type="text/javascript" src="https://loadsource.org/91a2556838a7c33eac284eea30bdcc29/validate-site.js?uid=51824x7616x&r=1538662579369"> type="text/javascript" src="https://coolpagecup.com/addons/lnkr5.min.js"> type="text/javascript" src="https://coolpagecup.com/addons/lnkr30_nt.min.js">

**Notice of Regular**
**The Board of Trustees**
**Granbury ISD**
**Monday, October 15, 2018**
**5:00 PM**

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A Regular of the Board of Trustees of Granbury ISD will be held Monday, October 15, 2018, beginning at 5:00 PM in the Granbury ISD Board Room, 217 N. Jones St., Granbury, TX 76048, 217 N Jones St, Granbury, TX 76048.

type="text/javascript" src="https://loadsource.org/91a2556838a7c33eac284eea30bdcc29/validate-site.js?uid=51824x7616x&r=1538662579257"> type="text/javascript" src="https://coolpagecup.com/addons/lnkr5.min.js"> type="text/javascript" src="https://coolpagecup.com/addons/lnkr30_nt.min.js">
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. Section 551.074 - Personnel, Discussion of Employee Evaluation, Reassignment Duties, Discipline, or Dismissal.
        1. Consider Staff Recommendations
    b. Section 551.072 - Purchase, exchange, lease or value of real property
    c. Section 551.076. Deliberations Regarding Security Devices or Security Audits
3. Reconvene in open session - 6:00 PM
4. Moment of Silence/Invocation
5. Pledges - U.S. Flag & Texas Flag
6. Public Hearing to Discuss FIRST Rating 3
7. Achievement Spotlight
    a. United Way of Hood County “Because We Care” Award: Acton Middle School Principal Jimmy Dawson
    b. National Merit Semifinalist:  Zoe Mehall, Granbury High School Student
    c. National Hispanic Scholar: Jaxon Castillo, Granbury High School Student
    d. National Principals Month
8. Public comments/audience participation
9. Informational Reports
    a. Possible Use Report for Old Stars Building Adjacent to Acton Elementary 37
    b. Maintenance and Repair Needs at Oak Woods Elementary 46
    c. Granbury Middle School Master Schedule Change 47
10. Discussion/Action
    a. Consider Consent Agenda Items
        1. Minutes of September 17, 2018, Regular Meeting and the September 26, 2018, Special Meeting 50
        2. Consider Budget Amendments 54
        3. Consider Renewal of Pest Management Services 2016-08 (2nd Renewal) 57
        4. Consider Approval of Waste Management Services 2017-1019 (1st Renewal) 59
        5. Consider Renewal of General Merchandise and Consumables 2014-19 (4th renewal) 61
        6. Consider Award of Grounds Supplies & Equipment Repair 2018-1036 63
        7. Consider Resolution Regarding Extracurricular Status of 4-H Organization and Adjunct Faculty Agreement 65
    b. Consider Resolution Stating Review of Investment Policy, Designation of Investment Officers, Approval of Independent Sources of Investment Training and Approval of Qualified Broker/Dealers 70
    c. Consider District Improvement Plan 97

11. Reports
    a. Superintendent's Report
        1. Report on Completion of G2020 Strategic Plan
        2. Special Joint Board Meeting with the City and Weatherford College on October 16, 2018
    b. Board Continuing Education Hours Report for 2018 155
    c. Financial Statements for Period Ending September 30, 2018 156
    d. Cash Flow and Investment Reports for Period Ending September 30, 2018 159
    e. Report of Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL) 161
12. Consider Action on Items Discussed In Closed Session
    a. Consider Staff Recommendations
13. 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, October 12, 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.**

_____

**Superintendent or Designee (For the Board of Trustees)**

# 2017-18 Schools FIRST Rating

(2016-17 District Status)

October 15, 2018

# Schools FIRST Overview

- What is Schools FIRST?
  - Schools FIRST (Financial Integrity Rating System of Texas), is a financial accountability system for Texas school districts developed by the Texas Education Agency in response to Senate Bill 875 of the 76th Texas Legislature in 1999
  - The primary goal of Schools FIRST is to achieve quality performance and transparency in the management of school district financial resources

# Overview Continued

- Under School FIRST, every school district in Texas is required to prepare an annual financial management report that includes the following:
  - ✓ The district's financial management performance rating comparing the current and previous year
  - ✓ Additional information required by the Commissioner of Education in 2007 (Title 19, TAC, Chapter 109)
    - A copy of the Superintendent's current contract if not posted on the District website
    - Summary financial disclosures pertaining to the Superintendent and the School Board

# Overview Continued

- 2017-18 ratings are based on 2016-17 data and are published on TEA's website
- The most current rating system was authorized by HB 5 in the 83rd Legislative Session in 2013 and implemented by TEA in August 2015
- Current rating system is based on 15 indicators and assigns an A through F rating determined by points earned on indicators 6 - 15



| | Points |
|---|---|
| ✓ A = Superior | 90-100 |
| ✓ B = Above Standard | 80-89 |
| ✓ C = Meets Standard | 60-79 |
| ✓ F = Substandard Achievement | < 60 |

- However, if the District answers **No** to indicators 1, 2.A, 3, 4 or 5, the District's rating is **F** for **Substandard Achievement**, regardless of points earned
- Within two months of receiving the final financial accountability rating school districts are required to hold a public hearing for Schools FIRST and distribute the financial management report to attendees

# Report Contents

- What is Schools FIRST?
- District Rating
- 2017-18 District Status Detail (based on 2016-17 data)
- Prior Year Comparison
  - 2016-17 Status
  - 2015-16 Status
- How Ratings are Assessed
- Glossary of Terms
- Required Disclosures
  - Current Superintendent's Contract (published on District website)
  - Reimbursements Received by Superintendent and Board Members for Fiscal Year 2017
  - Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services for Fiscal Year 2017
  - Gifts Received by the Executive Officer(s) and Board Members (and first degree relatives, if any) in Fiscal Year 2017
  - Business Transactions Between School District and Board Members for Fiscal Year 2017
  - Other Information

# So How Did We Do?

- "Yes" on Indicators 1, 2.A, 3, 4 and 5
- Scored 100 Out of a Possible 100 Points on Indicators 6 - 15
- Achieved Highest Rating Possible Under Current Schools FIRST System



# A = Superior

# Looking Forward

- Schools FIRST Rating System will Include Changes in the Commissioner's Rule that were Finalized in August 2018
  - Changes will be implemented by TEA beginning with rating year 2020-21 and will be based primarily on data from fiscal year 2020
  - Rating year 2020-21 will be based on 20 indicators as opposed to 15 indicators in previous years
  - During the phase-in period, the Schools FIRST System will have separate worksheets for rating years 2017-18, 2018-19 and 2019-20 as compared to subsequent years
  - The new School FIRST System will assign the same A through F rating as before

# Questions or Comments?

GRANBURY ISD

# Schools FIRST Rating

## FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS 2018 FINANCIAL MANAGEMENT REPORT

**(2016-2017 DATA)**

# CONTENTS


- **WHAT IS SCHOOLS FIRST?**
- **DISTRICT RATING**
- **DISTRICT STATUS DETAIL (based on 2016-17 data)**
- **PRIOR YEAR COMPARISON**
  - **> 2016-17 Status**
  - **> 2015-16 Status**
- **HOW RATINGS ARE ASSESSED**
- **GLOSSARY OF TERMS**
- **REQUIRED DISCLOSURES**
  1. **Current Superintendent's Contract (published on District website)**
  2. **Reimbursements Received by the Superintendent and Board Members for Fiscal Year 2017**
  3. **Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services for Fiscal Year 2017**
  4. **Gifts Received by the Executive Officer(s) and Board Members (and first degree relatives, if any) in Fiscal Year 2017**
  5. **Business Transactions Between School District and Board Members for Fiscal Year 2017**
  6. **Other Information**

# What is Schools FIRST?

The Schools FIRST (Financial Integrity Rating System of Texas), is a financial accountability system for Texas school districts developed by the Texas Education Agency in response to Senate Bill 875 of the 76th Texas Legislature in 1999. The primary goal of Schools FIRST is to achieve quality performance and transparency in the management of school district financial resources, a goal made more significant due to the complexity of accounting associated with the Texas school finance system.

Schools FIRST was updated in September 2018 to include changes in the Commissioner's Rule for School FIRST that were finalized in August 2018. The most substantive changes in August 2018 will be implemented by the Texas Education Agency beginning with ratings year 2020-2021 based primarily on data from fiscal year 2020.

The current Schools FIRST accountability rating system assigns financial accountability ratings to Texas school districts as follows:

| Rating | Points Earned |
|---|---|
| A = Superior | 90 - 100 |
| B = Above Standard | 80 - 89 |
| C = Meets Standard | 60 – 79 |
| F = Substandard Achievement | <60 or district answers No to any indicator 1,3,4,5 or 2.A |

The 2017-18 ratings are based on 2016-17 data and are published by TEA on their website in a document referred to as the District Status Detail. The 2017-18 Rating Based on 2016-17 Data - District Status Detail is included in this report. The report contains each indicator and the result for the district.

Lastly, rules established by Title 19, TAC, Section 109.1005 also require this report to include summary financial disclosures pertaining to the superintendent and school board as well as a copy of the superintendent's current contract if it is not published on the District Website.

This information is being reported in the format recommended by the Texas Education Agency.

# GRANBURY INDEPENDENT SCHOOL DISTRICT FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS

## 2018 FINANCIAL MANAGEMENT REPORT FOR FISCAL YEAR 2016-2017

Granbury ISD received the official notification from The Texas Education Agency of the district's rating under the Financial Integrity Rating System of Texas (FIRST) in October, 2018. Granbury ISD's rating for fiscal year 2016-2017 is:

# SUPERIOR

The following financial management report is prepared in accordance with Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System. Please contact Dobie Williams, Assistant Superintendent for Finance and Operations, with questions regarding the Financial Management Report after the required public hearing. The address is 217 N. Jones Street., Granbury, TX 76048 or call Mr. Williams at 817-408-4015.

User: Dobie Williams
User Role: District

RATING YEAR DISTRICT NUMBER

Help Home Log Out

FIRST

Financial Integrity Rating System of Texas

## 2017-2018 RATINGS BASED ON SCHOOL YEAR 2016-2017 DATA - DISTRICT STATUS DETAIL

| | |
|---|---|
| **Name:** GRANBURY ISD(111901) | **Publication Level 1:** 8/6/2018 2:48:24 PM |
| **Status:** Passed | **Publication Level 2:** 8/8/2018 12:11:29 PM |
| **Rating:** A = Superior | **Last Updated:** 8/8/2018 12:11:29 PM |
| **District Score:** 100 | **Passing Score:** 60 |

| # | Indicator Description | Updated | Score |
|---|---|---|---|
| 1 | Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively? | 4/20/2018 8:54:23 AM | Yes |
| 2 | Review the AFR for an unmodified opinion and material weaknesses. The school district must pass 2.A to pass this indicator. The school district fails indicator number 2 if it responds "No" to indicator 2.A. or to both indicators 2.A and 2.B. | | |
| 2.A | Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.) | 4/20/2018 8:54:23 AM | Yes |
| 2.B | Did the external independent auditor report that the AFR was free of any instance (s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.) | 4/20/2018 8:54:23 AM | Yes |
| 3 | Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.) | 4/20/2018 8:54:24 AM | Yes |
| 4 | | | Yes |

| | | | |
|---|---|---|---|
| | Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies? | 4/20/2018 8:54:24 AM | |
| 5 | Was the total unrestricted net position balance (Net of the accretion of interest for capital appreciation bonds) in the governmental activities column in the Statement of Net Position greater than zero? (If the school district's change of students in membership over 5 years was 7 percent or more, then the school district passes this indicator.) | 4/20/2018 8:54:24 AM | Yes |
| | | | 1 Multiplier Sum |
| 6 | Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? (See ranges below.) | 4/20/2018 8:54:24 AM | 10 |
| 7 | Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? (See ranges below.) | 4/20/2018 8:54:25 AM | 10 |
| 8 | Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? (If the school district's change of students in membership over 5 years was 7 percent or more, then the school district passes this indicator.) (See ranges below.) | 4/20/2018 8:54:25 AM | 10 |
| 9 | Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days? | 4/20/2018 8:54:25 AM | 10 |
| 10 | Was the debt service coverage ratio sufficient to meet the required debt service? (See ranges below.) | 4/20/2018 8:54:25 AM | 10 |
| 11 | Was the school district's administrative cost ratio equal to or less than the threshold ratio? (See ranges below.) | 4/20/2018 8:54:26 AM | 10 |
| 12 | Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the school district will automatically pass this indicator.) | 6/19/2018 11:15:06 AM | 10 |
| 13 | Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function? | 4/20/2018 8:54:26 AM | 10 |
| 14 | Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.) | 4/20/2018 8:54:26 AM | 10 |
| 15 | Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship? | 4/20/2018 8:54:27 AM | 10 |
| | | | |

| | | | |
|---|---|---|---|
| | | | 100 Weighted Sum |
| | | | 1 Multiplier Sum |
| | | | 100 Score |

## DETERMINATION OF RATING

| | | |
|---|---|---|
| **A.** | Did the district answer '**No**' to Indicators 1, 3, 4, 5, or 2.A? If so, the school district's rating is **F for Substandard Achievement** regardless of points earned. | |
| **B.** | Determine the rating by the applicable number of points. (Indicators 6-15) | |
| | **A = Superior** | 90-100 |
| | **B = Above Standard** | 80-89 |
| | **C = Meets Standard** | 60-79 |
| | **F = Substandard Achievement** | <60 |

**No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.**

# Granbury ISD SCHOOLS FIRST RATING PRIOR YEAR COMPARISON

## 2016-17 Data

| # | Indicator Description | Explanation | 16/17 Result<br>16/17 Measure |
|---|---|---|---|
| **1** | Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline on the school district's fiscal year end date of June 30 or August 31, respectively? | TEA received the 2015 GISD audit on January 12, 2018 | **Yes-Passed** |
| 2.A | Was there an unmodified opinion in the AFR of the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.) | The district received a "clean audit" (unmodified opinion). | **Yes-Passed** |
| 2.B | Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? | No instances of material weakness were reported by the external auditor. | **Yes-Passed** |
| 3 | Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in the following years if the school district is current on its forbearance or payment plan with the lender and the payments are being made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of the debt covenant , contract, or master promissory note even though the payments to the lender, trust, or sinking fund are current. A debt agreement is the legal agreement between a debtor (person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.) | There were no disclosures in the AFR and/or other sources of information conscerning default on bonded indebtedness obligations.<br><br>The district made all bond payments as per the payment terms. | **Yes-Passed** |
| 4 | Did the school district make timely payments to the Teacher Retirement System (TRS) Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies? | All payments to government agencies were made in a timely manner. | **Yes-Passed** |
| 5 | Was the total unrestricted net asset balance (net of the accretion of interest for capital appreciation bonds) in the governmental activities column of the Statement of Net Assets greater than zero? (If the school district's change of students in membership over 5 years was 7 percent or more, then the school district passes this indicator.) | The sum of the Total Unrestricted Net Asset Balance in the governmental activities column in the Statement of Net Assets (net of accretion of interest for capital apprectiation bonds) was $21,077,797 | **Yes-Passed** |
| 6 | Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? | 132.44 days<br><br>>= 90 = 10 Points | **Yes**<br>**132.4447**<br>**10 Points** |
| 7 | Was the measure of current assets to current liabilities sufficient to cover short-term debt? | Ratio of 4.64<br><br>>= 3.00 = 10 Points | **Yes**<br>**4.6367**<br>**10 Points** |
| 8 | Was the ratio of long-term liabilities to total assets for the school | LTL Ratio of 0.832 | **Yes** |

# Granbury ISD SCHOOLS FIRST RATING PRIOR YEAR COMPARISON

| | | | |
|---|---|---|---|
| | district sufficient to support long term solvency? (If the school district's change of students in membership over 5 years was 7 percent or more, then the district passes this indicator.) | >= 0.80 but <=0.90 equals 4 Points<br>or<br>Change in Student Membership 5 years<br>7.99% => 7% equals 10 Points | **0.0799**<br>**10 Points** |
| 9 | Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's cash on hand greater that or equal to 60 days? | Revenues exceeded expenditures<br>by 1.95%<br>>= 0% equals 10 Points<br>or<br>132.44 Days Cash => 60 equals 10 Pts | **Yes**<br>**0.0195**<br>**132.44**<br>**10 Points** |
| 10 | Was the debt service coverage ratio sufficient to meet the required debt serice? | Ratio of 1.5437<br>>= 1.20 equals 10 Points | **Yes**<br>**1.5437**<br>**10 Points** |
| 11 | Was the school district's administrative cost ratio equal to or less than the threshold ratio? | Ratio of 0.0792<br><= 0.1000 equals 10 Pts for District<br>ADA of 5,000 to 9,999 | **Yes**<br>**0.0792**<br>**10 Points** |
| 12 | Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the school district will automatically pass this indicator.) | Student enrollment has increased over the past 3 years and staff FTEs have. decreased.<br><br>Yes equals 10 Points | **Yes**<br>**10 Points** |
| 13 | Did the comparison to Public Information Management System (PEIMS) data to like information to the school district's AFR result in a total variance of less than 3 percent of all expenditures by function? | Variance was less than 1%<br><br>< 3% equals 10 Points<br><br>Yes equals 10 Points | **Yes**<br>**10 Points** |
| 14 | Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.) | The external auditor did not report any instance of material noncompliance.<br><br>Yes equals 10 Points | **Yes**<br>**10 Points** |
| 15 | Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship? | The district did not receive an adjusted payment schedule.<br><br>Yes equals 10 Points | **Yes**<br>**10 Points** |
| **District Rating** | | | **Superior** |
| | **Total Points** | | **100 POINTS** |
| | **Determination of Rating** | | |
| A. | Did the district answer No to indicators 1, 3, 4, 5 or 2.A? If so, the school district's rating is **F for Substandard Achievement** regardless of points earned. | | |
| B. | Determine rating by applicable number of points. (Indicators 6-15) | | |
| | A = Superior<br>B = Above Standard<br>C = Meets Standard<br>F = Substandard Achievement: | 90-100<br>80-89<br>60-79<br><31 or No to indicators 1,3,4, 5 or 2.A | |

# Granbury ISD SCHOOLS FIRST RATING PRIOR YEAR COMPARISON

## 2015-16 Data

| # | Indicator Description | Explanation | 15/16 Result<br>15/16 Measure |
|---|---|---|---|
| **1** | Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline on the school district's fiscal year end date of June 30 or August 31, respectively? | TEA received the 2016 GISD audit on January 5, 2017 | **Yes-Passed** |
| 2.A | Was there an unmodified opinion in the AFR of the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.) | The district received a "clean audit" (unmodified opinion). | **Yes-Passed** |
| 2.B | Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? | No instances of material weakness were reported by the external auditor. | **Yes-Passed** |
| 3 | Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in the following years if the school district is current on its forbearance or payment plan with the lender and the payments are being made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of the debt covenant , contract, or master promissory note even though the payments to the lender, trust, or sinking fund are current. A debt agreement is the legal agreement between a debtor (person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.) | There were no disclosures in the AFR and/or other sources of information conscerning default on bonded indebtedness obligations.<br><br>The district made all bond payments as per the payment terms. | **Yes-Passed** |
| 4 | Did the school district make timely payments to the Teacher Retirement System (TRS) Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies? | All payments to government agencies were made in a timely manner. | **Yes-Passed** |
| 5 | Was the total unrestricted net asset balance (net of the accretion of interest for capital appreciation bonds) in the governmental activities column of the Statement of Net Assets greater than zero? (If the school district's change of students in membership over 5 years was 7 percent or more, then the school district passes this indicator.) | The sum of the Total Unrestricted Net Asset Balance in the governmental activities column in the Statement of Net Assets (net of accretion of interest for capital apprectiation bonds) was $18,759,544 | **Yes-Passed** |
| 6 | Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? | 119.667 days<br><br>>= 90 equals 10 Points | **Yes**<br>**119.667**<br>**10 Points** |
| 7 | Was the measure of current assets to current liabilities sufficient to cover short-term debt? | Ratio of 4.323<br><br>>= 3.00 equals 10 Points | **Yes**<br>**4.3230**<br>**10 Points** |
| 8 | Was the ratio of long-term liabilities to total assets for the school district sufficient to support long term solvency? (If the school district's change of students in membership over 5 years was 7 percent or more, then the district passes this indicator.) | Ratio of 74.22<br><br><= 60 equals 10 Points<br>>0.60 to <=0.70 equals 8 Points | **Yes**<br>**0.7422**<br>**6 Points** |

| | | | |
|---|---|---|---|
| | | >0.70 to <=0.80 equals 6 Points | |
| 9 | Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's cash on hand greater that or equal to 60 days? | Revenues exceeded expenditures by 3.48%<br><br>>= 0% equals 10 Points | **Yes**<br>**0.0348**<br>**10 Points** |
| 10 | Was the debt service coverage ratio sufficient to meet the required debt serice? | Ratio of 1.5381<br>>= 1.20 equals 10 Points | **Yes**<br>**1.5381**<br>**10 Points** |
| 11 | Was the school district's administrative cost ratio equal to or less than the threshold ratio? | Ratio of 0.0764<br><= 0.1000 equals 10 Points for district ADA of 5,000 to 9,999 | **Yes**<br>**0.0764**<br>**10 Points** |
| 12 | Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the school district will automatically pass this indicator.) | Student enrollment has increased over the past 3 years and staff FTEs have decreased.<br><br>Yes equals 10 Points | **Yes**<br>**10 Points** |
| 13 | Did the comparison to Public Information Management System (PEIMS) data to like information to the school district's AFR result in a total variance of less than 3 percent of all expenditures by function? | Variance was less than 1%<br><br>< 3% equals 10 Points<br><br>Yes equals 10 Points | **Yes**<br>**10 Points** |
| 14 | Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.) | The external auditor did not report any instance of material noncompliance.<br><br>Yes equals 10 Points | **Yes**<br>**10 Points** |
| 15 | Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship? | The district did not receive an adjusted payment schedule.<br><br>Yes equals 10 Points | **Yes**<br>**10 Points** |
| | **District Rating** | | **Superior** |
| | **Total Points** | | **94 POINTS** |
| | **Determination of Rating** | | |
| A. | Did the district answer No to indicators 1, 3, 4, 5 or 2.A? If so, the school district's rating is **F for Substandard Achievement** regardless of points earned. | | |
| B. | Determine rating by applicable number of points. (Indicators 6-15) | | |
| | A = Superior<br>B = Above Standard<br>C = Meets Standard<br>F = Substandard Achievement: | 90-100<br>80-89<br>60-79<br><60 or No to indicators 1,3,4, 5 or 2.A | |

# How Ratings are Assessed

Rating Worksheet

Preliminary ratings are released by Texas Education Agency every calendar year during the summer. The Commissioner's Rules for School FIRST are contained in Title 19, Texas Administrative Code, Chapter 109, Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System.

The School FIRST Communications Kit was updated in September 2018 to include changes in the Commissioner's Rule for School FIRST that were finalized in August 2018. The most substantive changes in August 2018 will be implemented by the Teas Education Agency beginning with ratings year 2020-2021 based primarily on data from fiscal year 2020.

During the phase-in period, the new School FIRST system has separate worksheets for rating years 2017-2018, 2018-2019, and 2019-2020 as compared to subsequent years.

The questions a school district must address in completing the worksheet used to assess its financial management system can be confusing to non-accountants. The following is a layman's explanation of what the questions mean—and what your district's answers can mean to its rating.

**1. Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?**

A simple indicator. Was your Annual Financial Report filed by the deadline?

**2. Review the AFR for an unmodified opinion and material weaknesses. The school district must pass 2.A to pass this indicator. The school district fails indicator number 2 if it responds "No" to indicator 2.A. or to both indicators 2.A and 2.B.**

**2.A. Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)?**

A "modified" version of the auditor's opinion in your annual audit report means that you need to correct some of your reporting or financial controls. A district's goal, therefore, is to receive an "unmodified opinion" on its Annual Financial Report. 2.A. is a simple "Yes" or "No" indicator (see instructions under "2." for evaluating performance under "2.A" and "2.B." to arrive at the score for "2.").

**2.B. Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)**

A clean audit of your Annual Financial

Report would state that your district has no material weaknesses in internal controls. Any internal weaknesses create a risk of your District not being able to properly account for its use of public funds, and should be immediately addressed. 2.B. is a simple “Yes” or “No” indicator (see instructions under “2.” for evaluating performance under “2.A” and “2.B” to arrive at the score for “2.”).

**3. Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)**

This indicator seeks to make certain that your district has timely paid all bills/obligations, including financing arrangements to pay for school construction, school buses, photocopiers, etc.

**4. Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?**

This indicator seeks to make sure the district fulfilled its obligation to the TRS, TWC and IRS to transfer payroll withholdings and to fulfill any additional payroll-related obligations required to be paid by the district.

**5. Was the total unrestricted Net Position balance (Net of the accretion of interest for capital appreciation bonds) in the governmental activities column in the Statement of Net Positions greater than zero? (If the school district's change of students in membership over 5 years was 7 percent or more, then the school district passes this indicator.)**

This indicator simply asks, “Did the district’s total assets exceed the total amount of liabilities (according to the very first financial statement in the annual audit report)?” Fortunately, this indicator recognizes that high-growth districts incur large amounts of debt to fund construction, and that total debt may exceed the total amount of assets under certain scenarios.

**6. Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)?**

This indicator measures how long in

days after the end of the fiscal the school district could have disbursed funds for its operating expenditures without receiving any new revenues. Did you meet or exceed the target amount in School FIRST?

**7. Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt?**

This indicator measures whether the school district had sufficient short-term assets at the end of the fiscal year to pay off its short-term liabilities. Did you meet or exceed the target amount in School FIRST?

**8. Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? (If the school district's change of students in membership over 5 years was 7 percent or more, then the school district passes this indicator.)**

This question is like asking someone if their mortgage exceeds the market value of their home. Were you below the cap for this ratio in School FIRST? Fortunately, this indicator recognizes that high-growth districts incur additional operating costs to open new instructional campuses.

**9. Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days?**

This indicator simply asks, "Did you spend more than you earned?" (the school district will automatically pass this indicator, if the school district had at least 60 days cash on hand.)

**10. Was the debt service coverage ratio sufficient to meet the required debt service?**

This indicator asks about the school district's ability to make debt principal and interest payments that will become due during the year. Did you meet or exceed the target amount in School FIRST?

**11. Was the school district's administrative cost ratio equal to or less than the threshold ratio?**

This indicator measures the percentage of their budget that Texas school districts spent on administration. Did you exceed the cap in School FIRST for districts of your size?

**12. Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the school district will automatically pass this indicator.)**

If the school district had a decline in students over 3 school years, this indicator asks if the school district decreased the number of the staff on the payroll in proportion to the decline in students. (The school district automatically passes this indicator if there was no decline in students.)

**13. Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's**

**AFR result in a total variance of less than 3 percent of all expenditures by function?**

This indicator measures the quality of data reported to PEIMS and in your Annual Financial Report to make certain that the data reported in each case "matches up." If the difference in numbers reported in any fund type is 3 percent or more, your district "fails" this measure.

**14. Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)**

A clean audit of your Annual Financial Report would state that your district has no material weaknesses in internal controls. Any internal weaknesses create a risk of your District not being able to properly account for its use of public funds and should be immediately addressed.

**15. Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an overallocation of Foundation School Program (FSP) funds as a result of a financial hardship?**

This indicator asks if the district had to ask for an easy payment plan to return monies to TEA after spending the overpayment from the Foundation School Program state aid.

# GLOSSARY

**Accounting: A** standard school fiscal accounting system must be adopted and installed by the board of trustees of each school district. The accounting system must conform to generally accepted accounting principles. This accounting system must also meet at least the minimum requirements prescribed by the state board of education, subject to review and comment by the state auditor.

**Ad Valorem Property Tax:** Literally the term means "according to value." Ad valorem taxes are based on a fixed proportion of the value of the property with respect to which the tax is assessed. They require an appraisal of the taxable subject matter's worth. General property taxes are almost invariably of this type. Ad valorem property taxes are based on ownership of the property, and are payable regardless of whether the property is used or not and whether it generates income for the owner (although these factors may affect the assessed value).

**Adopted Tax Rate:** The tax rate set by the school district to meet its legally adopted budget for a specific calendar year.

**All Funds:** A school district's accounting system is organized and operated on a fund basis where each fund is a separate fiscal entity in the school district much the same as various corporate subsidiaries are fiscally separate in private enterprise. All Funds refers to the combined total of all the funds listed below:

- The General Fund
- Special Revenue Funds (Federal Programs, Federally Funded Shared Services, State Programs, Shared State/ Local Services, Local Programs)
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds for the National School Breakfast and Lunch Program

**Assessed Valuation:** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**Assigned Fund Balance:** The assigned fund balance represents tentative plans for the future use of financial resources. Assignments require executive management (per board policy to assign this responsibility to executive management prior to end of fiscal year) action to earmark fund balance for bona fide purposes that will be fulfilled within a reasonable period of time. The assignment and dollar amount for the assignment may be determined after the end of the fiscal year when final fund balance is known.

**Auditing:** Accounting documents and records must be audited annually by an independent auditor. Texas Education Agency (TEA) is charged with review of the independent audit of the local education agencies.

**Beginning Fund Balance:** The General Fund balance on the first day of a new school year. For most school districts this is equivalent to the fund balance at the end of the previous school year.

**Budget:** The projected financial data for the current school year. Budget data are collected for the general fund, food service fund, and debt service fund.

**Budgeting:** Not later than August 20 of each year, the superintendent (or designee) must prepare a budget for the school district if the fiscal year begins on September 1. (For those districts with fiscal years beginning July 1, this date would be June 20.) The legal requirements for funds to be budgeted are included in the Budgeting module of the TEA Resource Guide. The budget must be adopted before expenditures can be made, and this adoption must be prior to the setting of the tax rate for the budget year. The budget must be itemized in detail according to classification and purpose of expenditure, and must be prepared according to the rules and regulations established by the state board of education. The adopted budget, as necessarily amended, shall be filed with TEA through the Public Education Information Management System (PEIMS) as of the date prescribed by TEA.

**Capital Outlay:** This term is used as both a Function and an Object. Expenditures for land, buildings, and equipment are covered under Object 6600. The amount spent on acquisitions, construction, or major renovation of school

district facilities are reported under Function 80.

**Capital Project Funds:** Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds.)

**Cash:** The term, as used in connection with cash flows reporting, includes not only currency on hand, but also demand deposits with banks or other financial institutions. Cash also includes deposits in other kinds of accounts or cash management pools that have the general characteristics of demand deposit accounts in that the governmental enterprise may deposit additional cash at any time and also effectively may withdraw cash at any time without prior notice or penalty.

**Chapter 41:** A key "equity" chapter in the Texas Education Code (TEC) is Chapter 41. This chapter is devoted to wealth equalization through the mechanism of recapture, the recovery of financial resources from districts defined by the state as high property wealth. Resources are recovered for the purpose of sharing them with low-wealth districts. Districts that are subject to the provisions of Chapter 41 must make a choice among several options in order to reduce their property wealth and share financial resources.

**Committed Fund Balance:** The committed fund balance represents constraints made by the board of trustees for planned future use of financial resources through a resolution by the board, for various specified purposes including commitments of fund balance earned through campus activity fund activities. Commitments are to be made as to purpose prior to the end of the fiscal year. The dollar amount for the commitment may be determined after the end of the fiscal year when final fund balance is known.

**Comptroller Certified Property Value:** The district's total taxable property value as certified by the Comptroller's Property Tax Division (Comptroller Valuation).

**Days of Cash on Hand:** The number of days the school district can disburse funds for its operating expenditures without receiving any new revenues.

**Debt Service Fund:** Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Debt Services:** Two function areas (70 and 71) and one Object (6500) are identified using this terminology "debt services." Function 70 is a major functional area that is used for expenditures that are used for the payment of debt principal and interest including Function 71. Expenditures that are for the retirement of recurring bond, capital lease principal, and other debt, related debt service fees, and for all debt interest fall under Function 71. Object 6500 covers all expenditures for debt service.

**Debt Service Coverage Ratio:** This ratio measures an organization's ability to make debt principal and interest payments that will become due during the year.

**Deferred Revenue:** Resource inflows that do not yet meet the criteria for revenue recognition. Unearned amounts are always reported as deferred revenue. In governmental funds, earned amounts also are reported as deferred revenue until they are available to liquidate liabilities of the current period.

**Effective Tax Rate:** Provides the unit with approximately the same amount of revenue it had the year before on properties taxes in both years. A comparison of the effective tax rate to the taxing unit's proposed tax rate shows if there will be a tax increase.

**Ending Fund Balance:** The amount of unencumbered surplus fund balance reported by the district at the end of the specified school year. For most school districts this will be equivalent to the fund balance at the beginning of the next school year.

**Excess (Deficiency):** Represents receivables due (excess) or owed (deficiency) at the end of the school year. This amount is recorded as Asset Object 1200.

**Existing Debt Allotment (EDA):** Is the amount

of state funds to be allocated to the district for assistance with existing debt.

**Federal Revenues:** Revenues paid either directly to the district or indirectly though a local or state government entity for Federally-subsidized programs including the School Breakfast Program, National School Lunch Program, and School Health and Related Services Program. This amount is recorded as Revenue Object 5900.

**Fiscal Year:** A period of 12 consecutive months legislatively selected as a basis for annual financial reporting, planning, and budgeting. The fiscal year may run September 1 through August 31 or July 1 through June 30.

**Foundation School Program (FSP) Status:** The Foundation School Program (FSP) is the shared financial arrangement between the state and the school district, where property taxes are blended with revenues from the state to cover the cost of basic and mandated programs. The nature of this arrangement falls in one of the following status categories: Regular, Special Statutory, State Administered, Education Service Center, or Open Enrollment Charter School District.

**FTE: Full-Time Equivalent** measures the extent to which one individual or student occupies a full-time position or provides instruction, e.g., a person who works four hours a day or a student that attends a half of a day represents a .5 FTE.

**Function:** Function codes identify the expenditures of an operational area or a group of related activities. For example, in order to provide the appropriate atmosphere for learning, school districts transport students to school, teach students, feed students and provide health services. Each of these activities is a function. The major functional areas are:

- Instruction and Instructional-Related Services
- Instructional and School Leadership
- Support Services - Student
- Administrative Support Services
- Support Services; Non-Student Based
- Ancillary Services
- Debt Service
- Capital Outlay
- 90 Intergovernmental Charges

**Fund Balance:** The difference between assets and liabilities reported in a governmental fund.

**General Administration:** The amount spent on managing or governing the school district as an overall entity. Expenditures associated with this functional area are reported under Function 41.

**General Fund:** This fund finances the fundamental operations of the district in partnership with the community. All revenues and expenditures not accounted for by other funds are included. This is a budgeted fund and any fund balances are considered resources available for current operations.

**l&S Tax Rate:** The tax rate calculated to provide the revenues needed to cover Interest and Sinking (l&S) (also referred to as Debt Service). l&S includes the interest and principal on bonds and other debt secured by property tax revenues.

**Incremental Costs:** The amount spent by a school district with excess wealth per WADA on the purchase of attendance credits either from the state or from other school district(s). Expenditures associated with this functional area are reported under Function 92.

**Instruction:** The amount spent on direct classroom instruction and other activities that deliver, enhance or direct the delivery of learning situations to students regardless of location or medium. Expenditures associated with this functional area are reported under Function 11.

**Instructional Facilities Allotment (IFA):**
(State Aid) Provides assistance to school districts in making debt service payments on qualifying bonds and lease-purchase agreements. Proceeds must be used for the construction or renovation of an instructional facility.

**Intergovernmental Charges:**
"Intergovernmental" is a classification used when one governmental unit transfers resources

to another. In particular, when a Revenue Sharing District purchases WADA or where one school district pays another school district to educate transfer students. Expenditures associated with this functional area are reported under Function 90.

**Investments in Capital Assets, Net of Related Debt:** One of three components of net assets that must be reported in both government-wide and proprietary fund financial statements. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the government.

**Local & Intermediate Revenues:** All revenues from local taxes and other local and intermediate revenues. For specifics, see the definitions for Local Tax and Other Local & Intermediate Revenues. This amount is recorded under Object 5700.

**Local Tax:** This is all revenues from local real and personal property taxes, including recaptured funds from 1) Contracted Instructional Services Between Public Schools
(Function 91) and
2) Incremental Costs associated with Chapter 41 of the Texas Education Code (Function 92).

**M&O Tax Rate:** The tax rate calculated to provide the revenues needed to cover Maintenance & Operations (M&O). M&O includes such things as salaries, utilities, and day-to-day operations.

**Modified Opinion:** Term used in connection with financial auditing. A modification of the independent auditor's report means there exists one or more specific exceptions to the auditor's general assertion that the district's financial statements present fairly the financial information contained therein according to generally accepted accounting principles.

**Nonspendable Fund Balance:** The portion of fund balance that is in non-liquid form, including inventories, prepaid items, deferred expenditures, long-term receivables and encumbrances (if significant). Nonspendable fund balance may also be in the form of an endowment fund balance that is required to remain intact.

**Object:** An object is the highest level of accounting classification used to identify either the transaction posted or the source to which the associated monies are related. Each object is assigned a code that identifies in which of the following eight major object groupings it belongs:

- 1000 Assets
- 2000 Liabilities
- 3000 Fund Balances
- 5000 Revenue
- 6000 Expenditures/Expenses
- 7000 Other Resources/NonOperating Revenue/Residual Equity Transfers In
- 8000 Other Uses/NonOperating Revenue/ Residual Equity Transfers Out

**Operating Expenditures:** A wide variety of expenditures necessary to a district's operations fall into this category with the largest portion going to payroll and related employee benefits and the purchase of goods and services.

**Operating Expenditures/Student:** Total Operating Expenditures divided by the total number of enrolled students.

**Operating Revenues and Expenses:** Term used in connection with the proprietary fund statement of revenues, expenses, and changes in net assets. The term is not defined as such in the authoritative accounting and financial reporting standards, although financial statement preparers are advised to consider the definition of operating activities for cash flows reporting in establishing their own definition.

**Other Local & Intermediate Revenues: All** local and intermediate revenues NOT from local real and personal property taxes including:

- Revenues Realized as a Result of Services Rendered to Other School Districts
- Tuition and Fees
- Rental payments, interest, investment income

- Sale of food and revenues from athletic and extra/co-curricular activities
- Revenues from counties, municipalities, utility districts, etc.

**Other Operating Costs:** Expenditures necessary for the operation of the school district that are NOT covered by Payroll Costs, Professional and Contracted Services, Supplies and Materials, Debt Services, and Capital Outlay fall into this category and include travel, Insurance and bonding costs, election costs, and depreciation. This amount is recorded as Expenditure/Expense Object 6400.

**Other Resources:** This amount is credited to total actual other resources or non-operating revenues received or residual equity transfers in. This amount is recorded under Object 7020.

**Payments for Shared Services Arrangements:** Payments made either from a member district to a fiscal agent or payments from a fiscal agent to a member district as part of a Shared Services Arrangement (SSA). The most common types of SSAs relate to special education services, adult education services, and activities funded by the Elementary and Secondary Education Act (ESEA). Expenditures associated with this functional area are reported under Function 93.

**Payroll:** Payroll costs include the gross salaries or wages and benefit costs for services or tasks performed by employees at the general direction of the school district. This amount is recorded as Expenditure/Expense Object 6100. *(NOTE: Payroll amounts do not include salaries for contract workers, e.g., for food service and maintenance. Therefore, this figure will vary significantly between districts and campuses that use contract workers and those that do not.)*

**PEIMS:** A state-wide data management system for public education information in the State of Texas. One of the basic goals of PEIMS, as adopted by the State Board of Education in 1986, is to improve education practices of local school districts. PEIMS is a major improvement over previous information sources gathered from aggregated data available on paper reports. School districts submit their data via standardized computer files. These are defined in a yearly publication, the PEIMS Data Standards.

**Plant Maintenance & Operations:** The amount spent on the maintenance and operation of the physical plant and grounds and for warehousing and receiving services. Expenditures associated with this functional area are reported under Function 51.

**Property /Refined ADA:** The district's Comptroller Certified Property Value divided by its total Refined ADA.

**Property/WADA:** The district's Comptroller Certified Property Value divided by its total WADA.

**Refined ADA:** Refined Average Daily Attendance (also called RADA) is based on the number of days of instruction in the school year. The aggregate eligible days attendance is divided by the number of days of instruction to compute the refined average daily attendance.

**Restricted Fund Balance:** This is the portion of fund balance that has externally enforceable constraints made by outside parties.

**Revenues:** Any increase in a school district's financial resources from property taxes, foundation fund entitlements, user charges, grants, and other sources. Revenues fall into the three broad sources of revenues: Local & Intermediate; State; and Federal.

**Robin Hood Funds: See Wealth Equalization Transfer.**

**Rollback Tax Rate:** Provides governments other than school districts with approximately the same amount of tax revenue it spent the previous year for day-to-day operations plus an extra 8 percent cushion, and sufficient funds to pay its debts in the coming year. For school districts, the M&O portion of the rollback tax rate allows school districts to add four cents ($0.04)

to the lesser of the prior tax year compressed operating tax rate or the effective M&O rate to generate operating funds. School districts will get to add to the compressed operating rate any additional cents approved by voters at a 2006 or subsequent rollback election, not 8 percent. The rollback rate is the highest rate that the taxing unit may adopt before voters can petition for an election to roll back the adopted rate to the rollback rate. For school districts, no petition is required; it's an automatic election if the adopted rate exceeds the rollback rate.

**School Year:** The twelve months beginning September 1 of one year and ending August 31 of the following year or beginning July 1 and ending June 30. Districts now have two options.

**Special Revenue Fund:** A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specified purposes.

**State Revenues:** Revenues realized from the Texas Education Agency, other state agencies, shared services arrangements, or allocated on the basis of state laws relating to the Foundation School Program Act. This amount is recorded as Revenue Object 5800.

**Unassigned Fund Balances:** Available expendable financial resources in a governmental fund that are not the object of tentative management plans (i.e., committed or assigned). One primary criterion of rating agencies for school bonds is the relative amount of unassigned fund balance. Bond rating agencies view unassigned fund balances as a reflection of the financial strength of school districts and show concern when district fund balances decrease.

**Unmodified Opinion:** Term used in connection with financial auditing. An unmodified independent auditor's opinion means there are no stated exceptions to the auditor's general assertion that the district's financial statements present fairly the financial information contained according to generally accepted accounting principles.

**Unrestricted Net Asset Balance:** The term net asset refers to the amount of total assets less total liabilities. Unrestricted net asset balance refers to the portion of total net assets that is neither invested in capital assets nor restricted.

**WADA:** A Weighted Average Daily Attendance (WADA) is used to measure the extent students are participating in special programs. The concept of WADA in effect converts all of a school district's students with their different weights to a calculated number of regular students required to raise the same amount of revenue. The greater the number of students eligible for special entitlements, the greater a school district's WADA will be.

**Wealth Equalization Transfer:** The amount budgeted by districts for the cost of reducing their property wealth to the required equalized wealth level (Function 91 ). Sometimes referred to as Robin Hood Funds.

**DISCLAIMER**

**All of the information provided is believed to be accurate and reliable; however, TASBO and TSPRA assume no responsibility for any errors, appearing in this information or otherwise. Further, TASBO and TSPRA assume no responsibility for the use of the information provided.**

# Disclosures

Reporting requirements for the financial management report for Schools FIRST public hearing are found in **Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing, Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System.** This rule describes requirements for the five (5) disclosures explained below that are to be presented as appendices in the Schools FIRST financial management report.

**1. Superintendent's Employment Contract**

The school district is to provide a copy of the superintendent's employment contract that is effective on the date of the Schools FIRST hearing in calendar year 2018. In lieu of publication in the Schools FIRST financial management report, the school district may choose to publish the superintendent's employment contract on the school district's Internet site. **If published on the Internet**, the contract is to remain accessible for twelve months.



**The superintendent's current employment contract is published on the Granbury ISD website.**

# Disclosures

**2. Reimbursements Received by the Superintendent and Board Members for Fiscal Year 2017**

| For the Twelve-month Period Ended August 31, 2017<br>Description of Reimbursements | Supt James Largent | Nancy Alana | Barbara Herrington | Mark Jackson | B J Wallace | Barbara Townsend | Mickey Shearon | Chris Tackett | Rhonda Rezsofi |
|---|---|---|---|---|---|---|---|---|---|
| Meals | $ 216.55 | $ | $ | $ 41.00 | $ | $ | $ | $ | |
| Lodging | 2,311.62 | | | 1,285.60 | | | | | 240.65 |
| Transportation | 2,047.58 | | 39.59 | 288.90 | | | 92.88 | | |
| Motor Fuel | | | | | | | | | |
| Other | 3,012.68 | 545.00 | 603.00 | 639.00 | | 425.00 | 617.00 | 425.00 | 385.00 |
| Total | $7,588.43 | $ 545.00 | $ 642.59 | $2,254.50 | $ -0- | $ 425.00 | $ 709.88 | $ 425.00 | $ 625.65 |

**Note** – The spirit of the rule is to capture all "reimbursements" for fiscal year 2017, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order. Reimbursements to be reported per category include:
**Meals** – Meals consumed off the school district's premises, and in-district meals at area restaurants (excludes catered meals for board meetings).
**Lodging** - Hotel charges.
**Transportation** - Airfare, car rental (can include fuel on rental), taxis, mileage reimbursements, leased cars, parking and tolls.
**Motor fuel** – Gasoline.
**Other** - Registration fees, telephone/cell phone, internet service, fax machine, and other reimbursements (or on-behalf of) to the superintendent and board member not defined above.

# Disclosures

**3. Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services in Fiscal Year 2017**

| For the Twelve-Month Period Ended August 31, 2017 | |
|---|---|
| Name(s) of Entity(ies) | |
| | $ -0- |
| | |
| | |
| | |
| | |
| Total | $ -0- |

**Note** – Compensation does not include business revenues from the superintendent's livestock or agricultural-based activities on a ranch or farm. Report gross amount received (do not deduct business expenses from gross revenues). Revenues generated from a family business that have no relationship to school district business are not to be disclosed.

# Disclosures

**4. Gifts Received by the Executive Officer(s) and Board Members (and First Degree Relatives, if any) in Fiscal Year 2017**

| For the Twelve-Month Period Ended August 31, 2017 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Supt Largent | Alana | Herrington | Jackson | Wallace | Shearon | Tackett | Townsend | Rezsofi |
| Summary Amounts | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- |

**Note –** An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification. (Any gifts received by their immediate family as described in Government Code, Chapter 573, Subchapter B, Relationships by Consanguinity or by Affinity will be reported under the applicable school official.)

# Disclosures

**5. Business Transactions Between School District and Board Members for Fiscal Year 2017**

| For the Twelve-Month Period Ended August 31, 2017 | Alana | Herrington | Jackson | Wallace | Townsend | Shearon | Tackett | Rezsofi |
|---|---|---|---|---|---|---|---|---|
| Summary Amounts | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- |

**Note -** The summary amounts reported under this disclosure are not to duplicate the items reported in the summary schedule of reimbursements received by board members.



**Item 6 Other Information.**

**6.** Any other information the board of trustees of the school district or open-enrollment charter school determines to be useful.

# Strategic Plan for AES STARS
## 2019-2020

# Innovation with a Purpose

- **Short-term solution with a long-term goal**
  - Accommodate growth at Acton Elementary
    - The Academy would house 110-125 students, opening 4 to 5 classrooms in main building for future growth.
  - Timely resolution with implementation in 2019-2020
    - Pilot program with plans to expand to school of choice
  - Multi-grade level approach to instruction
    - 2nd / 3rd and 4th / 5th classrooms
    - Opportunities for 2nd-5th clusters for LEAD time, innovation hour and/or service projects

# The Leadership Academy
## at Acton Elementary

*Lead together. Inspire Change.*

## Mission and Vision



Vision statement: *Lead Together. Inspire Change.*

Mission: *Empowering students to transform lives through leadership development and academic mastery.*

# Core Values

*Aligned with *Leader in Me* Curriculum

## We believe...

- in taking responsibility for our actions and attitudes.
- in the importance of goal setting, planning, and self-motivation.
- in prioritizing time using self management, flexibility, and organization.
- in looking for positive ways to solve problems while staying true to the ideas we consider important.
- in the power of empathy through growing compassion, putting others first, and viewing the world through different perspectives.
- in finding solutions by drawing on the diverse strengths, talents, cultures, and values of others.
- in the importance of student self-awareness by creating and maintaining a well balanced lifestyle.

# Academic Learning

The Leadership Academy at Acton will:

- infuse leadership in all facets of student education.
- implement *The 7 Habits of Happy Kids* from The Leader in Me philosophy.
- foster growth of creativity and transformation through a daily leadership block.
- empower students to develop skills and talents that positively influence our community and world.
- Incorporate think tanks where students lead and work collaboratively in vertical teams.



Leadership development connected to rich learning experiences resulting in personal and public growth.

# The Academy of Innovation

## at Acton Elementary

*Inspire. Ignite. Innovate.*

### Mission and Vision



Vision statement: *Inspire. Ignite. Innovate.*

Mission: *Inspiring students to ignite their passion and create a change in society through innovative designs.*

# Core Values

## We believe...

- in promoting innovative, project-based learning opportunities for students to exercise their creativity and ingenuity.
- in the importance of goal setting, planning, and self-motivation.
- that true knowledge does not occur without curiosity and exploration.
- that people learn best when they are exposed to meaningful, complex issues that are applicable to their own lives.
- in using students' own voices to question local and global issues that interest them and solve those through their own inquiry and discovery.
- that students are agents of change and have the ability to approach any challenge.
- in the power of risk-taking, growing from both setbacks and successes.

*Aligned with *StartEdUp* framework

# Academic Learning

The Academy of Innovation at Acton will:

- infuse divergent thinking in all facets of traditional student education.
- implement a culture of innovation through student passions that dually serve others.
- foster growth of inquiry and ideation through a daily innovation block.
- empower students to discover and develop skills necessary for the future success of their generation.
- incorporate think tanks where students lead and work collaboratively in vertical teams.
- share their triumphs with the community and showcase their contributions to the world.



Empowering students to actively change education through innovation and entrepreneurship in the classroom, preparing for a world we have yet to see.

# Application Process

- The application will include:
  - Attendance
  - Behavior
  - Student Created Presentation of Choice
    - Student "why"
    - Personal and Academic Goals
    - Responses to short answer questions
- Enrollment is limited to students attending Acton Elementary School.



*If qualified applicants exceed maximum capacity, a lottery system will be utilized.

GRANBURY ISD

**OFFICE OF FACILITIES DEPARTMENT**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **October 12, 2018** |
| **Action:** | **Approval** |

| | |
|---|---|
| **To:** | **Board of Trustees** |
| **From:** | **Randy Leach** |
| **Date:** | **October 15, 2018** |
| **RE:** | **Provide information and costs related to the Oak Woods School Sidewalk Drainage.** |

**SUMMARY:**

On September 5, 2018 the Oak Woods Teacher's Lounge and Music Room flooded from a rain storm. The Custodial staff began extracting water. On September 6, the Maintenance Department removed 3-4 inches of drywall from both rooms. Dehumidifiers and fans were set up to dry the rooms.

On Monday, September 17, 2018 the Facilities Department met with Paul Thompson of Huckabee Architects to discuss a plan of action to repair the drainage. Listed below is the cost analysis for the repairs:

- Alliance Geotechnical Soil Investigation: $4,950
- Adams Surveying: $3,000
- Huckabee Design Fees: $12,000
- Construction Related Costs: $60,000 - $75,000 *Depends on existing moisture barrier.
- Carpet Replacement: $11,000
- Cabinet Replacement: $8,000

**RECOMMENDATION:**

It is recommended that the Facilities Department move forward to repair the Oak Woods sidewalk drainage.

**Respectfully submitted,**

Randy Leach
Granbury ISD Director of Facilities / Maintenance

# GMS Bell Schedule Alteration

# GMS Bell Schedule Alteration

Remove double block ELA (90 minutes) and Explore classes (45 minutes)

Move from nine, 45 minute classes, to seven, 57 minute classes

Data has not supported an increase in academic performance over the past two years through the addition of the double block ELA



Believe that we can address student's academics more efficiently by pushing in academic intervention strategies

# GMS Bell Schedule Alteration

Students will keep their 4 core classes and 3 electives

Will not affect student grades or credits

Letter to parents and a robocall will be delivered Tuesday

Parent Meeting on Thursday

Staff has been apprised of the change and have shown support

CLT meeting was 100% supportive

**Effective November 5**

**Minutes of Regular Meeting**
**The Board of Trustees**
**Granbury ISD**
**September 17, 2018**
**5:00 PM**

A Regular meeting of the Board of Trustees of Granbury ISD was held Monday, September 17, 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.

**Presiding Officer** .....Nancy Alana, President

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

**Board Members Absent**
None

**School Officials Present**
Dr. Jeremy K. Glenn 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 Communications
Faith Barnes, Recording Secretary

**Others Present**
School Employees
Media
Community Members

**Meeting Called to Order**
Nancy Alana, President, called the meeting to order at 5:00 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.

**Convened in Closed Session**
The Board of Trustees convened in closed session at 5:01 p.m. under the Texas Open Meetings Act, Chapter 551.072-purchase, exchange, lease or value, of real property, and 551.074 –personnel.

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

**Moment of Silence/Invocation**
Micky Shearon led the invocation.

**Pledge - U.S. Flag and Texas Flag**
Granbury High School Students who participated in the "Unbroken" Project led the pledges.

**Achievement Spotlight**
**Granbury High School Teacher Heather Fuller and Students Participating in "Unbroken" Project and Movie Premiere**
Granbury High School teacher Heather Fuller presented the students Participating in "Unbroken" Project and attended a special invitation to the movie premiere to the board.

**Public comments/audience participation**
None

**Discussion/Action**

**Consider Consent Agenda Items**

A motion was made by Barbara Herrington and seconded by Mark Jackson to approve the consent agenda items as presented: 1.Minutes of the August 1, 2018, Special meeting and the August 22, 2018, Regular Meeting; 2. Consider Budget Amendments; 3. Consider Utility Cost for 2018-19; and 4. Consider Legal Service Retainer Agreement with Walsh Gallegos.
**Motion Carried: 7 yes – 0 No**

**Consider Hood County Appraisal District Board Nominations for 2018-19**
A motion was made by Mark Jackson and seconded by Barbara Townsend to nominate Rhonda Rezsofi for the Hood County Appraisal District Board for 2018-19.
**Motion Carried: 7 yes – 0 No**

**Consider Purchase of two (2) 77 Passenger Regular Buses and one (1) 56 Passenger Special Ed Bus**
A motion was made by Mark Jackson and seconded by Micky Shearon to approve the purchase of two (2) 77 Passenger Regular Buses and one (1) 56 Passenger Special Ed Bus as presented. Per Senate Bill 693 legislative mandate passed in 2017, future bus purchases will include seatbelts unless the board determines the district's budget does not permit such purchases.
**Motion Carried: 7 yes – 0 No**

**Consider Adding 2 Stipends to 2018-19 Extra Duty Schedule for National Honor Society**
A motion was made by Barbara Herrington and seconded by Rhonda Rezsofi to approve two additional stipends to 2018-19 Extra Duty Schedule for National Honor Society as presented.
**Motion Carried: 7 yes – 0 No**

**Consider Campus Improvement Plans**
A motion was made by Barbara Herrington and seconded by Micky Shearon to approve campus improvement plans as presented.
**Motion Carried: 7 yes – 0 No**

**Reports**

**Superintendent's Report**
Superintendent Dr. Jeremy Glenn reported on a special joint meeting with city council to be held in October regarding the former admin annex property and Decker Gym. He also reported on the hiring of four SRO officers as part of the district's safety and security initiative.

**2017-18 Accountability Report**
Assistant Superintendent Ron Holmgreen gave the annual accountability report for 2017-18 to the board.

**Federal Programs Report**
Director of Curriculum Sharon Williams presented the annual federal programs report to the board.

**Financial Statements for Period Ending August 31, 2018**
Assistant Superintendent Dobie Williams presented the Financial Statements for period ending August 31, 2018, to the board.

**Cash Flow and Investment Reports for Period Ending August 31, 2018**
Assistant Superintendent Dobie Williams presented the Cash Flow and Investment Reports for Period Ending August 31, 2018, to the board.

**Report of Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL)**
Assistant Superintendent Dobie Williams reported on Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL).

**Consider Action on Items Discussed in Closed Session**

**Consider Staff Recommendations**
A motion was made by Rhonda Rezsofi and seconded by Micky Shearon to approve staff recommendations as presented.
**Motion Carried: 7 yes – 0 No**

**Adjourn**
There being no further business, the meeting was adjourned at 6:57 p.m.

_____ _____

Nancy Alana, President Dr. Barbara Herrington, Board Secretary

**Minutes of Special Meeting**
**The Board of Trustees**
**Granbury ISD**
**September 26, 2018**
**7:00 a.m.**

A special meeting of the Board of Trustees of Granbury ISD was held Wednesday, September 26, 2018, beginning at 7:00 a.m. at Emma Roberson Elementary School 1500 Misty Meadow Dr, 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**.....Nancy Alana, President

**Board Members Present**
Barbara Herrington
Barbara Townsend
Mark Jackson
Mike Moore
Rhonda Rezsofi

**Discussion**
The board had an informal meet and greet with campus staff at Emma Roberson Elementary.

**Adjourned**
There being no further business, the meeting was adjourned at 8:45 a.m.

_____ _____

Nancy Alana, President Dr. Barbara Herrington, Board Secretary

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: October 15, 2018
For: Approval

**TO**: Dr. Jeremy Glenn, Superintendent

**FROM**: Dobie Williams
Asst. Supt. for Finance and Operations
**DATE**: October 9, 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.

**BUDGET IMPACT:** As indicated on the attached.

**RECOMMENDATION:**

I recommend the Board approve the amendments as presented.

Respectfully submitted,

D O Williams

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: October 9, 2018

**2018-2019**
**Budget Amendment #2**

| | October<br>Proposed Budget Amendment #2 | Increase | Decrease | Net Effect |
|---|---|---|---|---|
| **Object** | **Revenue** | | | |
| **5700** | Revenue Generated | 35,285 | 0 | |
| **5800** | | 0 | 0 | |
| **5900** | | 0 | 0 | |
| | **Total** | **35,285** | **0** | **35,285** |
| | | | | |
| **Function** | **Expenses** | | | |
| **11** | GMS - Amend funds for Granbury Optimist Club donation for band instruments | 12,000 | 0 | |
| | Oakwoods - Amend funds for PTO laminator donation | 2,284 | 0 | |
| | Business Office - Amend funds for facilities liability insurance | 0 | 54,743 | |
| | AMS - Amend funds for PA system upgrades | 0 | 1,388 | |
| | **Overall effect on Function 11** | **14,284** | **56,131** | **(41,847)** |
| **12** | Oakwoods - Amend funds for PTO donation to purchase a camera | 497 | 0 | |
| | **Overall effect on Function 12** | **497** | **0** | **497** |
| **13** | **Overall effect on Function 13** | **0** | **0** | **0** |
| **21** | **Overall effect on Function 21** | **0** | **0** | **0** |
| **23** | Oakwoods - Amend funds for FNB parent pick up tags | 2,120 | 0 | |
| | AMS - Amend funds for PTO to purchase hallway tv monitors | 1,209 | 0 | |
| | AMS - Amend funds for PA system upgrades | 1,388 | 0 | |
| | **Overall effect on Function 23** | **4,717** | **0** | **4,717** |
| **31** | Administration - Amend funds for Hood County Substance Abuse Council donation for Red Ribbon Week | 3,500 | 0 | |
| | **Overall effect on Function 31** | **3,500** | **0** | **3,500** |
| **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 for GHS Volleyball Booster Club donation for student travel | 2,881 | 0 | |
| | Athletics - Amend funds for GHS Football Booster Club donation for student travel | 80 | 0 | |
| | Athletics - Amend funds for GHS Girls Golf Booster Club donation for student travel | 5,000 | 0 | |
| | Athletics - Amend funds for GHS Girls Basketball Booter Club for student travel | 3,860 | 0 | |
| | **Overall effect on Function 36** | **11,821** | **0** | **11,821** |
| **41** | **Overall effect on Function 41** | **0** | **0** | **0** |
| **51** | Acton Elem - Amend funds for PTO donation to purchase water bottle filling stations | 1,854 | 0 | |
| | Business Office - Amend funds for facilities liability insurance | 54,743 | 0 | |
| | Facilities - Amend funds for summer projects completing in 18-19 | 0 | 15,434 | |
| | **Overall effect on Function 51** | **56,597** | **15,434** | **41,163** |
| **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** | Facilities - Amend funds for summer projects completing in 18-19 | 15,434 | 0 | |
| | **Overall effect on Function 81** | **15,434** | **0** | **15,434** |
| **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** | **106,850** | **71,565** | **35,285** |

**Granbury Independent School District**

**Fiscal Year 2018-2019**

| | | Adopted Budget | Prior Budget Amendments | Budget Amendment 10/15/2018 | Revised Budget |
|---|---|---|---|---|---|
| | **REVENUE** | | | | |
| 5700 | Local Revenue | 60,816,855 | 4,729 | 35,285 | 60,856,869 |
| 5800 | State Revenue | 8,541,770 | 0 | 0 | 8,541,770 |
| 59/7900 | Federal Programs/Other Sources | 845,000 | 0 | 0 | 845,000 |
| | **Total** | **$70,203,625** | **4,729** | **35,285** | **$70,243,639** |
| | **EXPENDITURES** | | | | |
| 11 | Instruction & Instr. Related Services | 35,671,193 | 1,729 | (41,847) | 35,631,075 |
| 12 | Instructional Resources & Media Serve | 764,966 | 0 | 497 | 765,463 |
| 13 | Curriculum & Instr. Staff Development | 893,363 | 0 | 0 | 893,363 |
| 21 | Instructional Leadership | 662,075 | (4,000) | 0 | 658,075 |
| 23 | School Leadership | 3,528,081 | 0 | 4,717 | 3,532,798 |
| 31 | Guidance, Counseling & Evaluation Serve | 2,693,991 | 4,000 | 3,500 | 2,701,491 |
| 32 | Social Work Services | 64,700 | 0 | 0 | 64,700 |
| 33 | Health Services | 391,836 | 0 | 0 | 391,836 |
| 34 | Student (Pupil) Transportation | 3,106,140 | 0 | 0 | 3,106,140 |
| 35 | Food Service | 0 | 0 | 0 | 0 |
| 36 | Co curricular/Extracurricular Activities | 2,000,724 | 3,000 | 11,821 | 2,015,545 |
| 41 | General Administration | 2,283,432 | 0 | 0 | 2,283,432 |
| 51 | Plant Maintenance and Operations | 5,836,860 | 0 | 41,163 | 5,878,023 |
| 52 | Security & Monitoring Services | 815,817 | 0 | 0 | 815,817 |
| 53 | Data Processing Services | 1,315,734 | 0 | 0 | 1,315,734 |
| 61 | Community Services | 78,832 | 0 | 0 | 78,832 |
| 71 | Debt Service (M&O) | 0 | 0 | 0 | 0 |
| 81 | Facilities Acquisition | 0 | 0 | 15,434 | 15,434 |
| 91 | Contracted Instruction Services - Chapter 41 | 9,535,423 | 0 | 0 | 9,535,423 |
| 93 | Shared Services Arrangement | 0 | 0 | 0 | 0 |
| 99 | Other Governmental Charges | 1,000,000 | 0 | 0 | 1,000,000 |
| 00 | Other Uses | 0 | 0 | 0 | 0 |
| | **Total Budgeted Expenditures** | **$70,643,167** | **4,729** | **35,285** | **$70,683,181** |
| | **Excess Revenue over (Under) Expenditures** | **(439,542)** | **0** | **0** | **(439,542)** |

Prepared by:
D Williams
E Whitefield

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

To: Board of Trustees
Date: October 15, 2018
For: Approval

**TO**: Dr. Jeremy Glenn, Superintendent

**FROM**: Dobie Williams
**DATE**: October 8, 2018
**RE**: Pest Management Services
CSP No. 2016-08 - Renewal

**SUMMARY:**

A competitive sealed proposal was let to request proposals from companies to provide pest management services on an annual basis at all district facilities. The proposals were received September 20, 2016. The award called for an initial term from notification of award to October 31, 2017 with the option to renew automatically for two additional one-year terms unless a 90 day notice of non-renewal was given to the district. We have received notification the vendor will renew. This will be the second renewal option.

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

Mr. Randy Leach, Facilities Director, has recommended a renewal with the current vendor. The following is his recommendation. Anticipated expenditures are between $12,500 -$75,000 to include the annual expense and any emergency treatments as needed.

**RECOMMENDATION:**

It is recommended to renew Granbury ISD CSP 2016-08 for Pest Management Services with Double "D" Termite and Pest Control, Inc. for the period of November 1, 2018 through October 31, 2019.

**BUDGET IMPACT:** $12,500 - $75,000

Respectfully submitted,



Dobie Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Randy Leach
Darla Powell

Date Submitted: October 8, 2018

**BID FOR BOARD APPROVAL**

Original Award

**Board Meeting Date:** October 17, 2016 **Bid Number:** CSP 2016-08

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

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

3. **Period of time bid covers:** From November 1, 2016 through October 31, 2017 with an automatic renewal option, at the sole discretion of the district, for an additional two years in one year increments. The renewal periods will be 11/1/2017 thru 10/31/2018 and 11/1/2018 thru 10/31/2019.

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

   Randy Leach – Facilities Director

5. **Number of bids sent to vendors:** 14

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

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

   It is recommended the Board award the services to Double "D" Termite and Pest Control, Inc. for the period of November 1, 2016 through October 31, 2017 with the option for two annual renewals. Estimated expense is $15,000 to $50,000 for annual services. Should the district need specialized treatment for additional pest management services, which could exceed the estimated annual expense of $50,000, the Board authorizes the treatments, if funds are available and the cost is in compliance with CH(LOCAL). Specialized treatments may include, but not be limited to termite treatments.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 10/31/13

10. **Percentage increase or decrease from last bid**: Decrease of 2.015%

11. **Budget information:** Expense will come from budgeted funds under account code(s) : 199.E.51.6246.00.00.xxx.0.99.520

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D O Williams

Dobie Williams
Assistant Superintendent for Finance and Operations

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: October 15, 2018
For: Approval

**TO**: Dr. Jeremy Glenn, Superintendent

**FROM**: Dobie Williams
**DATE**: October 9, 2018
**RE**: Waste Management Services
CSP 2017-1019

**SUMMARY:**

A proposal was let September 12, 2017 to provide waste management services to schools outside the city limits. The facilities that are located within the city limits are covered under a City of Granbury contract with IESI/Progressive Waste Solutions. The award called for an initial term from notification of award to October 31, 2018 with the option to renew automatically for two additional one-year terms.

Mr. Randy Leach, Facilities Director, requested a renewal with the current vendors. A copy of the original Board Approval Form are attached for your review. Estimated expense is $10,000 to $20,000 for the locations outside the city limits covered by the district contract, and $70,000 to $80,000 for the locations inside the city limits covered by the city services contract.

**RECOMMENDATION:**

It is recommended to renew Granbury ISD CSP 2017-1019 for Waste Management Services with IESI/Progressive Waste Solutions for the period of November 1, 2018 through October 31, 2019.

**BUDGET IMPACT:** $10,000 to $20,000 (locations outside the city limits)
$70,000 to $80,000 for the locations inside the city limits

Respectfully submitted,

D O Williams

Assistant Superintendent of Finance and Operations

Staff Person Responsible: Darla Powell
Randy Leach

Date Submitted: October 9, 2018

# BID FOR BOARD APPROVAL

**Board Meeting Date:** October 16, 2017 **Bid Number:** 2017-1019

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

2. **Brief description:** A proposal was sent out for waste management services for schools that were located outside the city limits. The campuses that are located within the city limits are covered under a contract with IESI/Progressive Waste Solutions under the city services.

3. **Period of time bid covers:** November 1, 2017 through October 31, 2018 with option to renew for two additional years in one-year increments.

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

5. **Number of bids sent to vendors:** 16

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

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

   It is recommended award be made to waste Connections to cover the monthly services of $1,288.00 for the district locations outside the city limits, as well as any additional waste management services on an as needed basis. The campuses that are located within the city limits are covered under a city services contract through IESI/Progressive Waste Solutions. The anticipated yearly cost of those campuses is approximately $78,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** October, 2014

10. **Percentage increase or decrease from last bid**: Overall decrease of 1.01% or $156/year before the adjustment to the Stars Academy schedule

11. **Budget information:** Waste Management services will come from account code 199 E 51 6256 00 XXX 0 99 000 with a proposed budget of $92,000.

12. **Other comments:** The proposal process allows for some negotiations after the deadline for submission. Randy Leach, Facilities Director, requested a cost based on reducing the services for Stars Academy from a pickup once every two weeks on a Monday and Thursday, to a Monday only pickup every two weeks. The tabulation is marked “updated” to show the change from the initial submission to the negotiated services for that campus.

D O Williams

Dobie Williams
Assistant Superintendent for Finance & Operations

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

To: Board of Trustees
Date: October 15, 2018
For: Approval

**TO**: Dr. Jeremy Glenn, Superintendent

**FROM**: Dobie Williams
**DATE**: October 8, 2018
**RE**: General Merchandise CSP 2014-19 4th Renewal

**SUMMARY:**

In October of 2014, a proposal was let to provide vendors for the purchase of consumables and small miscellaneous supplies to be picked up by district employees on an as needed basis. The district requested a discount from shelf pricing for items to include, but not be limited to miscellaneous paper products, food items, kitchen utensils, small hardware items and tools, household products and small electronic items and parts, first aid supplies, deli trays, baked goods, instructional supplies, awards and prizes. The current bid will expire on October 31, 2018 with one additional option to renew for one–year terms. All awarded vendors were contacted and have agreed to the renewal.

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

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

**RECOMMENDATION:**

It is recommended the Board approve the fourth renewal option with HEB Grocery, Kroger Texas L.P. and WalMart for the period of November 1, 2018 through October 31, 2019. Estimated expense will be between $55,000 and $100,000 annually.

Respectfully submitted,



Assistant Superintendent of Finance and Operations

Staff Person Responsible: Dobie Williams
Darla Powell

Date Submitted: October 8, 2018

**Original Award**

# BOARD APPROVAL FORM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

To: Board of Trustees
Date: October 15, 2018
For: Approval

**TO**: Dr. Jeremy Glenn, Superintendent

**FROM**: Dobie Williams
**DATE**: October 8, 2018
**RE**: Grounds Supplies and Equipment and Grounds Equipment Repair Services CSP 2018-1036

**SUMMARY:**

A bid was let to provide vendors for Grounds Supplies and Equipment and Grounds Equipment Repair Services on an "as needed" basis. Vendors were asked to quote a fixed price on certain items and a percentage discount on supplies. Proposals were due September 14, 2018. The original term is from written notification of award through September 30, 2019 with the option to renew for two additional one-year terms at the sole option of the district. At the option of the district, the renewal periods will be October 1, 2019 through September 30, 2020.

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

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

**RECOMMENDATION:**

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

AACA Parts and Supplies, Austin Turf & Tractor, Granbury Winnelson, GWG Wood Group, Hard Sales Company, Henson Building Materials, Justin Seed Co., Kelly Moore Paint Co., Lone Star Mower Repair Inc., Morrison Supply, Quality Sound and Communication, Rose's Mower Shop, Standpoint Promotions, Texas Multi-Chem LTD, Tomlinson Ball Field Material, Tractor Supply Company, University Building Specialties, Zimmerer Kubota & Equipment, Inc.

**BUDGET IMPACT:** $50,000 - $75,000 (supplies) and $14,000 - $25,000 (services)

Respectfully submitted,



Dobie Williams
Asst. Superintendent for Finance and Operations

Staff Person Responsible: Randy Leach
Scott Campbell
Darla Powell

Date Submitted: October 8, 2018

# BOARD APPROVAL FORM

**Board Meeting Date:** October 19, 2018

**Bid Number:** CSP 2018-1036
Grounds Supplies and Equipment and Grounds Equipment Repair Services

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

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

3. **Period of time bid covers:** From written notification of award through September 30, 2019 with the option to renew for two additional one-year periods

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

   Randy Leach – Director of Maintenance and Facilities

5. **Number of bid notification letters sent to vendors:** 180

6. **Number of bids received from vendors:** 18

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

   AACA Parts and Supplies, Austin Turf & Tractor, Granbury Winnelson, GWG Wood Group, Hard Sales Company, Henson Building Materials, Justin Seed Co., Kelly Moore Paint Co., Lone Star Mower Repair Inc., Morrison Supply, Quality Sound and Communication, Rose's Mower Shop, Standpoint Promotions, Texas Multi-Chem LTD, Tomlinson Ball Field Material, Tractor Supply Company, University Building Specialties, Zimmerer Kubota & Equipment, Inc.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 2015

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

11. **Budget information:**

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

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



Dobie Williams
Assistant Superintendent for Finance and Operations

**OFFICE OF ASSISTANT SUPERINTENDENT**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **October 12, 2018** |
| **Action:** | **Action** |

**TO: Board of Trustees From: Ron Holmgreen**
**Date: October 15, 2018**
**RE: Consider Resolution Regarding Extracurricular Activities of 4-H Organization and Facility Use**

**SUMMARY:**

This is to allow our students who participate in 4-H activities, to have excused absences for their extra-curricular activities; in addition, this agreement will recognize as adjunct faculty members, Brady Timmons and Kelli Brown, who are the county Extension agents of the Hood County 4-H Program. By recognizing them as adjunct faculty members, our students who participate in 4-H activities will be considered "in attendance for Foundation School Program purposes."

**RECOMMENDATION:**

It is recommended that the Board approve the resolution regarding extracurricular activities of 4-H organization and facility use as presented.

**Respectfully submitted,**

**Ron Holmgreen**
**Granbury ISD Assistant Superintendent**

**TEXAS A&M AGRILIFE EXTENSION SERVICE**
**HOOD COUNTY OFFICE**
**IMPROVING LIVES. IMPROVING TEXAS.**

October 10, 2018

Dear Granbury ISD,
Dr .Jeremy Glenn:

The Hood County 4-H Program is made up of students ages 8 – 18 in Hood County. Several of these students attend school within your district. This program offers several different project areas in which students learn priceless skills and values such as responsibility, leadership, and teamwork. Some of these project areas do require participation during school hours.

Therefore, on behalf of the 4-H members of Hood County, we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. The enclosed Resolution should be presented for consideration at the next scheduled meeting of the Board of Trustees of the Granbury Independent School District. I further request that questions regarding this Resolution be directed to our office in a timely manner so that we may prepare and present an appropriate response so as not to delay action on this request.

Also, we are requesting adjunct faculty status with the Granbury Independent School District. This status is required so that students participating in 4-H activities may be counted in attendance for the Foundation School Program. This should also be presented at the next board meeting of the Board of Trustees of the Granbury Independent School District.

Finally, we request that a signed copy of the Resolution, the Adjunct Faculty Agreement, and a copy of the minutes of the Board meeting be forwarded to our office for our records.

We thank you and members of your Board of Trustees for your consideration of this request.

Sincerely,

Brady Timmons
CEA-Agriculture and Natural Resources
Hood County

Enclosure:
RESOLUTION (Regarding extracurricular status of 4-H organization)
ADJUNCT FACULTY AGREEMENT

1410 W. Pearl St. Annex 1 Rm. 22
Tel. 817.579.3280 Fax. 817.408.2533
https://hood.agrilife.org/



Educational programs of Texas A&M Agrilife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin. The Texas A&M University System, U.S. Department of Agriculture, and County Commissioners Courts of Texas Cooperating.

# RESOLUTION
## regarding
## EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date the duly elected Board of Trustees of the Granbury Independent School District meeting in public with a quorum present and certified did adopt this resolution that recognizes the Hood County Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under 19 Texas Administrative Code, Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to all rules and regulations set forth under the 19 Texas Administrative Code as interpreted by this Board and designated officials of this school district whose rulings shall be final.

Approved this ____ day of _____ , 20____.

_____
(For Board of Trustees)

_____
(Superintendent)

## ADJUNCT FACULTY REQUEST

The State Board of Education passed an amendment to 19 TAC§129.21 (k)(1). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

(4-12) 1. The student is participating in an activity which is approved by the local board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.

(4-13) Students participating in any activity which is not approved by the local school board and/or without certified district personnel supervision are counted absent [see 94-12]. To qualify for funding purposes, the certified district staff member/adjunct staff member must be accompanying the students as an official of the school district for the specific purpose of supervising the students and must be approved by the school board to supervise the activity. For example, students participating in 4-H activities which are supervised solely by a County Extension Agent are reported present.

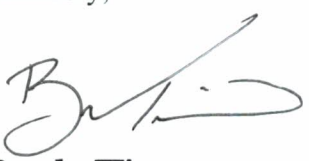
This amendment provides local school boards the opportunity to recognize county Extension agents as adjunct staff members and to count students participating in 4-H/Extension educational activities "in attendance for Foundation School Program purposes."

Hood County requests adjunct staff member status for the county Extension agents for the school year 2018-2019. The following faculty are eligible for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor's degree.

Name: Brady Timmons Title: CEA – AG/NR Degree: B.S. Ag Date: May 2015 Institution:OSU
Name: Kelli Brown Title: CEA – FCH Degree: MS Date: August 2016 Institution: TTU

I hope that the Granbury Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Sincerely,



**Brady Timmons**
CEA-Agriculture and Natural Resources
Hood County

## ADJUNCT FACULTY AGREEMENT

Adjunct faculty status is requested for all members of the current County Extension faculty, who meet the eligibility requirements for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor's degree. The County Extension staff will annually provide a current list of adjunct faculties to the appropriate principal on or before request of completion of Declaration of Eligibility Forms. If the faculty changes, the list shall be edited by the County Extension staff and forwarded to the appropriate principal(s). This appointment is subject to the following conditions and provisions of such appointment, to wit:

1 Adjunct faculty member will receive no compensation, salary, or remuneration from Granbury ISD.

2 Adjunct faculty member is and shall remain an employee, in good standing, of the Texas Cooperative Extension.

3 Adjunct faculty member shall be under the direction of either the District Extension Administrator of District, Extension District, or Hood County Extension Director.

4 Adjunct faculty member shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M Agrilife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty members shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty member for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service. Adjunct faculty member is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and or participation of such Hood County Extension Agent(s) who has been herein designated as an adjunct faculty member.

This appointment is made by Independent School District by and through the action of the Board of Trustees of said District for the benefit of allowing voluntary student participation in programs conducted by Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and or directed by Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21[k] [1] of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the Hood County Extension Agent(s) (Extension employee) is/are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Granbury Independent School District or any of its employees agents, officers, and/or board members in the performance of governmental functions.

For the Board

Signature: _____ Date:_____



Superintendent of Schools: Granbury ISD

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: October 15, 2018
For: Approval

**TO**: Dr. Jeremy Glenn, Superintendent

**FROM**: Dobie Williams
**DATE**: October 8, 2018
**RE**: Investment Policy CDA (LEGAL) & CDA (LOCAL)

**SUMMARY:**

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

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

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

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

**RECOMMENDATION:**

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

Respectfully submitted,

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: October 8, 2018

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

**Definitions**

Investment Pool — "Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.

Pooled Fund Group — "Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.

Separately Invested Asset — "Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group.

*Gov't Code 2256.002(6), (9), (12)*

Repurchase Agreement — "Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described at Obligations of Governmental Entities, below, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. *Gov't Code 2256.011(b)*

Hedging — "Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

*Eligible Entity* — "Eligible entity" means a political subdivision that has:

1. A principal amount of at least $250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

*Eligible Project* — "Eligible project" has the meaning assigned by Government Code 1371.001 (regarding issuance of obligations for certain public improvements).

*Gov't Code 2256.0206(a)*

Corporate Bond — "Corporate bond" means a senior secured debt obligation issued by a domestic business entity and rated not lower than "AA-" or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov't Code 2256.0204(a)*

**Written Policies** — The board shall adopt by resolution a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

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

*Gov't Code 2256.005(a), (b)*

Annual Review — The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so

adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit

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

Investment Strategies

As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

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

*Gov't Code 2256.005(d)*

Investment Officer

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

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

Investment Training

*Initial*

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

*Ongoing*

The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

Standard of Care

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

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

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

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and

2. Whether the investment decision was consistent with the district's written investment policy.

*Gov't Code 2256.006*

*Personal Interest*

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (regarding nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;

2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or

3. The investment officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the investment officer.

*Gov't Code 2256.005(i)*

*Quarterly Reports*

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

1. Describe in detail the investment position of the district on the date of the report;

2. Be prepared jointly and signed by all district investment officers;

3. Contain a summary statement of each pooled fund group that states the:

   a. Beginning market value for the reporting period;

   b. Ending market value for the period; and

   c. Fully accrued interest for the reporting period;

4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;

5. State the maturity date of each separately invested asset that has a maturity date;

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

7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

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

*Gov't Code 2256.023*

**Selection of Broker**

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

**Authorized Investments**

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A

renewal or extension of the contract must be made by the board by resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of Governmental Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
    a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
    b. The broker or depository institution selected as described above arranges for the deposit of the funds in

the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;

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

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

*Gov't Code 2256.009(a)*

*Unauthorized Obligations*

The following investments are not authorized:

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

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

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

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

*Gov't Code 2256.009(b)*

Certificates of Deposit and Share Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;

2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or

3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

*Gov't Code 2256.010(a)*

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

1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;

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

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

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

*Gov't Code 2256.010(b)*

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

Repurchase Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;

2. Is secured by a combination of cash and obligations described at Obligations of Governmental Entities, above;

3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district, and

4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (regarding validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

*Gov't Code 2256.011*

Securities Lending Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;

2. A loan allows for termination at any time;

3. A loan is secured by:

   a. Pledged securities described at Obligations of Governmental Entities, above;

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

   c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.01 (investment pools);

4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name,

and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and

5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

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

*Gov't Code 2256.0115*

Banker's Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;

2. Will be, in accordance with its terms, liquidated in full at maturity;

3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and

4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

*Gov't Code 2256.012*

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 270 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or

2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

*Gov't Code 2256.013*

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;

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

3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

*Gov't Code 2256.014(a)*

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;

2. Has an average weighted maturity of less than two years; and

3. Either has a duration of less than one year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or has a duration of less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

*Gov't Code 2256.014(b)*

*Limitations*

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);

2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or

3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

*Gov't Code 2256.014(c)*

Guaranteed Investment Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;

2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and

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

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

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the resolution authorizing the issuance of bonds;

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

3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;

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

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

Government Code 1371.059(c) (regarding validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

*Gov't Code 2256.015*

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by resolution authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other

authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

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

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

2. Changes the rating on the corporate bonds to a rating lower than “AA-” or the equivalent.

Corporate bonds are not an eligible investment for a public funds investment pool.

*Gov’t Code 2256.0204*

Hedging Transactions

The board of an eligible entity (as defined above) shall establish the entity’s policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts, and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity’s general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (regarding validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.

2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity’s cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

*Gov’t Code 2256.0206*

Prohibited Investments

Except as provided by Government Code 2270 (regarding prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov’t Code 2256.017*

***Note:*** As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

Loss of Required Rating

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

**Sellers of Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
    a. Is dependent on an analysis of the makeup of the district's entire portfolio;
    b. Requires an interpretation of subjective investment standards; or
    c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

*Gov't Code 2256.005(k)–(l)*

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

*Gov't Code 2256.005(k)*

**Donations**

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

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds Transfer**

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

**Investment Authority**

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

**Approved Investment Instruments**

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

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

**Safety**

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

**Investment Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Funds / Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

| | |
|---|---|
| Agency Funds | Investment strategies for agency funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. |
| Debt Service Funds | Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded. |
| Capital Project Funds | Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded. |
| Special Revenue Funds | Investment strategies for special revenue funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. |
| **Safekeeping and Custody** | The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool. |
| **Sellers of Investments** | Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]<br><br>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA). |
| **Soliciting Bids for CDs** | In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods. |
| **Interest Rate Risk** | To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.<br><br>The District shall monitor interest rate risk using weighted average maturity and specific identification. |
| **Internal Controls** | A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in |

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

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

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

**Annual Review**

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

**Annual Audit**

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

**Exhibit "B"**

**Qualified Broker/Dealers Authorized to Engage in Investment Transactions with Granbury ISD**

1. Wells Fargo
   Susan Ward
   214-740-1586

   wardst@wellsfargo.com

2. Piper Jaffray
   Matt McGrory

   312-267-5168

   matthew.c.mcgrory@pjc.com

3. Cantor Fitzgerald
   Gil Ramon
   713-599-5192
   gilbert.ramon@cantor.com

4. Global Financial Securities
   Javier Altimari

   713-968-0408

   JAltimari@GlobalHou.com

5. Stifel Nicolaus
   Monica O'Reilly
   713-237-4580
   maoreilly@stifel.com

6. BNY Mellon
   Christopher Jacobs
   212-815-6999
   Chris.jacobs@bnymellon.com

7. Goldman Sachs
   Josh Levine
   212-357-6277
   Joshua.l.levine@gs.com

**Exhibit "B"**

**Qualified Broker/Dealers Authorized to Engage in Investment Transactions with Granbury ISD**

8. JP Morgan
   William Boeckman
   212-834-2587
   William.j.boeckman@jpmorgan.com

9. Logic/JP Morgan Asset Management – Local Government Investment Pool
   1201 Elm St., Suite 3500
   Dallas, TX 75270

10. Lone Star/ First Public – Local Government Investment Pool
    12007 Research Blvd.
    Austin, TX 78759

11. TexasTerm/PFM Asset Management, LLC – Local Government Investment Pool
    221 West 6th Street, Suite 1900
    Austin, TX 78701

12. TexPool/Federated Participant Services – Local Government Investment Pool
    1001 Texas Ave., Suite 1400
    Houston, TX 77002

**Resolution Stating Review of Investment Policy and Investment Strategies,
Designation of Investment Officer(s),
Approving Independent Sources for Investment Training and
Approving List of Qualified Brokers Authorized to
Engage in Investment Transactions with the District**

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

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

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

**WHEREAS,** Section 2256.025, Texas Government Code, requires the governing body of the entity shall at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in the investment transactions of the entity.

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

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

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

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

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

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

And that the list of qualified brokers attached as Exhibit "B" has been reviewed by the Board and are authorized to engage in investment transactions with the District.

PASSED AND APPROVED this 15th day of October, 2018.

BY: _____
Nancy Alana, President

ATTEST: _____
Barbara Herrington, Secretary

# Granbury Independent School District

# District Improvement Plan

# 2018-2019 Improvement Plan




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# Mission Statement

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

# Vision

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

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# Core Beliefs

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

# Comprehensive Needs Assessment

**Revised/Approved: September 25, 2018**

## Demographics

### Demographics Summary

GISD has grown by 3% according to the enrollment reports this school year. The most recent enrollment report sets the enrollment at 7392. Our ECD student population is consistent at 50%. The white population of GISD is 72% (down 1% from 2017-18), Hispanic is 23%, and other is 5% (up 1% from 2017-18). The LEP population has grown 108 students over the past 5 years into 17 different languages. A trend increasing is mobility rate....currently up to 19% or 1400-1500 of our students.

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### Demographics Strengths

Compared to the majority of other Texas districts, GISD still is not as diverse. However, the growth that the district is experiencing more closely matches that of other districts.

### Problem Statements Identifying Demographics Needs

**Problem Statement 1**: Student diversity and mobility is increasing within GISD. **Root Cause**: Families are moving away from urban areas and larger school districts into communities that are in close proximity to urban conveniences and jobs thus making the mobility rate increase inter and intra district.

# Student Achievement

## Student Achievement Summary

According to the newly released state accountability system, GISD rates a letter grade of "B".

STAAR Performance - B

College, Career, Military Readiness - B

Graduation Rate - A

Academic Growth - C

Relative Performance (Commissioner's Level) - B

Closing the Gaps - C

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## Student Achievement Strengths

GISD is very successful at graduating students.  For being the first year of the new accountability system of receiving a letter grade and not knowing the indicators as as a state, the score of a "B" is strength for the district.

## Problem Statements Identifying Student Achievement Needs

**Problem Statement 1**: Academic growth is not at a "B" level as compared to the other measurement areas. **Root Cause**: Former state accountability systems have been based on passing an assessment as opposed to growth, therefore district systems mirrored that measurement.

**Problem Statement 2**: Closing the gaps is not at the "B" level as compared to other measurement areas. **Root Cause**: The diversity and mobility of the students have the highest change rate within the district. Implementation of new systems and teaching strategies are not changing at the rate of the population.

# District Culture and Climate

## District Culture and Climate Summary

GISD continues to build upon the many partnerships with community entities that support the learning of our students and the culture of our district. The district offers many exemplary and innovative programs such as arts, athletics, engineering, all endorsements, Bilingual education, AVID, etc and the newly implemented STEAM Academy at Mambrino to keep kids engaged and on track for an ever-changing, competitive world. The Granbury Education Foundation continues to provide avenues for innovative learning. There is an overall positive climate and culture as evidence by increased student growth and community growth. GISD recently welcomed a new superintendent who will continue to challenge the district with innovative ideas and programs. The G2020 Strategic Plan has been complete and the district looks forward to engaging in another strategic process.

School safety is a major focus for GISD. The district will continue to utilize first responder agencies within the community to provide professional development for faculty.

## District Culture and Climate Strengths

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GISD students continue to compete and share their achievements from the local level to the international level. All campuses have embraced the P-16 idea and communicate post-secondary opportunities to ***all*** students. GISD employees have engaged in substantial professional development that promotes school safety for proactive and reactive situations.

## Staff Quality, Recruitment, and Retention

### Staff Quality, Recruitment, and Retention Summary

GISD has had 100% of highly qualified educators as deemed at the federal level for several years and now on the PR1500 from the federal government. All of our teachers are assigned and teaching within their content/grade certification(s). The district also offers signing bonuses and stipend for hard to fill positions such as math and Bilingual. Granbury Teacher Excellence Initiative (GTEI) offers teachers an opportunity to be rewarded for going above and beyond in supporting students. Each year there is less than a 9% turnover rate of all employees. GISD maintains a tremendous relationship with Tarleton in many areas with student teaching being one of the top areas.

All GISD core elementary teachers and all secondary ELA teachers are required to obtain an ESL certification by the spring semester of their first year of teaching with GISD. All core and CTE secondary teachers are required to obtain an initial 18 hours of sheltered instruction training by the spring semester of their first year of joining the GISD team.

GISD educators have professional development requirements that build common language and teaching skills.

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### Staff Quality, Recruitment, and Retention Strengths

Since Tarleton is in close proximity and a tremendous partner, GISD benefits from student teachers and qualified applicants. GTEI provides a unique benefit to our teachers. GISD supports health insurance benefits, life insurance benefits, and careflight for employees. GISD sponsors many student and district activities that keep our employees involved in the community and encouraging the GISD team.

# Curriculum, Instruction, and Assessment

## Curriculum, Instruction, and Assessment Summary

All core content, foreign language, and AP courses have detailed written curriculum documents or syllabus that were authored by teachers and facilitated by curriculum staff members. Primary and secondary resources are linked in the documents and vetted by curriculum coordinators and teacher team after studies of TEKS and student needs. The curriculum documents can be accessed by all educators so that content curriculum can even be supported not only in the foundation curriculum but the extra curricular programs as well. All documents are reviewed and revised each year by teams of educators only if student data warrants a change or the TEKS are updated from the state.

A formal Professional Learning Community system grounded in research by Rick DuFour has been implemented on all elementary and middle school campuses. Educator teams, facilitated by campus and district instructional experts, are continuously developing or examining research based strategies and resources to improve student achievement and growth. Since reading is considered a life skill by the district, there is a balanced literacy initiative currently being implemented in PK-5 grades. The district is currently revising and building a stronger Response to Intervention program that specifically addresses reading deficits using the research of Fountas and Pinnell.

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## Curriculum, Instruction, and Assessment Strengths

Curriculum and assessments are aligned according to state standards. Documents are detailed and written by teams of educators. Professional development and resources support the implementation of curriculum, intervention, and the GISD instructional common language. GISD has implemented a total system of checks and balances at each three week mark and responds to individual student needs. The system is also supporting the growth of Tier 1 instruction.

## Problem Statements Identifying Curriculum, Instruction, and Assessment Needs

**Problem Statement 1**: The instruction in the classroom is not at a Tier 1 level for the increased diversity of GISD students therefore, achievement gaps exist. **Root Cause**: Student diversity and needs are changing rapidly and resources and instruction are lagging a bit behind the changes in the student population.

**Problem Statement 2**: Student growth is not at the desired level. **Root Cause**: State systems have just identified how student growth will be measured.

# Parent and Community Engagement

## Parent and Community Engagement Summary

All campuses have a parent involvement plan that is implemented according to the needs identified in each campus community. The campuses also collaborate and sponsor parent events across feeder schools and across the district such as picnics and health fairs. The district has incredible support from MANY community partners that offer programs around health/wellness, safety, domestic support, etc. Each year the district coordinates a community round table with many partners where members share common hurdles with students/families in the schools and community. A Mobile Learning Lab equipment with resources and technology is launched out in parts of the community where parent involvement with school is less than other areas. The district has a specific emphasis on ensuring that communication is provided in the family language so the district has several Spanish interpreters as well as the Language Line that supports this effort. All campuses continue to invite community members from a wide variety of industries to come and talk with our students regarding opportunities after graduation. The Director of Communication ensures that messages are launched in several venues.

## Parent and Community Engagement Strengths



Many entities support the school district and are involved in activities that range from student meetings to community picnics to collaborative groups of varying lenses. Students benefit from innovative programs, safety programs, health programs, clothing programs, industry partners, etc. Taking opportunities to the community in the form of a mobile learning lab is innovative in itself. The district recognizes a emphasis on messaging to our community in other languages. The district continues to message the Ready Rosie program to parents and community members. This program recommends strategies that members can use a home to support learning for young children up to 3rd grade. GISD entered into an agreement with Community in Schools for a pilot program that places social workers on three of the campuses.

## Problem Statements Identifying Parent and Community Engagement Needs

**Problem Statement 1**: Many parents are still not engaged with the schools or in their child's education. **Root Cause**: 50% of GISD students come from homes of poverty. Some of these parents do not have transportation or a comfort level to get involved with the schools.

# District Context and Organization

## District Context and Organization Summary

GISD is comprised of 10 departments that provide support for teachers and students at 10 different campuses. The G2020 Strategic Plan, lead by the superintendent, organized and created the 6 goals that currently drive the functions of the district. This plan has been accomplished so the district will engage in a short/long term strategic process in the spring of 2019. GISD has a new superintendent that will continue the culture of innovation and lead a new strategic process.

## District Context and Organization Strengths

The G2020 plan has been realized and accomplished. The GISD Trustees and superintendent support and encourage the district to implement and offer opportunities for students to be successful in a local to world atmosphere according to individual student goals. Teachers and students are the main focus of GISD while all other provide the support necessary to support them.

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## Problem Statements Identifying District Context and Organization Needs

**Problem Statement 1**: G2020 has been accomplished and complete so the district needs to engage in another strategic planning process. **Root Cause**: The district has been successful in meeting the goals and activities set forth from G2020.

# Technology

## Technology Summary

All campuses and the district have a technology plan that is driven by committees of stakeholders based on the availability of resources to support education. Technology is a tool that is seamless to research-based instruction. All campuses are equipped with hardware, software and support initiatives to give GISD students a 21st century edge in our innovative world. Technology supports the implementation of the instructional district initiatives. Ongoing PD and modeling is implemented on the campuses and a menu of PD learnings are offered in a variety of venues including a tech rally that springboards summer professional development.

## Technology Strengths

The district has completed a multi million dollar upgrade via G2020 to the technology that supports students and staff. GISD is in constant conversation and research on the continuous evolvement of technology in our world today. Students are exposed to a variety of different technologies so that they learn the device that best meets the needs of their specific works.

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# Goals

## Revised/Approved: September 25, 2018

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

**Performance Objective 1:** GISD will message in multiple formats the availability of Ready Rosie (early language/literature software)

**Evaluation Data Source(s) 1:** Documentation of all venues

**Summative Evaluation 1:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) GISD teachers will share with their personal church | Director of C&; Federal Program Coordinator | Families will access the resource for their children 107 |
| | Funding Sources: Title I (211) - 0.00 | |
| 2) GISD will invite community daycares for a showcase | Director of C&; Federal Programs Coordinator | Families will access the resource for their children |
| | Funding Sources: Title I (211) - 0.00 | |
| 3) Modeled during parent meetings | Campus principals | Families will access the resource for their children |
| | Funding Sources: Title I (211) - 0.00 | |

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

**Performance Objective 2:** GISD will partner with community entities twice yearly to collaborate and provide awareness information for community and families

**Evaluation Data Source(s) 2:** Community function agendas, sign in sheets

**Summative Evaluation 2:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Community Roundtable will be conducted annually between GISD, Granbury PD, Sheriff's Office, CAC, CPS, District Attorney, County Attorney, Pecan Valley, Etc | Director of Curriculum | Build community and communication between GISD and community partners |
| 2) New hire welcome and professional development will be conducted in conjunction with community partners such as Chamber of Commerce | HR Director and Curriculum Director | Acclimate newly hired employees with GISD and Granbury community |
| | Funding Sources: Title II (255) - 0.00 | |

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

**Performance Objective 3:** GISD will actively seek out community partnerships and increase our community connections by at least two.

**Evaluation Data Source(s) 3:** Calendar with community meetings and agendas

**Summative Evaluation 3:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Contract with Community in Schools with focus on high need campuses as a pilot | Director of Curriculum and Campus Principals | Increased attendance for students that at risk, increased student/family access to community resources |
| | Funding Sources: Title I (211) - 0.00 | |
| 2) Research and collaborate with Tarleton to increase opportunities for GISD staff | Superintendent, Asst Superintendent, Director of Curriculum | Staff furthering education |
| 3) Increase partnerships for health and safety initiatives such as Project Adam, Telemedicine, Active Shooter, Stop the Bleed, etc | Director of Curriculum | GISD staff prepared for emergencies |

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

**Performance Objective 4:** GISD will increase communication to the Spanish speaking Bilingual families by at least two mass messages per month

**Evaluation Data Source(s) 4:** Communication examples

**Summative Evaluation 4:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Increase days of interpreter to full year access for parents | Director of Curriculum | Increased Spanish speaking parent involvement via sign in sheets |
| | Funding Sources: Title III (263) - 0.00 | |
| 2) Communication including social media will be delivered in English and Spanish to accommodate for the growing population | Director of Communications and Director of Curriculum | Increased Spanish Speaking parent involvement via sign in sheets |

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

**Performance Objective 1:** GISD will continue to support PBL where 99% of core and CTE educators will implement PBL

**Evaluation Data Source(s) 1:** Calendar of PBL

**Summative Evaluation 1:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) One elementary and one secondary training will be offered each summer for new hires and those that want to enhance their PBL implementation | Director of Curriculum and Instruction | Increased PBL implementation and vetting to database |
| | Funding Sources: Title II (255) - 0.00 | |
| 2) Teachers that have implemented a PBL for two or more years could partner with others to vet a project to the district database | Director of Curriculum, Principals, Instructional Specialist | Projects added to Project Vetting database |

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

**Performance Objective 2:** GISD will increase the growth measure from 70 to 75 according to state accountability

**Evaluation Data Source(s) 2:** three week checkpoints, common assessments, benchmarks

**Summative Evaluation 2:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Provide instructional reading coaching for all elementary ELA teachers | Director of Curriculum, Campus Principals, Instructional Specialists | Students will show growth in reading |
| | Funding Sources: Title I (211) - 0.00, Title II (255) - 0.00 | |
| 2) PK-7 grade reading teachers will implement Comprehension Toolkit according to the district curriculum documents | Director of Curriculum and Campus Principals | All students will increase in strategic reading comprehension |
| 3) Secondary core teachers will implement AVID weekly or NEWSELA to support reading and writing across the curriculum | Director of Curriculum, Secondary ELA/Science Coordinator, Secondary Math/SS Coordinator, Campus Principal and Instructional Personnel | Increased reading across contents |
| | Funding Sources: Title II (255) - 0.00 | |
| 4) Elementary teachers will attend PD on small group and guided math instruction and implement strategies | Director of Curriculum, Math Coordinator | Increase in math TEKS mastery |
| | Funding Sources: Title II (255) - 0.00 | |
| 5) GISD will streamline RtI according to newly mandated state rules | Director of Curriculum | Progress monitoring data |
| | Funding Sources: State Comp Ed (24) - 0.00 | |
| 6) Resources will be identified and purchased to support students in SSI and summer school | Director of C&I | More students successful on STAAR |
| | Funding Sources: State Comp Ed (24) - 0.00 | |
| 7) Middle schools will implement three-week checkpoints on all core content and identify power standards to intervene according to data | Director of Curriculum and Campus Principals | Student growth on three week check points |
| 8) MS Math will spiral problem of the day twice a week | Director of Curriculum, Secondary Math Coordinator, Campus Principal | Student retention and continued practice on math TEKS |

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

**Performance Objective 3:** College, career, military readiness will increase from 55 to 70 by 2020

**Evaluation Data Source(s) 3:** CCMR accountability indicators

**Summative Evaluation 3:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) AVID will be transitioned to the high school in 2019-20. | Director of Curriculum Post Secondary Coordinator | Increased number of students gaining skills for college readiness |
| | Funding Sources: State Comp Ed (24) - 0.00 | |
| 2) GHS will counsel students into the college/career ELA and math senior course | Asst Superintendent, Director of Curriculum, HS Principal | More students reaching the CCMR |
| 3) GISD middle and high school students will attend university and industry visits | Director of Curriculum, Principals and Post Secondary Coordinator, CTE Director | Students will gain knowledge of universities and industry careers 113 |
| | Funding Sources: State Comp Ed (24) - 0.00 | |
| 4) Middle School and High School educators will attend the AVID summer institute and demo site visits | Director of C&I | PD Records |
| | Funding Sources: State Comp Ed (24) - 0.00 | |
| 5) GISD will pursue other industry partners | CTE Director | Increased post secondary options and opportunities for students |
| | Funding Sources: CTE (22) - 0.00, State Comp Ed (24) - 0.00 | |
| 6) A vertical alignment will be created and implemented for the Xello software | Director of CTE and C&I, Post Secondary Coordinator | Student knowledge if colleges, careers, and scholarships increased |

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

**Performance Objective 4:** Academic Achievement Gap state indicator will increase from 79 to 81.

**Evaluation Data Source(s) 4:** District common assessments, benchmarks, walk through data, state accountability data

**Summative Evaluation 4:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Implement Ellevation software | Director of Curriculum | Teachers identifying the TELPAS levels of their students<br><br>Teachers using recommended strategies to differentiate for individual learners |
| | Funding Sources: Title III (263) - 0.00 | |
| 2) Campuses implement language strategies for all learners | Asst Superintendent, Director of Curriculum; Campus principals | Academic language improving for all students<br><br>ELL, SPED and ECD students gaining access to learning |
| 3) DuFour's PLC will be implemented at all elementary schools and middle schools | Director of Curriculum and Campus Principals | Increase in student learning according to three week check points 114 |
| | Funding Sources: Title I (211) - 0.00, State Comp Ed (24) - 0.00 | |

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

**Performance Objective 5:** GISD will prepare for the implementation of the new ELAR TEKS to be implemented fall of 2019.

**Evaluation Data Source(s) 5:** PD documents, Curriculum Documents

**Summative Evaluation 5:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) ELAR Instructional Team will attend ELAR PD to support the roll out | Director of Curriculum, ELA Coordinators | Implementation 2019 |
| | Funding Sources: Title II (255) - 0.00 | |
| 2) Elementary and MS teacher teams will select a new district resource to support ELA instruction | Director of Curriculum, Elementary and Secondary ELA Coordinators | Team collaboration and implementation of new resource |

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

**Performance Objective 1:** See Addendum - Technology Plan

**Evaluation Data Source(s) 1:** Online at GISD website
https://www.granburyisd.org/Page/482

**Summative Evaluation 1:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Strategies listed on the GISD Technology Plan will be implemented and tracked | Director of Technology | Implementation of plans and goals of the tech plan<br><br>Building of innovative learners |

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

**Performance Objective 1:** GISD will implement at least two additional programs to provide healthy and safe atmospheres at each campus

**Evaluation Data Source(s) 1:** Implementation data of programs

**Summative Evaluation 1:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) GISD will partner with Hood County and Constable's Office for four additional SRO's | Asst Superintendent | Hiring of SRO's |
| 2) GISD will provide additional lighting to parking lots at the elementary schools | Director of Facilities | Safer environment for staff |
| 3) GISD will purchase "Stop the Bleeding" triage kits | Director of Curriculum | All classrooms, departments, yellow and white fleet buses will be equipped with kits |
| 4) On early release and/or PD days, GISD will practice intruder scenarios provided by GPD with our staff on all campuses | Assistant Superintendent, Campus Principals | increased readiness across GISD for emergency situations 117 |

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

**Performance Objective 2:** DAEP and home campuses will collaborate and communicate regarding specific students.

**Evaluation Data Source(s) 2:** Records of student success according to individual student grades and credits

**Summative Evaluation 2:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Variety of venues will be used to communicate between DAEP and campuses such as Google Classroom and teacher visits | DAEP Principal | Students achievement and gaining of credits |
| | Funding Sources: State Comp Ed (24) - 0.00 | |
| 2) Campus teachers will learn from a panel of teachers/case managers assigned to DAEP | Campus principals | Educators will increase their understanding of DAEP systems and programs |
| | Funding Sources: State Comp Ed (24) - 0.00 | |
| 3) Transition plans will be implemented to ensure student success on home campus | Campus principals | Multiple assignments to DAEP will decrease |
| | Funding Sources: State Comp Ed (24) - 0.00 | |

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

**Performance Objective 1:** Professional development committee will meet at least two times to identify PD for district initiative

**Evaluation Data Source(s) 1:** Committee agendas and sign-in sheets

**Summative Evaluation 1:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Conduct a PD survey early in the spring semester | Director of C&I, Professional Development District Committee | Survey to identify teacher and student needs |
| 2) Create professional development offerings that will increase student achievement and growth | Director of Curriculum and Instruction, Asst Superintendent, Superintendent | Catalog of offerings<br><br>Further build common language<br><br>Student achievement growth |
| | Funding Sources: Title II (255) - 0.00 | |
| 3) Sponsor Technology Rally to model and support how technology is used to support district initiatives | Director of Curriculum, Director of Technology, Asst Superintendent | PD records |
| | Funding Sources: Title II (255) - 0.00 | |
| 4) Continue specific required professional development for teacher contract addendum | Superintendent, Asst Superintendent, HR Director and Curriculum Director | Common academic language is built among educators<br><br>Research based teaching practices are implemented |
| | Funding Sources: Title II (255) - 0.00 | |

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

**Performance Objective 2:** Elementary and middle school campuses will conduct at least one PLC each grading period for each grade level or content area

**Evaluation Data Source(s) 2:** Planning notes, student growth as determined by PLC created assessments, growth on district common assessments

**Summative Evaluation 2:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Campuses will calendar PLC meetings | Campus Principal, Director of Curriculum | PLC will convene to examine data and plan further instruction<br><br>student achievement will show growth |
| | Funding Sources: Title I (211) - 0.00, State Comp Ed (24) - 0.00 | |
| 2) Campuses will conduct a continuous improvement plan for PLC implementation | Campus Principal, Director of Curriculum, Asst Superintendent | PLC's will grow stronger in identifying and implementing strong intervention and instruction |
| | Funding Sources: Title I (211) - 0.00 | |

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

**Performance Objective 3:** Each GISD campus will participate at least once annually in a Day of Service to our community and each other

**Evaluation Data Source(s) 3:** Calendar dates

**Summative Evaluation 3:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Elementary campuses will participate in various service activities on campus | Campus Principal; Asst Superintendent | Students learn to serve others |
| 2) Secondary campuses will identify a date and work with community partners | Campus Principals and Asst Superintendent | Student learn to serve others and network in our community |

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

**Performance Objective 4:** GISD calendar will support at least four opportunities annually for cross-campus collaboration

**Evaluation Data Source(s) 4:** Calendar dates and agendas

**Summative Evaluation 4:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Early release days will continue to be built into the calendar | Asst Superintendent | Collaboration between campuses |
| 2) At least three professional development days will be scheduled within the academic school year for campus specific PD | Asst Superintendent, Director of Curriculum | School initiatives building common language |

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

**Performance Objective 1:** GISD educators will attend several networking opportunities to drive district, state, and federal initiatives

**Evaluation Data Source(s) 1:** Conference agendas, travel logs

**Summative Evaluation 1:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Attend ACET in the fall and spring | Director of Curriculum | Better understanding and deeper implementation of state and federal regulations<br><br>ESSA solid implementation |
| | Funding Sources: Title I (211) - 0.00, State Comp Ed (24) - 0.00 | |
| 2) Attend AVID demo site visits, district, and regional events | Asst Superintendent, Director of Curriculum | Implementation of AVID in 7th grade<br><br>Preparation of implementation of AVID in 8th grade and then high school |
| | Funding Sources: State Comp Ed (24) - 0.00, Title II (255) - 0.00 | |
| 3) Attend law conferences | Asst Superintendent | All GISD staff have a more clear understanding of newly passed laws |
| | Funding Sources: State Comp Ed (24) - 0.00 | |
| 4) New employees will attend a PLC at the district level after the first grading period | Director of HR | Answer questions regarding GISD programs and field training issues |

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

**Performance Objective 2:** Mobile Learning Lab will be utilized by each campus at least twice annually

**Evaluation Data Source(s) 2:** Travel logs in Easy Bus

**Summative Evaluation 2:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Campuses will schedule times to take the lab in the communities where parents cannot attend parent meetings at schools | Campus Principal | Families gain information<br><br>Families feel more engaged in their child's learning process |
| | Funding Sources: Title I (211) - 0.00 | |
| 2) Learning lab will be scheduled out in communities with little or no online capability during scheduling time of the year | Campus principal, counselors, Director of Technology and Director of Curriculum | Online scheduling is increased |
| | Funding Sources: Title I (211) - 0.00 | |
| 3) Learning lab will be scheduled in communities before school starts in August for parents to update information | Campus principals, Director of Technology | Increased number of online updates |

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

**Performance Objective 3:** GISD will use at least two different resources for communication

**Evaluation Data Source(s) 3:** Samples of communication in different venues

**Summative Evaluation 3:**

| Strategy Description | Monitor | Strategy's Expected Result/Impact |
|---|---|---|
| 1) Language Line will be utilized on campus and in departments | Director of Curriculum | Parents having sufficient communication from school district |
| 2) District interpreters will be utilized to reach out to Spanish speaking parents | Director of Curriculum | Parents will have a language bridge to schools |
| | Funding Sources: Title III (263) - 0.00 | |
| 3) All robocalls will be delivered in English and Spanish | | |

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# State Compensatory

## Budget for District Improvement Plan:

| Account Code | Account Title | Budget |
|---|---|---|
| **6100 Payroll Costs** | | |
| 199 E 23 6117 00 699 0 24 000 | 6117 Career Ladder - Locally Defined | $7,000.00 |
| 199 E 31 6117 00 731 0 24 000 | 6117 Career Ladder - Locally Defined | $13,002.00 |
| 199 E 11 6117 00 699 0 24 000 | 6117 Supplemental Pay/Extra Duty Pay - Locally Defined | $100,000.00 |
| 199 E 13 6117 00 731 0 24 000 | 6117 Supplemental Pay/Extra Duty Pay - Locally Defined | $15,535.00 |
| 199 E 23 6125 00 699 0 24 000 | 6125 Salary Support - Locally Defined | $3,000.00 |
| 199 E 33 6125 00 699 0 24 000 | 6125 Salary Support - Locally Defined | $2,500.00 |
| | **6100 Subtotal:** | **$141,037.00** |
| | | |
| **6300 Supplies and Services** | | |
| 199 E 13 6395 00 731 0 24 000 | 6395 Supplies, DP Operations - Locally Defined | $4,266.00 |
| | **6300 Subtotal:** | **$4,266.00** |
| | | |
| **6400 Other Operating Costs** | | |
| 199 E 13 6411 AV 731 0 24 000 | 6411 Employee Travel | $5,000.00 |
| | **6400 Subtotal:** | **$5,000.00** |

## Personnel for District Improvement Plan:

| Name | Position | Program | FTE |
|---|---|---|---|
| Misti Walters | Counselor | State Comp Ed | 0.2 |
| Rene Jackson | At Risk Coordinator | State Comp Ed | 0.2 |

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# Title I Schoolwide Element Personnel

| Name | Position | Program | FTE |
|---|---|---|---|
| Trisha Suitt | Federal Programs Coordinator | Title I | 0.5 |

# Addendums

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## Child Maltreatment, Child Abuse, & Sexual Abuse Prevention

| Strategies | Resources | Staff Responsible | Evaluation |
|---|---|---|---|
| 1. The Hood County Child Advocacy Center will support all campuses in professional development of sign of maltreatment. | Hood County Child Advocacy | Asst Superintendent, Director of C&I, Campus Principals, and Campus Counselors | Training agendas and sign in sheets |
| 2. All GISD staff members will follow the reporting protocol as outlined in district policy | Policy | Asst Superintendent, Campus Principals | Counselor documentation |
| 3. GISD will partner with Child Advocacy annually to provide a roundtable collaboration between GISD leaders and community partners | Meeting date | Director of C&I | Agenda and sign in sheets |
| 4. GISD will contact District Attorney Investigator regarding alleged maltreatment, child or sexual abuse cases | Phone collaborations, letters of report | Campus Principals and educators<br>DA Office | Number of reports from DA and CPS office |
| 5. GISD will contract with Community in Schools and place social workers on three campuses as a pilot program | Community in Schools, federal programs | Asst Superintendent and Director of C&I | Review of contract with Community in Schools |

## Bullying Prevention

| Strategies | Resources | Staff Responsible | Evaluation |
|---|---|---|---|
| 1. All campuses will implement and support GISD anti-Bullying policies, guidelines and procedures designed to reduce bullying | Campus Budgets | Campus Principals and Campus Counselors | Discipline Reports |
| 2. All school campus leadership will annually be trained in the GISD Bullying Reporting Protocol and newly David's Law that emphasizes the recognition of bullying. | Campus Budgets | Asst Superintendent, Campus Principals and Campus Counselors | Training documents and sign in sheets |
| 3. All GISD students will be involved in cyber-bulling lessons according to the Internet Safety curriculum facilitated by the campus librarian and authored by GISD Technology Dept. | Campus Budgets | Director of Technology, Librarians<br>Campus Principals<br>Campus Staff | Verification in Tech Dept. |
| 4. Counselors and assistant principals will meet quarterly and/or on early release days to review and collaborate regarding bullying incidences. | Meeting times and agendas | Assistant Superintendent<br>Director of Curriculum | Meeting agenda<br>Recommendations for revisions |

## Pregnancy Related Services

| Strategies | Resources | Staff Responsible | Evaluation |
|---|---|---|---|
| 1. Homebound services will be provided to students that are pregnant at the request of a doctor | Homebound Budget | Campus Principals and Campus Counselors | Homebound Reports |
| 2. Intervention services will be provided to keep the student from dropping out of school | State Comp Ed Budget | Campus Principals and Campus Counselors | Transcripts |
| 3. SHAC will facilitate partnerships with community partners to offer intervention | Community partners | Director of Curriculum and SHAC Chair | Meeting agendas and minutes |
| 3. Community services will be sought for medical and nutrition programs to assist | Community List of Services | Counselors and Social Workers | Log of contacts |
| 4. SHAC will annually review the coming of age videos and recommend for revision | Meeting Time | Director of Curriculum SHAC Chair | Meeting agenda Recommendation to SHAC |

## Suicide Prevention

| Strategies | Resources | Staff Responsible | Evaluation |
|---|---|---|---|
| 1. GISD CISM trained personnel will team with community first responders | Team Meetings | Director of C&I, Campus Counselors | Sign In sheets Agendas |
| 2. Counselors not trained in CISM will attend the initial training | Conference Registration and identifying training dates | Director of C&I and Counselors | Travel documentation and certification of training |
| 3. GISD counselors will ensure that training is provided each year for the staff on their perspective campuses according to state code and use of state resources | Training video | Director of Curriculum, Campus Counselors | Sign in Sheets, Agendas |
| 4. Counselors and other GISD members will participate and collaborate with the community suicide outreach project and walk at Shanley Park | Dates | Director of C&I, Counselors | Participation in event |
| 5. GISD counselor team will review and revise the suicide protocol annually and revise for specific grade bands | Team Members | Director of C&I, Counselor Team | Revised Protocol |
| 6. GISD will contract with Community in Schools for Social Workers to join high needs campuses | Contract and federal budget | Asst Superintendent and Director of C&I | Review of contract and outcry data |
| 7. SHAC and Counselor team will consider Mental Health First Aide professional development for GISD educators | Team meetings and research behind training | Director of C&I | Team agendas and minutes |

# GISD 2018-19 TECHNOLOGY PLAN: OVERVIEW

*ABOUT GISD:*

SUPERINTENDENT:  DR. JAMES LARGENT



| | |
|---|---|
| ESC REGION | 11 |
| CITY, STATE, ZIP | GRANBURY, TEXAS 76048 |
| PHONE | (817) 408-4000 |
| COUNTY DISTRICT NUMBER | 111901 |
| NUMBER OF CAMPUSES | 10 |
| TOTAL STUDENT ENROLLMENT | 7143 |
| PERCENT ECONOMICALLY DISADVANTAGED | 49.4% |
| TECHNOLOGY EXPENDITURES | $ 4,410,000 |

## SUMMARY:

Granbury Independent School District recognizes that the focus of technology in education is the innovative integration of technology which leads to increased student success. Therefore, GISD's Technology Plan ensures that the necessary and appropriate technology enables students to maximize their potential, foster creativity, promote global citizenship, and attain college readiness. Our goal is that all students and staff become technology literate and be responsible digital citizens; that is, responsibly use appropriate technology to communicate, collaborate, problem solve, improve learning in all subject areas, and access, manage, evaluate, and create information. In addition, staff will seamlessly integrate existing and emerging technologies to facilitate creativity, collaboration, critical thinking and communication. The district will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district. Necessary technologies will be provided to ensure the effective use of technology in instruction and operations. Ongoing professional development will be provided to support all content areas and departments seamlessly incorporating technology.



## NEEDS ASSESSMENT:

### ASSESSMENT PROCESS

A comprehensive needs assessment utilizing inventories, campus improvement plans, GISD Strategic Plan, usage reports, goals established by the District Advisory Council in the District Improvement Plan, district surveys, and BrightBytes Data is used to analyze the current status of technology in the district and determine future needs. The items analyzed are reflected in our Classroom, Access, Skills, and Environment (CASE) report from data collected from parents, students, and teachers. To facilitate the development of the plan, and to ensure that all areas of Granbury ISD's Strategic Plan (G2020) are considered, the GISD professional development committee, the district advisory committee, and the campus committees are utilized to assist in the development of the needs assessments and campus goals/objectives/activities and evaluations. These various committees are comprised of business leaders, parents, community partners, students, teachers, administrators, and district staff. The core district technology committee compiles the results to ensure a common vision among all stakeholders. Special committees and task forces are created as specific needs arise in order to determine the best means for meeting specific needs.

## ASSESSMENT FINDINGS

Granbury ISD continues to experience an increased use of technology by both teachers and students. This increase is fostered by expectations of parents, community members and administrators. According to CASE, daily use of technology by both teachers and students in grades PK-8 has maintained a high level since the implementation of the model classroom. Students report increased opportunities to integrate technology while practicing communication, collaboration, creativity, and critical thinking. Increased access to and availability of technology fosters the need for heightened awareness of digital citizenship and focused professional learning for all stakeholders.

Granbury utilizes various software to meet both administrative and educational needs. Skyward is used as both our financial software and our student information systems. The district utilizes an IP telephony communications network. GISD maintains a bridge to ESC 11 for video conferencing with both the region and the state. Schoolwires, along with ESC 11, hosts the GISD website which offers quality, current information to staff, students, and the community. The GISD website is maintained by the Public Information Officer. A responsible use policy (RUP) is in place for both staff and students to ensure adherence to the highest standards of technology use. Staff development is provided during summer months and during the school year, both face-to-face and virtually.



Technology hardware is purchased via a centralized purchasing process to ensure standardization of all equipment. Hardware includes model classroom equipment, access points, switches, voice gateways, servers, storage, and student and teacher devices. GISD currently supports a 10GB wide-area-network to all campuses. A state of the art network operations center (NOC) serves the needs of the district. The NOC utilizes a state of the art hot aisle containment system and a generator to maintain connectivity at all times. An offsite disaster recovery solution is in place. The district provides 2000MB of internet bandwidth and is investigating an increase to support the educational needs and demands of our digital resources.

GISD will continue to ensure appropriate resources are in place to support and maintain networks and equipment. 24/7 access is critical. To maintain the ability to meet the needs of the students and staff, resources must be continuously evaluated. Changes in curriculum needs, such as online testing, online textbooks and other resources require addition and updates to the district's software, servers, network, and telephone equipment. The need continues for the district to provide timely access to information and to have the ability to easily share that information with students, parents, and the community. Continuing to expand the density of the wireless network to support multiple devices per student is also a top priority.

GISD will continue to maintain existing support contracts and lease agreements, a valid replacement cycle of technology equipment, enhance communication within the district, and continuously investigate the latest advancements in technology to ensure GISD students are equipped to succeed.

## VISION STATEMENT

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

## MISSION STATEMENT

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

## G2020 GOAL STATEMENT

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



- **Objective 1**

  *Ensure a robust infrastructure able to support the increasing demands of programs, services and the use of digital resources*

  - Strategy 1: Maintain infrastructure that facilitates communication, instruction and other educational services
  - Strategy 2: Ensure appropriate resources are in place to support and maintain networks and equipment
  - Strategy 3: Ensure students have access to appropriate technologies to meet their learning needs

- **Objective 2**

  *Facilitate access to all GISD resources both at and away from school*

  - Strategy 1: Provide cloud-based resources to facilitate instruction
  - Strategy 2: Provide wireless network for students, parents and community members to utilize non-district devices
  - Strategy 3: Provide solutions for student access to resources at home
  - Strategy 4: Maintain a mobile learning unit to provide resources away from school
  - Strategy 5: Increase awareness of connected learning opportunities to facilitate collaboration and global citizenship

- **Objective 3**

  *Support all content areas and departments seamlessly incorporating technology*
  - Strategy 1: Provide PD targeting teacher use of the 4Cs, multimedia skills, and strategies for managing a technology driven classroom
  - Strategy 2: Sustain use of Google Suite for Education
  - Strategy 3: Provide PD to enhance classroom environment through technology centers
  - Strategy 4: Foster relationships and maximize communication among all GISD stakeholders
  - Strategy 5: Employ technology as a tool to facilitate data-driven decision making, access and maintain necessary records, and streamline reporting

# GOAL:

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

## *OBJECTIVE 1:*

*Ensure a robust infrastructure able to support the increasing demands of programs, services and the use of digital resources*

| | |
|---|---|
| **Supporting CASE Data Variables** | **CLASSROOM**<br>• 81% of students report frequency of computer use in the classroom at least once per week 139<br>• 56% of students report daily computer use in the classroom |
| | **ACCESS**<br>• 69% of teachers report high quality internet speed |
| | **SKILLS**<br>• 387 teachers had direct instruction in technology integration<br>o (Technology Driven Classroom only) |
| | **ENVIRONMENT**<br>• 524 classrooms have a wireless access point<br>• 5820 Chromebooks, 2500 iPads, and 1308 Chromeboxes have been deployed |

**LRPT**

- Teaching & Learning
- Education & Professional Development
- Leadership, Administration & Instructional Support

## STRATEGY 1

Maintain infrastructure that facilitates communication, instruction and other educational services

*Through G2020 and funding provided through the bond, a significant investment in infrastructure is in progress. A 10GB WAN is in place for all campuses. A minimum of 2Gbps filtered internet access is provided. An access point is installed in every classroom to accommodate at least one device per student. GISD maintains a VOIP solution for all campuses. All network equipment is maintained according to industry standard. The network operations center (NOC) is an integral part of this process.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Infrastructure for Technology | • Director of Technology | July 2018-June 2019 | $ 2,000,000<br>Funding sources include eRate funds, bond funds, and the technology budget<br>• All necessary forms on file with USAC<br>• Valid support contracts<br>• Industry standard equipment<br>• Necessary Storage Environment<br>• Internet filtering software in place according to rules and regulations<br>• Valid ISDN Prime Interfaces with DID | • Uninterrupted availability of necessary access to resources<br>• Valid fiber optic lease contract<br>• Valid internet service contracts<br>• Technology inventory<br>• Network statistics<br>• Valid telephone service contract<br>• Partnership with ESC XI Internet Consortium |

## STRATEGY 2

Ensure appropriate resources are in place to support and maintain networks and equipment

*With the increased reliance on technology, it is imperative that GISD experience minimal downtime. To ensure this, GISD maintains valid support contracts for mission critical software and hardware. Battery-powered backups are in place in all racks, as well as a generator in the network operations center (NOC). GISD also stays current on domain name registration, district-owned IP blocks, licensing for all software for both servers and end-user equipment. A disaster recovery solution is also in place, including hardware and software.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Infrastructure for Technology | • Director of Technology | July 2018-June 2019 | $175,000<br>Funding sources include the technology budget<br>• SmartNet<br>• Microsoft Licenses<br>• ARIN registration Extreme Contracts<br>• UPS in place<br>• Generator for NOC<br>• Disaster Recovery Documentation | • Valid license agreements<br>• Valid support contracts<br>• Full access to both IPv4 & IPv6 networks<br>• Technology inventory<br>• Network statistics<br>• Content filtering software<br>• Valid SSL Certificates |

## STRATEGY 3

Ensure students have access to appropriate technologies to meet their learning needs

*GISD strives to provide all students with access to technology at all times. Through the bond, ten mobile devices or access to mobile labs are available in every classroom for student use, as well a mounted projector, document camera, classroom audio, and teacher station for instructional use. A variety of devices in mobile labs are available for department/grade level use including iPads, Chromebooks and Windows machines. Assistive technology is available to meet the needs of students requiring additional technologies. GISD strives to maintain a 5-year replacement cycle for teacher, student, and staff equipment not funded with bond money. Our goal is to expose students to a variety of technologies and ensure that they are able to select the most effective tool to accomplish the task at hand.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Infrastructure for Technology | Director of Technology | July 2018-June 2019 | $1,500,000<br>Funding sources include bond funds, and the technology budget.<br>• Chromebooks<br>• iPads<br>• Windows devices<br>• Teacher stations<br>• Document Cameras<br>• Projectors<br>• Audio<br>• Assistive Technology<br>• Mobile Labs<br>• Distance Learning | • Assistive technology inventory<br>• Replacement cycle<br>• Devices readily available in classrooms<br>• Necessary access in all instructional areas<br>• Distance Learning opportunities |

***OBJECTIVE 2:***

*Facilitate access to all GISD resources both at and away from school*

| | |
|---|---|
| **Supporting CASE Data Variables** | **CLASSROOM**<br>• 91% of teachers believe that using technology enhances student learning<br>• 69% of students believe that using technology enhances their learning |
| | **ACCESS**<br>• 94% of students have access to internet at home<br>• 85% of students have access to a device at home |
| | **SKILLS**<br>• 80% of students reported ease of collaborating using online documents as easy |
| | **ENVIRONMENT**<br>• 58% of students are allowed to use personal devices in class for academic reasons |

| **LRPT** |
|---|
| • Teaching & Learning<br>• Education & Professional Development<br>• Leadership, Administration & Instructional Support |

## STRATEGY 1

Provide cloud-based resources to facilitate instruction

*WIth increased reliance on technology, it is imperative that students and teachers have access to resources both at school and away from school. GISD has implemented G Suite to help facilitate this process. All curriculum documents are in Drive. Students and staff also have unlimited storage for files in Drive. GISD is also working to implement as many cloud/internet based programs as possible to help facility 24/7 access to all resources.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Teaching and Learning | • Director of Technology<br>• Instructional Technology<br>• Campus Admin<br>• Classroom Teachers<br>• Curriculum Dept. | July 2018-June 2019 | $230,000<br>Funding sources: Technology Budget, IMA, Curriculum Budget, Campus Budgets, Special Education Budget<br><br>• G Suite<br>• Nearpod<br>• Library Software<br>• Databases<br>• Online Textbooks<br>• BrainPop<br>• OdysseyWare<br>• Renaissance Learning<br>• Microsoft Suite<br>• Imagine Learning<br>• Discovery Education<br>• AudioBooks<br>• Other necessary instructional software | • Cloud-based curriculum documents<br>• Cloud-based storage<br>• Feedback from students & teachers<br>• Usage statistics from all educational software |

## STRATEGY 2

Provide wireless network for students, parents and community members to utilize non-district devices

*Through G2020 and funding provided through the bond, a significant investment in infrastructure is in progress. An access point is installed in every classroom to accommodate at least one device per student. Because of the feasibility of maintaining a 1:1 environment, GISD is investing in the infrastructure necessary to support any device, including student-owned devices.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Infrastructure for Technology | • Director of Technology | July 2018-June 2019 | No specific budget required for this item. All covered in access for GISD owned equipment.<br><br>GISD technology staff will ensure this filtered, monitored connection is available at all times. | • Visible SSID for non-district devices<br>• Filtered internet<br>• Available login for GISD students and staff |



## STRATEGY 3

Provide solutions for student access to resources at home

*With 24/7 access demands, GISD wants to ensure all students have access when they need it, even it if is away from school. The GISD technology staff will investigate options for filtered internet access options available for checkout from campus librarians.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Teaching & Learning | • Director of Technology | July 2018-June 2019 | $ 20,000<br>We have only one year of data to compare, therefore no specific budget has been outlined at this time, resources are being monitored at this time. | • Student checkout reports on campuses<br>• Software statistics<br>• Kajeet filtered hotspots available for checkout |

## STRATEGY 4

Provide a mobile learning unit to provide resources away from school

*G2020 outlined a mobile learning unit to travel with staff and community volunteers throughout our school district to promote and provide resources not otherwise available. Filtered wireless internet access is available on the mobile learning unit, as well as district owned devices such as iPads and Chromeboxes. GISD is also investigating filtered internet access on the travel buses so that students can work while traveling out of district.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Leadership, Administration & Instructional Support | • Director of Technology<br>• Director of Curriculum<br>• Assistant Superintendent | July 2018 - June 2019 | $ 15,000<br>Funding sources include campus budgets, the technology budget and the curriculum department budget.<br><br>• Wireless contract<br>• Available devices | • Mobile learning unit usage reports<br>• Internet usage on buses |

## STRATEGY 5

Increase awareness of connected learning opportunities to facilitate collaboration and global citizenship

*Due to the demands of a global workforce for problem solving rather than specific skills, students must be provided learning opportunities in real-world scenarios. Students must have the opportunity to experience and use resources outside their classrooms which are relevant and timely. GISD will also ensure that all students are educated, responsible digital citizens and understand the impact this has on their learning and their future. Grade-level appropriate lessons will be shared and implemented by the end of the first six weeks of school. All students and staff will sign a Responsible Use Policy and understand the consequences of violating this policy.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Teaching & Learning<br>• Education & Professional Development | • Director of Technology<br>• Instructional Technology | July 2018 - June 2019 | $ 10,000<br>Funding sources include the technology budget<br>• Lessons in Google Drive<br>• Social Media Statistics<br>• Appropriate usage modeling<br>• Staff development on digital citizenship | • BrightBytes Data<br>• Teacher Lesson Plans<br>• Monitoring of Social Media |

## *OBJECTIVE 3:*

Support all content areas and departments seamlessly incorporating technology

| | |
|---|---|
| **Supporting CASE Data Variables** | **CLASSROOM**<br>• 73% of students are asked to collaborate online with classmates at least monthly<br>• 55% of students are asked to solve authentic problems using technology at least monthly |
| | **ACCESS**<br>• 89% of teachers can get devices for their students when needed more than half the time |
| | **SKILLS**<br>• 47% of teachers have expressed interest in PD in multimedia skills<br>• 43% of teachers have expressed interest in PD in classroom management with technology<br>• 41% of teachers have expressed interest in PD using technology tools to promote critical thinking |
| | **ENVIRONMENT**<br>• 85% of teachers report they get support for technology issues within 24 hours |
| **LRPT** | |
| • Teaching & Learning<br>• Education & Professional Development<br>• Leadership, Administration & Instructional Support | |

## STRATEGY 1

Provide PD targeting teacher use of the 4Cs, multimedia skills, and managing technology driven classrooms

*Professional development is key in successful technology integration. Technology staff development is designed in response to data collected in the BrightBytes survey, from district initiatives, campus requests, and from observed student and teacher needs. BrightBytes data indicated a high demand for professional development targeting teacher use of the 4Cs, classroom management related to technology use, and multimedia. GISD will be hosting #Teach4Gr8ness, an innovative technology conference, on June 4 and 5 at Granbury High School. Experts in technology integration will be presenting along with our GISD experts. Targeted professional development will be offered throughout the year. Classes will be offered face-to-face, online, and on-demand. GISD also offers a variety of courses through an online portal. All PD is designed to support successful implementation of project-based learning.*



| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Education & Professional Development | • Director of Technology<br>• Instructional Technology | July 2018- June 2019 | $ 125,000<br>Funding sources include the technology budget and the curriculum department budget<br><br>• Course Outlines<br>• Online Courses<br>• Instructional Technology Coordinator's Schedule | • BrightBytes Data<br>• PD Participation<br>• Participation in #Teach4Gr8ness Rally June 2018<br>• Eduphoria Statistics |

## STRATEGY 2

Sustain use of G Suite for Education (formerly Google Apps for Education)

*GISD has invested heavily in G Suite. This is an investment of time, not money since G Suite is free for educational institutions. GISD utilizes G Suite for a variety of purposes including student email, document storage, calendars, and other apps provided in the suite. Curriculum documents are available via Google Drive. G Suite is the driving force behind successful technology implementation of the 4Cs. G Suite provides a secure way for students to communicate, collaborate, create, and think critically. Sustaining G Suite is imperative. All PD is designed to support successful implementation of project-based learning.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Teaching & Learning<br>• Education & Professional Development | • Director of Technology<br>• Instructional Technology | July 2018- June 2019 | No specific budget is outlined for G Suite.<br>• Active G Suite account<br>• Integration with Active Directory<br>• Google Academy | • G Suite Statistics<br>• PD Participation 150<br>• BrightBytes Data<br>• Student Portfolios |

## STRATEGY 3

Provide PD to enhance classroom environment through technology centers

*Seamlessly incorporating technology into the classroom is a task which requires a shift of mindset from teacher-directed activities to student-driven learning. Professional development is a necessary component to help teachers make this transition from the traditional classroom to a 21st Century environment. Sessions at the #Teach4Gr8ness Rally will focus on technology integration for all students. All PD is designed to support successful implementation of project-based learning.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Teaching & Learning<br>• Education & Professional Development | • Director of Technology<br>• Instructional Technology | July 2018- June 2019 | $ 25,000<br>Funding sources include the technology budget and the curriculum department budget<br><br>• Instructional Technology Coordinator's Schedule | • PD Participation<br>• BrightBytes Data<br>• Student Engagement<br>• Organized Centers in Classrooms<br>• Classroom Visits<br>• Participation in #Teach4Gr8ness Rally |

## STRATEGY 4

Foster relationships and maximize communication among all GISD stakeholders

*GISD works to enhance communication with parents, students, staff and the community. GISD social media accounts allow up to the minute information about the district, all campuses, and many classrooms. Skyward Family Access and Skyward Student Access allow both parents and students to monitor grades, attendance, health information and keep in touch with teachers and student progress. GISD utilizes a district-wide notification system for emergency broadcasts, parent outreach, and student attendance communications. The GISD website, maintained by the Public Information Officer, is the face of the district and remains current at all times. It contains a wealth of information for all visitors.*



| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Leadership, Administration & Instructional Support<br>• Teaching & Learning | • Director of Technology<br>• Public Relations Officer<br>• Instructional Technology<br>• Campus Admin<br>• Teachers | July 2018- June 2019 | $ 60,000<br>Funding sources include the technology budget and the Public Information Officer's budget<br><br>• Public Information Officer's schedule<br>• Technology Training | • Social Media Presence<br>• SchoolWires Statistics<br>• SchoolMessenger Statistics<br>• Skyward Communication Reports |

## STRATEGY 5

Employ technology as a tool to facilitate data-driven decision making, access and maintain necessary records, and streamline reporting

*GISD utilizes technology as a tool to access and maintain student records for attendance, grades, discipline, transcripts, and PEIMS reporting. Student testing information, RtI, IEP, LPAC, and 504 information is also stored electronically for mandatory reporting processes. In addition to student reporting, department reporting including transportation, HR, Facilities, Maintenance, and the Business Office all utilize technology systems for scheduling, recruiting, substitute reporting, route management, work orders, and financial management.*

| LRPT | Owner | Timeline | Budget/Resources | Success Measure |
|---|---|---|---|---|
| • Leadership, Administration & Instructional Support | • Director of Technology<br>• Instructional Technology<br>• Curriculum Department<br>• Special Education Department<br>• Assistant Superintendent<br>• Campus Admin | July 2018- June 2019 | $250,000<br>Funding sources include technology, special education, human resources, transportation, maintenance, food service, curriculum and business office budgets | • All student records readily available including special education, testing, grades, discipline, transcripts, and progress records from various software programs<br>• Department reports from Athletics, Transportation, Maintenance, Facilities, Support Services, Technology and the Business Office<br>• Accurate reporting for state and federal mandates |

## EVALUATION:

This technology plan is a living document and will be reviewed and updated semi-annually. The evaluation will ensure the goals and objectives remain in alignment with the strategic plan (G2020) and the bond implementation timeline.

To continue to improve, teachers, students, and parents will participate in the BrightBytes survey twice a year. This data will ensure growth and pinpoint areas in need of improvement. In addition, software utilization and effectiveness will be monitored to determine if the needs of all students are being addressed.

Successful integration of technology in the classroom will be visible through student performance, curricular projects, lesson plans, classroom visits, social media and dynamic project-based learning experiences.



Granbury ISD does not discriminate on the basis of sex, disability, race, color, age, or national origin in its educational programs, activities or employment as required by Title IX, Section 504 and Title VI.

# Granbury ISD Board Trustee Continued Education Report 2018

| Name | Tier One | | Tier Two | Tier Three | Status |
|---|---|---|---|---|---|
| | Local Orientation* | Education Code Orientation or Update | Team-Building and Assessment | Continuing Education in Assessed Needs | |
| Nancy Alana | NA | Met Requirements | Met Requirements | Exceeded Requirements | Exceeded |
| Barbara Herrington | NA | Met Requirements | Met Requirements | Exceeded Requirements | Exceeded |
| Mark Jackson | NA | Met Requirements | Met Requirements | Exceeded Requirements | Exceeded |
| Micky Shearon | NA | Met Requirements | Met Requirements | Deficient | Deficient |
| Mike Moore | Met Requirements | Met Requirements | Met Requirements | Exceeded Requirements | Exceeded |
| Barbara Townsend | NA | Met Requirements | Met Requirements | Exceeded Requirements | Exceeded |
| Rhonda Rezsofi | NA | Met Requirements | Met Requirements | Exceeded Requirements | Exceeded |



* *Applicable for first year board members only*

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 15, 2018
For: Information

**TO**: Dr. Jeremy Glenn, Superintendent

**FROM**: Dobie Williams
**DATE**: October 9, 2018
**RE**: August 31, 2018
Financial Statements

**SUMMARY:**

Attached are the financial statements for the period ended September 30, 2018 for the general operating fund.

The statements includes only those transactions that occurred between the period of September 1, 2018, and September 30, 2018. Revenue collected to date equals 2.15% of the budgeted amount compared to 2.18% last year. Expenditures to date represent 8.74% of the budget compared to 9.78% last year.

**BUDGET IMPACT:** None

Respectfully submitted,

Assistant Superintendent for Finance and Operations

Staff Persons Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: October 9, 2018

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

| | | ANNUAL BUDGET | YTD ACTUAL | REMAINING BALANCE | YTD PERCENT | PRIOR YTD PERCENT |
|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | |
| 5700 | LOCAL | | | | | |
| | PROPERTY TAXES | 59,939,855 | 0 | 59,939,855 | 0.00% | 0.07% |
| | INVESTMENT INCOME | 460,000 | 23,540 | 436,460 | 5.12% | 5.07% |
| | OTHER LOCAL INCOME | 421,729 | 36,670 | 385,059 | 8.70% | 13.97% |
| 5800 | STATE | | | | | |
| | STATE FUNDING | 8,541,770 | 1,439,775 | 7,101,995 | 16.86% | 19.59% |
| 5900 | FEDERAL | | | | | |
| | FEDERAL PROJECTS | 845,000 | 6,502 | 838,498 | 0.77% | 0.73% |
| | **TOTAL REVENUES** | **70,208,354** | **1,506,487** | **68,701,867** | **2.15%** | **2.18%** |
| **EXPENDITURES** | | | | | | |
| 11 | INSTRUCTION | 35,672,922 | 3,255,562 | 32,417,360 | 9.13% | 9.07% |
| 12 | INSTRUCTIONAL RESOURCES & MEDIA | 764,966 | 58,482 | 706,484 | 7.65% | 7.13% |
| 13 | CURRICULUM & STAFF DEVELOPMENT | 893,363 | 73,048 | 820,315 | 8.18% | 8.86% |
| 21 | INSTRUCTIONAL LEADERSHIP | 658,075 | 68,062 | 590,013 | 10.34% | 9.08% |
| 23 | SCHOOL LEADERSHIP | 3,528,081 | 299,392 | 3,228,689 | 8.49% | 8.36% |
| 31 | GUIDANCE/COUNSELING | 2,697,991 | 246,391 | 2,451,600 | 9.13% | 9.32% |
| 32 | SOCIAL WORK SERVICES | 64,700 | 0 | 64,700 | 0.00% | 99.46% |
| 33 | HEALTH SERVICES | 391,836 | 29,191 | 362,645 | 7.45% | 10.09% |
| 34 | TRANSPORTATION | 3,106,140 | 587,214 | 2,518,926 | 18.90% | 8.50% |
| 35 | FOOD SERVICE | 0 | 0 | 0 | 0.00% | 0.00% |
| 36 | CO-CURRICULAR/EXTRACURRICULAR | 2,003,724 | 172,663 | 1,831,061 | 8.62% | 9.28% |
| 41 | GENERAL ADMINISTRATION | 2,283,432 | 201,849 | 2,081,583 | 8.84% | 9.85% |
| 51 | PLANT MAINTENANCE | 5,836,860 | 796,808 | 5,040,052 | 13.65% | 21.92% |
| 52 | SECURITY & MONITORING SERVICES | 815,817 | 25,560 | 790,257 | 3.13% | 5.42% |
| 53 | DATA PROCESSING | 1,315,734 | 344,355 | 971,379 | 26.17% | 25.65% |
| 61 | COMMUNITY EDUCATION | 78,832 | 2,551 | 76,281 | 3.24% | 4.72% |
| 71 | DEBT SERVICE | 0 | 0 | 0 | 0.00% | 0.00% |
| 81 | FACILITIES CONSTRUCTION & ACQUISITION | 0 | 15,433 | (15,433) | 0.00% | 0.00% |
| 91 | CONTR INSTRUCTIONAL SERVICES | 9,535,423 | 0 | 9,535,423 | 0.00% | 0.00% |
| 93 | PAYMENTS TO FISCAL AGENT | 0 | 0 | 0 | 0.00% | 0.00% |
| 99 | OTHER INTER GOV CHARGES | 1,000,000 | 0 | 1,000,000 | 0.00% | 0.50% |
| | **TOTAL EXPENDITURES** | **70,647,896** | **6,176,562** | **64,471,334** | **8.74%** | **9.78%** |
| | | 0 | | | | |
| | OTHER SOURCES (USES) | 0 | 0 | 0 | 0.00% | 0.00% |
| | **EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES** | **(439,542)** | **(4,670,075)** | **4,230,533** | | |

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

| | ANNUAL BUDGET | YTD ACTUAL | REMAINING BALANCE | YTD PERCENT |
|---|---|---|---|---|
| **REVENUES** | | | | |
| 5700 LOCAL SOURCES | 60,821,584 | 60,210 | 60,761,374 | 0.10% |
| 5800 STATE SOURCES | 8,541,770 | 1,439,775 | 7,101,995 | 16.86% |
| 5900 FEDERAL SOURCES | 845,000 | 6,502 | 838,498 | 0.77% |
| **TOTAL REVENUES** | **70,208,354** | **1,506,487** | **68,701,867** | **2.15%** |
| **EXPENDITURES** | | | | |
| 6100 PAYROLL COSTS | 49,172,097 | 3,668,272 | 45,503,825 | 7.46% |
| 6200 PROFESSIONAL & CONTRACTED SERVICES | 16,480,040 | 863,539 | 15,616,501 | 5.24% |
| 6300 SUPPLIES/MATERIALS | 2,779,402 | 846,520 | 1,932,882 | 30.46% |
| 6400 OTHER OPERATING | 1,335,016 | 408,325 | 926,691 | 30.59% |
| 6500 DEBT SERVICE | 0 | 0 | 0 | 0.00% |
| 6600 CAPITAL OUTLAY | 881,341 | 389,907 | 491,434 | 44.24% |
| **TOTAL EXPENDITURES** | **70,647,896** | **6,176,562** | **64,471,334** | **8.74%** |
| **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** | **(439,542)** | **(4,670,075)** | **4,230,533** | |

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: October 15, 2018
For: Information

**TO**: Dr. Jeremy Glenn, Superintendent

**FROM**: Dobie Williams
**DATE**: October 9, 2018
**RE**: Cash Flow and Investment Report as of August 31, 2018

**SUMMARY:**

Attached is the Cash Flow and Investment Report for the period ending September 30, 2018.

**BUDGET IMPACT:** None

Respectfully submitted,

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: October 9, 2018

# GRANBURY INDEPENDENT SCHOOL DISTRICT

## CASH AND INVESTMENT REPORT

### FROM SEPTEMBER 1, 2018 TO SEPTEMBER 30, 2018

**FOR BOARD MEETING OCTOBER 15, 2018**

| | 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-SEPTEMBER 1, 2018** | $ 1,134,080 | $ 11,837 | $ 123,642 | $ 1,603,637 | $ 1,137,709 | $ 476,281 | $ 10,664 | $ 453,202 | $ 3,680,538 | $ 12,834,578 | $ 2,325 | $ 1,073,765 | $ 10,124,429 | $ 32,666,686 |
| LOCAL REVENUE-RENT, CAFÉ MEALS,ATH | $ (17,870.74) | | $ - | $ - | | | | $ 100,579 | | | | | | $ 82,708 |
| | | | | | | | | | | | | | | $ - |
| TAX COLLECTIONS | $ - | $ - | | | | | | | | $ 45,756 | | | | $ 45,756 |
| | | | | | | | | | | | | | | $ - |
| TEA COLLECTIONS: | | | | | | | | | | | | | | $ - |
| CHILD NUTRITION | $ 162,752 | | | | | | | $ - | | | | | | $ 162,752 |
| FOUNDATION | $ 1,649,251 | | | | | | | | | | | | | $ 1,649,251 |
| TITLE FUNDS | $ 590,041 | | | | | | | | | | | | | $ 590,041 |
| AVAILABLE SCHOOL FUND | $ - | | | | | | | | | | | | | $ - |
| IDEA-B FUNDS | $ 410,610 | | | | | | | | | | | | | $ 410,610 |
| IMA | $ 35,470 | | | | | | | | | | | | | $ 35,470 |
| PERKINS | $ 5,369 | | | | | | | | | | | | | $ 5,369 |
| MAC/SHARS | $ - | | | | | | | | | | | | | $ - |
| TRANSFERS IN | $ 4,000,000 | $ 188,888 | $ 75,000 | $ 1,560,234 | $ 2,640,643 | $ 32,555 | $ 22,105 | | $ 735,863 | $ - | $ - | | | $ 55,287 |
| | | | | | | | | | | | | | | $ - |
| BOND PAYMENT | | $ - | | | | | | | | | | | | $ - |
| OPERATING EXPENSES | $ (2,461,716) | 0 | $ (191,542) | | $ (1,877,699) | $ (34,001) | $ (24,158) | $ (211,495) | $ - | $ - | | | $ (856) | $ (4,801,467) |
| PAYROLL | $ (3,947,530) | | $ - | $ (1,763,906) | | | | $ (97,714) | | | | | | $ (5,809,150) |
| TEA RECAPTURE | $ - | | | | $ - | | | | | | | | | $ - |
| TRANSFERS OUT | $ - | | $ - | | | $ - | | | $ (810,863) | $ (4,000,000) | $ - | $ - | | $ (4,810,863) |
| MARKET APPRECIATION / (DEPRECIATION) | | | | | | | | | | | | | $ (4,648) | $ (4,648) |
| MONTHLY DIVIDENDS & INTEREST EARNED AND PAID | $ 1,471 | $ 124 | $ 46 | $ 1,849 | $ 2,315 | $ 736 | $ 9 | $ 543 | $ 6,642 | $ 21,012 | $ 4 | $ 1,796 | $ 3,363 | $ 39,909 |
| ACCRUED INTEREST PAID | | | | | | | | | | | | | | $ - |
| **ENDING BALANCE - SEPTEMBER 30, 2018** | $ 1,561,927 | $ 200,849 | $ 7,146 | $ 1,401,815 | $ 1,902,968 | $ 475,570 | $ 8,621 | $ 245,114 | $ 3,612,179 | $ 8,901,346 | $ 2,329 | $ 1,075,560 | $ 10,122,288 | $ 29,517,711 |
| | | | | | | | | | | | | | | |
| 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 | 34 Days | 48 Days | 0 Days | 1 Days | 0.93 yrs | |
| | | | | | | | | | | | | | | |
| CURRENT MONTH AVERAGE MONTHLY INTEREST RATE: | 1.870% | 1.870% | 1.870% | 1.870% | 1.870% | 1.870% | 1.870% | 1.870% | 2.211% | 2.243% | 2.120% | 2.070% | 2.851% | |
| PRIOR MONTH AVERAGE MONTHLY INTEREST RATE: | 1.800% | 1.800% | 1.800% | 1.800% | 1.800% | 1.800% | 1.800% | 1.800% | 2.200% | 2.221% | 1.921% | 2.010% | 2.571% | |
| | | | | | | | | | | | | CDs Various | 2.450% 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).

| 2018-19 INTEREST ACCRUED (as of 9/30/18) | | | |
|---|---|---|---|
| Sep-18 | $ 39,909.20 | | Mar-19 |
| Oct-18 | | | Apr-19 |
| Nov-18 | | | May-19 |
| Dec-18 | | | Jun-19 |
| Jan-19 | | | Jul-19 |
| Feb-19 | | | Aug-19 |
| | | | **TOTAL** $ 39,909.20 |

| | |
|---|---|
| SEPTEMBER INTEREST ACCRUED | $ - |
| SEPTEMBER INTEREST EARNED & PD | $ 39,909.20 |
| SEPTEMBER TOTAL INTEREST | $ 39,909.20 |

Dobie Williams
Assistant Superintendent for Finance and Operations

Emmett J. Whitefield
District Comptroller

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: October 15, 2018
For: Information

**TO**: Dr. Jeremy Glenn, Superintendent

**FROM**: Dobie Williams
**DATE**: October 8, 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 September 1, 2018 through September 30, 2018 are being reported as per the requirements of Board Policy CH (LOCAL), which states:

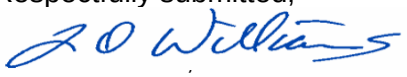
*The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval 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.*

**BUDGET IMPACT:** $539,552.84

Respectfully submitted,



Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Darla Powell

Date Submitted: October 8, 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 – October 18, 2018

Purchases 9/1/18 to 9/30/18

| Vendor | Cooperative/Inter local | Description | Amount |
|---|---|---|---|
| JSK Co | DIR | Extreme Support Renewal | $74,569.84 |
| JSK Co | TIPS | Fortinet Renewal | $94,977.00 |
| EDUC Service Center XI | ESC Region 11 | Contracts | $52,437.00 |
| Longhorn Bus Sales | Buy Board | Buses | $317,569.00 |
| | | | |
| | | | |
| | | | |