**Notice of Regular**
**The Board of Trustees**
**Granbury ISD**
**Monday, February 19, 2018**
**5:00 PM**

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A Regular of the Board of Trustees of Granbury ISD will be held Monday, February 19, 2018, beginning at 5:00 PM in the Granbury ISD Board Room, 217 N Jones 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
        2. Consider Contract Recommendations
        3. Consider Administrative Contracts
    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. Granbury ISD School Counselors
    b. UIL State Swim Meet Contestants: Kinsey Brawner, Raegan Brown, Emily Ellis, Mary Power, and Caroline Rezsofi
    c. Area Spelling Bee Winner: Peter O'Carroll, Mambrino Elementary Student
    d. District Science Fair Top Winners (Scholarship and Gold Level Winners): Maddie Bills, Rebecca Burch, Justin Chapman, Averie Coffman, Christian Fawley, Reese Holmgreen, Hunter Meroney, and Abigail Stone - GHS, AMS, and GMS
    e. District History Fair Top Winners (Judges' Favorite Scholarship Recipients): Blaize Cross, Hannah Barber, Juliana Rodriguez, Andrea Valentine, Dylan Segars, and Lucas Hyde - GHS & AMS
7. Public comments/audience participation
8. Discussion/Action
    a. Consider Consent Agenda Items
        1. Minutes of the January 22, 2018, Regular Meeting 3
        2. Consider Budget Amendments 6
        3. Consider Renewal of Auditing Firm for the 2017-18 School Year 9
    b. Consider Resolution Committing Fund Balance 18
    c. Consider Additional Summer Projects 21
    d. Consider Budget Amendments for Additional Summer Projects 24
    e. Consider Offers Made on Properties Previously Struck from Sheriff's Sale 27
    f. Consider Adoption of the Resolution Regarding March For Education Day 39
    g. Consider Amendments to Granbury ISD's District of Innovation Plan 40
    h. Consider Budget Assumptions and Calendar for the 2018-19 Budget 46
9. Reports
    a. Superintendent's Report
    b. STEAM Campus Update 51
    c. Financial Statements for Period Ending January 31, 2018 53
    d. Cash Flow and Investment Reports for Period Ending January 31, 2018 56
    e. Report of Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH(LOCAL) 58
10. Consider action on items discussed in closed session
    a. Consider Staff Appointments
    b. Consider Contract Recommendations

c. Consider Administrative Contracts

11. Adjourn

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*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

**On Friday, February 16, 2018, at 3:00 p.m. 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)**

**Minutes of Regular Meeting**
**The Board of Trustees**
**Granbury ISD**
**January 22, 2018**
**5:00 PM**

A Regular meeting of the Board of Trustees of Granbury ISD was held Monday, January 22, 2018, beginning at 5:00 PM in the Granbury ISD Board Room, 217 North Jones, 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.

**Presiding Officer**..... …. Mark Jackson, President

**Board Members Present**
Barbara Herrington
Barbara Townsend
Rhonda Rezsofi
Micky Shearon
Mike Moore

**Board Members Absent**
Nancy Alana
Micky Shearon

**School Officials Present**
Dr. James M. Largent Ed.D., Superintendent
Ron Holmgreen, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance & Operations
Wes Jones, Director of Human Resources
Amy Wood, Technology Director
Jeff Meador, Director of Public Information
Faith Barnes, Recording Secretary

**Others Present**
School Employees
Media
Community Members

**Meeting Called to Order**
Mark Jackson, Vice-President, called the meeting to order at 5:01 p.m. and noted that a quorum of board members were 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.

**Reconvened**
The Board of Trustees reconvened in open session at 5:50 p.m. and took recess until 6:00 p.m.

**Moment of Silence/Invocation**
Barbara Townsend led the invocation.

**Pledge - U.S. Flag and Texas Flag**
Oak Woods Elementary Students Addison Corley, Quinn Gregory, Sterling Dunagan, and Addy Shipp led the pledges.

**Achievement Spotlight**

**All-State Choir Member: Granbury High School Student Andrew Walters**
GHS Choir Directors Kendra Fisher and Greg Doss presented All State Choir Member, Andrew Walters to the board.

**All-State Band Member: Granbury High School Student Lauren Boleng**
Granbury High School Band Director Mark Eastin presented All State Band Member Lauren Boleng to the board.

**F1 in Schools National Qualifiers: Lone Star Racing Team**
Granbury High School Engineering Teacher Todd Gibson presented the F1 in School National Qualifier Lone Star Racing Team Claire Arnold, Kyle Beck, Stockton Berryman, Ashley Boyd, Brody Hesseltine, Chris McKelvain, and Torrent Racing (Ryan Amsden, Payton Freeman, Tristan Handley, Gage Molinari, Damian Rodolfo) to the board.

**School Board Recognition Month**
Superintendent Dr. James M. Largent honored the Granbury ISD Board Trustees for School Board Recognition month.

**Public comments/audience participation**
Steve McClure of 4406 Cove Timber Court addressed the board.

**Discussion/Action**

**Consider Consent Agenda Items**

A motion was made by Barbara Herrington and seconded by Rhonda Rezsofi to approve the consent agenda items as presented: 1. Minutes of the January 22, 2018 Regular Meeting; 2. Consider Budget Amendments; 3. Consider Region 10 ESC Multi-Region Purchasing Cooperative Inter-local Agreement 2018-19; and 4. Consider Award of CTE Supplemental Bid 2017-1022.
**Motion Carried: 5 Yes – 0 No**

**Consider Approval of Summer Projects**
A motion was made by Barbara Townsend and seconded by Rhonda Rezsofi to approve the summer projects as presented.
**Motion Carried: 5 Yes – 0 No**

**Consider 2018-19 Granbury ISD School Calendar**
A motion was made by Rhonda Rezsofi and seconded by Barbara Townsend to approve the 2018-19 Granbury ISD School Calendar as presented.
**Motion Carried: 5 Yes – 0 No**

**Reports**

**Superintendent's Report**
Superintendent Dr. James Largent gave an update on regular district business.

**Report on STEAM Academy at Mambrino**
Assistant Superintendent Ron Holmgreen and Mambrino Principal Stacie Brown reported on the STEAM Academy plans at Mambrino Elementary.

**Revisit Outsourcing Option for Growing GISD Extended Day Program**

Assistant Superintendent Ron Holmgreen Revisited Outsourcing Option for Growing GISD Extended Day Program.

**Financial Statements for Period Ending December 31, 2017**

Assistant Superintendent Dobie Williams presented the Financial Statements for Period Ending December 31, 2017, to the board.

**Cash Flow and Investment Reports for Period Ending October 31, 2017**

Assistant Superintendent Dobie Williams presented the Cash Flow and Investment Reports for Period Ending October 31, 2017, to the board.

**Report of Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL**

Assistant Superintendent Dobie Williams presented the Bond Expenditures Monthly Update for Period Ending December 31, 2017, to the board.

**Consider Staff Appointment**

A motion was made by Barbara Herrington and seconded by Barbara Townsend to approve staff appointments and resignations as presented.

**Motion Carried: 5 Yes – 0 No**

**Adjourn**

There being no further business, the meeting was adjourned at 7:14 p.m

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Nancy Alana, President Barbara Herrington, Board Secretary

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: February 19, 2018
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
Asst. Supt. for Finance and Operations
**DATE**: February 12, 2018
**RE**: Budget Amendments

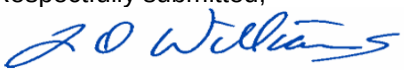
**SUMMARY:**

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 as presented.

Respectfully submitted,



Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: February 12, 2018

**2017-2018**
**Budget Amendment #6**

| | February<br>Proposed Budget Amendment #6 | Increase | Decrease | Net Effect |
|---|---|---|---|---|
| **Object** | **Revenue** | | | |
| **5700** | Revenue Generated | 15,104 | 0 | |
| **5800** | | 0 | 0 | |
| **5900** | | 0 | 0 | |
| | **Total** | **15,104** | **0** | **15,104** |
| | | | | |
| **Function** | **Expenses** | | | |
| **11** | Brawner - Amend funds raised from students and donated by campus PTO for Austin field trip | 3,869 | 0 | |
| | Oakwoods - Amend funds raised from student and donated by campus PTO for Austin field trip | 2,851 | 0 | |
| | AMS - Amend funds donated by Chiotle for Life Skills employee travel | 159 | 0 | |
| | **Overall effect on Function 11** | **6,879** | **0** | **6,879** |
| **12** | **Overall effect on Function 12** | **0** | **0** | **0** |
| **13** | SPED - Amend funds for staff development | 500 | 0 | |
| | Curriculum - Amend funds for AVID Summer Institute | 9,270 | 0 | |
| | **Overall effect on Function 13** | **9,770** | **0** | **9,770** |
| **21** | SPED - Amend funds for staff development | 0 | 500 | |
| | **Overall effect on Function 21** | **0** | **500** | **(500)** |
| **23** | Curriculum - Amend funds for AVID Summer Institute | 0 | 1,770 | |
| | **Overall effect on Function 23** | **0** | **1,770** | **(1,770)** |
| **31** | Curriculum - Amend funds for AVID Summer Institute | 0 | 7,500 | |
| | **Overall effect on Function 31** | **0** | **7,500** | **(7,500)** |
| **32** | **Overall effect on Function 32** | **0** | **0** | **0** |
| **33** | **Overall effect on Function 33** | **0** | **0** | **0** |
| **34** | **Overall effect on Function 34** | **0** | **0** | **0** |
| **36** | Athletics - Amend funds donated by Pirate Golf Booster Club for student travel | 7,000 | 0 | |
| | Athletics - Amend funds donated by Lady Pirate Basketball Booster Club for student travel | 1,225 | 0 | |
| | **Overall effect on Function 36** | **8,225** | **0** | **8,225** |
| **41** | **Overall effect on Function 41** | **0** | **0** | **0** |
| **51** | **Overall effect on Function 51** | **0** | **0** | **0** |
| **52** | **Overall effect on Function 52** | **0** | **0** | **0** |
| **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** | **Overall effect on Function 93** | **0** | **0** | **0** |
| **99** | **Overall effect on Function 99** | **0** | **0** | **0** |
| | **Total** | **24,874** | **9,770** | **15,104** |

**Granbury Independent School District**

**Fiscal Year 2017-2018**

| | | Adopted Budget | Prior Budget Amendments | Budget Amendment 2/19/2018 | Revised Budget |
|---|---|---|---|---|---|
| | **REVENUE** | | | | |
| 5700 | Local Revenue | 57,376,645 | 36,030 | 15,104 | 57,427,779 |
| 5800 | State Revenue | 6,656,433 | 0 | 0 | 6,656,433 |
| 59/7900 | Federal Programs/Other Sources | 860,000 | 0 | 0 | 860,000 |
| | **Total** | **$64,893,078** | **36,030** | **15,104** | **$64,944,212** |
| | **EXPENDITURES** | | | | |
| 11 | Instruction & Instr. Related Services | 34,299,076 | (25,231) | 6,879 | 34,280,724 |
| 12 | Instructional Resources & Media Serve | 748,645 | 2,056 | 0 | 750,701 |
| 13 | Curriculum & Instr. Staff Development | 883,226 | (4,717) | 9,770 | 888,279 |
| 21 | Instructional Leadership | 641,172 | 21,150 | (500) | 661,822 |
| 23 | School Leadership | 3,530,092 | 14,200 | (1,770) | 3,542,522 |
| 31 | Guidance, Counseling & Evaluation Serve | 2,678,284 | 3,666 | (7,500) | 2,674,450 |
| 32 | Social Work Services | 65,000 | 0 | 0 | 65,000 |
| 33 | Health Services | 373,156 | 182 | 0 | 373,338 |
| 34 | Student (Pupil) Transportation | 3,356,050 | 218 | 0 | 3,356,268 |
| 35 | Food Service | 0 | 0 | 0 | 0 |
| 36 | Co curricular/Extracurricular Activities | 1,984,166 | 18,260 | 8,225 | 2,010,651 |
| 41 | General Administration | 2,309,642 | (800) | 0 | 2,308,842 |
| 51 | Plant Maintenance and Operations | 6,118,702 | 3,677 | 0 | 6,122,379 |
| 52 | Security & Monitoring Services | 290,669 | 16,600 | 0 | 307,269 |
| 53 | Data Processing Services | 1,312,453 | (13,231) | 0 | 1,299,222 |
| 61 | Community Services | 107,881 | 0 | 0 | 107,881 |
| 71 | Debt Service (M&O) | 0 | 0 | 0 | 0 |
| 81 | Facilities Acquisition | 0 | 0 | 0 | 0 |
| 91 | Contracted Instruction Services - Chapter 41 | 5,050,081 | 0 | 0 | 5,050,081 |
| 93 | Shared Services Arrangement | 25,500 | 0 | 0 | 25,500 |
| 99 | Other Governmental Charges | 1,119,283 | 0 | 0 | 1,119,283 |
| 00 | Other Uses | 0 | 0 | 0 | 0 |
| | **Total Budgeted Expenditures** | **$64,893,078** | **36,030** | **15,104** | **$64,944,212** |
| | **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: February 19, 2018
For: Information

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
**DATE**: February 12, 2018
**RE**: Engagement of Auditing Firm For 2017-18 School Year

**SUMMARY:**

Each year TEA requires school districts to have their annual financial statements audited by a licensed independent CPA firm. The District engaged Snow Garret Williams, Certified Public Accounts to perform the Annual Financial and Compliance Report (AFR) for the 2016-17 school year. Snow Garrett Williams has submitted the attached 2017-18 school year engagement letter for consideration by the District. Selecting an auditor early in the school year allows both the District and the Auditor to plan and work together during the year.

**RECOMMENDATION:**

That the Board of Trustees approve the engagement of Snow Garrett Williams, Certified Public Accountants as the independent auditor for the 2017-18 school year.

Respectfully submitted,

D Williams

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: February 12, 2018

SNOWGARRETT WILLIAMS
CERTIFIED PUBLIC ACCOUNTANTS

January 31, 2018

Granbury Independent School District
217 N. Jones Street
Granbury, Texas 76048

Dear Board of Trustees and Management:

We are pleased to confirm our understanding of the services we are to provide Granbury Independent School District for the year ended August 31, 2018. We will audit the financial statements of the governmental activities, the business-type activities, if any, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Granbury Independent School District as of and for the year ended August 31, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Granbury Independent School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:



1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules.
3. Schedule of the District's Proportionate Share of the Net Pension Liability- Teacher Retirement System of Texas.
4. Schedule of District's Retirement Contributions- Teacher Retirement System of Texas.
5. Schedule of the District's Proportionate Share of the Net OPEB Liability and Certain Related Ratios - Teacher Retirement System of Texas.
6. Schedule of District's Statutorily or Contractually Required Contributions, Contributions to the OPEB Plan and Related Ratios- Teacher Retirement System of Texas.

1207 Santa Fe Drive • Weatherford, Texas 76086 • 817-596-9301 • Fax 817-596-9304

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of Expenditures of Federal Awards.

2. Schedule of Delinquent Taxes Receivable.

3. Budgetary Comparison Schedule for National School Breakfast and Lunch Program and Debt Service Fund as Required by the Texas Education Agency.

4. Schedule of Required Responses to Selected School First Indicators.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.



1. Fund Balance and Cash Flow Calculation Worksheet- General Fund

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on---

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards.*

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of Granbury Independent School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

**Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures-Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.



An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

**Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Granbury Independent School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Granbury Independent School District's major programs. The purpose of these procedures will be to express an opinion on Granbury Independent School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

**Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Granbury Independent School District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards.* We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.



Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

We understand that your employees will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Snow Garrett Williams and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a grantor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Snow Garrett Williams personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agencies, oversight agencies for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.



Gary Snow is the engagement partner and is responsible for supervising the engagement and signing the reports, or authorizing another individual to sign them.

Our fee for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Granbury Independent School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Snow Garrett Williams

Snow Garrett Williams

Response:

This letter correctly sets forth the understanding of Granbury Independent School District.

Management Signature: _____

Title: Supt

Date: 2-6-18

Governance Signature: _____

Title: _____

Date: _____

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 19, 2018
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
**DATE**: February 12, 2018
**RE**: Resolution Committing Fund Balance

**SUMMARY:**

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

Currently the following are identified as committed fund balances.

- Construction and Renovations - $2,400,000
- Capital Expenditures for Vehicles and Equipment - $1,200,000
- Other Purposes – Instructional Improvement Fund - $600,000

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

Policy states that unassigned fund balance is to be maintained at a minimum of 20%. In light of the current $20,874,192 general fund balance as well as anticipated year-end activity that could add approximately $700,000 more, the following amounts would keep the District above the 20% requirement as well as bring the District more in line with the optimum fund balance amount of approximately $19.5 million prescribed in the 2017 fiscal audit. In addition, there is renewed concern and uncertainty as to what consideration might be given by the Legislature to District fund balances as they relate to the State funding process. By committing funds to specific purposes, there is evidence that the District has a planned purpose for these funds.

Proposed fund balances:

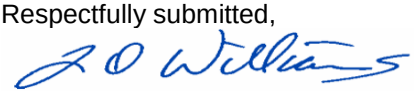
- Construction and Renovations - $2,400,000
- Capital Expenditures for Vehicles and Equipment - $1,200,000
- Other Purposes - Instructional Improvement Fund - $600,000
  - Potential Repayment of Tax Revenue - $2,100,000

The attached resolution will be needed for committed funds.

**RECOMMENDATION:**

That the Board approve the proposed resolution to maintain the Committed Fund Balances as presented.

Respectfully submitted,



Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Dobie Williams

Date Submitted: February 12, 2018

**RESOLUTION COMMITTING FUND BALANCE:**

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

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

**WHEREAS**, the amount of committed funds is reviewed annually;

**NOW, THEREFORE, BE IT RESOLVED**:

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

Construction and Renovations - $2,400,000
Capital Expenditures for Vehicles and Equipment - $1,200,000
Other Purposes - Instructional Improvement fund - $600,000
- Potential Repayment of Tax Revenue - $2,100,000

**PASSED AND APPROVED** this 19th day of February 2018.

**ATTEST**:

By: _____ By: _____

Nancy Alana — Barbara Herrington

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

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
**INTEROFFICE MEMO**
**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: February 19, 2018
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
**DATE**: February 12, 2018
**RE**: Additional Summer Projects 2018

**SUMMARY:**

The Board approved the first submission of summer projects for the 2017-18 school year at the January 22, 2018 board meeting. The total amount approved was $723,128.04 and will be paid from remaining bond funds. This will be the second submission of summer projects for the current year. Projects have been listed by expenditure with each vendor, on the attached pages, for consideration. The projects have been reviewed by Dr. Largent, Superintendent, Randy Leach, Director of Facilities and Dobie Williams, Assistant Superintendent for Finance and Operations.

Texas Education Code 44.031 allows the purchase of goods and services through an interlocal contract. The method used for the construction projects through an interlocal is a job order contract (JOC) as allowed by Government Code 2269. The projects that are not considered construction are available through additional interlocal contracts. All interlocal contracts have been through a formal competitive process.

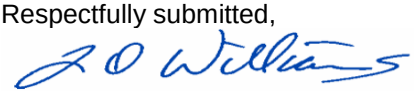
Expense for the summer projects will be paid from remaining available bond funds and local fund balance. A separate agenda action item will be presented for the approved projects in order to amend funds that will need to be paid from fund balance.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the purchase of the additional summer projects from the vendors as indicated and authorize the Superintendent or Assistant Superintendent for Finance and Operations to enter into a contract provided all necessary paperwork and bonds are provided.

During the summer projects, if additional expense is needed to address minor unforeseen changes to complete the projects, it is requested that the Board authorize the Superintendent and Assistant Superintendent for Finance and Operations to approve the change, any cost related to the change, and the issuance of the purchase orders. Expenses for minor unforeseen changes, if any, will come from remaining bond funds or current year budget if necessary.

Respectfully submitted,



Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Randy Leach

Date Submitted: February 12, 2018

| Campus | Location for Project | Project Title | Detailed Description / Information | Cost | Funding |
|---|---|---|---|---|---|
| AES, BES, BIS, EES, OWS | Parking Lot | Light Poles | 1. To add additional parking lot lights.<br>2. A JOC will need to install the poles.<br>3. No electric needed. Maintenance will install solar lights. | $ 84,395.31 | Bond |
| BTC / STARS | New BTC Campus. (West of STARS Academy) | BTC Campus Renovation | ADA Restroom | $ 82,412.09 | Fund Balance |
| EES | Gym Restrooms | ERES Gym Restrooms | broken sink (no water), broken red stalls, peach tile, rusted metal wall closures | $ 32,014.12 | Fund Balance |
| GHS | Indoor batting cages | upgrade interior | Since we took over the ag barn for batting cages we have done nothing on the inside to upgrade it. We have no insulation, paint is peeling off the walls most areas are dirt. bathrooms need to be upgraded badly. lighting is poor and wild animals use it as an indoor restroom. | $ 47,094.92 | Fund Balance |
| GHS | Field | GHS Water Well Tanks | 1. Replace the existing water well tank.<br>2. Add an additional tank | $ 172,208.33 | Fund Balance |
| GHS | GHS Ag Welding Shop | Exhaust Fan | Remove existing HVAC Unit and ductwork over the elevated storage area in the shop. Install an exhaust fan on the existing HVAC curb adapter. *Note: Will need crane to remove HVAC Unit. | $ 18,634.76 | Bond |
| AES | Hallways | Burlap Removal | We would love to have all the burlap removed from the hallways and have our hallways refinished. | $ 69,133.10 | Fund Balance |
| BES | Throughout the building where applicable. | Doors & Window Trim (interior) | We would like to have the blue trim throughout the campus painted black to better match the new purple and gray floors. | $ 18,185.74 | Fund Balance |
| BES | Throughout the building where applicable. | Lockers Painted | We would also like to have the blue lockers painted pirate purple. | $ 15,446.64 | Fund Balance |
| EES | Original hallway lockers | ERES Lockers | Paint orange lockers blue to match new floor | $ 12,154.71 | Fund Balance |
| AMS | 600 & 800 Hallway Restrooms | Guest Restroom Upgraded | The 600 & 800 restrooms are frequented by our parents and guests for games, concerts, and events. They need cracks repaired, stalls updated/repaired, mirrors replaced, and consideration for new sinks. | $ 32,199.33 | Fund Balance |
| GMS | Patio by Cafeteria | The ceiling is falling. | The ceiling in the patio area is crumbling and falling out in places. One of the light covers is coming off and just dangling from the ceiling. Would like the problem fixed that is causing the ceiling to get wet and would like the ceiling repaired and repainted. | $ 19,305.23 | Fund Balance |
| | | | **TOTAL** | $ 603,184.28 | |

Interlocal

| Campus | Location for Project | Project Title | Detailed Description / Information | Cost | Funding |
|---|---|---|---|---|---|
| AMS | Competition Gym | Sand Floor to restripe | This is the last gym to be sanded and refinished at the middle school level. The floor is starting to peel because of the inferior product we were putting on it 5 years ago before we contracted it out to Quality floor. | $ 8,400.00 | Fund Balance |
| BTC | | Renovation | Fire Detection System | $ 15,000.00 | Fund Balance |
| BTC | | Renovation | Flooring | $ 29,450.20 | Fund Balance |
| GHS | Field House (Varsity) | New Lockers | | $ 33,096.44 | Fund Balance |
| AES | Entire Building | New Floor | We would be so grateful for new floor throughout the building. | $ 66,281.36 | Fund Balance |
| | | | **TOTAL** | $ 152,228.00 | |

Maintenance

| Campus | Location for Project | Project Title | Detailed Description / Information | Cost | Funding |
|---|---|---|---|---|---|
| AES, BES, BIS, EES, OWS | Parking Lots | Solar Lights | 41 Lights | $ 61,500.00 | Bond |
| BTC | BTC | Remodel | Paint, HVAC, Bldg Materials, Electric | $ 64,000.00 | Fund Balance |
| | | | **TOTAL** | $ 125,500.00 | |



| Funding Type | Cost |
|---|---|
| Bond | $ 164,530.08 |
| Fund Balance | $ 716,382.20 |
| TOTAL | $ 880,912.28 |

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
**INTEROFFICE MEMO**
**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: February 12, 2018
For: Action

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
**DATE**: February 19, 2018
**RE**: Summer Projects 2018 Budget Amendments

**SUMMARY:**

In the previous action item, the Board considered Summer Projects for 2018. All of these projects will be paid for out of fund balance or bond funds as indicated. Should any or all of these projects be approved, it will be necessary for the board to approve budget amendments to transfer the funds needed from fund balance for some of the projects. Any added expenses for minor unforeseen changes, if any, will come from bond funds or the current year budget if necessary. Since these projects needed to be approved by the Board prior to amending the budget, the budget amendments necessary are being presented as a separate action item from the regular monthly budget amendments that were previously presented under the consent agenda.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the budget amendments as required for all 2018 Summer Projects previously approved.

Respectfully submitted,

D Williams

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: February 12, 2018

**2017-2018**
**Budget Amendment #6SP**

| | February<br>Proposed Budget Amendment #6SP | Increase | Decrease | Net Effect |
|---|---|---|---|---|
| **Object** | **Revenue** | | | |
| **5700** | Revenue Generated | 0 | 0 | |
| **5800** | | 0 | 0 | |
| **5900** | | 0 | 0 | |
| | **Total** | **0** | **0** | **0** |
| | | | | |
| **Function** | **Expenses** | | | |
| **11** | **Overall effect on Function 11** | **0** | **0** | **0** |
| **12** | **Overall effect on Function 12** | **0** | **0** | **0** |
| **13** | **Overall effect on Function 13** | **0** | **0** | **0** |
| **21** | **Overall effect on Function 21** | **0** | **0** | **0** |
| **23** | **Overall effect on Function 23** | **0** | **0** | **0** |
| **31** | **Overall effect on Function 31** | **0** | **0** | **0** |
| **32** | **Overall effect on Function 32** | **0** | **0** | **0** |
| **33** | **Overall effect on Function 33** | **0** | **0** | **0** |
| **34** | **Overall effect on Function 34** | **0** | **0** | **0** |
| **36** | **Overall effect on Function 36** | **0** | **0** | **0** |
| **41** | **Overall effect on Function 41** | **0** | **0** | **0** |
| **51** | **Overall effect on Function 51** | **0** | **0** | **0** |
| **52** | **Overall effect on Function 52** | **0** | **0** | **0** |
| **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** | Maintenance - Amend funds for Summer Projects | 0 | 0 | |
| | **Overall effect on Function 81** | **716,383** | **0** | **716,383** |
| **91** | **Overall effect on Function 91** | **0** | **0** | **0** |
| **93** | **Overall effect on Function 93** | **0** | **0** | **0** |
| **99** | **Overall effect on Function 99** | **0** | **0** | **0** |
| | **Total** | **716,383** | **0** | **716,383** |

**Granbury Independent School District**

**Fiscal Year 2017-2018**

| | | Adopted Budget | Prior Budget Amendments | Budget Amendment #6 2/19/2018 | Budget Amendment #6SP 2/19/2018 | Revised Budget |
|---|---|---|---|---|---|---|
| | **REVENUE** | | | | | |
| 5700 | Local Revenue | 57,376,645 | 36,030 | 15,104 | 0 | 57,427,779 |
| 5800 | State Revenue | 6,656,433 | 0 | 0 | 0 | 6,656,433 |
| 59/7900 | Federal Programs/Other Sources | 860,000 | 0 | 0 | 0 | 860,000 |
| | **Total** | **$64,893,078** | **36,030** | **15,104** | $0 | **$64,944,212** |
| | **EXPENDITURES** | | | | | |
| 11 | Instruction & Instr. Related Services | 34,299,076 | (25,231) | 6,879 | 0 | 34,280,724 |
| 12 | Instructional Resources & Media Serve | 748,645 | 2,056 | 0 | 0 | 750,701 |
| 13 | Curriculum & Instr. Staff Development | 883,226 | (4,717) | 9,770 | 0 | 888,279 |
| 21 | Instructional Leadership | 641,172 | 21,150 | (500) | 0 | 661,822 |
| 23 | School Leadership | 3,530,092 | 14,200 | (1,770) | 0 | 3,542,522 |
| 31 | Guidance, Counseling & Evaluation Serve | 2,678,284 | 3,666 | (7,500) | 0 | 2,674,450 |
| 32 | Social Work Services | 65,000 | 0 | 0 | 0 | 65,000 |
| 33 | Health Services | 373,156 | 182 | 0 | 0 | 373,338 |
| 34 | Student (Pupil) Transportation | 3,356,050 | 218 | 0 | 0 | 3,356,268 |
| 35 | Food Service | 0 | 0 | 0 | 0 | 0 |
| 36 | Co curricular/Extracurricular Activities | 1,984,166 | 18,260 | 8,225 | 0 | 2,010,651 |
| 41 | General Administration | 2,309,642 | (800) | 0 | 0 | 2,308,842 |
| 51 | Plant Maintenance and Operations | 6,118,702 | 3,677 | 0 | 0 | 6,122,379 |
| 52 | Security & Monitoring Services | 290,669 | 16,600 | 0 | 0 | 307,269 |
| 53 | Data Processing Services | 1,312,453 | (13,231) | 0 | 0 | 1,299,222 |
| 61 | Community Services | 107,881 | 0 | 0 | 0 | 107,881 |
| 71 | Debt Service (M&O) | 0 | 0 | 0 | 0 | 0 |
| 81 | Facilities Acquisition | 0 | 0 | 0 | 716,383 | 716,383 |
| 91 | Contracted Instruction Services - Chapter 41 | 5,050,081 | 0 | 0 | 0 | 5,050,081 |
| 93 | Shared Services Arrangement | 25,500 | 0 | 0 | 0 | 25,500 |
| 99 | Other Governmental Charges | 1,119,283 | 0 | 0 | 0 | 1,119,283 |
| 00 | Other Uses | 0 | 0 | 0 | 0 | 0 |
| | **Total Budgeted Expenditures** | **$64,893,078** | **36,030** | **15,104** | **$716,383** | **$65,660,595** |
| | **Excess Revenue over (Under) Expenditures** | **0** | **0** | **0** | (716,383) | **(716,383)** |

Prepared by:
D Williams
E Whitefield

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
100 THROCKMORTON, SUITE #300
FORT WORTH, TEXAS 76102

817.877.4589
FAX 817.877.0601

January 3, 2018

Received
JAN 09 2018
Granbury ISD

Dr. James M. Largent
Superintendent Granbury ISD
217 N. Jones Street
Granbury, Texas 76048

**RE: Suit #C2014238; Granbury ISD vs. Richard Jones III**

Dear Dr. Largent:

Judgment was taken in the above captioned tax suit on December 15, 2015 on behalf of Hood County and Granbury Independent School District. This Property was the subject of a Sheriff's Sale on August 2, 2016. There were no bids made, so the property was struck off to the Hood County, Trustee for itself and Granbury Independent School District. Subsequent to the tax sale, Rhonda Guard has made a bid of $600.00 for this property. A copy of the offer is enclosed with an estimated breakdown of how the money would be applied.

Please schedule this action on the agenda for the next school board meeting. If you desire for me to attend the meeting, please contact me with date and time. Should you need additional information or have any questions, please feel free to call me.

Very truly yours,

Glenn E. Smith, Jr.
Attorney at Law

GES/ej

cc: Mr. Greg Stewart
Chief Appraiser
Hood County Appraisal District
P O Box 819
Granbury, Texas 76048

Ms. Teresa McCoy
Tax Assessor-Collector
Hood County
P O Box 1178
Granbury, Texas 76048

**Suit #C2014238; Granbury ISD vs. Richard Jones III**

**Lot 4, Block 6, Sky Harbour Subdivision, Section 4, a subdivision in Hood County, Texas, according to the map or plat thereof, recorded in Cabinet "A", Slide 133, Plat Records of Hood County, Texas.**

| | |
|---|---|
| **OFFER** | **$600.00** |
| **TOTAL COURT COSTS** | **$1,143.94** |
| **PROCEEDS REMAING FOR TAXES** | **$-0-** |
| **TAXES OWED HOOD COUNTY** | **$-0-** |
| **TAXES OWED GRANBURY ISD** | **$2,149.59** |

HOOD COUNTY TAX ASSESSOR
PO BOX 1178
1410 W. PEARL ST
GRANBURY, TX 76048
PHONE: 817-579-3295 FAX: 817-579-9303

# BID SHEET

| For Office Use Only |
|---|
| Tax: |
| Other: |
| Total: |
| App: |
| Date: |

Date: 10/17/17

Bid Amount: 600.00 $3,959.54

Legal Description:
2810 Sky Harbour,
C20142-38 Tax Sale date 8/2/16

Account #: R0000 31886

I hereby submit this formal bid as an offer to purchase the above referenced property from Hood County. I understand that this bid sheet does not convey ownership.

---

Contact Information

Name: Rhonda Guard

Address: 2401 Waters Edge Dr

~~Home Phone~~: _____

Cell Phone: 817-437-8946

~~Work Phone~~: _____

Email Address: rg@rhondaguard.com

I understand that if I am the successful bidder, I am purchasing the property "As Is" without warranties either expressed or implied. I also understand that payment in full is due upon acceptance of said bid. Hood County reserves the right to accept or refuse any submitted bids on properties.

Signature: Rhonda Guard

Accepted: _____ Date: _____ #of Days _____

Rejected: _____ Date: _____ Counter _____

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
100 THROCKMORTON, SUITE #300
FORT WORTH, TEXAS 76102

817.877.4589
FAX 817.877.0601
January 3, 2018

Received
JAN 09 2018
Granbury ISD

Dr. James M. Largent
Superintendent Granbury ISD
217 N. Jones Street
Granbury, Texas 76048

**RE: Suit #C2014228; Granbury ISD vs. Aron A. Goule**

Dear Dr. Largent:

Judgment was taken in the above captioned tax suit on October 27, 2016 on behalf of Hood County and Granbury Independent School District. This Property was the subject of a Sheriff's Sale on September 5, 2017. There were no bids made, so the property was struck off to the Hood County, Trustee for itself and Granbury Independent School District. Subsequent to the tax sale, Mark Hornbuckle/West Frontier Homes has made a bid of $1,500.00 for this property. A copy of the offer is enclosed with an estimated breakdown of how the money would be applied.

Please schedule this action on the agenda for the next school board meeting. If you desire for me to attend the meeting, please contact me with date and time. Should you need additional information or have any questions, please feel free to call me.

Very truly yours,

Glenn E. Smith, Jr.
Attorney at Law

GES/ej

cc: Mr. Greg Stewart
Chief Appraiser
Hood County Appraisal District
P O Box 819
Granbury, Texas 76048

Ms. Teresa McCoy
Tax Assessor-Collector
Hood County
P O Box 1178
Granbury, Texas 76048

**Suit #C2014228; Granbury ISD vs. Aron A. Goule**

**Lots 103 and 104, Block 1, Lake Granbury Harbor Subdivision, Section "A", a subdivision in Hood County, Texas, according to the map or plat thereof, recorded in Cabinet "A", Slide 182-B, Plat Records of Hood County, Texas.**

| | |
|---|---|
| **OFFER** | **$2,500.00** |
| **TOTAL COURT COSTS** | **$1,429.82** |
| **PROCEEDS REMAING FOR TAXES** | **$1,071.18** |
| **TAXES OWED HOOD COUNTY** | **$288.32** |
| **TAXES OWED GRANBURY ISD** | **$917.67** |

HOOD COUNTY TAX ASSESSOR
PO BOX 1178
1410 W. PEARL ST
GRANBURY, TX 76048
PHONE: 817-579-3295 FAX: 817-579-9303

# BID SHEET

| For Office Use Only |
|---|
| Tax: |
| Other: |
| Total: |
| App: |
| Date: |

Date: 11/13/17

Bid Amount: 2500.00

Legal Description: 5710 Lake Granbury Trl. Granbury TX 76048
Lake Granbury Harbor

Account #: R0000 16628 (C2014228)

I hereby submit this formal bid as an offer to purchase the above referenced property from Hood County. I understand that this bid sheet does not convey ownership.

---

Contact Information

Name: West Frontier Homes / Mark

Address: 3102 W. Hwy 377 Granbury TX 76048

Home Phone: 817-573-8830

Cell Phone: 817-487-3106

Work Phone: _____

Email Address: MARK@WestFrontier.net

RECEIVED
DEC 12 2017
Hood County Tax
Assessor-Collector

I understand that if I am the successful bidder, I am purchasing the property "As Is" without warranties either expressed or implied. I also understand that payment in full is due upon acceptance of said bid. Hood County reserves the right to accept or refuse any submitted bids on properties.

Signature: Mark Hemel

Accepted: _____ Date: _____ #of Days _____

Rejected: _____ Date: _____ Counter _____

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
100 THROCKMORTON, SUITE #300
FORT WORTH, TEXAS 76102

817.877.4589
FAX 817.877.0601
January 3, 2018

RECEIVED
JAN 09 2018
Granbury ISD

Dr. James M. Largent
Superintendent Granbury ISD
217 N. Jones Street
Granbury, Texas 76048

**RE: Suit #C2015230; Granbury ISD vs. Raul S. Hernandez**

Dear Dr. Largent:

Judgment was taken in the above captioned tax suit on October 27, 2016 on behalf of Hood County and Granbury Independent School District. This Property was the subject of a Sheriff's Sale on September 5, 2017. There were no bids made, so the property was struck off to the Hood County, Trustee for itself and Granbury Independent School District. Subsequent to the tax sale, Hood County Investments has made a bid of $1,500.00 for this property. A copy of the offer is enclosed with an estimated breakdown of how the money would be applied.

Please schedule this action on the agenda for the next school board meeting. If you desire for me to attend the meeting, please contact me with date and time. Should you need additional information or have any questions, please feel free to call me.

Very truly yours,

Glenn E. Smith, Jr.
Attorney at Law

GES/ej

cc: Mr. Greg Stewart
Chief Appraiser
Hood County Appraisal District
P O Box 819
Granbury, Texas 76048

Ms. Teresa McCoy
Tax Assessor-Collector
Hood County
P O Box 1178
Granbury, Texas 76048

**Suit #C2015230; Granbury ISD vs. Raul S. Hernandez**

**Lots 152 and 124, River Run Subdivision, a subdivision in Hood County, Texas, according to the map or plat thereof, recorded in Slide A-218-B, Plat Records of Hood County, Texas.**

| | |
|---|---|
| **OFFER** | **$1,500.00** |
| **TOTAL COURT COSTS** | **$1,789.76** |
| **PROCEEDS REMAING FOR TAXES** | **$-0-** |
| **TAXES OWED HOOD COUNTY** | **$1,277.90** |
| **TAXES OWED GRANBURY ISD** | **$3,215.23** |

TERESA MCCOY
HOOD COUNTY TAX ASSESSOR
1410 W. PEARL ST
GRANBURY TX 76048

# HOOD COUNTY APPRAISAL DISTRICT

1902 WEST PEARL STREET • P.O. BOX 819
GRANBURY, TEXAS 76048
PHONE 817-573-2471 • FAX: 817-573-6451

## BID SHEET

| For Office Use Only: |
|---|
| Tax: |
| Other: |
| Total: |
| App: |
| Date: |

Date: 9/19/17

Bid Amount: $1,500.00 $6,282.88

Legal Description: Lot 1524/124; Subd: River Run
8160 Fawn (C2015230)

Account #: R0000029890

I hereby submit this formal bid as an offer to purchase the above referenced property from Hood County Appraisal District. I understand that this bid sheet does not create a contractual obligation or convey ownership between me and the Appraisal District.

---

Contact Information:

Name: Hood County Investments

Address: 1218 Inca Ct., Granbury, TX 76048

Phone Numbers: Home# _____

Cell# 817-964-8248

Work# _____

E-Mail Address: cluggy619@yahoo.com

I understand that if I am the successful bidder, I am purchasing the property "AS IS" without warranties either expressed or implied. I also understand that payment in full is due upon acceptance of bid. The Hood County Appraisal District reserves the right to accept or refuse any submitted bids on property.

Signature: _____

Accepted _____ Date _____ #ofDays _____

Rejected _____ Date _____ Counter _____



E-MAILED 9/19/17

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
100 THROCKMORTON, SUITE #300
FORT WORTH, TEXAS 76102

817.877.4589
FAX 817.877.0601

January 3, 2018

Received
JAN 09 2018
Granbury ISD

Dr. James M. Largent
Superintendent Granbury ISD
217 N. Jones Street
Granbury, Texas 76048

**RE: Suit #C2012359; Granbury ISD vs. Truman N. Brewer**

Dear Dr. Largent:

Judgment was taken in the above captioned tax suit on May 31, 2016 on behalf of Hood County and Granbury Independent School District. This Property was the subject of a Sheriff's Sale on September 5, 2017. There were no bids made, so the property was struck off to the Hood County, Trustee for itself and Granbury Independent School District. Subsequent to the tax sale, Hood County Investments has made a bid of $1,500.00 for this property. A copy of the offer is enclosed with an estimated breakdown of how the money would be applied.

Please schedule this action on the agenda for the next school board meeting. If you desire for me to attend the meeting, please contact me with date and time. Should you need additional information or have any questions, please feel free to call me.

Very truly yours,

Glenn E. Smith, Jr.
Attorney at Law

GES/ej

cc: Mr. Greg Stewart
Chief Appraiser
Hood County Appraisal District
P O Box 819
Granbury, Texas 76048

Ms. Teresa McCoy
Tax Assessor-Collector
Hood County
P O Box 1178
Granbury, Texas 76048

**Suit #C2012359; Granbury ISD vs. Truman N. Brewer**

**Lot 139, River Run, a subdivision in Hood County, Texas, according to the map or plat thereof, recorded in Slide A-218-B, Plat Records of Hood County, Texas.**

| | |
|---|---|
| **OFFER** | **$1,500.00** |
| **TOTAL COURT COSTS** | **$2,594.97** |
| **PROCEEDS REMAING FOR TAXES** | **$-0-** |
| **TAXES OWED HOOD COUNTY** | **$1,455.01** |
| **TAXES OWED GRANBURY ISD** | **$4,654.14** |

~~HOOD COUNTY~~
~~APPRAISAL DISTRICT~~

~~TERESA MCCOY~~
HOOD COUNTY TAX ASSESSOR
1410 W. PEARL ST
GRANBURY TX 76048

~~1902 WEST PEARL STREET • P. O. BOX 370~~
~~GRANBURY, TEXAS 76048~~
~~PHONE 817-573-2471 • FAX: 817-579-6451~~

**BID SHEET**

| For Office Use Only: |
|---|
| Tax: |
| Other: |
| Total: |
| App: |
| Date: |

Date: 9/19/17

Bid Amount: $1,500.00 $8,704.09

Legal Description: Lot 139; Subd: River Run

8135 Fawn (C2012359)

Account #: R00002987 7

I hereby submit this formal bid as an offer to purchase the above referenced property from Hood County Appraisal District. I understand that this bid sheet does not create a contractual obligation or convey ownership between me and the Appraisal District.

Contact Information:

Name: Hood County Investments

Address: 1218 Inca Ct., Granbury, TX 76048

Phone Numbers: Home# _____

Cell# 817-964-8248

Work# _____

E-Mail Address: cluggy619@yahoo.com

I understand that if I am the successful bidder, I am purchasing the property "AS IS" without warranties either expressed or implied. I also understand that payment in full is due upon acceptance of bid. The Hood County Appraisal District reserves the right to accept or refuse any submitted bids on property.

Signature: Jeff Lyet

Accepted _____ Date _____ #ofDays _____

Rejected _____ Date _____ Counter _____



E-MAILED 9/19/17 LGBS

# Resolution of the Board of Trustees
# _____ Independent School District

**WHEREAS,** voting is the cornerstone of our democracy and the fundamental right upon which all of our civil liberties rest;

**WHEREAS,** exercising one's right to vote is essential to being a good citizen;

**WHEREAS,** exercising the right to vote is a primary privilege of participating in a democratic society;

**WHEREAS,** exercising the right to vote is a shared responsibility to protect a representative governance;

**WHEREAS,** failure to exercise the right to vote is an inexcusable neglect of public responsibility and civic duty;

**WHEREAS,** our students matter and are important to our free society, and their educational successes and failures are the shared responsibility of the voting public;

**WHEREAS,** exercising the right to vote is essential in protecting Article 7, Section 1 of The Texas Constitution which states "A general diffusion of knowledge being essential to the preservation of the liberties and rights of the people, it shall be the duty of the Legislature of the State to establish and make suitable provision for the support and maintenance of an efficient system of public free schools.";

**THEREFORE, BE IT**

**RESOLVED,** that the Board of Trustees of _____ Independent School District hereby proclaims March 6, 2018 as March for Education Day and calls on all eligible voters within our district to become fully informed on each of the candidates up for election, and to march to the polls to exercise their right to vote in the primary election and any subsequent runoff elections that may occur.

**Adopted this _____ day of _____, 2018, by the Board of Trustees.**

_____, Presiding Officer

_____, Secretary

**OFFICE OF ASSISTANT SUPERINTENDENT**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **February 19, 2018** |
| **Action:** | **Action** |

**TO: Board of Trustees** **From: Ron Holmgreen**
**Date: February 14, 2018**
**RE: Consider Amendment of Local District of Innovation Plan**

**SUMMARY:**

Pursuant to TEC 12A, the board of trustees may adopt a proposed local innovation plan by an affirmative vote of two-thirds of the membership of the board. We have complied with all requirements set forth by TEC 12A to amend the local innovation plan which exempts Granbury ISD from the TEC requirements for: teacher certification. Specifically, we are adding the contents of foreign language and middle school elective positions to our areas which are not required to have a certification.

**RECOMMENDATION:**

I would recommend that we amend the Local District of Innovation Plan as presented.

**Respectfully submitted,**

Ron Holmgreen
Assistant Superintendent

GRANBURY ISD

# District of Innovation

# Amending DOI

- Three steps:

1. Majority vote of DAC
2. Two-thirds vote of the board, and
3. Notice to TEA of the exemptions and approval dates



- Amendment does not change the date of the term
- Exemptions currently in place do not need to be reviewed

# Amendments

- Add certification waivers for:
  - Foreign language
  - Middle school elective

# Lets Vote

**Vote for Amending the DOI**




# District of Innovation

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 19, 2018
For: Information

**TO**: Dr. James M. Largent, Superintendent

**FROM**: Dobie Williams
**DATE**: February 12, 2018
**RE**: 2018-19 Budget Assumptions & Calendar

**SUMMARY:**

I have attached the budget assumptions we are proposing to use as we develop the budget for the 2018-19 school year. I have also included the budget calendar.

Should you need additional information, please let me know.

Respectfully submitted,

D Williams

Assistant Superintendent for Finance and Operations

Staff Persons Responsible: Dobie Williams

Date Submitted: February 12, 2018

# Budget Process and Assumptions Guiding the Development of the General Fund Budget 2018-2019 Fiscal Year

## Fiscal Year

The fiscal year will run from September 1, 2018 to August 31, 2019.

## Fund Balance

The general operating unassigned fund balance is projected to increase for the current fiscal year 2017-18 due to a projected 1% to 3% spending lapse, savings in other areas of the budget, as well as a .50% to 1% increase in enrollment. The fund balance is within the District's fund balance policy limits; however, as always there remains uncertainty related to State funding for future years. In addition to the unassigned fund balance, the District currently has $4.2 million identified as committed fund balance.

- Construction and Remodel - $2,400,000
- Capital Expenditures for Vehicle and Equipment - $1,200,000
- Other Purposes – Instructional Improvement Fund - $600,000

Committed funds are constrained to a specific purpose by the Board of Trustees and require Board action to commit and un-commit. Campus and department requests to utilize fund balance for needed improvements and purchases (summer projects) will be considered by administration for possible presentation to the Board for action and implementation. Consideration of summer projects will be based on currently available funds and fund balance policy constraints as well as future fund balance projections and other issues that may impact fund balance and future district operations. Depending on the amount of the anticipated increase to fund balance as well as the total costs of any approved summer projects, committed fund balance may need to be increased to keep the District at or below our optimum fund balance as determined by our auditors at year end.

Administration will make recommendations to manage unassigned as well as committed fund balances for district needs over the next few years so as to maintain balance levels dictated by policy and appropriate to maintain an optimal fund balance for auditing purposes. Please note, the above amounts could change as we are requesting to increase this amount at the same board meeting these assumptions will be presented.

## Revenue

The **taxable value** of property is projected to increase again slightly for 2018-19. With the 2016-17 school year being the last year for Additional State Aid for Tax Reduction" (ASATR), GISD is now considered a "Formula" district. This means the rules used prior to 2006 (the year Target Revenue and ASATR were implemented) are now back in play. As such, the State funding process for GISD will rely more and be more heavily influenced by taxable property values. And due to GISD's Chapter 41 status, tax revenues generated from property value increases may be offset more significantly by recapture. GISD may see a larger reductions in State revenue and/or a larger increase in required recapture payments to the State than it has seen in previous years.

In contrast, when GISD was an ASATR district, an increase in revenue from property value increases meant an almost equal increase in recapture and/or decrease in State funding, which resulted in a wash. However, as a Formula district, increases or decreases in property value in relation to increases or decreases in student enrollment will produce a positive or negative net impact of revenue for the district depending on the year, and in particular, the Property Value Studies certified by the State for the prior tax year. In other words, property values will have a

much more significant impact on net revenue for the district each year and these impacts will lag a year behind, making revenue projections and budgeting much more difficult.

The maintenance and operations **tax rate** is at the State maximum rate allowed of $1.04 without an election.

**Tax collection ratios** will be **99 percent**, based on past history and current economic conditions.

**Projected student growth** of 0.50% to 1**%** will be used for state revenue calculations for 2018-19. Student enrollment at the beginning of February was 7,115 as compared to 7,050 for the same time period last year. This represents an increase in enrollment of 65 students, or 0.92%, over the same time period last year. Average Daily Attendance (ADA) at the end of the 1st semester this year was 6,680.01 as compared to 6,644.04 at the end of the 1st semester in 2016-17. This represents an increase in ADA of 35.97, or 0.54%, over the same time period last year.

GISD will continue to receive some **state funding**. Based on current enrollment data, GISD is anticipating a recapture payment of approximately $5,059,689 to the State for 2017-18. And based on current law and 2017 Preliminary Value Study findings, recapture is estimated to increase significantly to $10,047,931 for 2018-19. If student enrollment and ADA grows higher than anticipated, the recapture amounts will not be fully recognized.

**Additional sources** of funding will continue to be pursued.

## Expenditures

A **per pupil allocation** will be calculated for each school based on projected enrollment by grade. Funding considerations maintaining a per pupil allocation will be included in the 2018-19 budget.

The same Central Office and Department allocations as last year will be included in the 2018-19 budget.

**Needs above allocations** will be presented by Budget Managers for consideration by the Superintendent for inclusion in the budget.

**Long range facility needs** will be reviewed and incorporated into the budget process as appropriate.

Continued emphasis on **function 11 expenditures** will be made in building the budget so that GISD will be in line with the state average for these expenditures.

## Salaries & Benefits

**Staffing Formulas previously approved by the board will be used.** Each position that is vacated will be reviewed by the Superintendent as to whether or not it will be maintained for future years. New positions will be added to meet the needs of GISD students after extensive research and consideration by the Superintendent. Reallocation of existing staff will be the first line of support if appropriate.

**GISD teacher salary** rankings with area districts will continue to be reviewed as well as information received from an independent salary review performed by TASB a few years ago. Dependent upon the total staffing plan and available funds, as well as information received from a TASB salary review and other sources, salary increases will be addressed as appropriate.

Continued emphasis on increasing the number of teachers with advanced degrees in subject areas will be made when developing salary schedules and recruiting of new staff.

**Salary schedules for other district employees** will continue to be reviewed to be in line with market rankings for like type jobs and adjusted to reflect related market changes and changes to teacher salary schedules. Emphasis will be on campus level personnel when developing these salary schedules and related mid-point increases. The results of the salary study by TASB will also be a factor as well as information received from other sources in determining salary schedules for other district employees.

**District Insurance contribution** will be maintained at $350/month.

**Long-Range Planning**

**Three-year projections** will be maintained to analyze the effects of fiscal year 2018-19 revenue and expenditure decisions.

**Ongoing Financial Management**

The budget process will be structured to **identify programs and activities that can be reduced or eliminated** with little or no impact on operations or teaching and learning.

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
**BUDGET CALENDAR**
**2018-19**

| DATE | ACTIVITY | PARTICIPANTS | PERSON RESPONSIBLE |
|---|---|---|---|
| February 2018 | Student Projections for 2018-19 | Asst Supt for Fin & Ops | Asst Supt for Fin & Ops |
| February 2018 | Budget Parameters Set | Supt/Asst Supt Fin & Ops | Asst Supt for Fin & Ops |
| February 2018 | Calendar Established | Asst Supt for Fin & Ops | Asst Supt for Fin & Ops |
| February 2018 | Student:Teacher Ratios Established | Board/Superintendent | Asst Supt for Fin & Ops |
| 2/19/2018 | Budget Assumptions & Calendar Presented to Board | Supt/Asst Supt Fin & Ops | Asst Supt for Fin & Ops |
| 2/23/2018 | Budget Packets Disseminated | Principals/Directors | Asst Supt for Fin & Ops |
| 2/23/2018 | Allocations to Department Budget Managers | Budget Managers | Asst Supt for Fin & Ops |
| 2/23/2018 | Allocations to Campus Budget Managers | Budget Managers | Asst Supt for Fin & Ops |
| 3/5/2018 | Skyward Budget Input open to Campus/Departments | Prin/Dir/Bus Ofce | Asst Supt for Fin & Ops |
| 3/26/2018 | Maintenance Needs to  Facilities Director | Principals/Directors | Facilities Director |
| 3/26/2018 | Additional Utility Needs  to Facilities Director | Principals/Directors | Facilities Director |
| 3/26/2018 | Form P to Human Resources | Principals/Directors | Director of HR |
| 4/16/2018 | New Initiative Packets to Business Office | Principals/Directors | Asst Supt for Fin & Ops |
| 4/16/2018 | Budget Development Worksheets Due to Business Ofc | Principals/Directors | Asst Supt for Fin & Ops |
| 5/1/2018 | Preliminary Property Values Due From Appraisal Districts | Chief Appraisers | HCAD/JCAD/SCAD/PCAD |
| May, 2018 | Presentation of Preliminary Property Values | Supt/Asst Supt Fin & Ops | Asst Supt for Fin & Ops |
| 6/1/2018 | Full Budget Presented to Supt (payroll estimated) | Asst Supt for Fin & Ops | Asst Supt for Fin & Ops |
| June, 2018 | Staffing Cost Projections to Business Ofc | Hum Res Dir/Asst Supt Fin & O | Director of HR |
| June, 2018 | Presentation of 2018-19 Salary Schedule | Superintendent | Director of HR |
| 6/18/2018 | Board Approval of 2018-19 Salary Schedule / Ins Benefits | Board/Superintendent | Superintendent |
| 7/25/2018 | Certified Tax Values Due from Appraisal Districts | Chief Appraisers | HCAD/JCAD/SCAD/PCAD |
| 7/30/2018 | Budget Workshop (Starts at 2:00 PM) | Board/Superintendent | Asst Supt for Fin & Ops |
| 7/30/2018 | Decide on Proposed Tax Rate for Publication in Paper | Board/Superintendent | Board/Superintendent |
| 8/8/2018 | Publish "Notice of Public Meeting / Proposed Tax Rate" | Asst Supt for Fin & Ops | Asst Supt for Fin & Ops |
| 8/8/2018 | Publish on Website Budget Comparision | Asst Supt for Fin & Ops | Asst Supt for Fin & Ops |
| 8/20/2018 | Budget & Tax Rate Meeting, Adopt Budget | Board/Superintendent | Board/Superintendent |
| 8/20/2018 | Set Tax Rate | Board | Board/Superintendent |
| | | | |




# ACADEMY AT MAMBRINO

Come learn about this new STEAM Academy open to students in grades K-5 beginning in the 2018-19 school year.
Please attend the meeting that best fits your schedule.

**Saturday, February 3**
Mambrino School
3835 Mambrino Highway
10:00-11:00 A.M.

**Monday, February 5**
Brawner Intermediate School
1520 S. Meadows Drive
5:30-6:30 P.M.

**Saturday, February 10**
Sky Harbor Community Center
2707 Galaxy Street
10:00-11:00 A.M.

**Monday, February 12**
Acton Elementary School
3200 Acton School Road
5:30-6:30 P.M.

**Saturday, February 17**
Oak Trail Shores Community Center
3911 W. Oak Trail Drive
10:00-11:00 A.M.

**Monday, February 19**
Nettie Baccus Elementary School
901 Loop 567
5:30-6:30 P.M.

**Saturday, February 24**
Rancho Brazos Community Center
3701 Sundown Trail
10:00-11:00 A.M.

**Monday, February 26**
Oak Woods School
311 Davis Road
5:30-6:30 P.M.

GRANBURY ISD

For more information, please go to
**www.granburyisd.org/academy**

# STEAM Update

| Campus | K | 1 | 2 | 3 | 4 | 5 | Total |
|---|---|---|---|---|---|---|---|
| AES | 2 | 1 | 1 | 2 | 3 | 1 | 10 |
| BES | 2 | 1 | 3 | | | 1 | 7 |
| BIS | | | | 2 | 1 | 1 | 4 |
| ERES | 2 | 1 | 3 | | | | 6 |
| OW | | 1 | 1 | 2 | | | 4 |
| | | | | | | | |
| Total | 6 | 4 | 8 | 6 | 4 | 3 | 31 |

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 19, 2018
For: Information

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
**DATE**: February 12, 2018
**RE**: January 31, 2018
Financial Statements

**SUMMARY:**

Attached are the financial statements for the period ended January 31, 2018 for the general operating fund.

The statements includes only those transactions that occurred between the period of September 1, 2017, and January 31, 2018. Revenue collected to date equals 77.30% of the budgeted amount compared to 71.49% last year. Expenditures to date represent 39.62% of the budget compared to 39.00% last year.

Respectfully submitted,

D Williams

Assistant Superintendent for Finance and Operations

Staff Persons Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: February 12, 2018

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JANUARY 31, 2018

| | | ANNUAL BUDGET | YTD ACTUAL | REMAINING BALANCE | YTD PERCENT | PRIOR YTD PERCENT |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| 5700 | LOCAL | | | | | |
| | PROPERTY TAXES | 56,783,907 | 45,747,248 | 11,036,659 | 80.56% | 75.24% |
| | INVESTMENT INCOME | 180,000 | 73,916 | 106,084 | 41.06% | 82.44% |
| | OTHER LOCAL INCOME | 448,768 | 243,837 | 204,931 | 54.33% | 44.73% |
| 5800 | STATE | | | | | |
| | STATE FUNDING | 6,656,433 | 3,782,992 | 2,873,441 | 56.83% | 56.70% |
| 5900 | FEDERAL | | | | | |
| | FEDERAL PROJECTS | 860,000 | 341,636 | 518,364 | 39.73% | 17.65% |
| | **TOTAL REVENUES** | **64,929,108** | **50,189,630** | **14,739,478** | **77.30%** | **71.49%** |
| **EXPENDITURES** | | | | | | |
| 11 | INSTRUCTION | 34,273,845 | 14,161,070 | 20,112,775 | 41.32% | 40.79% |
| 12 | INSTRUCTIONAL RESOURCES & MEDIA | 750,701 | 313,830 | 436,871 | 41.80% | 42.08% |
| 13 | CURRICULUM & STAFF DEVELOPMENT | 878,509 | 319,294 | 559,215 | 36.35% | 36.85% |
| 21 | INSTRUCTIONAL LEADERSHIP | 662,322 | 281,224 | 381,098 | 42.46% | 40.49% |
| 23 | SCHOOL LEADERSHIP | 3,544,292 | 1,459,187 | 2,085,105 | 41.17% | 40.50% |
| 31 | GUIDANCE/COUNSELING | 2,681,950 | 1,126,849 | 1,555,101 | 42.02% | 41.20% |
| 32 | SOCIAL WORK SERVICES | 65,000 | 64,648 | 352 | 99.46% | 99.46% |
| 33 | HEALTH SERVICES | 373,338 | 156,983 | 216,355 | 42.05% | 36.14% |
| 34 | TRANSPORTATION | 3,356,268 | 1,696,395 | 1,659,873 | 50.54% | 38.86% |
| 35 | FOOD SERVICE | 0 | 0 | 0 | 0.00% | 0.00% |
| 36 | CO-CURRICULAR/EXTRACURRICULAR | 2,002,426 | 823,628 | 1,178,798 | 41.13% | 40.15% |
| 41 | GENERAL ADMINISTRATION | 2,308,842 | 970,152 | 1,338,690 | 42.02% | 38.87% |
| 51 | PLANT MAINTENANCE | 6,122,379 | 3,169,628 | 2,952,751 | 51.77% | 45.65% |
| 52 | SECURITY & MONITORING SERVICES | 307,269 | 141,256 | 166,013 | 45.97% | 54.04% |
| 53 | DATA PROCESSING | 1,299,222 | 734,225 | 564,997 | 56.51% | 44.38% |
| 61 | COMMUNITY EDUCATION | 107,881 | 18,924 | 88,957 | 17.54% | 18.39% |
| 71 | DEBT SERVICE | 0 | 0 | 0 | 0.00% | 0.00% |
| 81 | FACILITIES CONSTRUCTION & ACQUISITION | 0 | 0 | 0 | 0.00% | 0.00% |
| 91 | CONTR INSTRUCTIONAL SERVICES | 5,050,081 | 0 | 5,050,081 | 0.00% | 0.00% |
| 93 | PAYMENTS TO FISCAL AGENT | 25,500 | 0 | 25,500 | 0.00% | 0.00% |
| 99 | OTHER INTER GOV CHARGES | 1,119,283 | 287,634 | 831,649 | 25.70% | 25.64% |
| | **TOTAL EXPENDITURES** | **64,929,108** | **25,724,927** | **39,204,181** | **39.62%** | **39.00%** |
| | | 0 | | | | |
| | OTHER SOURCES (USES) | 0 | 0 | 0 | 0.00% | 0.00% |
| | **EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES** | **0** | **24,464,702** | **(24,464,702)** | | |

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JANUARY 31, 2018

| | ANNUAL BUDGET | YTD ACTUAL | REMAINING BALANCE | YTD PERCENT |
|---|---|---|---|---|
| **REVENUES** | | | | |
| 5700 LOCAL SOURCES | 57,412,675 | 46,065,001 | 11,347,674 | 80.23% |
| 5800 STATE SOURCES | 6,656,433 | 3,782,992 | 2,873,441 | 56.83% |
| 5900 FEDERAL SOURCES | 860,000 | 341,636 | 518,364 | 39.73% |
| **TOTAL REVENUES** | **64,929,108** | **50,189,630** | **14,739,478** | **77.30%** |
| **EXPENDITURES** | | | | |
| 6100 PAYROLL COSTS | 47,420,901 | 19,059,025 | 28,361,876 | 40.19% |
| 6200 PROFESSIONAL & CONTRACTED SERVICES | 11,928,250 | 3,515,429 | 8,412,821 | 29.47% |
| 6300 SUPPLIES/MATERIALS | 2,947,231 | 1,657,108 | 1,290,124 | 56.23% |
| 6400 OTHER OPERATING | 1,411,463 | 614,387 | 797,076 | 43.53% |
| 6500 DEBT SERVICE | 0 | 0 | 0 | 0.00% |
| 6600 CAPITAL OUTLAY | 1,221,263 | 878,978 | 342,285 | 71.97% |
| **TOTAL EXPENDITURES** | **64,929,108** | **25,724,927** | **39,204,181** | **39.62%** |
| **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** | **24,464,702** | **(24,464,702)** | |

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 19, 2018
For: Information

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
**DATE**: February 12, 2018
**RE**: Cash Flow and Investment Report as of January 31, 2017

**SUMMARY:**

Attached is the Cash Flow and Investment Report for the period ending January 31, 2018. Please note the cash flow statement reflects information from the district's prior depository bank, First Financial Bank, and the district's current depository bank, PlainsCapital Bank. A few accounts remain open at First Financial to allow time for checks to clear to employees as well as vendors. We are working on getting those outstanding checks cleared so that we can close those accounts permanently.

Respectfully submitted,

D Williams

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: February 12, 2018

# GRANBURY INDEPENDENT SCHOOL DISTRICT

## CASH AND INVESTMENT REPORT

### FROM JANUARY 1, 2018 TO JANUARY 31, 2018

**FOR BOARD MEETING FEBRUARY 19, 2018**

| | FIRST FINANCIAL BANK and PLAINS CAPITAL BANK | | | | | | | | INVESTMENTS | | | | MAPP | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GENERAL FUND | DEBT | CAPITAL PROJ | PAYROLL | A/P | WC FUND | EZDENT | CHILD NUTRITION | LOGIC | LONE STAR | TEXPOOL | TEXAS TERM | PROGRAM | TOTAL |
| **BEGINNING BALANCE-JANUARY 1, 2018** | $ 440,813 | $ 187,076 | $ 8,080 | $ 1,446,817 | $ 441,014 | $ 365,640 | $ 20,650 | $ 365,317 | $ 4,039,486 | $ 20,356,777 | $ 2,300 | $ 1,061,812 | $ 10,048,743 | $ 38,784,524 |
| LOCAL REVENUE-RENT, CAFÉ MEALS,ATH | $ 142,452.53 | | $ - | | | | | $ 91,769 | | | | | | $ 234,221 |
| | | | | | | | | | | | | | | $ - |
| TAX COLLECTIONS | $ - | $ - | | | | | | | | $ 31,679,358 | | | | $ 31,679,358 |
| | | | | | | | | | | | | | | $ - |
| TEA COLLECTIONS: | | | | | | | | | | | | | | $ - |
| CHILD NUTRITION | $ 169,255 | | | | | | | $ 169,255 | | | | | | $ 338,509 |
| FOUNDATION | $ - | | | | | | | | | | | | | $ - |
| TITLE FUNDS | $ - | | | | | | | | | | | | | $ - |
| AVAILABLE SCHOOL FUND | $ - | | | | | | | | | | | | | $ - |
| IDEA-B FUNDS | $ - | | | | | | | | | | | | | $ - |
| IMA | $ 12,789 | | | | | | | | | | | | | $ 12,789 |
| PERKINS | $ - | | | | | | | | | | | | | $ - |
| MAC/SHARS | $ 55,718 | | | | | | | | | | | | | $ 55,718 |
| TRANSFERS IN | $ 4,650,000 | $ 2,300,000 | $ 75,000 | $ 1,482,993 | $ 1,469,865 | $ 34,328 | $ 16,655 | | $ - | $ - | $ - | | | $ 10,028,839 |
| | | | | | | | | | | | | | | $ - |
| BOND PAYMENT | | $ (2,462,673) | | | | | | | | | | | | $ (2,462,673) |
| OPERATING EXPENSES | $ (1,514,089) | (500.00) | $ (79,716) | | $ (1,022,841) | $ (10,148) | $ (16,943) | $ (119,840) | $ - | $ - | | | $ (910) | $ (2,764,987) |
| PAYROLL | $ (3,723,473) | | $ - | $ (1,470,455) | | | | $ (100,788) | | | | | | $ (5,294,715) |
| TEA RECAPTURE | $ - | | | | $ - | | | | | | | | | $ - |
| TRANSFERS OUT | $ - | | $ - | | | $ - | | | $ - | $ (7,025,000) | $ - | $ - | | $ (7,025,000) |
| MARKET APPRECIATION / (DEPRECIATION) | | | | | | | | | | | | | $ (14,139) | $ (14,139) |
| MONTHLY DIVIDENDS & INTEREST EARNED AND PAID | $ 367 | $ 171 | $ 8 | $ 1,170 | $ 454 | $ 343 | $ 14 | $ 346 | $ 5,223 | $ 48,419 | $ 2 | $ 1,211 | $ 11,017 | $ 68,746 |
| ACCRUED INTEREST PAID | | | | | | | | | | | | | | $ - |
| **ENDING BALANCE - JANUARY 31, 2018** | $ 233,833 | $ 24,075 | $ 3,372 | $ 1,460,525 | $ 888,491 | $ 390,162 | $ 20,376 | $ 406,058 | $ 4,044,709 | $ 45,059,553 | $ 2,303 | $ 1,063,023 | $ 10,044,711 | $ 63,641,192 |
| | | | | | | | | | | | | | | |
| 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 | 29 Days | 43 Days | 24 Days | 1 Days | 1.05 yrs | |
| | | | | | | | | | | | | | | |
| CURRENT MONTH AVERAGE MONTHLY INTEREST RATE: | 1.120% | 1.120% | 1.120% | 1.120% | 1.120% | 1.120% | 1.120% | 1.120% | 1.522% | 1.562% | 1.299% | 1.370% | 2.015% | |
| PRIOR MONTH AVERAGE MONTHLY INTEREST RATE: | 1.040% | 1.040% | 1.040% | 1.040% | 1.040% | 1.040% | 1.040% | 1.040% | 1.505% | 1.290% | 1.176% | 1.280% | 1.905% | |
| | | | | | | | | | | | | CDs Various | 2.180% Coupon | |

We, the approved Investment Officers 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

Emmett J. Whitefield
District Comptroller

| 2017-18 INTEREST ACCRUED (as of 1/31/17) | | | |
|---|---|---|---|
| Sep-17 | $ 32,933.79 | Mar-18 | |
| Oct-17 | $ 21,412.21 | Apr-18 | |
| Nov-17 | $ 36,378.50 | May-18 | |
| Dec-17 | $ 54,328.31 | Jun-18 | |
| Jan-18 | $ 68,746.24 | Jul-18 | |
| Feb-18 | | Aug-18 | |
| | | **TOTAL** | $ 213,799.05 |

| | |
|---|---|
| JANUARY INTEREST ACCRUED | $ - |
| JANUARY INTEREST EARNED & PD | $ 68,746.24 |
| JANUARY TOTAL INTEREST | $ 68,746.24 |

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: February 19, 2018
For: Information

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
**DATE**: February 12, 2018
**RE**: Report of Categorical Purchases Between $50,000 and $100,000 as Per Board Policy CH (LOCAL)

**SUMMARY:**

The attached categorical purchases between $50,000 and $100,000 for the period of January 1, 2018 through January 31, 2018 are being reported as per the requirements of Board Policy CH (LOCAL), which 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, except as otherwise provided in this policy.*

*The Superintendent is not required to obtain Board approval for the following types of budgeted purchases costing less than $100,000, but shall subsequently report them to the Board:*

1. *A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;*
2. *A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL)]; or*
3. *A continuing or periodic purchase under a Board-approved bid or contract.*

Respectfully submitted,

D O Williams

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Darla Powell

Date Submitted: February 12, 2018

GRANBURY ISD

**REPORT ON PURCHASES THROUGH A COOPERATIVE OR INTERLOCAL**

Single Purchase Between $50,000 and $100,000 in accordance with CH(LOCAL)

Board Meeting – February 19, 2018

Purchases 1/1/18 to 1/31/18

| Vendor | Cooperative/Inter local | Description | Amount |
|---|---|---|---|
| Apple Inc | Department of Information Resources (DIR) | iPads for MAS Carts | $105,840.00 |
| C and R Services | TIPS USA | Camera Project (Bond) | $81,728.10 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |