Regular

Monday, October 20, 2003 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order at 6:00 p.m.**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 - purchase, exchange, lease or value of real property**

a. A. Appointments, leaves and resignations

3. **Reconvene in open session at 7:00 p.m.**
4. **Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Superintendent's report - Goals 2, 4, 7**

a. Staff Recognition
b. Technology roof repairs
c. Donation update

7. **Public comments/audience participation**
8. **Board members special reports**
9. **Consent agenda items**

a. Consider minutes of the October 6, 2003 regular board meeting
b. Consider budget amendments
c. Consider flooring materials & services CSP No. 2003-06 - renewal
d. Consider custodial chemicals & supplies bid no. 2003-31
e. Consider pest management services CSP No. 2003-34

10. **Personnel**

a. Consider appointments, leaves and resignations - Goal 7

11. **Adjourn**

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
October 6, 2003

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, October 6, 2003 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Micky Shearon

Board Members Present

Gene Ellis
Jerry Campbell
Charlie Cloud
Mark Graves
Brad Johnson
Brian Condit

School Officials Present

William Harris, Superintendent
Jan VanDorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Troy Green, Executive Director of Human Resource
Martin Yarborough, Executive Director of Technology
Judy Duncan, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

President Micky Shearon called the meeting to order at 6:03 p.m.

Convened in Closed Session

The board convened into closed session at 6:04 pm. under the Texas Open Meetings Act, Texas Government Codes, Chapters 551.074 – personnel matters and 551.072 - purchase, exchange, lease or value of real property.

Reconvened in Open Session

The board reconvened in open session at 7:03 p.m.

Troy Green led the invocation and the Granbury High School JROTC posted the colors and led in the pledge to the US Flag and the Texas Flag.

Superintendent's Report

Superintendent Harris updated the board on the process being taken with the information from the facilities report. Harris stated that he met with Lesa Vardeman, scheduled a board visit to North Crowley on October 9, 2003, posted initial press release on GISD web site on September 25, met with the PTA/PTO presidents on September 26, met with the principals on October 1 and met with the District Advisory Council on October 2, 2003.

Public Comments

None

Board Members Special Reports

Board Member Gene Ellis reported that he attended the TASA/TASB conference in Dallas on September 19 – 21, 2003

Board Member Jerry Campbell reported that he attended the TASA/TASB conference in Dallas. Campbell stated that he would like to hold a joint meeting with a school board member, a school staff member and a City employee to encourage open communication between the city and the school. Campbell also stated that he would like to see these meetings eventually include a member from the county and possibly members from surrounding school districts.

Board Vice President, Charlie Cloud reported the he attended the TASA/TASB conference in Dallas. Cloud reported that the White Settlement school district has applied for a federal grant that allows the district to have a community learning center available for students when school is closed and in the evenings. The center allows students to have computers available for them to do homework that they would not normally have access to. Cloud would like for Granbury ISD to apply for this grant. Cloud also reminded the community that Mark Graves would be auctioning off the opportunity to cut his hair. All donations will go to Christmas for Children.

Board President, Micky Shearon reported the he attended the TASA/TASB conference in Dallas. Shearon reported that the Aldine school district has been an exemplary district for many years and they began an alternative campus in 1994 that holds classes in the evening which allows students who are at risk of dropping out due to work schedules or childcare needs to complete their high school education.

Shearon introduced members of Troop 148 with their leader, Mr. Bud Sparks, who were present and working on their communication badge.

Consent Agenda

A motion was made by Charlie Cloud and seconded by Jerry Campbell to approve the consent agenda items, "A" – budget amendments, "B" – minutes of the September 15, 2003 regular board meeting and the September 22, 2003 special board meeting minutes, "C" – general merchandise & consumables bid no. 2001-55 – renewal as presented. **MOTION CARRIED.** Yes 7 – Noe 0

Employee Insurance

A motion was made by Jerry Campbell and seconded by Gene Ellis to approve the insurance committee's recommendation of Option II as presented. This option includes the following rates: $229/month for employees working <30 hours a week and $297/month for employees working >30 hours a week and the purchase $20,000 life per participating employee and provide one eye exam at not cost to employees. Cost is $3.15/month per employee participating in the major medical plan. **MOTION CARRIED.** Yes 7 – Noe 0

Hood County Appraisal District Directors

A motion was made by Charlie Cloud and seconded by Jerry Campbell to nominate Larry Shafer, a motion was made by Jerry Campbell and seconded by Mark Graves to nominate John Lowe, and a motion was made by Gene Ellis and seconded by Jerry Campbell to nominate Charles Pendelton as Hood County Appraisal District Directors. **MOTION CARRIED.** Yes 7 – Noe 0

Eagle Academy of Waco Charter School

A motion was made by Charlie Cloud and seconded by Mark Graves to mark the box indicating that the Eagle Academy of Waco Charter School is expected to impact the Granbury school district and allow Mr. Harris to supply the statement/and or supporting documentation as required. **MOTION CARRIED.** Yes 7 – Noe 0

Granbury HS Choir Trip

A motion was made by Jerry Campbell and seconded by Mark Graves to approve the Granbury High School choir trip to Austria in June 2004. **MOTION CARRIED.** Yes 7 – Noe 0

Personnel

None

Adjourned

There being no further business, the meeting was adjourned at 8:06 p.m.

Micky Shearon, President

J. Mark Graves, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 20, 2003
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: October 13, 2003
RE: Budget Amendments

SUMMARY:

Attached are budget amendments that are for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield
Date Submitted: October 13, 2003

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $731 allocated to function 12. These funds are generated from the fall book fair and will be used to purchase additional library books and media.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $89 allocated to function 12. These funds are generated from lost book fees and fines and will be used to purchase additional library books and media.

Fund 199, Mr. Roger Morgan, Originator
This Amendment recognizes funds in the amount of $530 allocated to function 12. These funds are generated from the fall book fair and will be used to purchase additional library books and media.

Fund 199, Ms. Heather Allen, Originator
This Amendment recognizes donated funds in the amount of $500 allocated to function 11. These funds are donated from Exxon and will be used for miscellaneous operating expenses.

Fund 199, Ms. Rebecca Johnson, Originator
This Amendment recognizes funds in the amount of $2,392 allocated to function 12. These funds are generated from the fall book fair and will be used to purchase additional library books and media.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes donated funds in the amount of $2,000 allocated to function 11. These funds are donated by the AMS PTO and will be used to purchase a new sound system.

BUDGET AMENDMENTS RECOGNIZING FUNCTION TO FUNCTION TRANSACTION

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $26,028 allocated from function 12, $78,790 allocated from function13, $55,000 allocated from function 23, $119,454 allocated from function 31, $34,940 allocated from function 41. Funds are distributed in the amount of $15,122 to function 11, $61,257 to function 21, $14,999 to function 33, $60,001 to function 34, $13,000 to function 36, $119,212 to function 51, $622 to function 52, and $29,999 to function 61. These funds are being transferred within the salary budget.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 20, 2003
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: October 13, 2003
RE: Flooring Materials & Services
CSP No. 2003-06 - Renewal

SUMMARY:

A proposal was let last year to provide a vendor to supply and install carpet and resilient flooring on an as needed basis throughout the District for the period from award to November 30, 2003 with the option to renew for an additional two years if agreed upon by all parties. A summation of the process and outcome as well as a copy of the tabulation is attached for review.

Mr. Larry Gehrke, Maintenance Director, requested that the bid be renewed. Gomez Floor Covering and Spectra Contract Flooring were contacted and have agreed to extend the prices from December 1, 2003 to November 30, 2004. All terms and conditions will remain the same.

RECOMMENDATION:

That the Board approve the renewal of Flooring Materials & Services CSP 2003-06 for the period of December 1, 2003 to November 30, 2004.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Larry Gehrke
Debbie Johnson

Date Submitted: October 13, 2003

BID FOR BOARD APPROVAL

Board Meeting Date: January 20, 2003 **Bid Number:** 2003-06

1. **Item, material or service (specific or classification):** Flooring Materials and Services

2. **Brief description:** A proposal was let to provide a vendor to supply and install carpet and resilient flooring.

3. **Period of time bid covers:** From written notification of award through November 30, 2003

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

   Larry Gehrke, Maintenance Director
   Dale Taylor, Assistant Superintendent

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

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

7. **Listing of recommended vendors and total prices:** Recommendation for award of carpeting is to Gomez and Spectra to be installed on an as needed basis. Gomez will also be used when it is necessary to match existing carpet in the district facilities. Spectra is recommended for future carpet needs where matching existing is not an issue. It is also recommended that the resilient flooring be awarded to Spectra. Total cost is not known at this time, as expenditures will be on an as needed basis. .

8. **Explanation of other than low recommendations:** Recommendation of Gomez is supported by the satisfaction and performance of the existing Collins & Aikman carpeting that has already been installed at various campuses in the district. The Lees Building Works carpet bid by DuPont and Flooring Associates was not the same quality of carpet based on a comparison by Larry Gehrke, Maintenance Director. The resilient flooring bid by DuPont was $0.03 cheaper than the bid by Spectra. The award to Spectra will allow the use of one vendor for flooring needs when matching existing is not an issue.

9. **Last bid date (bid of comparable nature within last 5 years):** 5/3/01

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

    Carpet with installation per square yard – increase of 7.95%
    Resilient flooring with installation per square foot – increase of 8.69%

11. **Budget information:** To be determined as needed.

Sharay S. Boynton Executive Director of Finance	Dale Taylor Assistant Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 20, 2003
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: October 13, 2003
RE: Custodial Chemicals & Supplies
Bid No. 2003-31

SUMMARY:

A bid was let to provide custodial chemicals and supplies on an as needed basis for the 2003-2004 school year. Custodial supplies consist of paper, plastics and cleaning chemicals necessary to maintain the cleanliness of the schools. Quantities listed in the bid were based on approximate annual usage. These supplies will be purchased on an as needed basis throughout the year due to a lack of storage facilities. The responses were received on August 11, 2003. The period of award will cover from written award notification through August 31, 2004 with the option to renew two additional years.

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

The following is the recommendation of Mr. Ron Sherman, ARAMARK Custodial Manager, related to the custodial chemicals and supplies.

RECOMMENDATION:

I recommend the Board approve the items and the related vendors as evidenced by shaded areas on the attached tabulation for the period from written award notification through August 31, 2004.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Ron Sherman

Date Submitted: October 13, 2003

BID FOR BOARD APPROVAL

Board Meeting Date: October 20, 2003 **Bid Number:** 2003-31

1. **Item, material or service (specific or classification):** Custodial Chemicals & Supplies

2. **Brief description:** Custodial supplies consist of paper, plastics and cleaning chemicals necessary to maintain the cleanliness of the schools. Quantities listed in the bid were based on approximate annual usage. These supplies will be purchased on an as needed basis throughout the year due to a lack of storage facilities. Delivery will be to each campus.

3. **Period of time bid covers:** From September 1, 2003 (or written award notification of award if after that date) through August 31, 2004 with the option of two one-year renewals.

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

   Laine Meek – Support Services Director
   Ron Sherman – Custodial Manager

5. **Number of bids sent to vendors:** 28

6. **Number of bids received from vendors:** 10

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded in the column under the vendor name for a total expenditure of $76,961.25. It is also recommended that all vendors awarded line items that submitted a catalog for additional purchases also be approved for additional purchases.

8. **Explanation of other than low recommendations:** See attached spreadsheet provided by Ron Sherman, Custodial Manager, on items not recommended for award to low bidder. The bid allowed the award of the floor care line, chemical line and gym floor line to one vendor for compatibility of products and training issues. It also allowed for award by category or groups of like type items for ease in ordering.

9. **Last bid date (bid of comparable nature within last 5 years):** 8/22/02

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

11. **Budget information:** Expenditures for the chemicals and supplies will be taken from account code 199.51.6315.00.952.4.99.0.52 as items are needed. Budgeted amount for the 2003-2004 school year is $120,900.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 20, 2003
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: October 13, 2003
RE: Pest Management Services
CSP No. 2003-34

SUMMARY:

A competitive sealed proposal (CSP) was let to request proposals from companies to provide pest management services on an annual basis at all district facilities. The proposals were received October 20, 2003. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Mr. Larry Gehrke, Director of Maintenance, reviewed the proposals. The following is his recommendation.

RECOMMENDATION:

It is recommended the Board award the Pest Management Services contract based on the proposal to Double D Termite & Pest Control, Inc. for a period of November 1,2003 to October 31, 2004.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Mr. Larry Gehrke
Mrs. Debbie Johnson

Date Submitted: October 13, 2003

BID FOR BOARD APPROVAL

Board Meeting Date: October 20, 2003 **Bid Number:** CSP 2003-34

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, 2003 through October 31, 2004 with the option to renew for two additional years in one year increments

4. **Person and title responsible for the expenditure:** Larry Gehrke, Maintenance Director

5. **Number of bids sent to vendors:** 8

6. **Number of bids received from vendors:** 3 (includes 1 late bid)

7. **Listing of recommended vendors and total prices:** Recommendation for award is to Double D Termite & Pest Control, Inc. for an annual expenditure of $18,696.

8. **Explanation of other than low recommendations:** Low bidder does not have any IPM experience with school districts. In addition, they currently do not carry worker's comp coverage.

9. **Last bid date (bid of comparable nature within last 5 years):** Oct. 20, 2000

10. **Percentage increase or decrease from last bid**: Increase of 2.24%

11. **Budget information:** Expense will come from budgeted funds under account codes 199.51.6246.00.xxx(campus/department code).4.99.0.26.

Sharay S. Boynton
Executive Director of Finance