, as amended, requires the governing body of an investing entity review its investment policy and investment strategies not less than annually; and

WHEREAS, the Investment Policy CDA(LOCAL) states the superintendent or other person(s) as designated by Board resolution shall serve as the investment officer(s) of the District; and

WHEREAS, the Texas Association of School Boards, all Regional Education Service Centers, the Texas Association of School Business Officials, the Texas Local Government Investment Pools, the Texas Society of CPA's, the UNT Center for Public Management, the Texas Municipal League, and various TASBO Affiliates are independent sources that provide investment training sessions relating to investment responsibilities. And as such, the Board of Trustees of the Granbury Independent School District wishes to approve these independent sources of instruction as required by Texas Government Code Section 2256.008(a);

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GRANBURY INDEPENDENT SCHOOL DISTRICT:

That the Investment Policy, in the form attached hereto as Exhibit "A", and the investment strategies contained in such policy have been reviewed and are hereby adopted with no changes.

And that the Assistant Superintendent for Finance and Operations and the District Comptroller shall serve as the District's investment officers to be responsible for the investment of its funds consistent with Investment Policy.

And that the Texas Association of School Boards, all Regional Education Service Centers, the Texas Association of School Business Officials (TASBO), Texas Local Government Investment Pools, the Texas Society of CPA's, the UNT Center for Public Management, the Texas Municipal League, Texas State University, Virtual Learning Concepts and various TASBO Affiliates are approved as independent sources of instruction relating to investment responsibilities for the investment officer of the District, as required by Section 2256.008(a), Texas Government Code, as amended.

PASSED AND APPROVED this 19th day of October, 2015.

BY: _____
Mark Jackson, President

ATTEST: _____
Barbara Herrington, Secretary

INVESTMENT AUTHORITY

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District’s written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

APPROVED INVESTMENT INSTRUMENTS

From those investments authorized by law and described further in CDA(LEGAL) under AUTHORIZED INVESTMENTS, the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker’s acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

SAFETY

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

INVESTMENT MANAGEMENT	In accordance with Government Code 2256.005(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.
LIQUIDITY AND MATURITY	Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits. The District’s investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.
DIVERSITY	The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.
MONITORING MARKET PRICES	The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District’s investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.
MONITORING RATING CHANGES	In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.
FUNDS / STRATEGIES	Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.
OPERATING FUNDS	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

AGENCY FUNDS	Investment strategies for agency funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
DEBT SERVICE FUNDS	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
CAPITAL PROJECT FUNDS	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
SPECIAL REVENUE FUNDS	Investment strategies for special revenue funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
SAFEKEEPING AND CUSTODY	The District shall retain clearly marked receipts providing proof of the District’s ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
BROKERS / DEALERS	Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).
SOLICITING BIDS FOR CD’S	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
INTEREST RATE RISK	To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification. The District shall monitor interest rate risk using weighted average maturity and specific identification.
INTERNAL CONTROLS	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in

financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District’s independent auditing firm.

ANNUAL REVIEW

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

ANNUAL AUDIT

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District’s established investment policies.

All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules or regulations. *Gov't Code 2256.026*

WRITTEN POLICIES

Investments shall be made in accordance with written policies approved by the board. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which a district's funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;
4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see LOSS OF REQUIRED RATING, below].

Gov't Code 2256.005(b)

ANNUAL REVIEW

The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

ANNUAL AUDIT

A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

INVESTMENT STRATEGIES

As part of the investment policy, a board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe

the investment objectives for the particular fund under the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the investment needs to be liquidated before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Gov't Code 2256.005(d)

INVESTMENT OFFICER

A district shall designate one or more officers or employees as investment officer(s) to be responsible for the investment of its funds. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

INVESTMENT TRAINING

INITIAL

Within 12 months after taking office or assuming duties, the treasurer or chief financial officer and the investment officer of a district shall attend at least one training session from an independent source approved either by the board or by a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

ONGOING

The treasurer or chief financial officer and the investment officer must also attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than ten hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or a designated investment committee advising the investment officer. If a district has contracted with another investing entity to invest the district's funds, this training requirement may be satisfied by having a board officer attend four hours of appropriate instruction in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date. *Gov't Code 2256.008(a)–(b)*

Investment training shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Government Code, Chapter 2256. *Gov't Code 2256.008(c)*

STANDARD OF CARE

Investments shall be made with judgment and care, under prevailing circumstances that a person of prudence, discretion, and intelligence would exercise in the management of his or her own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investments shall be governed by the following objectives in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, rather than the prudence of a single investment, over which the officer had responsibility.
2. Whether the investment decision was consistent with a board's written investment policy.

Gov't Code 2256.006

PERSONAL INTEREST

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is relat-

ed within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573, to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the investment officer.

Gov't Code 2256.005(i)

QUARTERLY REPORTS

Not less than quarterly, an investment officer shall prepare and submit to a board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented to a board and a superintendent, not less than quarterly, within a reasonable time after the end of the reporting period. The report must:

1. Contain a detailed description of the investment position of a district on the date of the report.
2. Be prepared jointly and signed by all district investment officers.
3. Contain a summary statement for each pooled fund group (i.e., each internally created fund in which one or more accounts are combined for investing purposes) that states the:
    a. Beginning market value for the reporting period;
    b. Ending market value for the period; and
    c. Fully accrued interest for the reporting period.
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested.
5. State the maturity date of each separately invested asset that has a maturity date.

6. State the account or fund or pooled group fund in a district for which each individual investment was acquired.

7. State the compliance of the investment portfolio of a district as it relates to the district's investment strategy expressed in the district's investment policy and relevant provisions of Government Code, Chapter 2256.

If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

Gov't Code 2256.023

SELECTION OF BROKER

A board or a designated investment committee, shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district. *Gov't Code 2256.025*

AUTHORIZED INVESTMENTS

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. Investments may be made directly by a board or by a nonprofit corporation acting on behalf of the board or an investment pool acting on behalf of two or more local governments, state agencies, or a combination of the two. *Gov't Code 2256.003(a)*

In the exercise of these powers, a board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made for such purpose may not be for a term longer than two years. A renewal or extension of the contract must be made by a board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The following investments are authorized for districts, although the board may specify in its investment policy that any such investment is not suitable, per Government Code 2256.005(j):

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities; direct obligations of the state of Texas or its agencies and instrumentalities; collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the

United States; other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the state of Texas, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States; obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent; and bonds issued, assumed, or guaranteed by the state of Israel. *Gov't Code 2256.009(a)*

The following investments are not authorized:

a. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

c. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.

d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Gov't Code 2256.009(b)

2. Certificates of deposit or share certificates issued by a depository institution that has its main office or a branch office in Texas that is guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor and is secured by obligations described in item 1 above, including mortgage-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates [but excluding those mortgage-backed securities described in Section 2256.009(b)] or secured in any other manner and amount provided by law for the deposits of the investing entity. *Gov't Code 2256.010(a)*

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment under Government Code 2256.010:

a. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required by Government Code 2256.025, or a depository institution that has its main office or a branch office in this state and that is selected by the district;

b. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;

c. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and

d. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district entity.

Gov't Code 2256.010(b)

The investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

3. Fully collateralized "repurchase agreements" [as defined by Government Code 2256.011(b)] that have a defined termination date; are secured by a combination of cash and obligations of the United States or its agencies and instrumentalities; require the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited with the district or a third party selected and approved by the district, and are placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas. The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in

the reverse security repurchase agreement. *Gov't Code 2256.011*

4. A securities lending program if:

   a. The value of securities loaned is not less than 100 percent collateralized, including accrued income, and the loan allows for termination at any time;

   b. The loan is secured by:

      (1) Pledged securities described by Government Code 2256.009;

      (2) Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or

      (3) Cash invested in accordance with Government Code 2256.009, 2256.013, 2256.014, or 2256.016;

   c. The terms of the loan require that the securities being held as collateral be pledged to the investing entity, held in the investing entity's name, and deposited at the time the investment is made with the entity or with a third party selected by or approved by the investing entity; and

   d. The loan is placed through a primary government securities dealer or a financial institution doing business in this state.

   An agreement to lend securities under a securities lending program must have a term of one year or less.

   Gov't Code 2256.0115

5. Banker's acceptance, with a stated maturity of 270 days or fewer from the date of issuance that will be liquidated in full at maturity, which is eligible for collateral for borrowing from a Federal Reserve Bank, and is accepted by a bank meeting the requirements of Government Code 2256.012(4). *Gov't Code 2256.012*

6. Commercial paper that has a stated maturity of 270 days or fewer from the date of issuance and is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies or by one nationally recognized credit rating agency provided the commercial paper is fully

secured by an irrevocable letter of credit issued by a bank organized and existing under United States law or the law of any state. *Gov't Code 2256.013*

7. No-load money market mutual funds that:

   a. Are registered with and regulated by the Securities and Exchange Commission;

   b. Provide a district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.);

   c. Have a dollar-weighted average stated maturity of 90 days or fewer; and

   d. Include in their investment objectives the maintenance of a stable net asset value of $1 for each share.

   However, investments in no-load money market mutual funds shall be limited to the percentages authorized by Government Code 2256.014(c).

8. No-load mutual funds that:

   a. Are registered with the Securities and Exchange Commission;

   b. Have an average weighted maturity of less than two years;

   c. Are invested exclusively in obligations approved by Government Code Chapter 2256, Subchapter A, regarding authorized investments (Public Funds Investment Act);

   d. Are continuously rated by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and

   e. Conform to the requirements in Government Code 2256.016(b) and (c) relating to the eligibility of investment pools to receive and invest funds of investing entities.

   Investments in no-load mutual funds shall be limited to the percentages authorized by Government Code 2256.014(c). In addition, a district may not invest any portion of bond proceeds, reserves, and funds held for debt service, in no-load mutual funds described in this item.

   Gov't Code 2256.014

9. A guaranteed investment contract, as an investment vehicle for bond proceeds, if the guaranteed investment contract:

   a. Has a defined termination date.

   b. Is secured by obligations described by Government Code 2256.009(a)(1), excluding those obligations described by Section 2256.009(b), in an amount at least equal to the amount of bond proceeds invested under the contract.

   c. Is pledged to a district and deposited with the district or with a third party selected and approved by the district.

   Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

   To be eligible as an authorized investment:

   a. A board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds.

   b. A district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received.

   c. A district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received.

   d. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested.

   e. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

   Gov't Code 2256.015

10. A public funds investment pool meeting the requirements of Government Code 2256.016 and 2256.019, if a board authorizes the investment in the particular pool by resolution. *Gov't Code 2256.016, .019*

11. Corporate bonds: A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF] may purchase, sell, and invest its funds and funds under its control in

"corporate bonds" (as defined in Government Code 2256.0204(a)) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased. *Gov't Code 2256.0204(b)–(c)*

The district is not authorized to:

a. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or

b. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

Gov't Code 2256.0204(d)

The district may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

a. Amends its investment policy to authorize corporate bonds as an eligible investment;

b. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds, and liquidating the investment in corporate bonds; and

c. Identifies the funds eligible to be invested in corporate bonds.

Gov't Code 2256.0204(e)

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

a. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA" or the equivalent at the time the release is issued; or

b. Changes the rating on the corporate bonds to a rating lower than "AA" or the equivalent.

Gov't Code 2256.0204(f)

Corporate bonds are not an eligible investment for a public funds investment pool. *Gov't Code 2256.0204(g)*

CHANGE IN LAW

A district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

LOSS OF REQUIRED RATING

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

SELLERS OF INVESTMENTS

A written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with a district or to an investment management firm under contract with a district to invest or manage the district's investment portfolio. For purposes of this section, a business organization includes investment pools and an investment management firm under contract with a district to invest or manage the district's investment portfolio. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and thoroughly reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's policy, except to the extent that this authorization is dependent on an analysis of the makeup of the district's entire portfolio or requires an interpretation of subjective investment standards.

The investment officer may not acquire or otherwise obtain any authorized investment described in a district's investment policy from a person who has not delivered to the district the instrument described above.

Gov't Code 2256.005(k)–(l)

DONATIONS

A gift, devise, or bequest made to provide college scholarships for district graduates may be invested by a board as provided in Property Code 117.004, unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of Government Code Chapter 2256, Subchapter A. *Gov't Code 2256.004(b)*

ELECTRONIC FUNDS TRANSFER

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

Granbury Independent School District

District Improvement Plan

2015-2016



Mission Statement

Our mission, in collaboration with unique partnerships, is to provide a rigorous academic curriculum along with enriching and individualized opportunities empowering every student to compete in an ever-changing world.

Vision

All students are equipped with skills to be inspired, contributing citizens excelling in any chosen endeavor within a dynamic global society.

Core Beliefs

129

We believe students' futures are impacted by access to and use of opportunities to foster their unique capabilities and interests.
We believe partnerships between parents, students, teachers, and the community are vital to the success of our school system.
We believe cultivating positive relationships is essential for successful learning.
We believe adaptable students who are life-long learners will be empowered to shape their world.
We believe providing an optimal environment enables each student to discover his or her full learning potential.

Granbury ISD Comprehensive Needs Assessment

2015-2016

Vision: All students are equipped with skills to be inspired, contributing citizens excelling in any chosen endeavor within a dynamic global society.

Beliefs:

We believe students' futures are impacted by access to and use of opportunities to foster their unique capabilities and interests.

We believe partnerships between parents, students, teachers, and the community are vital to the success of our school system.

We believe cultivating positive relationships is essential for successful learning.

We believe adaptable students who are life-long learners will be empowered to shape their world.

We believe providing an optimal environment enables each student to discover his or her full learning potential.

Mission: Our mission, in collaboration with unique partnerships, is to provide a rigorous academic curriculum along with enriching and individualized opportunities empowering every student to compete in an ever-changing world.

Objectives:

- Beginning in 2013-2014, every student will participate in a community service project of their choosing each year.
- By 2016, Granbury ISD will have the technology infrastructure required to provide 100% of our learners access to the technology tools necessary to compete in an ever-changing world.
- All students will plan, monitor, and assess their own individualized academic goals.
- In order to enhance academic rigor, project-based learning will be implemented on all campuses (K-12) to enhance critical thinking, problem-solving, and communication in an optimal environment.

District Profile: For the 2015-16 school year, Granbury ISD has a total of 6950 students which is a growth of 100 students as compared to last year in September. The ethnic make-up of those students was:

- White 73%
- Hispanic/Latino 23%
- Multi-Racial 1.6%
- Black/African-American <1%
- Asian <1%
- American Indian/Alaskan Native <1%
- Native Hawaiian <1%

These percentages are comparable to 2014-15. The white population decreased by 1% and the Hispanic/Latino grew by 1%. For the 2014-15 school year (most current data), the district's free/reduced percentage is 49.5%. In real numbers, 3401 of our students are considered in poverty. The following data shows the order of campuses in priority ranking in regards to poverty levels:

- Baccus Elementary 78%
- Brawner Intermediate 68.3%
- Roberson Elementary 63%
- Granbury Middle 59%
- Mambrino School 51.4%
- Oakwoods Elementary 45%
- Acton Elementary 45%
- Crossland 39.3%
- Granbury High School 37.4%
- Acton Middle 36%

Some major data points reviewed were TAIS, TAPR, PBM, PEIMS, TELL, Common Assessments, Surveys, DAC committee imput.

District Needs: GISD is continuing the strategic plan goals outlined during the process in 2012-13 entitled G2020. A District Advisory Council meeting was held on April 30, 2015 and then again on October 8, 2015. According to the data and documents reviewed, GISD has determined seven major areas of concern to be addressed for the 2015-16 school year. These items are:

- Focus at Tier I and access to the general education curriculum for all sub pops
- Specific focus for the sub groups of Sped and ELL students in all content areas
- Writing performance for all levels
- Reading performance for all sub pops in grades 3-8

- Focus on the Phase In standards for STAAR
- Increase attention to middle schools for performance and rigor (makes up 53% of accountability rating)
- Increase attendance

Granbury ISD has earned the accountability rating of Met Standard from the Texas Education Agency for the 4th year in a row. The commissioner recently released his recommendation for cut points on the state accountability system for the next several years. Rather than a significant jump every two years, he is proposing that a minor increase occurs each year to bring the state to 2021-2022. GISD will continue to work at the achievement gap between student populations with a special emphasis on ELL and Sped populations. Granbury ISD will use its state, local, and federal funds to address the needs of these students. All campuses will receive Title I funds for the 2015-16 year with GHS and AMS being Targeted Assisted campuses again this year. All campuses will employee extra personnel using Title I funding to address the academic achievement needs of the students. The campuses will also utilize both federal and other funding sources for accelerated instruction for students that have not met the Level II score for a specific assessment on STAAR and to address credit recovery so that they are on track to graduate. Title II will support the district identified professional development initiatives of reading instruction, writing instruction, PBL/Instructional Coaching and an online venue. The GISD Curriculum Department will continue to facilitate professional learning communities so that teachers learn from each other and can implement what is working across the district.

Another area of focus is to track the populations of students that are typically underrepresented with graduating with a foundation plan as opposed to seeking areas of endorsement. Granbury ISD will take steps to ensure that there are no barriers for students to participate in the dual credit or advanced placement tracks and ensure that all students are advised into endorsement areas of their interests.

For the 2nd year in a row, GISD received a silver medal for being one of the top high schools in the nation as noted in Newsweek. Crossland received the bronze medal this year so GISD will continue to train counselors and other staff to communicate the benefit of students obtaining endorsements and clear pathways in CTE. The Bridge Assessment will be given in 7th grade and CTE will partner with general ed to ensure that students are on the correct pathway that compliments their goals. All GISD 5th grade students will visit the high school specifically to observe the CTE programs again this year to help communicate the new graduation plans. All students will be counseled and encouraged to seek Distinguished Level of Achievement and Performance Acknowledgements.

GISD has maintained a steady system of common assessment which enables teachers, campuses, and the district to monitor student growth and learning. The data is indicating that GISD needs to continue emphasizing the need for all students to have access to the general curriculum so the district will continue to provide some ongoing professional development for Tier 1 academic intervention. The district has identified some areas of professional development for specific job assignments that is required of those positions. Title II and other funding sources will be used to meet those requirements. A focus for the district is for students to be exposed to the general curriculum a large portion of their day. A monitoring tool to gather data points has been created and implemented district wide. GISD will partner with several professional development providers while implementing a best practice model of professional development in the areas of Reading, Writing, and Math. Approximately 98% of GISD staff has been trained and are implementing PBL in our schools. GISD will continue to provide sustained support for this project as well as providing technology to support this initiative.

The district will continue its push for attendance and encouraging students and staff members to be in class and at work. The Granbury Teacher Excellence Initiative is currently being implemented in the district in an effort to increase attendance and reward those that go above and beyond. GISD will continue its partnership with Hood County Constable office for a truancy officer and to support the new legislation regarding truancy.

The district and community will continue the partnerships established during the strategic planning process. GISD will continue to work on the plans outlined in the bond including the completion of GHS Crossland wing and the CTE wing. Elementary gyms and the admin building will be completed by the fall of 2016.

Goals

Goal 1: We will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship building and high expectations where every diverse member is valued.

Performance Objective 1: Provide a community outreach avenue

Summative Evaluation: At least 6 outreach activities

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Create a plan for scheduling/logistics of mobile learning unit	Public Information Officer, Director of Curriculum, Supertintendent	Logs of community visit on the vehicle Calendar of Events				
	Funding Sources: Local (199) - $50000.00					
2) Publish the community resource list in a variety of venues	Director of Curriculum, Counselors	Website, Google, Paper Copy for each campus				
3) Evaluate the use of the mobile learning unit in the summer of 2016	Superintendent, Asst Superintendent, Director of Curriculum, Principals	Evaluation report and revisions to plan				

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

Goal 1: We will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship building and high expectations where every diverse member is valued.

Performance Objective 2: Annual review of district initiatives

Summative Evaluation: Program evaluation documentaiton

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Monitor, review, and revise current district-wide initiatives	Admin Team	Agendas, Minutes, Recommendations				

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

Goal 1: We will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship building and high expectations where every diverse member is valued.

Performance Objective 3: Provide district-wide professional development through-out school year to foster relationships

Summative Evaluation: All staff will attend at least 6 meetings

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Create, review, and revise a PLC calendar	Superintendent, Asst Superintendent, Director of Curriculum and Instruction, Principals, Curriculum Coordinators	Calendar of invites, schedule of meetings				
2) Brand new teacher professional development will be implemented	HR Director and Curriculum Director	Meeting agendas and Sign In sheets				

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

Goal 1: We will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship building and high expectations where every diverse member is valued.

Performance Objective 4: Review and revise the process of DAEP placements and referrals

Summative Evaluation: Discretionary placements to DAEP will decrease by 20%

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Secondary campuses will implement a tiered strategy for ISS placement	Asst Superintendent, Principals, Asst Principals	Skyward discipline data				
2) DAEP referral and managing processes will be revamped	Asst Superintendent, DAEP Principal, Principals	Written processes, documentation of student cases				
	Funding Sources: State Comp Ed (24)					

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

137

Goal 1: We will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship building and high expectations where every diverse member is valued.

Performance Objective 5: Collaborate with other districts in Texas to gain ideas to address the diverse population of students

Summative Evaluation: Travel authorizations, phone logs, ESC meeting, quad county meetings

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Attend ACET in fall and spring	Director of Curriculum and Federal Programs Coordinator	Travel records				
	Funding Sources: Title I (211)					
2) Attend networking meetings at ESC, metroplex, and state level such as cadres and mid winter	Superintendent, Asst Superintendents, Directors, principals	Travel records and agendas				

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.

Performance Objective 1: Sustain Project Based Learning

Summative Evaluation: All campuses will create a functioning campus PBL leadership team by spring 2016

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Campus PBL Lead Teams will be created and function as the driver of PBL on each campus	Director of Curriculum and Instruction, Superintendent, Asst Superintendent, Principals, CBP's	Sign In Sheets, Campus Implementation Plan				
	Funding Sources: Title II (255)					
2) Instructional Specialists and Campus Intervention Coordinators will partner with at least one teacher on their perspective campuses to assist them in Project Vetting	Director of Curriculum, Principals, Instructional Specialist, Campus Intervention Coordinators	Projects added to Project Vetting database				
3) 4C's activities will be added to the PBL Google Site	Director of Curriculum, Curriculum Coordinators	PBL Google Site				
4) Each campus will host a PBL Exhibition/showcase this school year	Principals, PBL Lead Teams	Invitations, pictures				
5) PBL sustained support will continue to be implemented on each campus especially for newly trained teachers	Director of Curriculum, PBL Lead Teams. CBP's	Schedule and agendas				
	Funding Sources: Title II (255)					
= Accomplished = Considerable = Some Progress = No Progress = Discontinue						

139

Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.

Performance Objective 2: Improve student performance according to state standards, including subgroups in all academic areas

Summative Evaluation: All student groups will grow by 2%

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
System Safeguard Strategies **Federal System Safeguard Strategies** **Critical Success Factors** CSF 1 CSF 2 CSF 3 CSF 7 1) Implement programs that increase access to the general curriculum particularly for sped and ELL students	Director of Curriculum and Instruction, Asst. Superintendent, coordinators	Increase in STAAR scores for students that are sped or ELL				
	Funding Sources: State Comp Ed (24), Title II (255)					
System Safeguard Strategies **Federal System Safeguard Strategies** **Critical Success Factors** CSF 1 CSF 2 CSF 3 CSF 7 2) Implement a data walk through form	Director of Curriculum, Asst Superintendent, Coordinators	Increase in STAAR scores for sped and ELL students				
	Funding Sources: State Comp Ed (24)					
3) Research and implement instructional coaching system across the district for campus leadership	Asst Superintendent, Director of Curriculum	Professional Service Agreement and increased STAAR scores				
	Funding Sources: Title II (255)					
4) ESC contracts to support instruction and networking	Director or Curriculum	PO and ESC contract				
	Funding Sources: Title II (255)					

✓ = Accomplished = Considerable = Some Progress = No Progress ✗ = Discontinue

Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.

Performance Objective 3: Improve college readiness performance

Summative Evaluation: SAT and ACT Scores, Number of students in AP and DC courses, Number of students scoring Level III on STAAR in Reading and Math

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) College ready assessments will be given a middle schools	Director of Curriculum, Middle School principals	PSAT 8/9 reports ACT Aspire reports				

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.

Performance Objective 4: Increase access to the general curriculum for all students.

Summative Evaluation: Increase STAAR participation for students with disabilities by 5%

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
System Safeguard Strategies 1) Ongoing professional development for Tier I intervention	Asst Superintendent, Director of Curriculum, Director of Special Education, Curriculum Coordinators	Common Assessment Data				
	Funding Sources: State Comp Ed (24) - $7000.00					
System Safeguard Strategies 2) Provide individual intervention for Tier I students	Asst Superintendent, Director of Curriculum, Director of Special Ed, campus principals, teachers	Common Assessment Data, Progress Monitoring Data,				

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.

Performance Objective 5: Improve writing achievement for all students with a specific emphasis for ELL students

Summative Evaluation: Improve writing performance by 3%

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
System Safeguard Strategies **Federal System Safeguard Strategies** **Critical Success Factors** CSF 1 CSF 2 CSF 3 CSF 7 1) Continue to provide Empowering Writers training to all PK-5 teachers	Asst Superintedent, Director of Curriculum, Elementary Principals, Coordinators	Sign In sheets, Curriculum documents, lesson plans				
	Funding Sources: Title II (255)					
System Safeguard Strategies **Federal System Safeguard Strategies** **Critical Success Factors** CSF 1 CSF 2 CSF 3 CSF 7 2) Implement professional learning groups that meet at least each grading period for teachers to share and coordinators to facilitate strategies/activities	Asst Superintendent, Director of Curriculum, ELA Coordinator, Instructional Specialists, Principals, Teachers	Common Assessments Data				
	Funding Sources: State Comp Ed (24)					
System Safeguard Strategies **Federal System Safeguard Strategies** **Critical Success Factors** CSF 1 CSF 2 CSF 3 CSF 7 3) Implement a walk through form that is specific to district safeguards	Asst Superintendent, Director of Curriculum, Curriculum coordinators	Walk through data				
✓ = Accomplished = Considerable = Some Progress = No Progress ✗ = Discontinue						

Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.

Performance Objective 6: Improve reading achievement for all students with specific emphasis for Hispanic, ECD, Sped, and ELL

Summative Evaluation: Improve reading performance by 5% and growth measure for individual students

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
System Safeguard Strategies **Federal System Safeguard Strategies** **Critical Success Factors** CSF 1 CSF 2 CSF 3 CSF 7 1) Implement professional learning groups that address the new reading resources - Comprehension Toolkit, Continuum Literacy	Director of Curriculum, Coordinators	Growth in common assessments				
	Funding Sources: Title II (255)					
System Safeguard Strategies **Federal System Safeguard Strategies** **Critical Success Factors** CSF 1 CSF 2 CSF 3 CSF 7 2) Provide training during summer months to address the specific district initiatives---Comprehension Toolkit, Contiuum Literacy	Director of Curriculum, Coordinators, Instructional Specialists	Lesson plans, common assessment data, iStation data				
3) Implement a research based online reading program with the intent of accelerating ELL students	Asst Superintendent, Director of Curriculum, Director of Technology, Principals	Data from program, common assessments, TELPAS				
	Funding Sources: Title III (263)					

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

144

Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.

Performance Objective 7: Improve math achievement for all students with specific emphasis on Hispanic, ECD, Sped, Native American

Summative Evaluation: Math performance improved by 5% and growth measure for individual students

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Implement professional learning groups that meet every grading period for grades K-Algebra II	Superintendent, Asst Superintendent, Director of Curriculum, Math Coordinator, Instructional Specialists, Principals, Teachers	Growth in common assessments, meeting minutes, activities implemented according through walk through form				
2) Provide various resources that compliment training and modeling within classrooms	Director of Curriculum, Math Coordinator	Increase success on progress measures, common assessments, benchmarks, and STAAR				

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.

Performance Objective 8: Increase Level III percentages

Summative Evaluation: All campuses have a Q1 or Q2 for accountability

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Define for each campus the meaning of Level III and what is measures	Asst Superintendent	Level III percentages on common assessments, distinctions on STAAR				

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

146

Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.

Performance Objective 9: Research and provide innovative resources to support 21st century learning that is high interest and motivating to the learning process

Summative Evaluation: Documentation of purchases

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Include the 21st century learning activities for the 4C's on the PBL Google Site	Curriculum Department	Google Site, 4C's implementation in all classrooms				
2) Obtain resources that are highly motivating and support the 21st century competencies	Principals, Director of Curriculum	Students using the 4C's				
	Funding Sources: Title I (211), State Comp Ed (24)					

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

147

Goal 3: We will provide an optimal technology infrastructure to support the on-going transformation of programs, services, and tools throughout every facet of the district.

Performance Objective 1: Implement 1:X wireless access across the district

Summative Evaluation: Infrastructure Upgrade

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Calendar implementation guide will be created	Director of Technology	Calendar				

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

148

Goal 3: We will provide an optimal technology infrastructure to support the on-going transformation of programs, services, and tools throughout every facet of the district.

Performance Objective 2: Provide technology professional development to support instruction

Summative Evaluation: Catalog of offerings and sign in sheets

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Implement tech professional development according to the district initiative	Director of Technology, Instructional Technology Coordinator, Assistant Superintendent, Superintendent	Eduphoria records				
	Funding Sources: Local (199)					

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

149

Goal 3: We will provide an optimal technology infrastructure to support the on-going transformation of programs, services, and tools throughout every facet of the district.

Performance Objective 3: Ensure students demonstrate responsible digital citizenship

Summative Evaluation: Student Lesson Documentation

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Provide cyber-safety lessons for all students.	Director of Technology, Instructional Technology Coordinator, Assistant Superintendent, Superintendent	Lessons				
	Funding Sources: Local (199)					

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

150

Goal 3: We will provide an optimal technology infrastructure to support the on-going transformation of programs, services, and tools throughout every facet of the district.

Performance Objective 4: Expose students to a variety of digitals tools and software

Summative Evaluation: Model Technical Classrooms

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Implement new technologies for students in grades PK-8	Director of Technology, Assistant Superintendent, Superintendent.	Use of new technologies added to campuses				
	Funding Sources: Local (199)					
2) Computer lab time, mobile labs and classroom mini labs will be utilized to support PBL in the core curriculum areas	Director of Technology	Student work				

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

151

Goal 3: We will provide an optimal technology infrastructure to support the on-going transformation of programs, services, and tools throughout every facet of the district.

Performance Objective 5: Implement technology plans associated with the bond

Summative Evaluation: Check List

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Provide ongoing training for model classroom standards in grades K-8.	Director of Technology, Instructional Technology Coordinator	Sign In sheets, Training calendars				
2) Seek RfP for moving from 500MB of internet access to 1GB.	Director of Technology	Monitor of bandwidth				
3) Install and begin service to increase WAN from 1GB to 10GB	Director of Technology	Purchase orders, application				
4) Begin prep for new tech center	Director of Technology	Plans				
5) Monitor wireless access in every area of school, PK-8	Director of Technology	Access reports				

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

Goal 3: We will provide an optimal technology infrastructure to support the on-going transformation of programs, services, and tools throughout every facet of the district.

Performance Objective 6: Reference the GISD Technology Plan

Summative Evaluation: Online at GISD website

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Strategies listed on the GISD Technology Plan will be implemented and tracked	Director of Technology	Check point on the GISD Tech Plan				
= Accomplished = Considerable = Some Progress = No Progress = Discontinue						

Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.

Performance Objective 1: Implementation calendar will be created

Summative Evaluation: Projects will be completed according to calendar

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Construction continued at GHS	Superintendent School Board Assistant Superintendents Director of Facilities	Sign off by GISD				
	Funding Sources: Local (199)					
2) 9th grade will move to the new Crossland wing at GHS	Superintendent School Board Assistant Superintendents Director of Facilities High School Principals	Relocation				
3) Complete CTE wing and relocate	Superintendent School Board Assistant Superintendents Director of Facilities CTE Director	relocation				
4) Complete elementary gyms	Superintendent, Asst Superintendents, Director of Facilities	Use of facility				
5) Begin renovation of 9th grade center for Admin Building	Superintendent, Asst Superintendents, Director of Facilities	Relocation of admin				

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.

Performance Objective 1: Implement flexible scheduling

Summative Evaluation: School calendar

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Calendar committee will create a new calendar according to HB 2610.	Superintendent, Asst Superintendents, Admin Team	New calendar presented to board				
2) Scheduling committee will identify and visit like secondary schools for ideas	Secondary principals	Travel logs				

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.

Performance Objective 2: Professional development committee will drive PD within GISD

Summative Evaluation: Committee will identify district needs according to data and survey needs

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Conduct a PD survey early in the spring semester	Director of C&I, Professional Development District Committee	Survey				
2) Create professional development offerings that will increase student achievement and growth	Director of Curriculum and Instruction, Asst Superintendent, Superintendent	Catalog of offerings				
3) Implement an online PD venue that will deliver researched based PD for academics and compliance trainings	Director of Curriculum, Director of Technology, Asst Superintendent	PD records				
	Funding Sources: Title II (255)					
4) Identify specific required professional development that will become an addendum to teacher contracts	Superintendent, Asst Superintendent, Principals	Contract addendums				

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.

Performance Objective 1: Implement a comprehensive list of resources to the district

Summative Evaluation: 100% of counselors will have a list of current resources

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Invite community entities to present to counseling team	Director of C&I, Community Outreach Liaison,	Meeting agendas, minutes, and list of entities				
2) Counselor Team will meet four times a year	Director of Curriculum, Lead Counselor	Meeting agendas and minutes				
3) Counselor team will be trained in the CISM model to form a community partnership	Director of Curriculum. Lead Counselor	Training certificates, sign in sheets				
4) Each campus will identify a person to revise the resource list for his/her specific campus	Campus principal	Unique campus lists				

157

 = Accomplished  = Considerable  = Some Progress = No Progress  = Discontinue

Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.

Performance Objective 2: Maintain and improve the Speaker's Bureau

Summative Evaluation: 10 more people will sign up to be on the Speaker's Bureau

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Use all types of media to solicit other qualified participants	Public Information Office	Speaker's Bureau				
2) Use this resource to provide experts for the PBL implementation	Superintendent, PIO	Visitor logs				

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

158

Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.

Performance Objective 3: Attend networking opportunities to learn new strategies and stay current on the state and federal laws

Summative Evaluation: Staff members will attend conferences and learnings at least two times yearly.

Strategy Description	Staff Responsible for Monitoring	Evidence that Demonstrates Success	Formative Reviews			
			Dec	Feb	Apr	June
1) Attend ACET in the fall and spring	Director of Curriculum	Travel records				
	Funding Sources: Title I (211), State Comp Ed (24)					

= Accomplished = Considerable = Some Progress = No Progress = Discontinue

159

State Compensatory

Budget for District Improvement Plan:

Account Code	Account Title	Budget
6100 Payroll Costs		
199 E 23 6125 00 699 0 24 000	6112 Salaries or Wages for Substitute Teachers or Other Professionals	$3,000.00
199 E 33 6125 00 699 0 24 000	6112 Salaries or Wages for Substitute Teachers or Other Professionals	$2,500.00
199 E 11 6117 00 699 0 24 000	6112 Salaries or Wages for Substitute Teachers or Other Professionals	$100,000.00
199 E 11 6395 00 699 0 24 000	6112 Salaries or Wages for Substitute Teachers or Other Professionals	$5,000.00
199 E 11 6412 00 699 0 24 000	6112 Salaries or Wages for Substitute Teachers or Other Professionals	$30,000.00
199 E 23 6117 00 699 0 24 000	6112 Salaries or Wages for Substitute Teachers or Other Professionals	$7,000.00
199 E 13 6117 00 731 0 24 000	6119 Salaries or Wages - Teachers and Other Professional Personnel	$14,061.00
199 E 13 6141 00 731 0 24 000	6141 Social Security/Medicare	$204.00
199 E 13 6142 00 731 0 24 000	6142 Group Health and Life Insurance	$1,635.00
199 E 13 6143 00 731 0 24 000	6143 Workers' Compensation	$156.00
199 E 13 6144 00 731 0 24 000	6144 Teacher Retirement/TRS Care - On Behalf Payment	$809.00
199 E 13 6145 00 731 0 24 000	6145 Unemployment Compensation	$34.00
199 E 13 6146 00 731 0 24 000	6146 Teacher Retirement/TRS Care	$1,349.00
	6100 Subtotal:	**$165,748.00**
6300 Supplies and Services		
199 E 13 6395 00 731 0 24 000	6395 Supplies, DP Operations - Locally Defined	$2,393.00
199 E 11 6397 IS 731 0 24 00N	6397 Other Equipment - Locally Defined	$13,912.00
	6300 Subtotal:	**$16,305.00**

Title I Personnel

Name	Position	Program	FTE
Trisha Suitt	Federal Programs Coordinator	Title I	50%

Addendums

2015-2016 Priority for Service (PFS) Action Plan

ESC REGION 11 MIGRANT EDUCATION PROGRAM SSA DISTRICTS

Goal(s): Identify and provide services to migrant learners who are failing or at risk of failing to meet the State's content and performance standards and whose education has been interrupted during the regular school year.	**Objective(s):** • Identify migrant learners who enroll late and withdraw early and provide supplemental services to each learner when no other school district services are available. • Identify migrant learners who are missing significant amounts of instructional time due to late enrollment and/or excessive absences. • Provide supplemental information to parents on how to collaborate with school staff and access resources in order to provide timely attention and appropriate interventions for their children. • Use data to plan the Priority for Services Action Plan (PFS) for 2015-2016 academic year and assist the district with supplemental services not provided by other federal or non-federal programs.

Required Activities	Timeline	Person(s) Responsible	Documentation
On a monthly basis, run NGS Priority for Service (PFS) reports to identify migrant children and youth who require priority access to MEP services.		NGS Specialist	PFS Reports
Print and review the New Generation System (NGS) Priority for Service (PFS) learner report monthly	15th day of every month for 2015-2016	NGS Specialist	NGS generated reports
Submit the PFS to the district SSA contact for distribution to appropriate staff	20th day of every month for 2015-2016	NGS Specialist	Copy of sent email(s)
Before the first day of school, develop a PFS Action Plan for serving PFS learners. The plan must clearly articulate criteria for defining learner success, including timelines for achieving stated goals and objectives.			
Send PFS Action Plan to District to attach to DIP	August 12, 2015	MEP Coordinator	Copy of sent email(s)
The PFS Action Plan must include the following: **1. The Title I Migrant Coordinator will provide each campus principals, appropriate campus staff and parents the Priority for Service criteria and updated NGS Priority for Service reports.**			
Submit the PFS to the district SSA contact for distribution to appropriate staff	20th day of each month in 2015-2016	NGS Specialist	Copy of sent email(s)
Send letter with copy of PFS report for their child(ren) with request for meeting with parent	20th day of each month in	MEP Consultant, NGS	Copies of letter sent

	2015-2016	Specialist	
Collaborate with counselors each reporting period in developing a personal graduation plan for PFS learners	September 2015 – May 2016	MEP School Liaison Consultant, MEP Consultant	Time and Effort reports, travel logs, graduation plan
2. When, in your school year calendar, the district's Title I Migrant Coordinator, MEP staff and migrant school staff will make home and /or community visits to update parents on the academic progress of their children.			
Contact parent to notify of child's PFS status inform of intervention options.	September 2015 – May 2016	MEP School Liaison Consultant, MEP Consultant	Copies of letter sent
Meet with PFS migrant parents and school staff to explain how PFS learners are identified and what services are available for these learners	As requested by parent or school staff	MEP School Liaison Consultant, MEP Consultant	Copies of letter sent
➢			
3. How the district's Title I Migrant Coordinator will use NGS Priority for Service reports to give priority placements to these learners in Migrant Education Program activities.			
Share and coordinate secondary credit accrual practices with receiving states through the Secondary Credit Accrual workshop, hosted by the Texas Migrant Interstate Program (TMIP)	September 2015 – May 2016	MEP consultant, School Liaison Consultant	District policy and procedures
Work with project and SSA districts in creating an extracurricular club/leadership event specific to migrant learners designed to help learners develop effective learning and study skills	September 2015 – May 2016	MEP consultant, School Liaison Consultant, School Planning Group	Agenda, roster, minutes of meeting
Provide PFS learners and their parent(s) prior notice for upcoming Migrant Education Program (MEP) events.	September 2015 – May 2016	MEP consultant, School Liaison Consultant, School Planning Group	Copy of fliers, emails
4. How the district's Title I Migrant Coordinator will ensure that Priority for Service learners receive priority access to instructional services, as well as social workers and community social services/agencies.			
Collaborate with SSA districts to develop and implement a set of district procedures outlining strategies for partial/full credit accrual for migrant learners with late entry/early withdrawal	September 2015 – May 2016	NGS Migrant School Liaison Consultant, NGS Specialist	E-mails
Monitor NGS course completion for PFS learners with late entry and early withdrawal	September 2015 – May 2016	NGS Migrant School Liaison Consultant, NGS Specialist	Learner transcript, NGS reports
Provide Parent Advisory Meetings in different areas throughout the school year	September 2015 – May 2016	NGS Migrant School Liaison Consultant, Migrant Recruiters	Agenda, roster, mileage reimbursement forms, minutes of meeting
Provide contact information regarding social service agencies and healthcare providers available in their area.	September 2015 – May 2016	NGS Migrant School Liaison Consultant, Migrant Recruiters	Telephone log, mileage reimbursement, time and effort reports
5. What federal, state and local programs service Priority for Service learners?			
Meet (or communicate) with district staff to ensure learners participate in school services offered	September 2015 – May 2016	Migrant School Liaison Consultant, Migrant Consultant	Telephone log, mileage reimbursement, time and effort reports, emails
Use migrant funds to pay tuition or fees for evening classes, summer school, credit by exam or distance learning when not provided by ISD	September 2015 – May 2016	Migrant School Liaison Consultant, Migrant Consultant	Budget records
Use migrant funds to pay for tutor to provide supplemental instruction or facilitate distance learning courses	September 2015 – May 2016	Migrant School Liaison Consultant, Migrant	Budget records, tutor time logs

		Consultant	
Share and coordinate secondary credit accrual practices with receiving states through services provided by the Texas Migrant Interstate Program (TMIP).	September 2015 – May 2016	Migrant School Liaison Consultant, Migrant Consultant	Agenda, roster, email, telephone log

Bullying Prevention

Strategies	Resources	Staff Responsible	Evaluation
1. All campuses will implement and support GISD anti-Bullying policies, guidelines and procedures designed to reduce bullying	Campus Budgets	Campus Principals, and Campus Counselors	Discipline Reports
2. All school staff members will be trained in the GISD Bullying Reporting Protocol that emphasizes the recognition of bullying.	Campus Budgets	Campus Principals, and Campus Counselors	Discipline Reports
3. All GISD students will be involved in cyber-bulling lessons according to the Internet Safety curriculum facilitated by the campus librarians.	Campus Budgets	Librarians Campus Principals Campus Staff	Verification in Tech Dept.

Suicide Prevention

Strategies	Resources	Staff Responsible	Evaluation
1. GISD CISM trained personnel will team with community first responders	Team Meetings	Director of C&I, Campus Counselors	Sign In sheets Agendas
2. GISD counselors will ensure that training is provided each year for the staff on their perspective campuses	Training video	Director of Curriculum, Campus Counselors	Sign in Sheets, Agendas
3. GISD will partner with Pecan Valley Mobile Responder Unit	Partnership meetings	Director of C&I, Counselors	Meeting notes and agendas
4. GISD counselor team will review and revise the suicide protocol	Team Members	Director of C&I, Counselor Team	Revised Protocol

Pregnancy Related Services

Strategies	Resources	Staff Responsible	Evaluation
1. Homebound services will be provided to students that are pregnant at the request of a doctor	Homebound Budget	Campus Principals, and Campus Counselors	Homebound Reports
2. Intervention services will be provided to keep the student from dropping out of school	State Comp Ed Budget	Campus Principals, and Campus Counselors	Transcripts
3. Community services will be sought for medical and nutrition programs to assist	Community List of Services	Counselors, Community Liaison personnel	Log of contacts

PROPOSED REVISIONS

DEFINITIONS

FAMILY

The term "immediate family" is defined as:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

FAMILY EMERGENCY

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

LEAVE DAY

A "leave day" for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

CATASTROPHIC ILLNESS OR INJURY

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's spouse or child that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

AVAILABILITY

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

EARNING LOCAL LEAVE

An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

DEDUCTIONS

LEAVE WITHOUT PAY

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

LEAVE PRORATION

EMPLOYED FOR LESS THAN FULL YEAR

If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

EMPLOYED FOR FULL YEAR

If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

RECORDING

Leave shall be recorded as follows:

1. Leave shall be recorded in half-day increments for all employees, even if a substitute is not employed.
2. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

ORDER OF USE

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. State sick leave accumulated before the 1995–96 school year.
2. Local leave.
3. State personal leave.

Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

CONCURRENT USE OF LEAVE

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

MEDICAL CERTIFICATION

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

The employee shall submit a fitness-for-duty report from the treating health-care provider upon return to duty from any absence of more than five consecutive days for the employee's personal illness or injury. The District shall provide to the health-care provider the employee's job description, including essential functions of the employee's assignment.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

STATE PERSONAL LEAVE

The Board requires employees to differentiate the manner in which state personal leave is used:

NON-DISCRETIONARY USE

1. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

   Non-discretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

DISCRETIONARY USE

2. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

LIMITATIONS

REQUEST FOR LEAVE

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

DURATION OF LEAVE

Discretionary use of state personal leave shall not exceed five consecutive workdays.

LOCAL LEAVE

All new employees shall earn three paid local leave days during the first year of employment. Additionally, two paid local leave days shall be placed in the District's sick leave bank in the name of each new employee, with the exception of bus drivers and bus attendants, during the first year of employment in accordance with administrative regulations.

During each subsequent year, all employees shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year. [See DEC(LEGAL)]

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

SICK LEAVE BANK

The District shall establish a sick leave bank for employees through contribution of local leave by the District, in the employee's name, during the employee's first year of employment.

Leave contributed to the bank shall be solely for the use of eligible employees. An employee who is a member of the bank may request leave from the bank if the employee or the employee's spouse or child experiences a catastrophic illness or injury and the employee has exhausted all paid leave.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

APPEAL

All decisions regarding the sick leave bank may be appealed in accordance with DGBA(LOCAL), beginning at Level One with the sick leave bank committee.

FAMILY AND MEDICAL LEAVE

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be July 1 through June 30.

TWELVE-MONTH PERIOD

COMBINED LEAVE FOR SPOUSES

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

INTERMITTENT OR REDUCED SCHEDULE LEAVE

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

CERTIFICATION OF LEAVE

If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

FITNESS-FOR-DUTY CERTIFICATION

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.

END OF SEMESTER LEAVE

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), LEAVE AT THE END OF A SEMESTER]

FAILURE TO RETURN

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]

TEMPORARY DISABILITY LEAVE

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.

WORKERS' COMPENSATION

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.

COURT APPEARANCES

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

REIMBURSEMENT FOR LEAVE UPON RETIREMENT

The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.

A full-time employee who retires from the District shall be eligible for reimbursement for local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.

2. The employee provides advance written notice of intent to retire by February 1 of the ~~school~~ duty year in which the retirement will occur.

~~2.~~3. The employee completes his or her final duty year.

~~3.~~4. The employee is retiring under the Teacher Retirement System of Texas (TRS).

~~4.~~5. The employee has at least five consecutive years of full-time service with the District immediately preceding retirement.

~~5.~~6. The employee uses no more than six days of paid or unpaid leave during his or her final year of service with the District; and

~~6.~~7. The employee uses no more than three days of paid or unpaid leave after providing notice on February 1.

For purposes of this provision, the duty year for an exempt, 12-month employee retiring at the end of August shall extend through his or her final day of service with the District.

An eligible employee shall be reimbursed for each day of local leave at his or her daily rate or $100 per day, whichever is less, to a maximum of $3,000 in accordance with the following:

School year	Number of eligible local days	Amount for notification by Feb. 1	Maximum reimbursement for local days
2015–2016	5	$2,500	$500
2016–2017	10	$2,000	$1,000
2017–2018	15	$1,500	$1,500
2018–2019	20	$1,000	$2,000
2019–2020	25	$500	$2500

Beginning with the 2020–2021 school year, ~~The~~ an eligible employee shall be reimbursed for each day of local leave at his or her daily rate or $100 per day, whichever is less, to a maximum amount of $3,000.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

If the employee is re-employed with the District, days for which the employee received payment shall not be available to that employee.

BARNES, FAITH

From: Susan Tabbee <Susan.Tabbee@tasb.org>
Sent: Tuesday, October 13, 2015 3:23 PM
To: Board Communications
Subject: CALL FOR NOMINATIONS: TASB Board Position - Region 11A
Attachments: Nominations Instructions Sheet.docx; FORM B Biographical Sketch Form.docx; FORM C Director Candidate Questionaire Form.docx; FORM A Nomination Form.docx

Texas Association of School Boards
P.O. Box 400 • Austin, Texas 78767-0400 • 512.467.0222 • 800.580.8272

Serving Texas Schools Since 1949

October 13, 2015

Dear Board Presidents, Superintendents, and Superintendent Secretaries for Region 11,

I'm writing to notify you that your region (TASB Region 11) has a vacancy on the TASB Board of Directors. Your local board is invited to submit a nominee to fill this interim position.

The Director filling the Region 11, Position A, on the TASB Board (Charles Stafford of Denton ISD) was elected TASB President-Elect at the Association's 2015 Delegate Assembly. This election leaves a vacancy for Region 11, which may be filled by the TASB Board until the next Delegate Assembly in 2016.

A TASB Director represents his or her region on the Board, guiding the organization in fulfilling its mission to provide advocacy, visionary leadership, and high-quality services to you, our members.

If your local school board would like to nominate a candidate to fill this interim position, please follow the attached instructions, and complete and return the attached forms. **Nominations must be received in the TASB Headquarters no later than Friday, November 13, 2015.** If you have questions or need further information, please contact Sheri Hicks at 800.580.8272, ext. 6365.

We appreciate your participation in TASB's governance process and your ongoing commitment to Texas public schools!

Sincerely,

Andra Self

Andra Self
TASB Nominations Committee Chair

	Fall 2015	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
✓	**Action** Create plan for schedule/logistics of mobile unit	
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
✓	**Action:** Campuses and district will continue to showcase and exhibit PBL work	**Comment:** Showcases planned at each campus
✓	**Action:** Sustained support will continue to be offer to support the PBL implementation	**Comment:**
✓	**Action:** Campus PBL Lead teams are trained and begin to function as the main campus support and driver	**Comment:**
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
✓	**Action:** Implement Model Classroom standards in grades K-8, including necessary training, begin in new classrooms in 9-12	**Comment:** Training Ongoing
✓	**Action** Purchase and install all necessary components to allow every student to have wireless access in every area of school, PK-8 and new facilities at GHS	**Comment:** PK-9 Complete – remainder waiting on construction
✓	**Action:** Provide and evaluate necessary resources to facilitate access to student resources at home and away from school using cloud-based solutions *Next step is to investigate filtered internet access at home for students	**Comment:** Have GAFE – waiting on filter access at home
✓	**Action:** Move of Technology Center to renovated administration area	**Comment:** Not moving this Fall -2016 TBD
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
✓	**Action:** Continue construction at GHS	**Comment:** JROTC area, Science area, locker rooms, auditorium, begin Elementary Gyms, begin planning Administration Offices
✓	**Action:** Begin construction on GHS additions	**Comment:** Crossland addition open Special needs, new offices, fine arts, cafeteria, learning center, all area open
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
✓	**Action** Committee goals regarding calendar/staff development days achieved	
✓	**Action:** Conduct Site Visits for selected school districts based on the committee's research	**Comment:** Two visits have been completed
✓	**Action:** Design and present scheduling committee's plan based upon research and site visits to Superintendent	**Comment:** Secondary Principals will work together to collaborate the results to Dr. Largent
✓	**Action:** Scheduling Committee would like to explore site visits to schools that are successfully utilizing an advisory time and/or the hour lunches with tutorials and clubs during that time	**Comment:** Research will be ongoing to find innovative ideas for how to utilize our school day and time
✓		
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
✓		**Comment:** Room @ STARS, gathering information

	Spring 2016	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
	Action: Campuses and district will continue to showcase and exhibit PBL work	**Comment:**
	Action: Sustained support will continue to be offer to support the PBL implementation	**Comment:**
	Action: Campus PBL Lead teams are trained and begin to function as the main campus support and driver	**Comment:**
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
	Action: Implement Model Classroom standards in grades K-8, including necessary training, begin in new classrooms in 9-12	**Comment:** Completed K-8 – the rest contingent on construction
	Action Purchase and install all necessary components to allow every student to have wireless access in every area of school	**Comment:** Completed K-8 – the rest contingent on construction
	Action: Provide and evaluate necessary resources to facilitate access to student resources at home and away from school using cloud-based solutions *Next step is to investigate filtered internet access at home for students	**Comment:** Will be complete by Summer of 2016
	Action: Finalize all technology projects	**Comment:** Has not started – move to Summer of 2016
	Action: Move of Technology Center to renovated administration area	**Comment:** Has not started – move to Summer of 2016
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
	Action: Complete GHS construction project	**Comment:** Continue CTE, Complete Elementary Gyms
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
	Action Report committee site visit findings to secondary principals and Superintendent	**Comment:**
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
		Comment: Counselors continue to meet surveying district needs
	Summer 2016	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
	Action: Evaluate use of mobile unit	
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
	Action: Campuses and district will continue to showcase and exhibit PBL work	**Comment:**
	Action: Sustained support will continue to be offer to support the PBL implementation	**Comment:**
	Action: Campus PBL Lead teams are trained and begin to function as the main campus support and driver	**Comment:**
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		

	Action: Move of Technology Center to renovated administration area	**Comment:** Summer 2016 - TBD
	Action: Finalize all technology projects	**Comment:**
	Action: Move of Technology Center to renovated administration area	**Comment:**
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
	Action: Move into new 9th grade wing at GHS	**Comment:** NOC portion of Administration
	Action: Begin renovation of CNGC for new Administration building	**Comment:** Upper grand hall renovation, math hub, grand staircase
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
	Fall 2016	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
	Action: Schedule and conduct a PBL Exhibition of student work	**Comment:** Move to late November or early December. Too many activities in the spring
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
	Action: All classrooms equipped with model technology standards, continuous teacher training	
	Action: All areas equipped with wireless capacity to handle a device per student	
	Action: Technology Center moved and operational	
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
	Action: All 9-12 students begin school at GHS	
	Action: Complete Administration renovation	
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
	Action: Implement committee recommendations from Spring 2016 meeting on site visits	**Comment:**
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		

	Spring 2017	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
	Action: Evaluate effectiveness of implemented plan	**Comment:**
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		

✔ **Continuous**

✔ **Complete**

✖ **Incomplete**

Additional content

Delete content

Ongoing

PTO / BOOSTER CLUB GUIDELINES

2015-2016

Dear Parents:

On behalf of the Granbury Independent School District's Board of Trustees, I want to express my sincere appreciation for the time and energy you give as a PTO / booster Club volunteer. Because of our fantastic and supportive PTO / boosters Clubs, our students' educational experiences are enriched through skills developed during friendly competition. GISD's extracurricular programs would not exist at the caliber they do without your support, so thank you for your unwavering commitment to our students and programs.

While PTO / booster Clubs are separate organizations from the school district and are responsible for the compliance of the organization, we provide this "PTO / booster Club Guidelines" booklet as a tool to help you set the stage for a successful school year / season. This booklet will assist you in complying with District policies and guidelines, University Interscholastic League (UIL) guidelines, and state and federal regulatory guidelines governing PTO / booster Clubs. If there are any suggestions for improvement or other comments you'd like to share, please note we've included a comment sheet at the end of the handbook. We welcome your feedback in our efforts to continuously improve.

GISD's extracurricular programs are extensions of our classrooms, and as such, PTO / booster Clubs play an important role in helping all GISD students graduate with every option open. These supportive organizations make GISD a great place for students to learn, and we are grateful to have you as partners. So once again, on behalf of our Board of Trustees, students and staff, I thank you for all that you do.

Sincerely,

Dr. James Largent
Superintendent, Granbury ISD

Table of Contents

I. Role of PTO / booster Clubs in Granbury ISD page 4

II. Bylaws page 7
- Definition of Bylaws
- Bylaw Musts
- Election of Officers
- Role of Officers
- Committees
- Standards for Meetings
- Rules for Dissolution of a PTO / booster Club

III. Webpages page 13
- Header
- Disclaimer

IV. Finance page 15
- Banking
- Tax Information
- 501(c)(3) Directions
- Form 990
- Financial Reporting
- Insurance
- Audits

V. Fundraisers page 25
- Fundraising Activities
- IRS Regulations
- Raffles/Bingo
- Gifts
- Donations
- Inventory

VI. Scholarships page 30
- Requirements
- Guidelines for Scholarship Review Committee

VII. Additional Guidelines page 34
- Athletic PTO / boosters
- Academic PTO / boosters
- Music PTO / boosters
- Other Requirements
  - Volunteers

VIII. Resources page 41
- Example Bylaws
- District Board Policy
- PTO / booster Club Registration Approval
- PTO / booster Club Information Sheet
- PTO / booster Club Fundraising Permission
- Example Financial Report

Role of PTO / Booster Clubs in GISD

Be they music, fine arts, academic or athletic, booster clubs should exist to enrich students' involvement in extracurricular activities without endangering their eligibility.

UIL

(Campus Leadership shall on behalf of the board) cooperate in the establishment of ongoing operations of at least one parent-teacher organization at each school in the District to promote parental involvement in school activities.

Education Code 26.001(e)

ROLE OF PTO / BOOSTER CLUBS

PTO and booster Clubs and shall organize and function in a way consistent with the District's philosophy and objectives, within adopted Board policies, and in accordance with UIL regulations as applicable.

District PTO / booster Clubs shall:

1. Be voluntary and provide unified support for student activities of the school.
2. Encourage involvement by all parents of students participating in the supported activity.
3. Use school facilities only with prior approval of the principal or designee.
4. Obtain approval of the principal or designee for all fundraising activities.
5. Submit a copy of financial report to the District Executive Board no later than September 1 following the end of the fiscal year.
6. Submit the name, address, and telephone number of all current officers to Campus Administration by September 1st. Two signatures will be required on all checks.
7. Provide evidence of adequate insurance coverage for activities conducted on school premises. The District cannot provide insurance coverage for PTO / booster Clubs.
8. Pay all taxes and other debts incurred by the organization. (State sales tax and series 990 form to the IRS)
9. Comply with administrative regulations and Board policies when donating money or gifts to the District.
10. Comply with UIL guidelines, District policies, and Federal and state tax laws.
11. Obtain tax exempt status 501(c)(3).
12. Obtain an Employer Identification Number (EIN).
13. Must have bylaws that address all the topics listed in the UIL Guidelines (found in Resources).
14. Have volunteer paperwork complete. All PTO / booster club members and parent volunteers are required to renew their GISD volunteer application each year.
15. Adhere to all District guidelines and Board policies on advertising.
16. Provide required disclaimers on ALL PTO / booster club website pages. (Disclaimer language example: This site is produced and maintained by the Pirate Football booster Club, and is not officially sanctioned, affiliated or supported by Granbury ISD)

District PTO / booster Clubs shall NOT:

1. Be involved in decision or policy making activities for a student group.

2. Give a sponsor or coach a gift or cash in excess of the limits imposed by the UIL guidelines ($500) from any source in recognition of, or appreciation for coaching, directing, or sponsoring student activities.

3. Give anything (including awards) to students without prior approval from school administration.

4. Give a member any gift without the approval of the club membership.

5. PTO / Athletic booster Clubs shall not directly employ or pay any member for services rendered with PTO / booster Club funds.

6. Direct, employ, contract, supplement or in any way compensate a consultant, clinician, accompanist, or paraprofessional for work performed for the student activity without prior approval from director, campus principal, and Assistant Superintendent for Finance and Operations.

7. Sign contracts or pay expenses directly from PTO / booster Club accounts for any arrangements for student travel associated with the organization. (PTO / booster groups/individuals may donate money/merchandise to the school with prior approval from administration). (Ex. Charter buses)

8. Use the District tax identification number as the PTO / booster Club identification number.

9. Use the District sales permit numbers as the PTO / booster Club sales permit number.

10. Use Granbury ISD in the name of the PTO / booster Club. (Ex. Granbury ISD Football Booster Club)

11. Give cash to any school employee to use at his or her discretion.

12. Attempt to influence the sponsor, principal or other administrator's decisions or be a lobbying group concerning matters which are duties assigned to the district personnel, such as trips, staffing, and schedules.

13. PTO / booster club websites shall not function as district (nor classroom) sponsored websites. Campus and classroom links to PTO / booster club websites must be clear and externally linked. Forms and other website content (photos, camp sign up, etc.) owned by the PTO / booster must be externally located. (ie: not located within the GISD or campus website.) Contact the Public Information Office with specific questions.

II. Bylaws

Definition of bylaws
Bylaw musts
Election of Officers
Role of Officers
Committees
Standards for Meetings
Rules for Dissolution

BYLAWS

All Booster Clubs that are formed to support a Granbury ISD extracurricular activity must have bylaws that address all the topics listed in the UIL Guidelines. Please see this link for UIL Booster Club Guidelines: http://www.uiltexas.org/files/PTO / booster-guide.pdf

Parent Teacher Organizations (PTO) are encouraged to, but not required to, adopt bylaws to help guide the operation of the organization.

What are bylaws?

A PTO / booster club's bylaws provide the rules for how your organization operates, including how often meetings are held, how voting is conducted and the like. The bylaws should contain the detail of the rules of membership. **Bylaws must address the organization's fiscal year, organizational structure, and the methods used to elect officers.**

Bylaws must be submitted to the appropriate sponsor as well as campus administration when registering a PTO / booster Club. Campus Administration, or their designee, will review the bylaws to make sure that all the required topics are addressed, but does not have the authority to change the bylaws. If the bylaws are incomplete, the PTO / booster Club's registration will be denied until the missing topics are included in the bylaws.

Bylaw's must:

- Be approved by Campus Administration or designee
- Address the organizational structure
- Address the methods used to elect officers
- Contain the rules of membership
- Include how meetings will be publicized and conducted
- Address the organization's fiscal year
- Not allow one person to hold multiple offices
- Address the dissolution of a PTO / booster club

Election of Officers:

- Only active members in good standing shall be permitted to hold office or vote upon any matter of business of the organization.
- No officer shall be permitted to hold more than one office at the same time.
- Employees are not allowed to hold any GISD school PTO / booster club officer position.
  At a minimum, the PTO / booster organization shall elect the following officers on an annual basis. Each officer should receive a printed copy of the guidelines. Each officer must read the manual and return a signed acceptance form (in Resource section) to the campus principal before the first meeting of the new school year.

Role of Officers:

President

Typically, the president of a PTO / booster organization is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization.
- Regularly meet with the designated campus representative regarding PTO / booster activities.
- Regularly meet with the treasurer of the organization to review the organization's position.
- Schedule annual audit of records or request an audit in the need should arise during the school year.

Vice-President

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve.
- Perform administrative functions delegated by the president.

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the association and reporting to the membership. The secretary must ensure the accuracy of the meeting minutes and have a thorough knowledge of parliamentary law and the organization's procedures. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the PTO / booster organization if such a governing board is defined.
- Maintain the records of the minutes and any standing committee rules, current membership and committee listing.
- Record all business transacted at each meeting.
- Maintain records of attendance of each member.
- Conduct and report on all correspondence on behalf of the organization.

Treasurer

The treasurer is the authorized custodian of the funds of the association. The treasurer receives and disburses all monies indicated in the budget or as authorized by action of the association. All persons authorized to handle funds of the association should be covered by a fidelity bond in an amount based on the organization's annual income and determined by the executive board. The major duties include, but are not limited to, the following:

- Serve as chairperson of the Budget and Finance Committee if prescribed.
- Issue a receipt of monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed $250.00).
- Present/Maintain a current financial report including bank statements, bank reconciliations, and financial statements and be able to give them to the Business Services Office when requested. Copies should be available for review by the general membership as requested.
- File financial reports by September 1each year with the district executive board.
- Maintain accurate and detailed account of all monies received and disbursed.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.
- File sales tax reports as required by the State Comptroller's office (monthly, quarterly, or annually).
- File annual IRS form 990 in a timely manner.
- Submit records to the audit committee appointed by the organization upon request or at the end of the year.

Note: Due to the increasing requirements placed on charitable organizations by the Internal Revenue Service, it is strongly recommended the Treasurer have an accounting background.

District Executive Board

The Executive Board, for PTO / booster Club purposes within Granbury ISD, will consist of the Assistant Superintendent for Finance and Operations, the Assistant Superintendent for Administrative Services and the appropriate program director (District Athletic Director, Fine Arts Directors, Campus Principal, CTE Director).

Rules for Dissolution

There are two ways a PTO / booster organization can be dissolved:

1) The PTO / booster Club shall notify all members in good standing that the question of such a dissolution be submitted to a vote at a special meeting of the members having voting rights.

2) The Principal along with the District Executive Board determines that the PTO / booster club is not functioning in a way consistent with school and district policies, and in accordance with UIL regulations.

If the PTO / booster club or committee determines it is in the best interest that the PTO / booster club be dissolved, the PTO / booster club and/or the committee must determine the distribution and usage of treasury monies and other assets before dissolution. In order to comply with the Internal Revenue Service guidelines, care should be taken to ensure that excess funds are distributed within the framework of the organization's original purpose- i.e., band PTO / booster funds would remain with the musical program at that particular campus. Any other distribution of funds could void the organization's tax exempt status and force it into a fully taxable situation.

Dissolution of PTO / booster clubs should be addressed in the PTO / booster club's bylaws.

Bylaw Summary

- Submit bylaws to Campus Leadership with registration paperwork for approval.
- Officers must be elected.
- Officers must read the PTO / booster Club Guidelines and sign and return the form stating they have done so.
- No one person may hold multiple offices.
- Sponsor must be invited to meetings and are encouraged to attend.
- GISD employees may not serve as an officer of a PTO / booster or other parent organization.
- Bylaws must address the organization's fiscal year, organizational structure, and the methods used to elect officers.
    - ✓ There is a sample set of PTO / booster Club By-Laws in the resource section.
- There are two ways a PTO / booster organization can be dissolved:

    1) The PTO / booster Club shall notify all members in good standing that the question of such a dissolution be submitted to a vote at a special meeting of the members having voting rights.

    2) The Principal along with the District Executive Board determines that the PTO / booster club is not functioning in a way consistent with school and district policies, and in accordance with UIL regulations.

III. Webpages

Heading
Disclaimer
Externally Linked

Webpages

Heading
Each PTO / booster club's website must clearly state that it is a PTO / BOOSTER CLUB website in the heading.

Example: XYZ High School Sports PTO / booster Club

_____ _____ PTO / booster Club
Campus Program

Disclaimer
Each PTO / booster club's website must have the following statement:

This website is maintained by the XYZ Sports *(insert campus and program)* PTO / booster Club and is not a part of XYZ High / Middle School *(insert campus)* or the Granbury Independent School District. Neither XYZ High / Middle School *(insert campus)* nor Granbury ISD is responsible for the content of this website or the content of links external to this website.

Guidelines

- PTO / booster club websites shall not function as district (nor classroom) sponsored websites. Campus and classroom links to PTO / booster club websites must be clear and externally linked. Forms and other website content (photos, camp sign up, etc.) owned by the PTO / booster club must be externally located. (i.e.: not located within the GISD or campus website.)

- PTO / booster club must tell sponsor to make a clear direction on their classroom page that states "to go to the PTO / booster club website: (link here)".
  Examples: Click here to take you to the PTO / booster Club Website
  OR
  Get More Information at the PTO / booster Club Website

- PTO / booster club website must provide a list of current officers and how to contact the PTO / booster club. i.e. email link or contact phone number

- Contact the Public Information Office with specific questions. (817-408-4006)

IV. Finance

Banking
Tax Information
501(c)(3) Directions
Form 990
Financial Reporting
Insurance
Audits

Banking Information

To open a bank account, The PTO / booster club must first obtain an Employer Identification Number (EIN) from the IRS. (See Tax information section)

The PTO / booster club shall not use just the school's name on its checks or on its literature. The use of the school name might imply that the school or the District is responsible for any obligations entered into by the club. It must include the PTO / booster club's name on the bank account.

Two officers must sign each disbursement. School district employees may not be the signer on PTO / booster club bank accounts for any campus or programs.

All funds received should be receipted and deposited on a weekly basis. Commingling of PTO / booster club funds and school activity funds is prohibited. School employees may not accept loans of funds from parents and student organizations.

Tax Information

The purpose of this section is to provide general tax information to PTO / booster clubs. It is each PTO / booster club's responsibility to seek competent professional tax advice for its own tax reporting and filing requirements. The information provided in this document is not intended to be all-inclusive.

How to obtain tax exempt status 501(c)(3)

Your group will need to take the steps necessary to become a nonprofit education organization recognized by the Internal Revenue Service as exempt from taxation. This is known as a 501(c)(3) entity.

Formation of a non-profit corporation does not necessarily entitle the organization to exemption from federal taxes. In order to be exempt from federal taxes, The PTO / booster club must apply for this status on Form 1023- Application for Recognition of Exemption under Section 501(c)(3). These documents are available on the Internal Revenue Service website: http://www.irs.gov/.

The application must be accompanied by Form 8718, User Fee for Exempt Organization Determination Letter Request, which provides a user fee to be paid to the Internal Revenue Service. Depending on the anticipated annual gross receipts, the fee is either $150.00 or $500.00. Upon acceptance of the organizations exempt status by the Internal Revenue Service, a determination letter will be received as evidence of approval. The letter should be kept in a safe, permanent place as it will be used time and again to prove the organization's exempt status.

Please provide a copy of your determination letter to the District Executive Board.

Note: Instructions for completing these forms and copies of the forms can be found on the Internal Revenue Service website: http://www.irs.gov/ under forms and publications. The IRS main number is 1-800-829-1040, and the Tax-Exempt section is 1-877-829-5500.

How to obtain an Employer Identification Number (EIN)

The IRS requires all organizations (entities) that conduct business to have their own Employer Identification Number. The EIN is obtained with the SS-4 Form from the IRS. A member's social security number should not be used as the organization's Employer Identification Number for banking or other business purposes. PTO / booster clubs are not allowed to use the District's EIN.

To obtain an Employer Identification Number:

- Obtain and complete IRS Form SS-4.
- Make a copy for the club's permanent records.
- When a number is assigned to the PTO / booster club by the IRS, ensure that the paperwork is maintained in a permanent file from year to year.
- The recommended fiscal year end for the PTO / booster club is July 31.
- There is no application fee required when filing Form SS-4.
- This EIN will be the number used to establish a bank account for the PTO / booster club.

Note: You can apply for an EIN number on the Internal Revenue Service website: http://www.irs.gov/. Insert "employer identification number" under forms and publications. You will be able to complete the application process on line.

Sales Tax

All PTO / booster clubs must apply for their own sales permit number. **They may not use the number of another PTO / booster club or the District sales permit number.** Sales by a PTO / booster club are generally taxable. PTO / booster clubs are not tax-exempt unless they have filled out the proper application forms from the Texas Comptroller of Public Accounts and have been given tax-exempt status. Each PTO / booster club can have two tax free sale days per calendar year according to Texas State Sales Tax Law. Items can be sold during the tax-free weekend in August without collecting sales tax.

Organizations that have applied for and received a letter of exemption from sales tax do not have to pay sales and use tax when they buy, lease or rent taxable items that are necessary to the organization's exempt function. No item purchased tax-free by an exempt organization can be used for the personal benefit of a private party or other individual. For any questions regarding sales tax, you can call the Texas Comptroller of Pubic Accounts at 1-800-531-5441 or email tax.help@cpa.state.tx.us.

Taxable Status of Purchases

- A PTO / booster organization must provide the vendor with a valid signed exemption certificate when claiming state sales tax exempt status. Exemption certificates do not require tax identification numbers to be valid nor is the vendor required by law to honor the exemption.
- The District's exemption status may not be utilized by parent, PTO / booster, patron, or alumni organizations to secure exemption from sales and excise taxes. Parent/teacher organizations and PTO / booster clubs must apply for their own exemption.
- Items which become the personal property of the student (cheerleader uniforms, band t-shirts, etc), even though connected with a school or organization, are not exempt from tax. Items which are purchased by the organization through

budgeted funds as an award to a student are not taxable.

- Meals purchased by the organization for teams, groups, bands, etc. on authorized school trips are exempt from sales tax if the organization contracts for the meals. The PTO / booster organization must pay for the meals with a PTO / booster Club check and provide an exempt certificate.
- Individual members of the team, group, band, etc. may not claim exemption from sales tax on the meals they purchase while on a school authorized trip.

Collection and Remittance of Sales Taxes

The PTO / booster club shall collect sales tax on all taxable sales.

When imposing sales tax, the organization has the option of:

- Adding the tax to the item's selling price-thus, if the selling price of an item were $2.00, the tax rate was 8.25%, the school would collect $2.17 ($2.00 x 1.0825) from the buyer for each item sold.

- Absorbing the tax in the item's selling price-thus, if the item sold for $2.00 including the tax, the school would retain $1.83 and remit $0.17 for sales tax. If this method is used, divide the total sales by 1.0825 (assuming the tax rate is 8.25%) to find the taxable sales. To determine the sales tax amount, subtract the taxable sales from the gross sales.

Taxable Status of Sales

School and school related organizations need not collect sales tax on the following:

- Admission tickets
- Club memberships
- Food and drinks sold at school functions

Therefore, state and local sales tax shall be imposed and collected on all sales for:

- Items sold by the school store
- Any type of PTO / booster club materials
- Any other item sold as personal property (i.e. school pictures, uniforms, etc.)
- All sales of items such as handicrafts, T-shirts, candles, cups, books, and school supplies sold by a school associated organization during a fundraising drive
- All other personal property except for those items specifically excluded above

Sales tax should be filed in accordance with the State Comptroller's guidelines. Further information can be found on the Comptroller's website: http://www.window.state.tx.us

ANNUAL FEDERAL FILING REQUIREMENTS

Every PTO / booster organization exempt from federal income tax under section 501(a) is required to either file an annual Form 990 *Return of Organization Exempt from Income Tax,* Form 990-N *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required To File Form 990 or 990-EZ* or Form 990-EZ, *Short Form Return of Organization Exempt From Income Tax.* The return is due by the 15th day of the 5th month after the close of the organization's tax year or fiscal year. According to the IRS, small tax-exempt organizations, such as small PTO / booster clubs, are required to file an annual electronic notice Form 990-N (*e-Postcard*). The e-Postcard is required to be filed on-line. The e-Postcard is due every year by the 15th day of the 5th month after the close of the organization's tax year. A PTO / booster club cannot file the e-Postcard until after its tax year ends. Whether or not a PTO / booster club has filed for exemption status with the IRS, it should still file the appropriate 990 form as required by exempt organizations. IRS regulations affect not-for-profit organizations and their requirements for financial reporting.

For the fiscal year ending in **2011 and later**:

PTO / booster clubs must use Form 990-N, normally known as the e-Postcard if:

1. Gross receipts are $50,000 or less.

PTO / booster clubs must use Form 990-EZ if:

1. Gross receipts are more than $50,000 but less than $200,000 **AND**
2. Total assets are less than $500,000 at year-end.

PTO / booster clubs must use Form 990 if:

1. Gross receipts are $200,000 or more **OR**
2. Total assets are $500,000 or more at year-end.

These provisions may change so consult with a tax professional or the IRS for additional assistance. Even though PTO / booster organizations are recognized as tax exempt, they may be liable for Federal tax on the portion of income deemed to be unrelated business income ("UBI"). UBI is income from a trade or business activity, regularly carried on that is not substantially related to the charitable, education or other purposes that are the basis for the organization's exemption. An organization that has $1,000 or more gross income from UBI must file Form 990-T, *Exempt Organization Business Income Tax Return.* This form is filed in addition to Form 990, 990-EZ, or 990-N and is required regardless of the level of the income received.

If the PTO / booster club's address has changed a notification must be sent to the IRS to ensure that any IRS refund or correspondence is received. To change an address with the IRS, complete Form 8822, *Address Change Request*, and send it to the address shown on the form.

Financial Reporting

At a minimum, the organization's membership should be provided with a financial statement and bank reconciliation at each meeting. The financial statement should provide a comparison of budgeted versus actual expenditures and receipts. Cash receipts and disbursement reports should be available for review when needed and at the annual audit.

Financial Reporting to the District

GASB Statement No. 39 of the Governmental Accounting Standards Board requires the District

to obtain and review financial performance information of supporting organizations to determine whether these organizations should be considered a component unit. To this end, PTO / booster clubs are required to submit to the Executive Board end-of-year financial statements. End-of-year financial statements should be submitted to the Executive Board. (One time a year, by September 1)

Cash Receipt Procedures

All cash collections received by the PTO / booster club for fees, dues, fundraising, etc. must be deposited upon receipt. All funds must be supported by some type of record documenting the source and amount of funds. Such documentation should be readily available for audit purposes.

It is recommended that deposits be made daily if the total receipts on hand exceed $250.00. If daily receipts are less than $250.00, deposits shall be made within one week even if the receipts for all days combined are less than $250.00. All money must be deposited prior to holidays and weekends.

Bank deposits should be prepared as follows to ensure the integrity of the financial reporting:

- Separate all currency and coins by denomination and carefully count and record it in the appropriate section of the bank deposit form.
- A tape may be run of any checks included in the deposit rather than indicating the checks individually on the deposit slip. A copy of the tape should be retained with your copy of the deposit records.
- Total the deposit slip.
- Tally the pre-numbered cash receipts and make certain this total matches the deposit total.
- Attach the cash receipt verification with a copy of the deposit slip and file in date order.
- For large deposits, have another individual independently count the currency only (not the coins or checks) and verify the currency has been correctly recorded on the deposit slip.
- Both individuals should initial the deposit slip next to the currency amount on the deposit slip.
- Seal the deposit in a deposit bag in the presence of the second individual. This is called dual control and places the organization in a better position to challenge any claim that the bank may make that the currency received was not correct.

Bank Reconciliation

Upon receipt of the monthly bank statement, the balance indicated on the statement shall be reconciled to the bank account balance in the general ledger as of the last day of the month. The reconciliation should be completed within thirty (30) days of the date of the bank statement.

Items needed for reconciliation:

- Bank reconciliation form
- Prior month's bank reconciliation
- Bank statement

- Check Register and/or Cash Disbursement journal
- Cash Receipts journal
- General Ledger

Payment to GISD Employees

PTO / booster club funds cannot be used to supplement a GISD employee's pay. In no case, can a PTO / booster club pay a GISD employee directly to compensate them for duties.

1099 Requirements

Internal Revenue Service guidelines require that all payments for services in excess of $600.00 made to an individual by a PTO / booster organization be reported on a form 1099 on an annual basis. The PTO / booster club should secure an IRS form W-9 from the provider at the time of service to ensure the organization has an accurate record of the tax payer identification number. The organization must then issue a form 1099 to all qualifying vendors performed in a calendar year by January 31st.

The Internal Revenue Service website should be accessed for appropriate 1099 reporting requirements and forms.

Insurance

The PTO / booster club should insure its operations, particularly cash handling. Officers could have personal liability for board actions or omissions. An insurance policy protects the officers from any litigation that might result from perceived poor decisions by the board.

To operate on the district property or away using district resources, a Certificate of Insurance (COI) naming Granbury ISD as a name additional insured on its Comprehensive General Liability (CGL) policy should be provided.

Fiduciary coverage protects the misappropriation of funds by a volunteer. These policies are generally sold in multiples of $10,000. It can be attached to the CGL policy. If the PTO / boosters own property, it is recommended that they consider property coverage as well.

Audit Instructions

Why is an audit necessary?

An audit is an examination of the financial records of the PTO / booster club. It assures that all income and expenditures are accounted for and consistent with the budget and goals for the year. It also verifies that the bank balance and ledger balance are reconciled. The audit is to protect the PTO / booster club officers and the organization.

When is an audit conducted?

An audit should be conducted at the end of the fiscal year, when there is a change in treasurer, and when there is a change in any officer who signs PTO / booster club checks.

Who conducts the audit?

An audit may be conducted by an outside party, such as a CPA or an audit committee. The audit committee should be comprised of at least two members of the PTO / booster club (not the President or Treasurer).

What are the audit procedures?

Suggested steps for the audit committee:

1. Review reconciled bank statements and canceled checks to determine that:
    - Disbursements have been properly documented with an invoice or receipt.
    - Disbursements have been properly approved.
    - Checks have been properly signed.
    - Checks have been deposited or cashed by the payee indicated.
    - Checks have been accounted for in the proper sequence (no missing checks).

2. Check addition and subtraction on cash receipts and deposits.

3. Compare cash receipts and deposits to the bank statement.

4. Verify that receipts and disbursements were allocated to the correct account or budget category.

5. Verify that income from sales, dues, or any other sources have appropriate backup. The total amount collected should match the amount deposited into the bank account.

6. Review the Treasurer's monthly reports and check them for accuracy. Review the beginning and ending balances on reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.

7. Determine that only applicable PTO / booster club officers are authorized signers on bank account(s). Former officers should not remain on the account(s) as authorized signers. In addition, the faculty sponsor shall not be an authorized signer on the account.

8. Obtain proof that all applicable sales taxes were paid.

9. The financial report should be signed by all members of the audit committee and submitted to the campus principal or designee no later than September 1 following the end of the fiscal year.

10. Verify that 1099's were issued if applicable.

Available Resources

Available resources for assistance in developing bylaws, procedures, and financial controls include, www.pto.org, and www.bosterclub.org.

Ways to Protect Your Organization against Embezzlement

1. *Money should never be kept at a treasurer's home.*

2. *Two people should always count the money, and both should sign the receipt verifying the amount.*

3. *Two signatures should be required on all checks.*

4. *Have a member who does not have check signing authority review the bank statement monthly before giving it to the treasurer. This person is looking for red flags including: checks showing up in non-sequential order, checks made out to cash, cash withdrawals, checks written out to non-approved vendors, checks written for non-approved expenses, and checks written out to individuals.*

5. *Never sign a blank check or a check made out to "cash."*

6. *The treasurer should arrange to deposit the money in the bank as soon as the conclusion of the project.*

7. *Money should be deposited into the organization's bank account daily, even if a project is ongoing.*

8. *All bills must be paid by check, never cash.*

9. *Conduct an annual audit of the books.*

Finance Summary

- Obtain an Employer Identification Number (EIN) from the IRS.
- Obtain a 501(c)(3) for tax exempt status from the IRS.
- Allowed 2 tax free days per calendar year.
- Submit end of year financial statements to the District Executive Board.
- Receipts over $250 should be deposited daily.
- File a 1099 when needed. (over $600)
- Invest in insurance for your PTO / booster club.
- Conduct an audit once a year.

V. Fundraisers

Fundraising Activities
IRS Regulations
Raffles/Bingo
Gifts
Donations
Sponsorships
Inventory

Fundraising Activities

It is the policy of the District that funds received from PTO / booster club fundraising activities is used to benefit the student and school in an appropriate way.

Fundraising projects for parental groups shall be:

- For the educational benefit of the student, coordinated through the principal.
- For a specific project as identified in the current approved budget and not for the sake of raising money.
- In connection with the established goals and philosophies of the PTO / booster club as well as UIL Guidelines.
- The use of individual accounts for members of District groups or clubs is prohibited by the IRS.

Approval Process

- **PTO / booster clubs desiring to conduct a fundraising activity for a school program will follow the Granbury ISD Guidelines for Fund – Raisers. They shall also submit the completed "PTO / booster Fundraising Permission Request" form (found in the resource section) to the principal or designee at least 10 days prior to the event.**
- **Both the principal and the Assistant Superintendent for Administrative Services must approve the fundraiser.**
- Submit all fundraisers to **the campus** for approval, including concessions, spirit items, tournaments, etc. **The campus** will forward them to the district for review and approval. PTO / booster clubs should contact their campus for approval status on fundraising requests.
- A "fundraiser" is any activity that RAISES FUNDS. When in doubt, please contact your campus PRIOR TO implementing an activity. (This includes ONLINE spirit sales or other online revenue generating activities.)

IRS Regulations

The IRS prohibits tax-exempt organizations from **requiring** people to participate in fundraisers. Likewise, PTO / booster clubs may not require an amount be "donated" in lieu of participating in the fundraiser. People **may choose** whether or not to participate in a fundraiser and may choose whether or not to donate to the PTO / booster club. Furthermore, if a person decides not to participate, that person cannot be excluded from having the opportunity to benefit from the fundraiser and cannot be penalized in any way for choosing not to participate in the fundraiser. Furthermore, benefits given by a tax-exempt organization **cannot** be based on participation in a fundraiser or based on revenues raised individually. Therefore, regardless if a person participates in a fundraiser and regardless of the amount of revenue raised, that person cannot be denied the opportunity to receive an equal benefit.

Raffles/Bingo

The school district is prohibited by Texas law from sponsoring or conducting any raffle or bingo game conducted for the purpose of raising money. However, there is a state Charitable Raffle Enabling Act (and also one for bingo) that allows organizations that support schools to conduct raffles under certain conditions. A raffle is any activity that involves awarding a prize-anything of value from a cake to a car-to one or more people who have purchases a ticket.

The Charitable Raffle Enabling Act, effective January 1, 1990, permits "qualified organizations" to hold up to two raffles per calendar year, with certain specified restrictions.

A nonprofit organization that has existed for at least three preceding years, during which it has had a governing body duly elected by its members and is exempt from federal income tax under Section 501(c)(3), Internal Revenue Code; does not distribute any of its income to its members, officers or governing body; does not devote a substantial part of its activities to attempting to influence legislation; and does not participate in any political campaign.

The language of the law is very technical. If you are considering holding a raffle to benefit an organization, you should check the statutes to be sure you qualify.
http://www.statutes.legis.state.tx.us/Docs/OC/htm/OC.2002.htm
Any raffles or bingo games held on district property must be clearly advertised as PTO / booster club event and not a Granbury ISD program event; for example: GHS Band PTO / boosters and not GHS Band.

*While you may hold a casino night as a service to our students, you may not hold a casino night as a fundraiser. This is restricted by the State of Texas.
https://www.oag.state.tx.us/consumer/raffle_faq.shtml

Gifts

Coaches and directors of UIL academics, athletics and fine arts may not accept more than $500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The $500 limit is cumulative for a calendar year and is not specific to any one particular gift.

Donations

Any expenditure for direct operating expenses; example-salaries, furniture, or equipment; may be submitted to the GISD Business Office with the proper forms along with a check from the PTO / booster club made payable to Granbury ISD.

Sponsorships

PTO / booster clubs seeking sponsorships from community businesses/organizations should adhere to district policies on advertising (GKB – Local), including content, sponsorships, and approved advertising found in/on PTO / booster club websites and other printed materials and publications – such as flyers and athletics programs. (Ex: businesses promoting alcohol or firearms would not be acceptable sponsors/advertisers.)

Inventory
Any items donated or purchased with PTO / booster funds such as furniture, equipment, supplies, or clothing (uniforms, practice gear) shall become the property of GISD.

Food Fundraisers
All food fundraisers must meet the Texas Department of Agriculture Competitive Food Nutritional Standards. Please check with your campus before committing to any sales of food/concessions.

Fundraising Summary

- Complete the PTA/PTO / booster Fundraising Permission Form and turn into campus principal for approval at least 10 days before holding any fundraising activities.
- Do not require people to participate in a fundraising activity.
- Do not require a certain amount to be raised or sold per person.
- Contact the Facilities Department to make arrangements to use school facilities.
- If using a third party vendor for fundraising, the vendor must contact the Facilities Department to reserve the needed facilities, arrange a rental agreement, and provide insurance information.
- PTO / booster clubs seeking sponsorships from community businesses/organizations should adhere to district policies on advertising (GKB – Local).
- Gifts over $500 to coaches or directors are not permissible. The $500 limit is cumulative for a calendar year and is not specific to any one particular gift.

VI. Scholarships

Requirements
Guidelines for Scholarship Review Committee

Scholarships

The District requires PTO / booster clubs to implement scholarship programs that are consistent with all other scholarship programs.

Requirements include:

•All qualifying seniors must have the opportunity to apply for the scholarship(s).

•The application process should be reviewed and approved by the campus principal or designee to ensure that implemented processes are consistent with other scholarship programs on the campus.

•The application process must be clearly communicated, and the application forms must be readily available to all potential applicants and their parents and/or guardians before the end of the first grading period of the academic year.

•The Scholarship Review Committee must be appointed by the President of the PTO / booster club before the first day of the academic year.

•The Scholarship Review Committee must be made up of an odd number (5-7) of members (parents of the PTO / booster Club who do not have children eligible for consideration for the scholarship, interested teachers, campus administrators, and/or the sponsor). Many times the sponsor is an ex-officio member of the Scholarship Review Committee and not an actual voting member so the sponsor is a source for additional information/input to the Scholarship Review Committee and a final review resource for the Scholarship Review Committee decisions.

•The Scholarship Review Committee must consider all qualifying applicants.

•The qualification criteria for selection for scholarship winners (if any) must be communicated in writing to all potential applicants before the end of the first grading period of the academic year and may not be changed during the scholarship award period. Any changes to the scholarship qualification criteria must be recommended by the sponsor and voted on by the PTO / booster club membership no later than the May PTO / booster club meeting for changes effective in the upcoming academic year.

•The application, scoring, decision materials, tabulation, notes, certified recordings, and/or any other documentation used by the Scholarship Review Committee in connection with a given applicable shall be made available upon written request to that applicant. An open records request fee may be charged for this service. Scholarship Review Committee must retain the original materials for a minimum of seven years.

•Scholarship applicants shall be full-time GISD senior students for a minimum of one full semester prior to the application deadline.

•All completed applications must be turned in to the GISD GHS Counselors no later than the deadline set for local scholarship applications.

•All scholarship applications which do not have the required information will be considered incomplete and returned to the applicant.

•Scholarship awards may not be "need" based.

•The applicant's intended major may or may not be made a factor in scholarship consideration.

•The applicant's enrollment in an accredited institution (college, university, trade school, military academy, etc.) is a requirement for receiving scholarship funds.

The PTO / booster club may or may not require interviews with applicants in the decision process. If an interview is part of the process, it must be communicated no later than the end of the first grading period of the academic year. The applicant's parent or guardian must be permitted to be present at any interview. Interview topics must be communicated to the applicant not less than seventy-two hours prior to the interview.

The scholarship committee may require an essay for judging purposes. Essay topics may be selected each year and given to all applicants, or the Scholarship Review Committee may allow each applicant to select their own topic upon the sponsor's approval.

Scholarship Summary

- Scholarship Review Committee should be appointed by President before the first day of the school year.
- Scholarships may only be awarded to seniors.
- Scholarships may not be “need” based.
- Members of the PTO / booster club who have a child eligible for a scholarship may not serve on the Scholarship Review Committee.
- Sponsor/coach may not be involved in the selection process.

VII. Additional Guidelines

As per the UIL booster Club Guidelines:

Athletic boosters

Academic boosters

Music boosters

Other Requirements

As per the UIL booster Club Guidelines:

Athletic boosters

Club restrictions

Booster clubs cannot give anything to students, including awards. Check with school administrators before giving anything to a student, school sponsor or Coach. Schools must give prior approval for any banquet or get-together given for students. All fans, not just members of the booster club, should be aware of this rule. It affects the entire community.

*Unlike music and academic booster clubs, athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.

*Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for out-of-town meals. It would be a violation for Booster groups or individuals to pay for such costs directly.

*Individuals should be informed of the seriousness of violating the athletic amateur rule. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, sellable or consumable. Local school districts superintendents have the discretion to allow student athletes to accept, from their fellow students, small 'goodie bags' that contain candy, cookies or other items that have no intrinsic value and are not considered valuable consideration.

*Homemade "spirit signs" made from paper and normal supplies a student purchases for school use may be placed on the students' lockers or in their yards. Yard signs made of commercial quality wood, plastic, etc. if not purchased or made by the individual player's parent, must be returned after the season.

*The school may provide meals for contests held away from the home school. If the school does not pay for meals, the individual parents need to purchase their own child's food. Parents may purchase anything they wish for their own child but may not provide food for their child's teammates unless approved by the school. The school may also provide supplies for games and practices and transportation for school field trips. Students should pay admission fees during school field trips.

*Parties for athletes are governed by the following State Executive Committee interpretation of Section 441 of the UIL Constitution & Contest Rules.

Official Interpretation of the UIL Athletic Amateur Rule, section 441 of the UIL Constitution and Contest Rules:

(a) VALUABLE CONSIDERATION SCHOOL TEAMS AND ATHLETES MAY ACCEPT:

1. Pre-Season. School athletic teams may be given pre-season meals, if approved by the school.

2. Post-Season. School athletic teams may be given post-season meals if approved by the school. Banquet favors or gifts are considered valuable consideration and are subject to the Awards and Amateur Rules if they are given to a student athlete at any time.

3. Other. If approved by the school, school athletic teams and athletes may be invited to and may attend functions where free admission is offered, or where refreshments and/or meals are served. Athletes or athletic teams may be recognized at these functions, but may not accept anything, other than food items, that is not given to all other students.

(b) ADDITIONAL VALUABLE CONSIDERATION THAT SCHOOL TEAMS AND ATHLETIES MAY ACCEPT:

Examples of additional items deemed allowable under this interpretation if approved by the school, include but are not limited to:

1. Meals, snacks or snack foods during or after practices;
2. Parties provided by parents or other students strictly for an athletic team

Local school district superintendents continue to have the discretion to allow student athletes to accept small "goodie bags" that contain candy, cookies or other items that have no intrinsic value and are not considered valuable consideration.

As per the UIL booster Club Guidelines:

Academic boosters

The rules for athletics are different than the rules for academics and music. Athletes are restricted by the Athletic Amateur Rule, which states that athletes cannot accept money or valuable consideration for participating in a UIL sport or for allowing their names to be used in promoting a product, plan or service related to a UIL contest. Academics have no amateur rule. Journalism participants may work for a newspaper and be paid. Actors may work summer stock and be paid. Students may win calculators and software for participating in invitational math contests.

UIL academic students are restricted by the Awards Rule. So, as a general practice, booster clubs should not give gifts or awards to students for their participation in UIL contests that count toward district, region or state standing. School booster clubs may raise money to purchase letter jackets, provided the funds are given to the school without designation to buy jackets for particular students and the school determines criteria for awarding the jackets. Parents may purchase jackets for their own children provided the school designates the student as being qualified to receive the jacket.

Booster Clubs may raise money to provide an annual banquet for academic participants and coaches.
With prior administrative approval, you may also:

*Purchase equipment for programs such as computers or software for yearbook or computer science;

*Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions or speech tournaments. Booster club funds may be used to provide food and refreshments for students on these trips. A purely recreational trip to Six Flags Over Texas would not meet the definition of an educational field trip and could be considered a violation of the Awards Rule;

*Run tournaments, organize fundraising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students;

*Fund academic workshop scholarships provided selection of the recipients is not based solely on their success in interscholastic competition. Selection could be based on grade point average or the student's selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance. Funds should be monitored to ensure that they are expended for camp or workshop purposes.

As per the UIL booster Club Guidelines:

Music boosters

In addition to the general procedures outlined, the following guidelines apply to Music booster Club activities.

*Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.

*Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included such as performing for a music festival, an adjudicated contest or a concert tour. Marching performances such as the Macy's Thanksgiving Day Parade, the Rose Bowl Parade or other similar ceremonial appearances also qualify. However, educational components need not be limited to performances. Concert attendance, visiting university/conservatory music facilities and other music related, non-performing opportunities would also be appropriate if approved by the local school district.

*A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480 of the UIL Constitution and Contest Rules. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.

*Booster Clubs may also fund scholarships for private lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.

*The awarding of patches, T-shirts or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. In order to protect all music students' eligibility, such awards should be approved and administrated by the local school district in accordance with school district policies.

*Be mindful of the fact that there is no Music Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to music programs and related activities.

OTHER REQUIREMENTS

The following guidelines apply to all parent/PTO / booster organizations. If a question should arise which cannot be resolved at the campus level, the District Executive Board should be contacted for clarification.

- Principal must approve on-campus activities, including meeting times, place, dates, fundraisers and activities. Such activities cannot conflict with school schedules or activities, district policy or financial procedures, and must be in accordance with Texas Education Agency (TEA) and University Interscholastic League (UIL) guidelines. These will take precedence over booster Club activities.

- On-campus activities, especially fundraisers, should not supplant, duplicate, nor interfere with those of other school or booster Clubs. The principal has the authority to limit the number of on-campus fundraisers.

- There will be no student activities, parties, meetings, travel or other gathering in the name of the school organization or booster organization unless prior permission has been received from the sponsor and the principal. The sponsor must be present. All activities will be under the guidance of the school and the District.

- PTO / Booster Club members, parents, etc. are expected to follow the same standards of conduct as district employees where chaperoning, sponsoring, or attending student activities.

- Each student or group of students' participation will be determined by the sponsor and the principal and not by the organization or any member (s). Participation is considered a privilege and not a right and will be based on a proven record of good conduct and dependability. Lack of such demonstrated behavior on the part of anyone will be grounds for disapproval for participation and travel.

- PTO / booster Clubs that contract with workers should use the PTO / booster Club Contractor Acknowledgement form found in the resource section of these guidelines.

- The purchase or consumption of alcoholic beverages and tobacco products while on school property or in the presence of students is specifically prohibited.

- Organizations shall not directly support political activities by providing campaign donations or placing advertisements in support of a particular candidate as doing so could jeopardize the tax exempt status of the organization. If a candidate running for office is invited to join a meeting, all candidates running for the office must be extended an invitation to the event.

OTHER REQUIREMENTS FOR FINE ARTS PTO / BOOSTER CLUBS

High School Fine Arts Program Assistance

High School band, dance, choir, and theatre programs often use outside workers to provide program review or consulting which is paid by the program PTO / booster Club. The workers that the PTO / booster Club pays are considered contractors of the PTO / booster Club and should be paid directly by them and the club will provide 1099 tax forms to these workers. PTO / booster Clubs should not donate money to the district for these workers. GISD is in no way offering any type of employment or contract to these high school fine arts program assistance workers.

VIII. Resources

PTO / booster Club Checklist
Example Bylaws
District Board Policy GE (Local)
GISD PTO / booster Club Registration and Approval Form
GISD PTO / booster Club Information Sheet
GISD PTA/PTO / booster Fundraising Permission Request
Example Financial Report
PTO / booster Officer Acceptance Form
PTO / booster Club Contractor Acknowledgment Form
Contact List
Comment Sheet

PTO / BOOSTER CLUB CHECKLIST

Start-up: organize properly

- Incorporate
- Obtain EIN
- Adopt bylaws
- Adopt financial controls
- Apply for 501(c)(3) status
- Apply for state tax exemption (sales tax)

New school year (or new fiscal year): operate properly

- Elect officers
- Adopt budget
- Review/amend bylaws
- Review/amend financial controls
- Calendar federal & state report due dates

End of school year (or fiscal year)

- Conduct annual financial reviews
- Update contact (new officer) information with campus and district
- Transfer records to new officers
    - Financial/accounting information
    - Governance documents – articles of incorporation, bylaws, minutes
- Bank accounts – update signature cards

On-going operational requirements

- File required reports (know your fiscal year dates)
    - IRS 990-series return (based on fiscal year end)
    - State corporate report
    - State sales tax renewal
- Report to members regularly (budget, programs)
- Submit all fundraisers to campus/district
- Maintain minutes of all board, committee, and other meetings

PTO / BOOSTER CLUB BYLAWS CHECKLIST OF REQUIRED ITEMS

Name of PTO / booster club

Campus

Purpose

Net Earnings Statement:
No part of the net earnings of the PTO / booster Club shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that reasonable compensation may be paid for services rendered to or for the organization affecting one or more of its purposes. No member, officer, or private individual shall be entitled to share in the distribution of any of the corporate assets on the dissolution of the PTO / booster Club. No substantial part of the activities of the PTO / booster Club shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the PTO / booster Club shall not participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office. If the PTO / booster club accepts sponsorships, no advertising may include any candidate for public office.

Membership (no mandatory or involuntary membership fees are permitted by Texas law)

Executive Board – (no one may hold multiple offices)
- Election
- Titles
- Duties
- Term (must state length of office and time of year for elections)

Meetings (state when, minimum requirements, notice provisions)

Committees

General Provisions/Finances
- Fiscal year
- Responsibility
- Budget
- Financial controls
- Financial report requirements

Conflicts of Interest

Indemnification

Amendments to Bylaws process

Bylaws
of
[Insert PTO / booster Club Name]
(A Non-Profit Corporation)

Article I
Name and Location

1.01 The name of the organization shall be **[Insert PTO / booster Club Name]**.

1.02 All club meetings may be held at such places within the Granbury Independent School District (GISD) as designated by school administration and club officers.

Article II
Purpose and Structure

2.01 Purpose: This organization is organized and operated for the charitable and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The purposes of the organization include raising funds and purchasing personal property and services to be used by students and faculty of **[Insert Name of Group Supporting]**, providing volunteers for educational and extracurricular activities, engaging in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of Texas on nonprofit corporations.

This PTO / booster Club shall be self-governing, self-supporting, non-commercial, nonsectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Granbury Independent School District nor to control its policies.

No part of the net earnings of the PTO / booster Club shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that reasonable compensation may be paid for services rendered to or for the organization affecting one or more of its purposes. No member, officer, or private individual shall be entitled to share in the distribution of any of the corporate assets on the dissolution of the PTO / booster Club. No substantial part of the activities of the PTO / booster Club shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the PTO / booster Club shall not participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.

The PTO / booster Club shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue code and Regulations as they now exists or as they may be amended.

The PTO / booster Club shall observe the following regulations: Granbury Independent School District PTO / booster Club Guidelines, University Interscholastic League PTO / booster Club Guidelines and all local, state, and federal laws which apply to nonprofit organizations.

Upon dissolution of this organization, assets shall be distributed exclusively to charitable organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

The PTO / booster Club is organized pursuant to the Texas Nonprofit Corporation Act and does not contemplate pecuniary gain or profit and is organized for nonprofit purposes which are consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be hereafter amended.

Article III
Membership

3.01 Membership: Membership in this organization is open to any person who is a parent/guardian of a child or children who participate in the **[Insert Name of Group Supporting]**, and who will uphold the policies of this organization and agree to its Bylaws. A maximum of one membership shall be granted to each family unit.

3.02 Rights and Responsibilities: The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these Bylaws.

3.03 Quorum: The members present at any membership meeting of the organization, provided at least (**X)** number of members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum, the members may not take action. In that event, any matter brought before the membership, at the meeting at which a quorum is not present, shall be discussed and decided by the Executive Board.

3.04 Meetings: There shall be at least one general annual meeting of the membership in (MONTH) at which the officers are elected. Such additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization as is determined by the Executive Board or at the request of twenty (20) or more members in writing to the Executive Board.

Article IV
Executive Board

4.01 Qualification. The Executive Board shall consist of the elected officers of the organization. Any member in good standing is eligible to serve on the Executive Board.

4.02 Authority: The affairs, activities, and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

4.03 Compensation. No officer shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

4.04 Officers. Officers shall be elected at the last general business meeting at the end of each season and will take office immediately. The Nominating Committee will name a slate of officers and the floor will also be open for nominations. The officers will be elected by simple majority of the membership present. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining officers.
The officers and their respective duties are as follows:

a. The President shall:

- Regularly meet with the designated district representative(s) regarding PTO / booster activities;
- Preside at all meetings of the organization;
- Resolve problems in the membership;
- Regularly meet with the treasurer of the organization to review the organization's financial position;
- Schedule annual audit of records or request an audit if the need should arise during the year;
- Perform any other specific duties as outlined in the bylaws of the organization.

b. The Vice President shall:

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Perform other specific duties as outlined in the bylaws of the organization.

c. The Secretary shall:

- Report on any recommendations made by the Executive Board of the PTO / booster organization if such a governing board is defined by the bylaws; • Record, create, and maintain the records of the minutes, approved bylaws and any standing committee rules, current membership, and committee listing;
- Record all business transacted at each meeting of the association as well as any executive board meetings in a prescribed format;
- Maintain records of attendance of each officer;
- Conduct and report on all correspondence on behalf of the organization;
- Other specific duties as outlined in the bylaws of the organization.

d. The Treasurer shall:

- Serve as chairperson of the Budget and Finance Committee;
- Issue a receipt for all monies received and deposit said amounts on at least a weekly basis (daily if receipts on hand exceed $ 250.00);
- Present a current financial report to the executive committee and general membership within thirty days of the previous month end;
- File a financial report with the office of the Assistant Superintendent for Business and Operations by September 1st each year;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
- File annual IRS form 990 in a timely manner;
- Submit records to audit committee appointed by the organization upon request or at the end of the fiscal year;
- Other specific duties as outlined in the bylaws of the organization.

4.05 Term. Each elected officer shall serve a term of one (1) year or until a successor has been duly elected or appointed. Officers may be elected for up to two consecutive terms in the same office. No one may hold dual offices.

4.06 Meetings. The Executive Board shall provide for by resolution the time and place for the holding of at least one annual meeting of the Board, and of the additional regular meetings of the Board, without other notice than such resolution.

4.07 Notice. Notice of any special meeting of the Executive Board shall be given at least two days previously thereto by oral or written notice delivered personally or sent by mail or facsimile to each Director at his or her business address. Any Director may waive notice of any meeting, and the attendance of a Director at any meeting shall constitute a waiver or notice of such meeting.

4.08 Quorum. A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Board members is present at said meeting, a majority of the Board present may adjourn the meeting from time to time without further notice. The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Executive Board.

4.09 Voting. Each qualified family unit, as described in Article Three, Section 1 of these Bylaws, shall have the right to cast one vote at any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require greater vote.

4.10 Proxy. No voting by proxy will be allowed.

Article V
Standing Committees

5.01 Nominating Committee. Meet to receive nominations for the elected offices of the organization and to prepare a slate of nominees and a ballot for the election of officers. The committee shall be made up of the President, the school sponsor (coach) and one at-large person appointed by the President.

5.02 Banquet Committee. Responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet. The Vice President shall chair the committee and name its members as needed.

5.03 Fundraising Committee. Responsible for developing and managing fundraising projects. The President will chair the committee and name its members as needed.

5.04 Membership Committee. Distribute membership information and coordinate membership drive. The Vice President shall chair the committee and name its members as needed.

5.05 Scholarship Committee. Responsible for coordinating the scholarship application and selection process. The Treasurer shall chair the committee and name its members as needed.

Article VI
General Provisions/Finances

6.01 Operating Funds. Operating funds shall be maintained in a general fund, and an accounting of such funds shall be presented at all meetings.

6.02 Fiscal Responsibility. All Board members having fiscal responsibility shall be bonded.

6.03 Annual Statement. The Executive Board shall present at each annual meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization.

6.04 Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue code and its Regulations as they now exist.

6.05 Budget: The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

6.06 Obligations: The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

6.07 Loans: No loans shall be made by the organization to its officers or members.

6.08 Banking: The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds and/or orders of payment.

6.09 Financial controls: The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

(a) All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;

(b) All checks, drafts, or other orders for the payment of money on behalf of the organization shall require two signatures and be signed by the Treasurer and by any other person as authorized in writing by the Executive Board. Checks shall bear notice of this requirement above the signature line as follows, "***Two signatures required.***"

(c) An officer or other person without check signing authority designated by the Board shall review all bank statements; and,

(d) A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

6.10 Financial Report: The Treasurer shall present a financial report at each membership meeting of the organization and shall prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Board shall have the report and the accounts examined annually. If the organization grosses less than $100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The internal audit committee shall consist of two or more board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses between $100- 200,000 in receipts, an external professional, such as a Certified Public Accountant (CPA), shall be hired by the audit committee to

perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed $200,000.

6.11 Fiscal Year: The fiscal year of the organization shall be from June 1 to May 31 but may be changed by resolution of the Executive Board.

6.12 Record retention: All records of the organization shall be maintained and destroyed in accordance with law and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Yearend Treasurer's financial report/statement	Store in corporate record book.	**Permanent**
Treasurer's reports, periodic	Compile & file records on yearly basis.	**Three Years.** Store w/financial records. Destroy after three years.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile & file records on a yearly basis.	**Seven Years.** Store w/financial records. Destroy after seven years.

Article VII
Conflicts of Interest

7.01 Existence of Conflict, Disclosure: Directors, officers, employees and contractors of Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.

7.02 Nonparticipation in Vote: The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

7.03 Minutes of Meeting: The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final

7.04 Annual Review: A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the corporation, or who hereafter becomes associated with the corporation. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

Article VIII
Indemnification

Every member of the Executive Board, officer or employee of the Corporation may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the
Board, officer, or employee of the corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties.
Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

Article IX
Amendments

9.01 Amendments to Bylaws. These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a majority of the Executive Board, provided that such alterations, amendments, or proposed substitute bylaws have been read or distributed to all Board members present at the previous regular meeting or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

9.02 Amendments to the Articles of Incorporation. The Executive Board shall adopt a resolution setting forth any proposed amendment of the Articles of Incorporation, which, if approved by a majority of the Executive Board, shall be again submitted for a vote at the next regular meeting of the Executive Board.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting secretary of the [**Insert PTO / booster Club Name]** and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Board held on _____, 2015.

Dated: _____/_____/_____ _____

Secretary of the PTO / booster Club

USE OF DISTRICT FACILITIES

PURCHASES FOR THE SCHOOL

District-affiliated school-support or booster organizations shall organize and function in a way that is consistent with the District's philosophy and objectives, within adopted Board policies, in accordance with applicable UIL guidelines and financial and audit regulations. [See also CFD]

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.

Granbury Independent School District
PTO / booster Club Registration & Approval Form
High School and Middle Schools Only

To: _____ **Location**: _____
(Principal or Administrator Name) (School or Department Name)

Name of Organization: _____

Purpose of Organization: _____

Student Group to be Supported: _____

Faculty Sponsor for Club: _____

Current Number of Parent Supporters: _____

I agree with the following statements:

- I have spoken with the faculty member who will serve as the Sponsor of the PTO / booster Club and have received his/her permission to submit this registration form.
- I have read the PTO / booster Club Guidelines thoroughly and agree to abide by the rules and guidelines it contains.
- I understand that noncompliance with any District policy or criteria may result in the disbanding of the PTO / booster Club by the Principal or the Administrator.
- I have included a copy of our club's bylaws and IRS 501(c)(3) determination letter.
- I have included a current list of proposed officers or representatives with names, titles, mailing addresses, phone numbers, and e-mail addresses with this registration form. We agree to send an updated list every time there is a change of officers to the principal and the Business Services Department.

Submitted by:

_____/____/____ _____/___/___
(President/Representative #1) Date (Vice President/Representative #2) Date

Contact phone: ( ) _____

_____/____/____ _____/___/___
(Treasurer/Representative #3) Date (Secretary/Representative #4) Date

_____/____/____
(Sponsor) Date

For District Use Only
Received by: _____ Date Received: _____/_____/_____

Granbury Independent School District
PTO / booster Club Registration & Approval Form
High School and Middle Schools Only

APPROVAL OF PTO / BOOSTER CLUB: I,

_____
(Principal or Administrator Name)

_____ at _____
(Position) (School or Department Name)

authorize _____ to conduct student and organizational

related activities for the benefit of _____
(Student Group)

This registration approval is effective for the school year beginning _____ and
(School Year)
will continue until such time as the PTO / booster club no longer exists.

_____/____/_____
Principal or Administrator Signature Date

DISAPPROVAL OF PTO / BOOSTER CLUB: I, _____
(Principal or Administrator Name)

_____ at _____
(Position) (School or Department Name)

Do not authorize _____ to become a PTO / booster Club.
(PTO / booster Club Name)

_____/____/_____
Principal or Administrator Signature Date

- **The original form should be sent to a representative of the PTO / booster club shown on the first page of this form.**
- **Please make copies of BOTH PAGES of this form & send along with a copy of your bylaws and a copy of your 501(c)(3) determination letter to:**
  - The Sponsor
  - The Principal or Administrator

  After the principal/administrator has approved the PTO / booster club, the principal will send a copy of this form, your bylaws, and 501(c)(3) determination letter to the Business Services Department or their designee.

Granbury ISD PTO / booster Club Information Sheet

Send an updated copy of this form to the Business Services Department and to your School Principal or Administrator as new officers are elected or as information changes.

1. **Official PTO / booster Club Name: _____**
2. **School Name:_____**
3. **Sponsor's Name: _____ Phone #: _____**
4. **Taxpayer Identification Number: _____**
5. **Official Mailing Address:**
   PO Box / Street Address: _____
   _____
   City, State & Zip Code: _____
6. **Date of Change: _____(If election; Date held: _____ / _____ / _____)**
7. **Current PTO / booster Club Officers for the_____ School Year**

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

By law, information on this page is subject to public information law and may have to be released to the Public if requested.

7. Current PTO / booster Club Officers (Continued)

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

By law, information on this page is subject to public information law and may have to be released to the Public if requested.

7. Current PTO / booster Club Officers (Continued)

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	**Home:**	**Work:**	**Cell:**
E-mail Address:			

By law, information on this page is subject to public information law and may have to be released to the Public if requested.

GRANBURY ISD
PTO / BOOSTER CLUB
REQUEST FOR FUND-RAISING ACTIVITY

Organization:_____ Campus: _____

Permission is requested to conduct the following money raising activity: _____

_____

Is this a GISD support group (PTA/PTO / booster) event? _____Yes _____ No
Is any third party vendor/business involved? _____ Yes _____ No

If yes, name of vendor: _____

Description of fundraiser and / or items to be sold: _____

_____

Specific purpose(s) for which the net proceeds are to be used: _____

_____

Starting Date of Activity: _____ Ending Date of Activity:_____

On Campus _____ Yes _____ No Off Campus _____ Yes _____No

Location: _____

Time of Day:_____

I have requested permission to conduct a money-raising activity, and I will be responsible for the Accountability of all monies collected. Permission must be received from the District prior to conducting the activity.

_____ _____ _____ _____
PTO / booster / PTO requestor signature Date Sponsor / Coach signature Date

_____ _____
PTO / booster / PTO rep Name (please print) Sponsor / Coach Name (please print)

_____ _____ _____
PTO / booster / PTO phone # Principal or designee signature Date

_____ _____
Athletic Director signature Date
(if applicable)

_____ Approved (For Central Office Use Only)

_____ Denied _____ _____
Superintendent/Designee's Signature Date

Revised: 9/28/15

GRANBURY ISD

PTO / booster Club Multiple Fundraising Permission Request

******This form may be used for any fundraisers that do not require the use of District facilities.******

ORGANIZATION:_____ YEAR:_____

CAMPUS:_____

Permission is requested to conduct the following money-raising activity:

FR# District use only	Fundraiser (include description)	Purpose of Fundraiser	Begin Date	End Date	On/Off Campus	Notes (include products being sold-cookie dough/magazines, etc)

239

_____ _____ _____ _____

PTO Representative – PLEASE PRINT | Date | PTO Requestor's Signature | Phone Number

_____ _____ _____ _____

Sponsor / Coach Signature | Date | Athletic Director (or designee) Signature | Date

_____ _____ _____ _____

Principal (or designee) Signature | Date | Assist. Superintendent | Date

APPROVED ☐ DISAPPROVED ☐ APPROVED ☐ DISAPPROVED ☐

revised 9/29/2015

XYZ High School Spirit PTO / booster Club
CASH BASIS FINANCIAL REPORT
From July 1, 2014 through June 30, 2015

Beginning Cash Balance as of July 1, 2014			$5,235.46
INCOME			
Concession Stand Sales	$3,569.50		
Fall Dance	$2,875.00		
Membership Dues (225 members)	$5,625.00		
Program Ad Sales	$9,502.25		
Uniform Income (212 new uniforms ordered)	$9,540.00		
Total Income		$31,111.75	
EXPENSES			
Competition Trip Expense	$8,320.03		
Concession Stand Supplies	$1,355.77		
Fall Dance Expense	$2,589.10		
Miscellaneous Supplies	$ 650.77		
Postage	$ 236.29		
Program Ad Expenses	$1,242.88		
School Donation (Sound System)	$4,328.00		
Uniform Expense	$9,540.00		
Total Expenses		$28,262.84	
Net Income (Loss) for Current Year			$2,848.91
Ending Cash Balance as of June 30, 2015			**$8,084.37**

Cash Basis Financial Report prepared by:

Printed Name	Title
Signature	/ / Date

XYZ High School Spirit PTO / booster Club
BALANCE SHEET
As of June 30, 2015

ASSETS

BankOne Checking Account	$2,154.25		
BankOne Savings Account	$5,112.77		
Accounts Receivable	$3,458.00		
Prepaid Storage Rent	$ 300.00		
TOTAL ASSETS			**$11,025.02**
LIABILITIES & EQUITY			
Liabilities			
Accounts Payable		$3,524.75	
Deferred Membership Income		$ 500.00	
Scholarship Payable		$1,000.00	
Total Liabilities			$ 5,024.75
Equity			
Retained Earnings	$1,135.12		
Net Income (Loss) From Current Year	$4,865.15		
Total Equity			$ 6,000.27
TOTAL LIABILITIES & EQUITY			**$11,025.02**

Balance Sheet and Income Statement prepared by:

Printed Name	Title
Signature	/ / Date

XYZ High School Spirit PTO / booster Club
INCOME STATEMENT
For the Period of July 1, 2014 through June 30, 2015

INCOME		
Catalog Sales	$9,129.18	
Donations	$2,300.00	
Interest Income	$ 38.00	
Membership Dues (100 members)	$2,000.00	
Uniform Income (22 new uniforms ordered)	$ 770.00	
Total Income		$14,237.18
EXPENSES		
Banquet	$1,388.13	
Catalog Sale Expense	$3,752.68	
Postage	$ 32.66	
Scholarships	$2,500.00	
Storage Rental	$ 600.00	
Supplies	$ 328.56	
Uniform Expense	$ 770.00	
Total Expenses		$ 9,372.03
Net Income (Loss) For Current Year		**$ 4,865.15**

Granbury Independent School District
PTO / booster Club Guidelines

As incoming _____, I have read the Granbury Independent
(Officer Position)
School District PTO / booster Club Guidelines. I understand the procedures outlined in this document and will adhere to its instruction. At any time should I have questions regarding procedures or information outlines in this document, I will contact the District Executive Board for further instruction.

_____ _____

Signature Date

Maintain a copy of this manual for your reference.

Please return this signed document to the campus principal.

PTO / BOOSTER CLUB
CONTRACTOR ACKNOWLEDGEMENT FORM

I understand that I am performing work for the _____ PTO / booster Club as an independent contractor.

I also acknowledge that I am in no way an employee or contractor of the Granbury Independent School District.

_____ _____

Signature Date

CRIMINAL HISTORY CERTIFICATION

I certify that [check one]:

[ ] I will not have direct contact with students as part of the work I have been contracted to perform. *(Direct contact with students is defined as activities that provide substantial opportunity for verbal or physical interaction with students when the students are not supervised by a certified educator or other professional district employee.)*

Or

[ ] I have never been convicted of a disqualifying criminal offence. *Disqualifying criminal history is defined as any conviction or other criminal history information designated by the district, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.*

If requested, the PTO / booster Club can require the contractor to be fingerprinted.

Non-compliance by Contractor with this criminal history certification may be grounds for contract termination.

_____ _____

Signature Date

Contact List

In addition to your Sponsor, other helpful contacts are provided below:

General Issues
Ron Holmgreen
Assistant Superintendent for Administrative Services, ron.holmgreen@granburyisd.org 817-408-4009

Financial Issues
Dobie Williams
Assistant Superintendent of Finance and Operations, dobie.williams@granburyisd.org 817-408-4015

Athletics
Dwight Butler
Athletic Director, dwight.butler@granburyisd.org 817-408-4080

Cheerleaders
_____
XXXXXXXXXXXX xxxxxxxxxx@granburyisd.org 817-408-xxxx

Band, Choir, and Theatre Arts/Drama
_____
XXXXXXXXXXXX xxxxxxxxxx@granburyisd.org 817-408-xxxx

Facilities Use
Randy Leach
Director of Facilities and Maintenance randy.leach@granburyisd.org 817-408-4075

Fundraisers
Ron Holmgreen
Assistant Superintendent for Administrative Services ron.holmgreen@granburyisd.org 817-408-4009

Future Farmers of America (FFA)
Judy Gentry
Director of Career and Technical Education judy.gentry@granburyisd.org 817-408-4280

Other Important Phone Numbers
State

Competitions and Rules — University Interscholastic League (UIL)
www.uiltexas.org 512-471-5883

Incorporations — Texas Secretary of State
www.sos.state.tx.us 512-463-5555

Raffles (Texas Occupations Code 2002)
http://www.statutes.legis.state.tx.us/Docs/OC/htm/OC.2002.htm

Texas Attorney General 512-463-2100 (Consumer Protection for Charities & Non-Profits)

Sales Tax (Sales Tax Permit, Sales Tax Exemption, Sales Tax Reports, and Franchise Tax)
- Texas Comptroller's Office
  - General Information
    www.cpa.state.tx.us/taxinfo/sales/index.html 1-800-252-5555
    (includes Searchable Taxpayer Information Databases)

  - Exempt Organization Department 1-800-531-5441
    www.cpa.state.tx.us/taxinfo/exempt/index.html ext. 34142

Other Important Phone Numbers
Federal

IRS Exempt Status as a 501(c)(3) Organization and Tax Returns
- Internal Revenue Service (IRS)
  - General Information
    www.irs.gov 1-800-829-1040

  - Tax-exempt Organizations
    www.irs.gov (select Charities & Non-Profits) 1-877-529-5500

  - Tax Forms & Publications
    www.irs.gov (select Forms & Publications) 1-800-829-3676

Texas Department of Agriculture 512-463-7476
- Nutrition Policy
  - Competitive Foods

GRANBURY ISD PTO / BOOSTER CLUB INFORMATION COMMENT SHEET

What I liked about the guidelines: _____
_____
_____
_____

What I would like to see included: _____
_____
_____
_____
_____
_____

What needs to be improved: _____
_____
_____
_____
_____

If you need additional space, please fill free to use the reverse side of this page.
We appreciate your input and we hope that this booklet will be helpful to your organization.

You may return this form to:
Business Services
Granbury ISD, 600 W. Bridge, ste. 6, Granbury, TX 76048

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 12, 2015
RE: September 30, 2015 Financial Statement

SUMMARY:

Attached is the financial statement for the period ended September 30, 2015 for the general operating fund.

The statement for the period ended September 30, 2015, includes only those transactions that occurred between the period of September 1, 2015, and September 30, 2015. Revenue collected to date equals 4.31% of the budgeted amount compared to 3.96% last year. Expenditures to date represent 9.90% of the budget compared to 5.46 last year.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Persons Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: October 12, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED SEPTEMBER 30, 2015

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	48,973,131	131,332	48,841,799	0.27%
5800 STATE SOURCES	9,679,309	2,425,508	7,253,801	25.06%
5900 FEDERAL SOURCES	835,000	5,863	829,137	0.70%
TOTAL REVENUES	**59,487,440**	**2,562,702**	**56,924,738**	**4.31%**
EXPENDITURES				
6100 PAYROLL COSTS	43,698,945	3,570,937	40,128,008	8.17%
6200 PROFESSIONAL & CONTRACTED SERVICES	11,112,171	1,333,657	9,778,514	12.00%
6300 SUPPLIES/MATERIALS	2,538,862	512,153	2,026,709	20.17%
6400 OTHER OPERATING	1,259,749	383,824	875,925	30.47%
6500 DEBT SERVICE	0	0	0	0.00%
6600 CAPITAL OUTLAY	877,713	86,885	790,828	9.90%
TOTAL EXPENDITURES	**59,487,440**	**5,887,456**	**53,599,984**	**9.90%**
OTHER SOURCES AND USES				
7900 OTHER RESOURCES	0	0	0	0.00%
8900 OTHER USES	0	0	0	0.00%
OTHER SOURCES(USES)	**0**	**0**	**0**	**0.00%**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**0**	**(3,324,754)**	**3,324,754**	

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED SEPTEMBER 30, 2015

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	48,573,905	39,544	48,534,361	0.08%	0.27%
	INVESTMENT INCOME	29,000	964	28,036	3.32%	55.07%
	OTHER LOCAL INCOME	370,226	90,824	279,402	24.53%	14.53%
5800	STATE					
	STATE FUNDING	9,679,309	2,425,508	7,253,801	25.06%	21.45%
5900	FEDERAL					
	FEDERAL PROJECTS	835,000	5,863	829,137	0.70%	0.00%
	TOTAL REVENUES	**59,487,440**	**2,562,702**	**56,924,738**	**4.31%**	**3.96%**
EXPENDITURES						
11	INSTRUCTION	30,975,107	2,798,717	28,176,390	9.04%	3.10%
12	INSTRUCTIONAL RESOURCES & MEDIA	732,272	59,018	673,254	8.06%	1.95%
13	CURRICULUM & STAFF DEVELOPMENT	762,787	89,779	673,008	11.77%	11.04%
21	INSTRUCTIONAL LEADERSHIP	507,579	43,816	463,763	8.63%	7.78%
23	SCHOOL LEADERSHIP	3,413,383	306,416	3,106,967	8.98%	7.37%
31	GUIDANCE/COUNSELING	2,580,368	243,993	2,336,375	9.46%	5.31%
32	SOCIAL WORK SERVICES	65,000	64,648	352	99.46%	0.00%
33	HEALTH SERVICES	380,294	36,913	343,381	9.71%	1.67%
34	TRANSPORTATION	2,780,777	330,623	2,450,154	11.89%	9.46%
35	FOOD SERVICE	0	0	0	0.00%	0.00%
36	CO-CURRICULAR/EXTRACURRICULAR	1,837,343	153,262	1,684,081	8.34%	6.12%
41	GENERAL ADMINISTRATION	2,401,626	273,543	2,128,083	11.39%	8.46%
51	PLANT MAINTENANCE	6,086,429	1,226,605	4,859,824	20.15%	16.54%
52	SECURITY & MONITORING SERVICES	266,179	29,149	237,030	10.95%	7.89%
53	DATA PROCESSING	1,228,961	194,060	1,034,901	15.79%	19.54%
61	COMMUNITY EDUCATION	110,302	3,136	107,166	2.84%	4.89%
71	DEBT SERVICE	0	0	0	0.00%	0.00%
81	FACILITIES CONSTRUCTION & ACQUISITION	0	29,569	(29,569)	#DIV/0!	0.00%
91	CONTR INSTRUCTIONAL SERVICES	4,504,033	0	4,504,033	0.00%	0.00%
93	PAYMENTS TO FISCAL AGENT	65,000	0	65,000	0.00%	0.00%
99	OTHER INTER GOV CHARGES	790,000	4,208	785,792	0.53%	43.00%
	TOTAL EXPENDITURES	**59,487,440**	**5,887,456**	**53,599,984**	**9.90%**	**5.46%**
		0				
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**0**	**(3,324,754)**	**3,324,754**		

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 12, 2015
RE: Cash Flow and Investment Report as of September 30, 2015

SUMMARY:

Attached is the Cash Flow and Investment Report for the period ending September 30, 2015.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: October 12, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

CASH AND INVESTMENT REPORT

FROM September 1, 2015 TO September 30, 2015

FOR BOARD MEETING OCTOBER 19, 2015

		FIRST FINANCIAL BANK								INVESTMENTS				CDARs	
		GENERAL FUND	DEBT	CAPITAL PROJ	PAYROLL	A/P	WC FUND	EZDENT	CHILD NUTRITION	LOGIC	LONE STAR	TEXPOOL	TEXAS TERM	PROGRAM	TOTAL
BEGINNING BALANCE-SEPTEMBER 1, 2015		$ 4,094,010	$ 65,806	$ 2,480,857	$ 1,402,776	$ 501,277	$ 661,908	$ 29,608	$ 588,799	$ 444,947	$ 35,589,045	$ 2,272	$ 9,475,225	$ 12,613,343	$ 67,949,874
LOCAL REVENUE-RENT, CAFÉ MEALS,ATH		$ 155,771	$ -	$ -					$ 135,311						$ 291,082
															$ -
TAX COLLECTIONS		$ 105,794	$ 19,517												$ 125,311
															$ 252 -
TEA COLLECTIONS:															$ -
CHILD NUTRITION		$ 65,517							$ 65,517						$ 131,034
FOUNDATION		$ 3,461,657													$ 3,461,657
TITLE FUNDS		$ 276,736													$ 276,736
AVAILABLE SCHOOL FUND		$ -													$ -
IDEA-B FUNDS		$ 275,052													$ 275,052
IMA															$ -
PERKINS		$ -													$ -
MAC/SHARS		$ 21													$ 21
TRANSFERS IN		$ 2,000,000	$ -	$ 5,001,702	$ 1,390,573	$ 2,095,353	$ 29,603	$ 13,668		$ -	$ -	$ -	$ 1,991,000		$ 12,521,900
															$ -
BOND PAYMENT															$ -
OPERATING EXPENSES		$ (1,742,816)	$ (33,668)	$ (5,083,040)		$ (2,392,984)	$ (13,634)	$ (19,719)	$ (197,276)	$ -					$ (9,483,137)
PAYROLL		$ (3,501,719)		$ -	$ (1,322,145)				$ (100,979)						$ (4,924,843)
TEA RECAPTURE		$ -	$ -			$ -									$ -
TRANSFERS OUT		$ -	$ -	$ (6,000)						$ -	$ (7,000,000)	$ -	$ (1,739,807)	$ -	$ (8,745,807)
MONTHLY INTEREST EARNED AND PAID		$ 674	$ 10	$ 409	$ 183	$ 107	$ 111	$ 4	$ 94	$ 49	$ 4,925	$ 0	$ 3,030	$ -	$ 9,596
ACCRUED INTEREST PAID														$ 12,613	$ 12,613
ENDING BALANCE-SEPTEMBER 30, 2015		$ 5,190,696	$ 51,664	$ 2,393,928	$ 1,471,388	$ 203,753	$ 677,989	$ 23,562	$ 491,466	$ 444,996	$ 28,593,970	$ 2,272	$ 9,729,449	$ 12,625,956	$ 61,901,090
INTEREST ACCRUED, NOT PAID AT MONTHS END														$ -	$ -
WEIGHTED AVERAGE MATURITY		1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	48 Days	39 Days	40 Days	33 Days	$ 174	
CURRENT MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.167%	0.187%	0.072%	0.130%		
PRIOR MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.142%	0.172%	0.085%	0.110%	Various	
													CDs Various		

I, the approved Investment Officer of Granbury ISD, hereby certify that the above Investment Report represents the investment position of the District (as of the end of the month indicated at the top of this investment form) in accordance with the Board approved Investment Funds Policy, the Public Funds Investment Act (Texas Government Code 2256), and Generally Accepted Accounting Principals (GAAP).

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

2015-16 INTEREST			
ACCRUED (as of 9/30/15)			
Sep-14	$ 9,596.33		Mar-15
Oct-14			Apr-15
Nov-14			May-15
Dec-14			Jun-15
Jan-15			Jul-15
Feb-15			Aug-15
		TOTAL	$ 9,596.33

SEPTEMBER INTEREST ACCRUED	$ -
SEPTEMBER INTEREST EARNED & PD	$ 22,209.02
SEPTEMBER TOTAL INTEREST	$ 22,209.02

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 19, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: October 12, 2015
RE: Bond Expenditure Update
As of September 30, 2015

SUMMARY:

Attached are bond expenditures through the period ended September 30, 2015. Expenditures are divided into two categories - "Construction" and "Other Areas". The Construction category includes expenditures related to the construction or renovation/remodeling of buildings. The Construction category also includes a breakdown of expenditures by vendor. The Other Areas category includes expenditures for non-construction related expenditures from bond funds.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Karen Johnson

Date Submitted: October 12, 2015

GRANBURY ISD

Bond Project Status

Budget, Commitments, Expenditures, Construction Contracts (thru 09/30/15)

Summary Status - Construction

Description	Budgeted	Committed	Expended
Soft Cost	$ 5,819,639.00	$ 57,865.21	$ 4,103,896.58
Hard Cost	$ 54,186,317.00	$ 22,979,864.74	$ 29,846,898.26
Contingency	$ 3,704,480.00	$ 55,139.01	$ 431,749.32
Construction Total	***$ 63,710,436.00***	***$ 23,092,868.96***	***$ 34,382,544.16***

Summary Status - Other Areas

Description	Budgeted	Committed	Expended
Band Equip	$ 400,000.00	$ 14,951.86	$ 244,880.21
Bus Replacement	$ 1,600,000.00	$ -	$ 1,234,799.00
Classroom Furniture	$ 1,000,000.00	$ -	$ 211,738.67
Furniture, Fixture, Equip	$ 4,461,564.00	$ 969,345.96	$ 110,136.93
Technology	$ 10,800,000.00	$ 38,750.19	$ 4,293,857.48
Other Areas Total	***$ 18,261,564.00***	***$ 1,023,048.01***	***$ 6,095,412.29***

Construction Vendor Status

Contract / Service	Paid to Date	Description
Advanced Connections	$ -	*Additional Access Control Doors K-8*
Alliance Geotech	$ 180,400.04	*Materials Testing*
Buford-Thompson	$ 30,104,330.26	*Construction Mgr*
City of Granbury	$ 168,789.55	*Permits*
DFW Waste Oil	$ 650.00	*Oil Disposal - GHS Auto Shop*
Elliott Electric	$ 9,225.20	*CTE Move to Ag Complex*
ERI Consulting	$ 4,000.00	*Asbestos Abatement Consultant GHS*
GCA Services	$ 11,031.00	*Scrub & Finish New VCT - GHS*
G&G Electric	$ 6,678.00	*AG Complex Welder Plugs*
Gomez Floor	$ 1,300.53	*Dressing Rm Floors (due to abatement)*
Granbury Glass	$ 105.00	*Mirrors - GHS*
Granbury Winnelson	$ 281.16	*Rods for Band & Choir Uniform Storage*
HC News	$ 196.50	*Public Notice Ad*
HD Snow House Moving	$ 13,600.00	*Move Portables*
Home Depot	$ 2,347.13	*Ramps to Portables; Misc.*
Huckabee	$ 3,686,931.99	*Architect*
IESI	$ 10,610.04	*Temporary Roll-Off*
JPH Land Surveying	$ 44,900.00	*Survey*
JSK Company	$ 3,740.00	*Video Surveillance Supplies - GHS*
Mark's Plumbing	$ 392.48	*Temporary Training Rm*
Mobile Modular	$ 7,480.20	*Pods - GHS*
1 Priority	$ 10,100.00	*Abatement - GHS*
Print One	$ 133.25	*Signage - OW*
Quality Sound	$ 28,100.00	*PA System Upgrade - BIS, OWS*
School Specialty	$ 367.71	*White Board - OW*
STS360	$ 45,026.62	*Video Surveillance Upgrade - GHS*
TASB	$ 18,632.00	*Asbestos Testing - All campuses*
The Rios Group	$ 22,875.00	*Subsurface Utility*
TX Dept of State Health Svc	$ 238.00	*Asbestos Abatement Notification Fee*
Woodard Builders	$ 82.50	*Glass in Receptionist Door - BES*

Construction Vendor Total $ 34,382,544.16