Regular

Monday, September 13, 2004 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
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. Appointments and retirements
3. **Reconvene in open session at 7:00 p.m.**
4. **Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Superintendent's Report - Goals 1, 2, 3, 6, 7**
a. Discussion on Granbury ISD's rating on the state's financial accountability system - FIRST Rating
b. Aramark Food Service annual report
c. GHS report - SAT/ACT
d. Update facilities committee
7. **Board members special reports**
8. **Consider Consent Agenda Items - Goals 2, 3, 5**
a. Consider August 23, 2004 regular board meeting minutes
b. Consider custodial chemicals bid no. 2004-17 Item D2 and D5
c. Consider general maintenance and glass bid no. 2004-18
d. Consider uniform services bid no. 2004-24
e. Consider pest management services bid no. 2003-34 - renewal
f. Consider update to policy DAA (LOCAL) -Employment objectives: equal employment opportunity
g. Consider update to policy FB (LOCAL) - Equal educatioinal opportunities
h. Consider update to policy FNCJ (EXHIBIT) - Student conduct: sexual harassment/sexual abuse
9. **Consider swimming pool cover bid**
10. **Review updated (LEGAL) policies and act on (LOCAL) policies (see attached list)**
11. **Public comments/audience participation**
12. **Personnel - Goal 6**
a. Consider appointments and retirements
13. **Adjourn**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: September 13, 2004
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: September 7, 2004
RE: 2004 Final School FIRST Rating

SUMMARY:

Granbury ISD received a rating of "Superior Achievement" under Texas' Schools FIRST financial accountability rating system. This rating is the state's highest, demonstrating the quality of Granbury ISD's financial management and reporting system.

This rating shows GISD's schools are accountable not only for student learning, but also for achieving these results cost-effectively and efficiently.

Within 2 months of the notice from TEA, GISD has to announce and hold a public meeting to distribute this report and explain the district's performance under each of the 21 indicators. It has to be published in the newspaper at least 14 days prior to the public meeting. This publication has been done in accordance with the requirements.

I will present the report at the meeting. Should there be questions, please let me know.

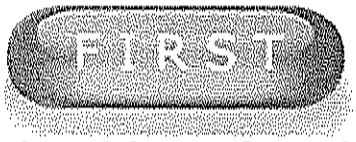
Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: September 7, 2004

YEAR 2002-2003 | Select An Option | Help | Home | Log Out



Financial Integrity Rating System of Texas

2002-2003 DISTRICT STATUS

Name: **GRANBURY ISD(111901)**	
Rating: Superior Achievement	**Last Updated:** 8/9/2004 3:03:14 PM
Indicators Answered YES: 21	**Indicators Answered NO:** 0

#	Indicator Description	Updated	Result
1	Was The Total Fund Balance Less Reserved Fund Balance Greater Than Zero In The General Fund?	6/17/2004 9:22:00 PM	Yes
2	Were There No Disclosures In The Annual Financial Report And/Or Other Sources Of Information Concerning Default On Bonded Indebtedness Obligations?	6/17/2004 9:22:00 PM	Yes
3	Was The Annual Financial Report Filed Within One Month After November 27th or January 28th Deadline Depending Upon The District's Fiscal Year End Date (June 30th or August 31st)?	6/17/2004 9:22:00 PM	Yes
4	Was There An Unqualified Opinion in Annual Financial Report?	6/17/2004 9:22:01 PM	Yes
5	Did The Annual Financial Report Not Disclose Any Instance(s) Of Material Weaknesses In Internal Controls?	6/17/2004 9:22:01 PM	Yes
6	Was The Percent Of Total Tax Collections (Including Delinquent) Greater Than 96%?	6/17/2004 9:22:01 PM	Yes
7	Did The Comparisons Of PEIMS Data To Like Information In Annual Financial Report Result In An Aggregate Variance Of Less Than 4 Percent Of Expenditures Per Fund Type (Data Quality Measure)?	6/17/2004 9:22:04 PM	Yes
8	Were Debt Related Expenditures (Net Of IFA And/Or EDA Allotment) < $770.00 Per Student? (If The District's Five-Year Percent Change In Students = Or > 2%, Or If Property Taxes Collected Per Penny Of Tax Effort > $100,000, Then Answer This Indicator Yes)	6/17/2004 9:22:08 PM	Yes

9	Was There No Disclosure In The Annual Audit Report Of Material Noncompliance?	6/17/2004 9:22:08 PM	Yes
10	Did The District Have Full Accreditation Status In Relation To Financial Management Practices? (e.g. No Master Or Monitor Assigned)	6/17/2004 9:22:08 PM	Yes
11	Was The Percent Of Operating Expenditures Expended For Instruction More Than 54%?	6/17/2004 9:22:11 PM	Yes
12	Was The Aggregate Of Budgeted Expenditures And Other Uses Less Than The Aggregate Of Total Revenues, Other Resources and Fund Balance In General Fund?	6/17/2004 9:22:14 PM	Yes
13	If The District's Aggregate Fund Balance In The General Fund And Capital Projects Fund Was Less Than Zero, Were Construction Projects Adequately Financed? (To Avoid Creating Or Adding To The Fund Balance Deficit Situation)	6/17/2004 9:22:16 PM	Yes
14	Was The Ratio Of Cash And Investments To Deferred Revenues (Excluding Amount Equal To Net Delinquent Taxes Receivables) In The General Fund = Or > 1:1? (If Deferred Revenues < Net Delinquent Taxes Receivable, Then Answer This Indicator Yes)	6/17/2004 9:22:17 PM	Yes
15	Was The Administrative Cost Ratio Less Than The Standard In State Law?	6/17/2004 9:22:17 PM	Yes
16	Was The Ratio Of Students To Teachers Within the Ranges Shown Below According To District Size?	6/17/2004 9:22:19 PM	Yes
17	Was The Ratio Of Students To Total Staff Within the Ranges Shown Below According To District Size?	6/17/2004 9:22:20 PM	Yes
18	Was The Total Fund Balance In The General Fund More Than 50% And Less Than 150% Of Optimum According To The Fund Balance And Cash Flow Calculation Worksheet In The Annual Financial Report?	6/17/2004 9:22:21 PM	Yes
19	Was The Decrease In Undesignated Unreserved Fund Balance < 20% Over Two Fiscal Years?(If 1.5 Times Optimum Fund Balance < Total Fund Balance In General Fund Or If Total Revenues > Operating Expenditures In The General Fund, Then Answer This Indicator Yes)	6/17/2004 9:22:23 PM	Yes
20	Was The Aggregate Total Of Cash And Investments In The General Fund More Than $0?	6/17/2004 9:22:23 PM	Yes

21	Were Investment Earnings In All Funds More Than $15 Per Student?	6/17/2004 9:22:25 PM	Yes

DETERMINATION OF RATING

A. Did The District Answer **No** To Indicators 1, 2, Or 3? Or Did The District Answer No To Both 4 and 5? If Answered **No** To Either, The District's Rating Is **Substandard Achievement**.

B. Determine Rating By Applicable Range For The Number Of Indicators Answered **No**:

Superior Achievement	0-2
Above Standard Achievement	3-4
Standard Achievement	5-6
Substandard Achievement	7+ Or **No** To One Default Indicator

INDICATOR 16 & 17 RATIOS

Indicator 16	Ranges for Ratios		**Indicator 17**	Ranges for Ratios	
District Size - Number of Students Between	Low	High	District Size - Number of Students Between	Low	High
< 500	7	22	< 500	4	14
500-999	10	22	500-999	5.5	14
1000-4999	11.5	22	1000-4999	6	14
5000-9999	13	22	5000-9999	6.5	14
=> 10000	13.5	22	=> 10000	6.6	14

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 1

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Total Fund Balance Less Reserved Fund Balance Greater Than Zero In The General Fund?**
Status:	Passed
Last Updated:	6/17/2004 9:22:00 PM

FORMULA

	Field	Value
(		
(		
	Total Fund Balance	12,040,558
-	Reserves	0
)		
)		
>	Bankrupt Threshold	0

Mathematical Breakdown: 12,040,558 > 0

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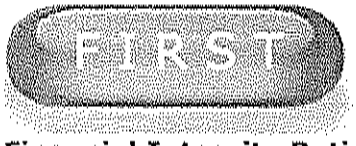

Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 2

Name:	**GRANBURY ISD (111901)**
Indicator:	**Were There No Disclosures In The Annual Financial Report And/Or Other Sources Of Information Concerning Default On Bonded Indebtedness Obligations?**
Status:	Passed
Last Updated:	6/17/2004 9:22:00 PM

FORMULA

	Field	Value
Not	Default Disclosures	false

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 3

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Annual Financial Report Filed Within One Month After November 27th or January 28th Deadline Depending Upon The District's Fiscal Year End Date (June 30th or August 31st)?**
Status:	Passed
Last Updated:	6/17/2004 9:22:00 PM

FORMULA

Field	Value
Date Received	2004/01/16
<= Due Date (Fiscal Year End + Deadline in Days After Fiscal Year End)	2004/02/28

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 4

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was There An Unqualified Opinion in Annual Financial Report?**
Status:	Passed
Last Updated:	6/17/2004 9:22:01 PM

FORMULA

Field	Value
Clean Audit	true

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 5

Name:	**GRANBURY ISD (111901)**
Indicator:	**Did The Annual Financial Report Not Disclose Any Instance(s) Of Material Weaknesses In Internal Controls?**
Status:	Passed
Last Updated:	6/17/2004 9:22:01 PM

FORMULA

	Field	Value
Not	Weak Internal Controls	false

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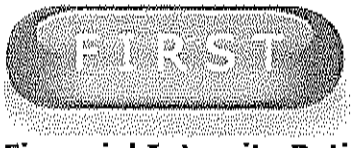

Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 6

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Percent Of Total Tax Collections (Including Delinquent) Greater Than 96%?**
Status:	Passed
Last Updated:	6/17/2004 9:22:01 PM

FORMULA

	Field	Value
	Tax Collections	32,944,134
/	Tax Levy	33,209,441
>	Acceptable Tax Collection Rate	0.96

Mathematical Breakdown: 0.992 > 0.96

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 7

Name:	**GRANBURY ISD (111901)**
Indicator:	**Did The Comparisons Of PEIMS Data To Like Information In Annual Financial Report Result In An Aggregate Variance Of Less Than 4 Percent Of Expenditures Per Fund Type (Data Quality Measure)?**
Status:	Passed
Last Updated:	6/17/2004 9:22:04 PM

FORMULA

	Field	Value
	Sum of Differences	36,521
/	Denominator	51,156,599
<	Acceptable Level of Variance	0.04

Mathematical Breakdown: 0.0007 < 0.04

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 8

Name:	**GRANBURY ISD (111901)**
Indicator:	**Were Debt Related Expenditures (Net Of IFA And/Or EDA Allotment) < $770.00 Per Student? (If The District's Five-Year Percent Change In Students = Or > 2%, Or If Property Taxes Collected Per Penny Of Tax Effort > $100,000, Then Answer This Indicator Yes)**
Status:	Passed
Last Updated:	6/17/2004 9:22:08 PM

FORMULA

Field	Value
(	
(	
2003 Total Students	6,547
- 1999 Total Students	6,102
)	
/ 1999 Total Students	6,102
> Threshold for 5 Year Student Population Growth	0.02
)	
Or	
(	
Total Tax Collection	32,944,134
/	
(	
Total Tax Rate	1.73
* 100	
)	
> Threshold for Revenue Collection Efficiency	100,000
)	
Or	
(	
(	
Function 71 Expenditures	5,890,404

	- IFA and EDA Allotments	1,147,495
	)	
/	2003 Total Students	6,547
<	Maximum Standard for Debt-Related Expenditures per Student	770
)		

Mathematical Breakdown: 0.0729 > 0.02 Or 190,428.5202 > 100,000 Or 724.44 < 770

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 9

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was There No Disclosure In The Annual Audit Report Of Material Noncompliance?**
Status:	Passed
Last Updated:	6/17/2004 9:22:08 PM

FORMULA

	Field	Value
Not	Material Non-Compliance	false

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 10

Name:	**GRANBURY ISD (111901)**
Indicator:	**Did The District Have Full Accreditation Status In Relation To Financial Management Practices? (e.g. No Master Or Monitor Assigned)**
Status:	Passed
Last Updated:	6/17/2004 9:22:08 PM

FORMULA

Field	Value
Full Accreditation	true

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 11

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Percent Of Operating Expenditures Expended For Instruction More Than 54%?**
Status:	Passed
Last Updated:	6/17/2004 9:22:11 PM

FORMULA

Field	Value
Expenditures in General, Special Revenue and Capital Projects Funds (Excluding SSA Fund Codes) in Function 11 and Object Codes 6112-6499	23,160,654
/ Expenditures in General Fund, Special Revenue Fund (Excluding SSA Fund Codes), Capital Project Fund, Enterprise Fund 701 (Child Nutrition Program), Functions 11-61 and Object Codes 6112-6499	42,855,159
>Standard for Instruction Expenditures	0.54

Mathematical Breakdown: 0.5404 > 0.54

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 12

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Aggregate Of Budgeted Expenditures And Other Uses Less Than The Aggregate Of Total Revenues, Other Resources and Fund Balance In General Fund?**
Status:	Passed
Last Updated:	6/17/2004 9:22:14 PM

FORMULA

Field	Value
Budgeted Revenues in the General Fund	38,436,696
+ Budgeted Other Resources in the General Fund	0
+ Fund Balance in the General Fund as of the Fiscal Year Start	10,598,442
- Budgeted Appropriations in the General Fund	38,964,936
- Budgeted Other Uses in the General Fund	0
> Standard for Budget Surplus	0

Mathematical Breakdown: 10,070,202 > 0

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 13

Name:	**GRANBURY ISD (111901)**
Indicator:	**If The District's Aggregate Fund Balance In The General Fund And Capital Projects Fund Was Less Than Zero, Were Construction Projects Adequately Financed? (To Avoid Creating Or Adding To The Fund Balance Deficit Situation)**
Status:	Passed
Last Updated:	6/17/2004 9:22:16 PM

FORMULA

	Field	Value
(		
	Fund Balance in the General Fund as of the Fiscal Year End	12,040,558
+	Fund Balance in the Capital Projects Fund as of the Fiscal Year End	0
>	Standard Capital Fund Margin	0
)		
Or		
(		
	Fund Balance in the General Fund as of the Fiscal Year Start	10,598,442
-	Fund Balance in the Capital Projects Fund as of District Fiscal Year Start	0
-	Function 81 Expenditures in the General Fund and Capital Projects Fund	1,742,152
-	Other Resources for Real Property Financing in the General Fund and the Capital Projects Fund	1,282,094
>	Standard Construction Margin	0
)		

Mathematical Breakdown: 12,040,558 > 0.00 Or 7,574,196 > 0

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 14

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Ratio Of Cash And Investments To Deferred Revenues (Excluding Amount Equal To Net Delinquent Taxes Receivables) In The General Fund = Or > 1:1? (If Deferred Revenues < Net Delinquent Taxes Receivable, Then Answer This Indicator Yes)**
Status:	Passed
Last Updated:	6/17/2004 9:22:17 PM

FORMULA

	Field	Value
(		
	Deferred Revenue in the General Fund	1,913,648
-	Property Tax Receivable Net of Uncollectible	1,721,089
<=	Standard Deferred Revenue Margin	0
)		
Or		
(		
	Standard Ratio of Cash and Investments to Deferred Revenue	1
<=		
(		
	Cash in the General Fund	457,397
+	Investments in the General Fund	12,391,931
)		
/		
(		
	Deferred Revenue in the General Fund	1,913,648
-	Property Tax Receivable Net of Uncollectible	1,721,089
)		
)		

Mathematical Breakdown: 192,559 <= 0 Or 1 <= 66.7293

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 15

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Administrative Cost Ratio Less Than The Standard In State Law?**
Status:	Passed
Last Updated:	6/17/2004 9:22:17 PM

FORMULA

Field	Value
Acceptable Administrative Cost Ratio	0.125
District Administrative Cost Ratio	0.0951

Mathematical Breakdown: 0.125 > 0.0951

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2002-2003 INDICATOR TEST 16

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Ratio Of Students To Teachers Within the Ranges Shown Below According To District Size?**
Status:	Passed
Last Updated:	6/17/2004 9:22:19 PM

FORMULA

	Field	Value
(		
	Number of Students	6,547
/	Number of FTE Teachers	451.8592
>	Standard Lower Limit Ratio of Students to Teachers	13
)		
And		
(		
	Number of Students	6,547
/	Number of FTE Teachers	451.8592
<	Standard Upper Limit Ratio of Students to Teachers	22
)		

Mathematical Breakdown: 14.489 > 13 And 14.489 < 22

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 17

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Ratio Of Students To Total Staff Within the Ranges Shown Below According To District Size?**
Status:	Passed
Last Updated:	6/17/2004 9:22:20 PM

FORMULA

	Field	Value
(		
	Number of Students	6,547
/	Number of FTE Staff	894.2854
>	Standard Lower Limit Ratio of Students to Staff	6.5
)		
And		
(		
	Number of Students	6,547
/	Number of FTE Staff	894.2854
<	Standard Upper Limit Ratio of Students to Staff	14
)		

Mathematical Breakdown: 7.3209 > 6.5 And 7.3209 < 14

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 18

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Total Fund Balance In The General Fund More Than 50% And Less Than 150% Of Optimum According To The Fund Balance And Cash Flow Calculation Worksheet In The Annual Financial Report?**
Status:	Passed
Last Updated:	6/17/2004 9:22:21 PM

FORMULA

Field	Value
(	
Total General Fund Balance as of the Fiscal Year End	12,040,558
> Minimum Fund Balance	0.5
*	
(	
Total Reserved Fund Balance in the General Fund	0
+ Total Designated Fund Balance in the General Fund	174,264
+ Estimated Amount to Cover Fall Cash Flow Deficit in the General Fund	6,987,824
+ Estimate of One Month's Cash Disbursement Amount During the Regular School Session	3,493,912
)	
)	
And	
(	
Total General Fund Balance as of the Fiscal Year End	12,040,558
< Maximum Fund Balance	1.5
*	
(	
Total Reserved Fund Balance in the General Fund	0
+ Total Designated Fund Balance in the General Fund	174,264
+ Estimated Amount to Cover Fall Cash Flow Deficit in the General Fund	6,987,824
+ Estimate of One Month'	

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 19

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Decrease In Undesignated Unreserved Fund Balance < 20% Over Two Fiscal Years?(If 1.5 Times Optimum Fund Balance < Total Fund Balance In General Fund Or If Total Revenues > Operating Expenditures In The General Fund, Then Answer This Indicator Yes)**
Status:	Passed
Last Updated:	6/17/2004 9:22:23 PM

FORMULA

	Field	Value
(		
	Expenditures in the General Fund in Functions 11-61 and Expenditure Object Codes 6100-6400	36,976,840
-	Total Revenues in the General Fund	39,371,382
<	Acceptable Expenditure Revenue Gap	0
)		
Or		
(		
(		
	Total Reserved Fund Balance in the General Fund	0
+	Total Designated Fund Balance in the General Fund	174,264
+	Estimated Amount to Cover Fall Cash Flow Deficit in the General Fund	6,987,824
+	Estimate of One Month's Cash Disbursement Amount During the Regular School Session	3,493,912
)		
*	Optimum Fund Balance Multiplier	1.5
<	Total General Fund Balance in the General Fund	12,040,558
)		
Or		
(		
	Undesignated, Unreserved Fund Balance in General Fund - 2 Years Prior	9,575,821
*		

(		
	1	
	- Maximum Allowable 2 Year Percentage Decrease in Fund Balance that Still Qualifies as Stable	0.2
	)	
<	Undesignated, Unreserved Fund Balance in General Fund	11,866,294
)		

Mathematical Breakdown: -2,394,542 < 0 Or 15,984,000 < 12,040,558 Or 7,660,656.8 < 11,866,294

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 20

Name:	**GRANBURY ISD (111901)**
Indicator:	**Was The Aggregate Total Of Cash And Investments In The General Fund More Than $0?**
Status:	Passed
Last Updated:	6/17/2004 9:22:23 PM

FORMULA

Field	Value
Cash in the General Fund	457,397
+ Investments in the General Fund	12,391,931
> Acceptable Lower Limit for Cash and Investments	0

Mathematical Breakdown: 12,849,328 > 0

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Financial Integrity Rating System of Texas

2002-2003 INDICATOR TEST 21

Name:	**GRANBURY ISD (111901)**
Indicator:	**Were Investment Earnings In All Funds More Than $15 Per Student?**
Status:	Passed
Last Updated:	6/17/2004 9:22:25 PM

FORMULA

Field	Value
Investment Earnings	377,711
/ Number of Students	6,547
> Acceptable Level of Earnings Per Student	15

Mathematical Breakdown: 57.6922 > 15

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GRANBURY

INDEPENDENT SCHOOL DISTRICT

Food Service

Granbury ISD

ARAMARK

A Texas Tradition

Annual Report

Presented by

ARAMARK

Managed Services, Managed Better.

July 1, 2004

GRANBURY ISD

LAINE MEEK
GENERAL MANAGER
SCHOOL SUPPORT SERVICES

July 1, 2004

Administrators and Board of Trustees
Granbury Independent School District
600 West Pearl
Granbury, Texas 76048

Dear Administrators and Board,

ARAMARK is pleased to report that the Food Service Department at Granbury Independent School District has had an outstanding year. We appreciate the opportunity to manage your program.

Our GISD staff provided us with a productive and prosperous 2003-2004 school year. We have worked diligently to bring Granbury the finest in a high quality, cost effective food service program. We will continue to re-evaluate and up-date our goals and objectives, as changes become necessary to better serve your needs.

We would like to thank the administrators, faculty, and Board for the tremendous support given to our staff. A special thanks goes out to all the food service staff that made this a successful year.

Respectfully submitted,

J. Laine Meek
Support Services Director

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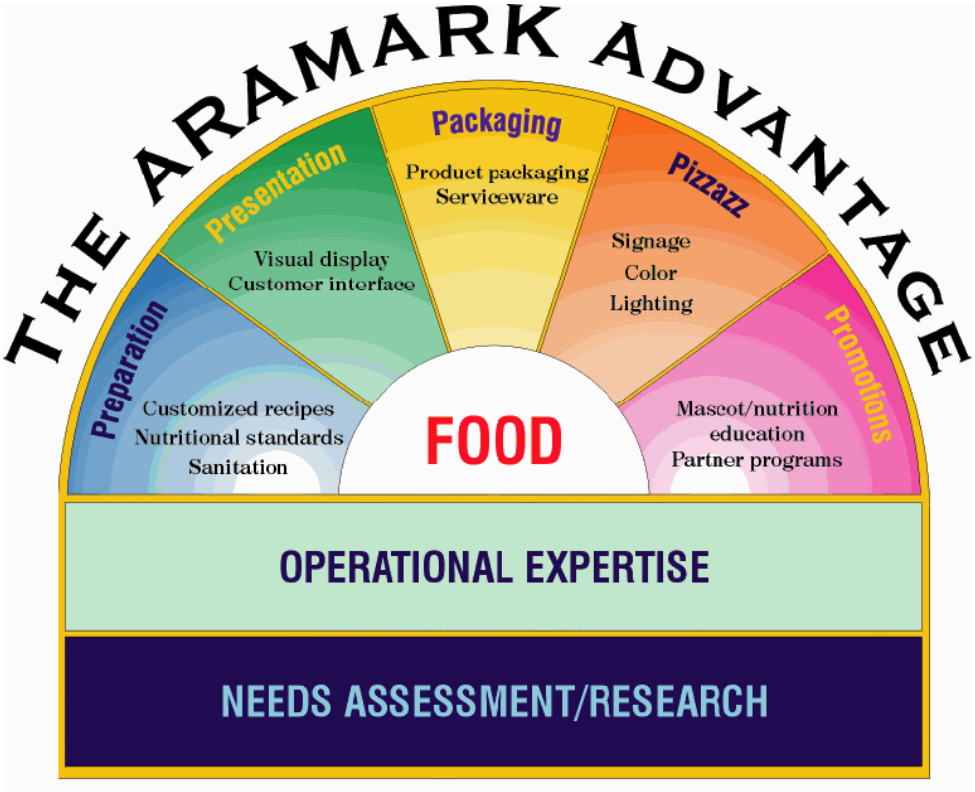


Key elements of the model include:

1. **A focus on food**
2. **A foundation of fact based research and needs assessment**
3. **A proven track record of operational expertise in the K-12 market.**
4. **A defined set of marketing and merchandising programs based upon the feedback from customers—students, principals and parents**

One World Café is the culmination of all elements within ARAMARK ADVANTAGE working together. The following report will define how ARAMARK uses this model to operate and enhance the food service operations here at GISD.

I. A FOCUS ON FOOD

A. We have served the K-12 market for over 50 years—Food is our business

B. Our elementary/intermediate school menu reflects the diversity of the students and staff. New recipes were developed for the One World Café around five major food offerings:

i. The Grill (hamburgers and hot sandwiches)

ii. The Tacoria (Mexican food favorites from burritos to enchiladas)

iii. The Works (home-cooked favorites)

iv. The Pizzeria (pizzas, pasta and other Italian favorites)

v. The Deli (cold sandwiches and subs)

C. ARAMARK has just released our secondary café concepts—**The 12 Spot** for middle schools and **UBU Lounge** for high schools. We were a pilot site for UBU Lounge this Spring, and we will roll out the 12 Spot at Acton Middle School this Fall. The new stations are as follows:

i. The Main Course (home-cooked favorites)

ii. The Grill (hamburger and hot sandwich line)

iii. The Deli (fresh, made to order subs, wraps and other sandwiches)

iv. The Pizzeria (pizzas, pasta and other Italian favorites)

v. The Tortilla (Mexican food favorites from burritos to enchiladas)

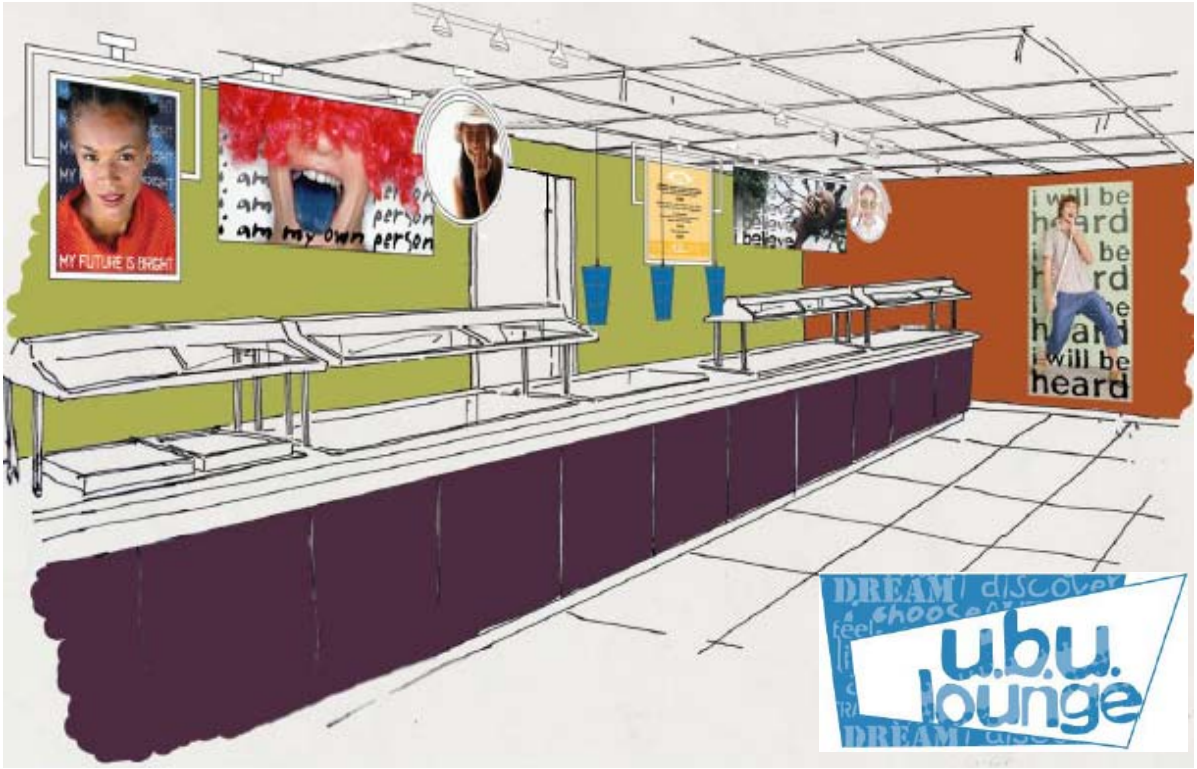
vi. The Greens (fresh, single-serve entrée salads, soup and potato bar)

These offerings are accompanied with one additional special concept:

vii. The Wokery (authentic Chinese food concept at the High School where we serve favorites such as Orange Chicken, Sweet and Sour Chicken, Beef and Broccoli, Fried Rice, Egg Rolls and more.)

UBU Lounge Dining Area

UBU Lounge Servery



The 12 Spot Dining Area

The 12 Spot Servery

D. Each offering includes recipes, which reflect the preferences of students while meeting and exceeding nutritional guidelines. The recipes were designed to satisfy the needs and tastes across all age groups from elementary through high school.

E. Due to the quality of our food, many organizations inside and outside GISD rely on ARAMARK's *"Classic Fare"* to cater their special events. Many of the items on our regular school menus make it to our catering menu. We have doubled our catering revenue, by bringing in $50,000 in additional revenue to the food service fund. Below is a list of a few of the 200 + caterings we provided during 2003-2004:

viii. GISD Administrative, Departmental & Faculty Meetings
ix. Faculty Training Workshops
x. New Teacher Orientation
xi. Employee Appreciation Banquet
xii. Weekly Kiwanis Meetings
xiii. Lake Granbury Economic Foundation Meetings
xiv. Lake Granbury Chamber of Commerce Luncheon
xv. Christmas for Children Kick Off Luncheon

II. A FOUNDATION OF FACT BASED RESEARCH AND NEEDS ASSESSMENT

A. We spent time talking and listening to our customers about their needs and preferences. We conducted over 200 one-on one interviews with students of all ages throughout the United States. Each interview included questions regarding current levels of satisfaction with the school cafeteria, food preferences and the impact of merchandising programs on the dining experience. In addition, we conducted focus groups with principals and parents to ensure our new programs meet their needs and expectations. As a result of our research, we were able to accomplish the following goals:

i. Obtain valuable insight into food preferences for breakfast and lunch
ii. Test viability and appeal of new marketing and merchandising concepts
iii. Differentiate needs by key market segments including age, gender and geography

B. Locally, we survey our students annually to determine likes, dislikes and this district's unique tastes. We also provide taste tests to the students of new One World Café items, as they are made available. Their suggestions are heavily considered when we plan our menus.

C. Through Strategic Planning we were able to assess the district's needs for the future.

i. Capital Equipment Plan: We developed a living capital equipment plan, assessing the equipment needs of the district covering the next 5 years. In this plan we will replace old, outdated equipment and add new equipment as needed. Because our healthy Food Service Fund has been properly managed, we will be able to fund these expenditures without the use of local tax dollars from the general budget.

ii. Facility renovations: This spring, we performed a facility needs analysis to determine immediate needs in the district. Our findings prompted us to schedule three major renovations this summer. We will add a need walk-in freezer at Baccus Elementary and Oakwoods Intermediate schools, as well as a total renovation at Acton Elementary School. Due to the increasing enrollment at Acton Elementary, it has become very difficult to service the needs of the school (preparation and speed of service). We are moving the serving line out into the cafeteria and doubling it so that we will have two points of service. We will also be opening the wall between the kitchen and cafeteria and filling the space with reach-through coolers and warmers. New ovens, a larger mixer, a steamer, a six-burner range and dishwasher will also be added to the equipment inventory. We have already started the project and will be ready for operation by the first day of school.

III. A PROVEN TRACK RECORD OF OPERATIONAL EXPERTISE IN THE K-12 MARKET

A. We developed training and incentive programs, which support the development of the food service staff.

i. ARAMARK ACADEMY: A specialized program designed to train employees on the basics of food production, safety & sanitation.

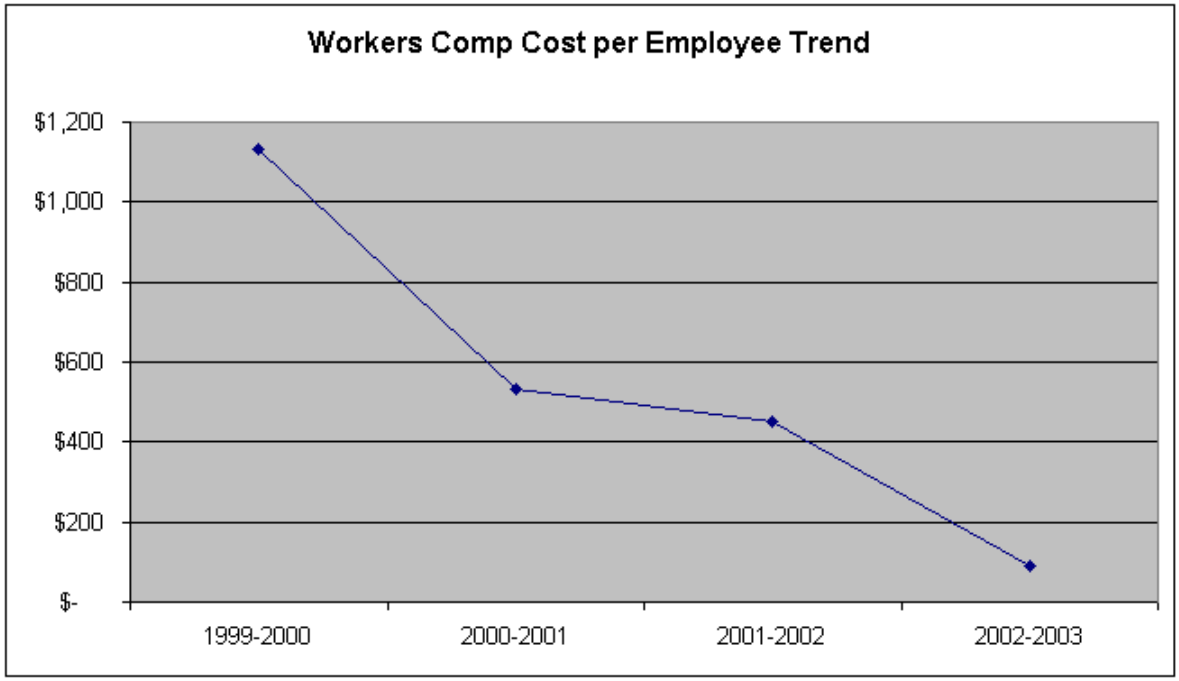
ii. Shining Star: Our new employee recognition program replaced our P.R.I.D.E. program. It is a program that ARAMARK developed to encourage, motivate and show appreciation to the employees we manage:

1. Spirit of Service
2. Attendance
3. Safety
4. Attitude
5. Great Idea
6. Increase Participation
7. Years of Service

iii. Christmas and End of Year Awards Parties: Twice a year, ARAMARK and Granbury ISD make a special effort to show our appreciation of its employees. Door prizes and awards are given including **Employee of the Year**. **Melissa Porter** was awarded this **eagle trophy** as this year's recipient. Congratulations Melissa!

iv. Safety Program: Our safety program has been very successful this year, as we have lowered our workers compensation claims dramatically. Through monthly safety meetings and an importance placed on working safely, we managed to lower our claims by ten accidents over the past year, and our cost has decreased $78,000 over the past four years! We are very proud of our employees taking personal ownership in the safety program.

As of June 30, 2004, the Food Service Department produced only 6 claims at a cost to the district of only $6,622.



B. We implemented systems, which enhance the productivity, accountability and financial performance of the food service program

i. With the use of ARAMARK's Food Service Accounting (FSA), we track detailed information by school and share that information with the cafeteria managers on a monthly basis. This makes the managers part of the team in controlling costs and improving quality. Below are a few of the areas we analyze:

1. Participation
2. Food Cost
3. Labor Productivity (meals per labor hour)
4. Sales and Cost Trends

ii. Many of our One World Café recipes were developed with the use of commodities in mind. By picking up excess commodities from other districts and effectively using them in our menus, we were able to save the district thousands of dollars in food cost.

iii. The Food Service Department uses a computerized point of sale system to track sales and reimbursable meals. Students have an account much like a bank to prepay for meals. Money is deducted from their account when they receive meals in the One World Café.

C. Audit Schedule Recap: The Food Service Department here at Granbury Independent School District had a full audit schedule during the 2003-2004 school year. Between November and April, we experienced eight different audits. Normally, the program is audited twice a year—once from G.I.S.D.'s outside accounting firm and once from an ARAMARK District Manager. In addition to these, the state performed a Coordinated Review Effort (review of the entire program) and School Meal Initiative (nutritional audit). TASBO also performed a total review of our program. Other reviews included a safety audit and Fresh Eyes review from ARAMARK, an internal finance audit from the Business Office. The reviews produced minor findings, but overall, our program was praised by our appraisers.

D. The director has over 21 years of food service experience with 12 of those years focused in School Food Service. He receives training through ARAMARK sponsored programs including governmental regulations, nutritional analysis, sanitation, safety, leadership development, mentor and culinary training. He is involved in the local community through his church and Leadership Granbury. He is a district auditor for the north Texas region for ARAMARK. In his twelve years of service with ARAMARK, he has exceeded budget expectations for ARAMARK and the districts where he served, including Granbury ISD. Finally, he has realized a surplus to the food service fund every year for the past ten years. In association with the board and administration, he led his team, over the past six years, in returning over **$400,000** to the food service fund here in Granbury.

E. ARAMARK is able to implement cost containment and cost reduction programs where possible to maximize the value of each dollar spent by the district on the food service program. Cost reduction will not be at the sacrifice of quality food or service. The ultimate financial goal is a self-sustaining food service program.

i. Training on food production and portioning to reduce leftovers and waste.
ii. Labor-hours are carefully scheduled to achieve an effective labor cost. We served an average 16 meals per labor hour during 2003-2004.
iii. The high-volume purchasing power of the Texas Purchasing Consortium helps ensure a low food cost, quality, and selection of top quality purveyors.

IV. A DEFINED SET OF MARKETING AND MERCHANDISING PROGRAMS.

We developed creative marketing and merchandising programs, which meet the needs of the students, and administrators, and parents, and provide a "total dining experience." They are known as--THE FIVE P's

A. Preparation

i. ARAMARK utilizes Nutrikids nutritional analysis software to develop menus, which meet or exceed nutritional guidelines set forth by USDA. Managers are able to access Nutrikids via Granbury ISD's network to resize recipes and manage production records.
ii. Customized recipes are based on student preferences.
iii. Consistent preparation standards.

B. Presentation

i. Inviting visual displays and clean attractive food lines
ii. Food is displayed in shallow pans so students can see what items they choose.
iii. Employees wear clean, eye-catching uniforms and provide service with a smile.

C. Packaging

i. Professional packaging helps students identify our items with items they eat at popular fast food establishments.

D. Pizzazz

i. Simple, vibrant signage
ii. Eye appealing color and graphics provide a fun, cool environment

E. Promotions

i. Our new mascot program, featuring Spike, will continue to communicate the importance of good nutrition. Spike and his coach will be available to visit schools as part of a live, interactive program, which reinforces the importance of good nutrition and exercise.
ii. ARAMARK partners with name brand companies such as Frito Lay, Coke & General Mills to encourage dining in the Café.

Conclusion

Through the use of our systems in the ARAMARK ADVANTAGE (food production, nutritional and financial analysis, recipes, promotions, expertise, research, training and buying power), we bring an unparalleled quality of service to the students and staff here at Granbury Independent School District. The evidence of our success can be found in the increase of participation versus enrollment over the past seven years and a healthy food service fund. **The surplus that we return to this fund more than compensates for our nominal fee (approximately 4% of total operation budget).**

Again, thank you for the opportunity to manage your food service program. ARAMARK and Granbury Independent School District have formed a successful partnership in the seven years that we have worked together. Thank you for making us feel as though we are part of this fine district and community. We look forward to serving you next year and in the years to come.

**Attachments following

Employee Banquet

Thanksgiving Feast

Overview of the New Texas Nutrition Policy

Definitions:

Competitive Foods: Foods and beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company or organization.

FMNV: Foods of Minimal Nutritional Value. Refers to the four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the U. S. Department of Agriculture under the child nutrition programs. This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, but they may not provide restricted items to other children at school. A school may adopt a more restrictive rule, however, as local policy.

Foods of Minimal Nutritional Value (FMNV) Policy
Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until ***the end of the last scheduled class***.

Competitive Foods
An elementary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until ***the end of the last scheduled class.*** This does not pertain to food items made available by the school food service department. It does include pizza and other parties in the classroom where food is not provided by the school food service department.

Foods of Minimal Nutritional Value (FMNV) Policy
Middle school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until after the end of the ***last lunch period***.

Competitive Foods
A middle school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises ***during meal periods***. This does not pertain to food items made available by the school food service department. The competitive foods included in this policy do not include FMNVs, which are not allowed until after the last lunch period. It does include pizza and other parties in the classroom where food is not provided by the school food service department.

Foods of Minimal Nutritional Value (FMNV)
High schools may not serve or provide access to FMNV ***during meal periods in areas where reimbursable meals are served and/or consumed***.

Competitive Foods
High schools may not serve or provide access to competitive foods ***during meal periods in areas where reimbursable meals are served and/or consumed.*** This does not pertain to food items made available by the school food service department.

FMNV and Candy Exemptions

1. School Nurses: This policy does not apply to school nurses using FMNVs or candy during the course of providing health care to individual students.
2. Accommodating Students with Special Needs: Special Needs Students whose individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need) may be given FMNV or candy items.
3. School Events: Students may be given FMNV or candy items during the school day for ***up to three different events each school year*** to be determined by school officials as part of school policy and included on the school calendar. ***However***, these items may not be given during meal times in the areas where school meals are being served or consumed.

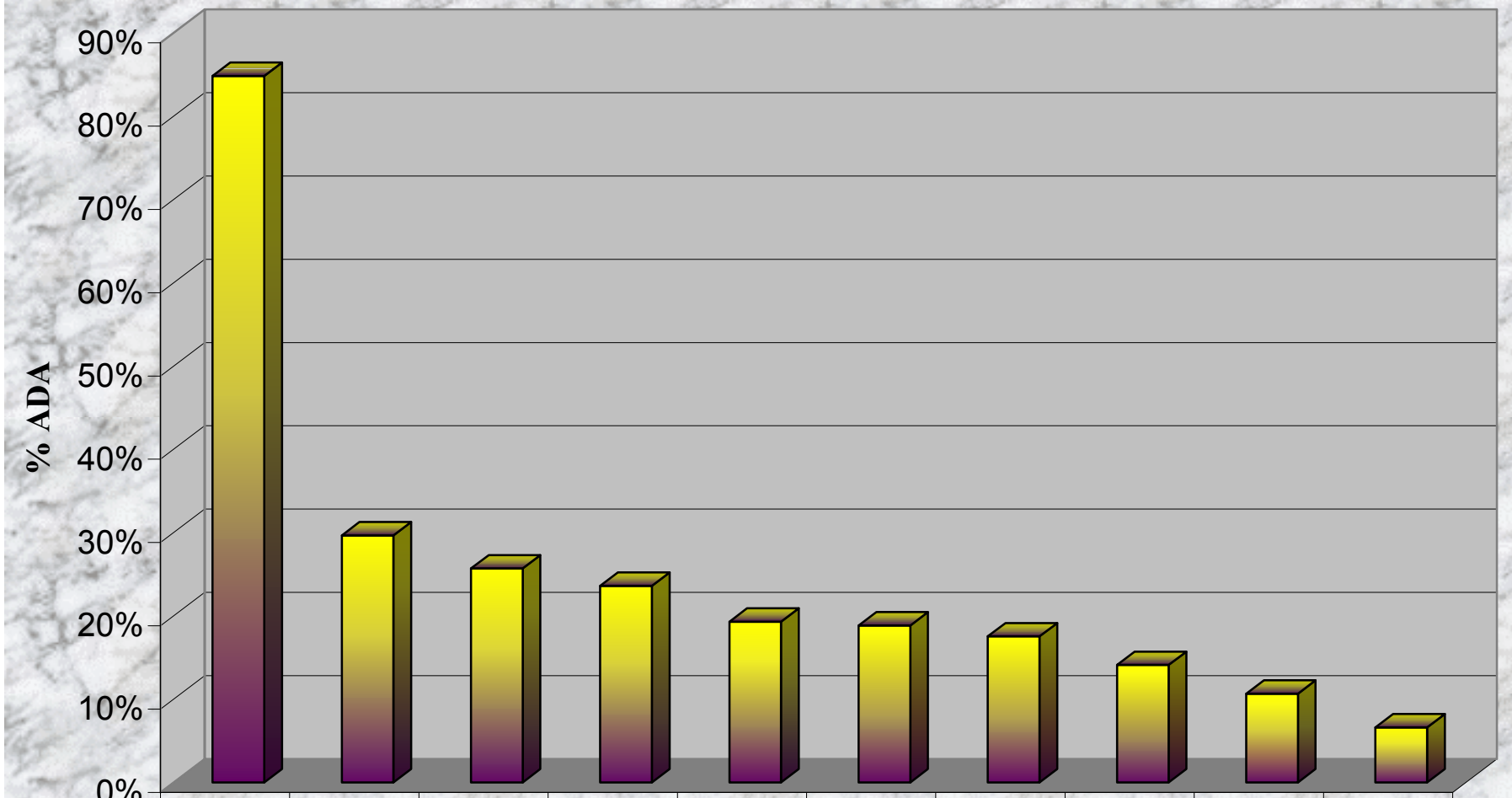
2003-2004

Financial Projection

	Budget	Projection
Days	180	180
Meals	1,162,418	1,251,738
REVENUE		
Sales	$ 1,256,711	$ 1,280,247
Reimbursement	$ 921,869	$ 935,534
Commodities	$ 85,000	$ 85,000
Interest Income	$ 7,500	$ 7,918
TOTAL REVENUE	$ 2,271,080	$ 2,308,699
COSTS		
Food Cost	$ 877,293	$ 903,418
Commodities	$ 85,000	$ 85,000
Labor ARAMARK	$ 109,938	$ 101,198
Labor GISD	$ 860,104	$ 856,016
Direct ARAMARK	$ 218,802	$ 194,755
Direct GISD	$ 58,520	$ 47,670
Admin & Fee	$ 94,504	$ 100,571
TOTAL COSTS	$ 2,304,161	$ 2,288,628
REFUND / (SUBSIDY)	**($33,081)**	**$20,071**

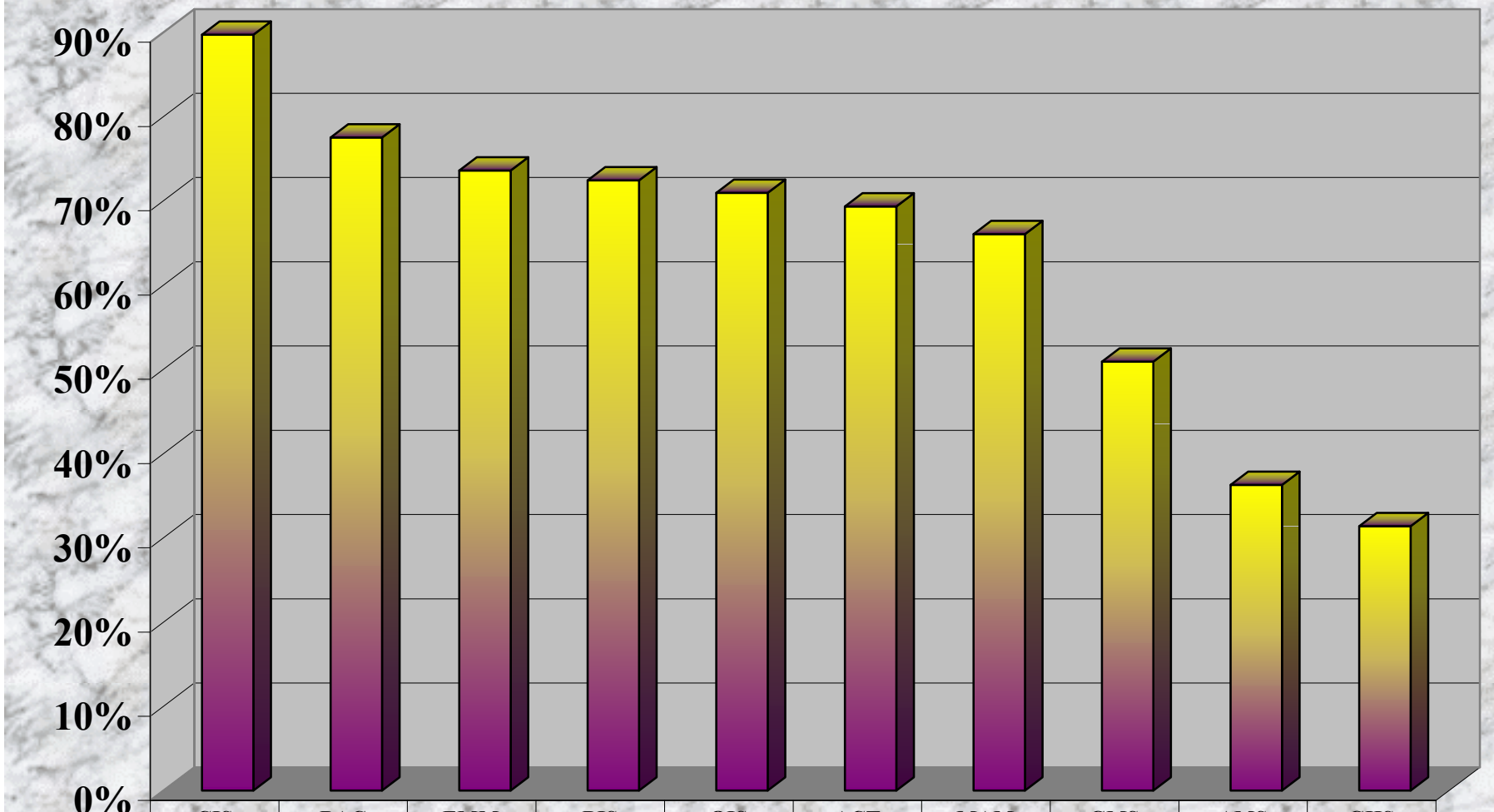
**Direct GISD does not reflect $150,000 budgeted and expended for facility renovation and new capital expenditures.

Breakfast Average Daily Participation



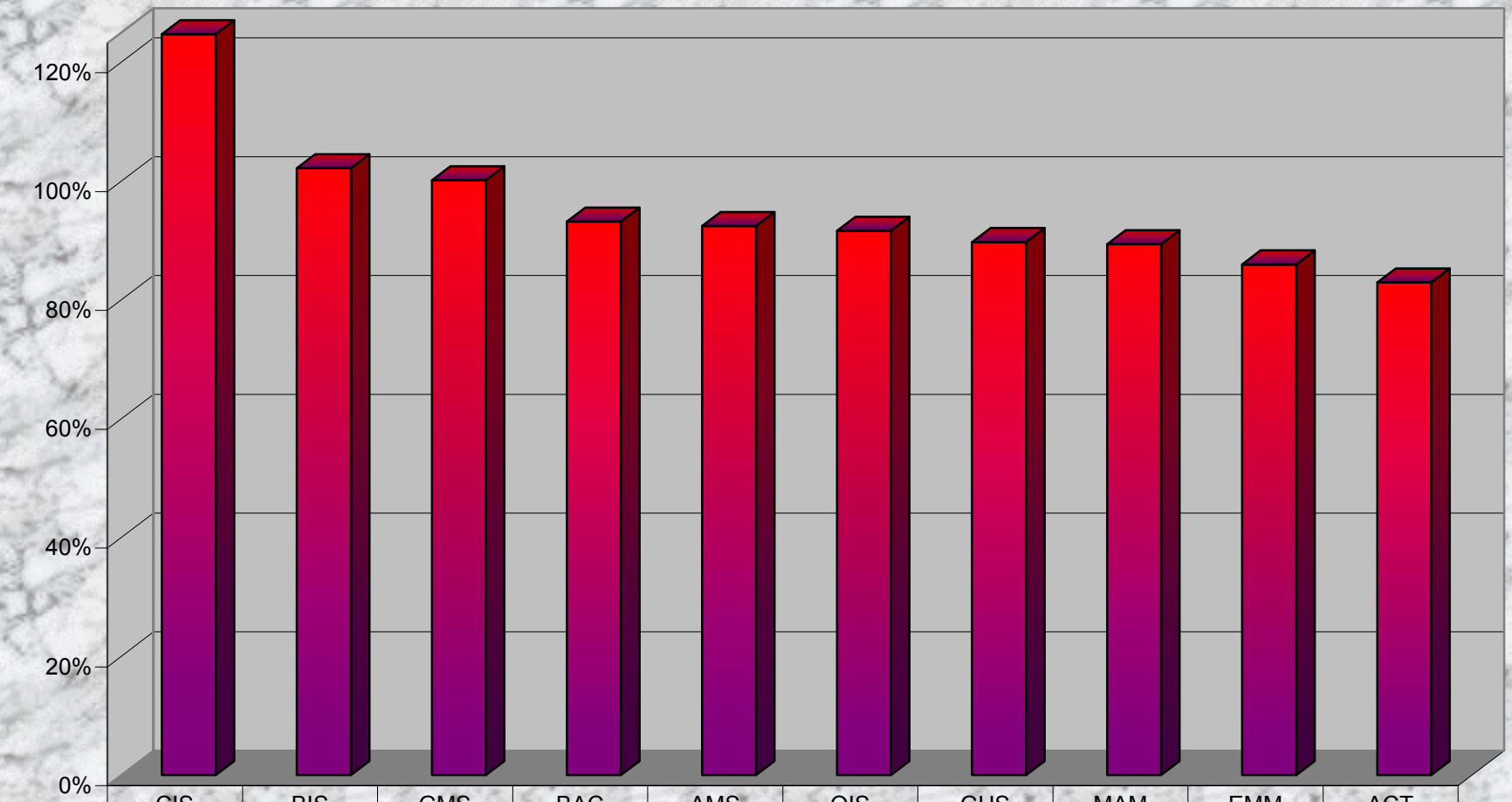
	BAC	CIS	BIS	ACT	OIS	MAM	EMM	GMS	AMS	GHS
Average	85%	30%	26%	24%	19%	19%	18%	14%	11%	7%

Lunch Average Daily Participation



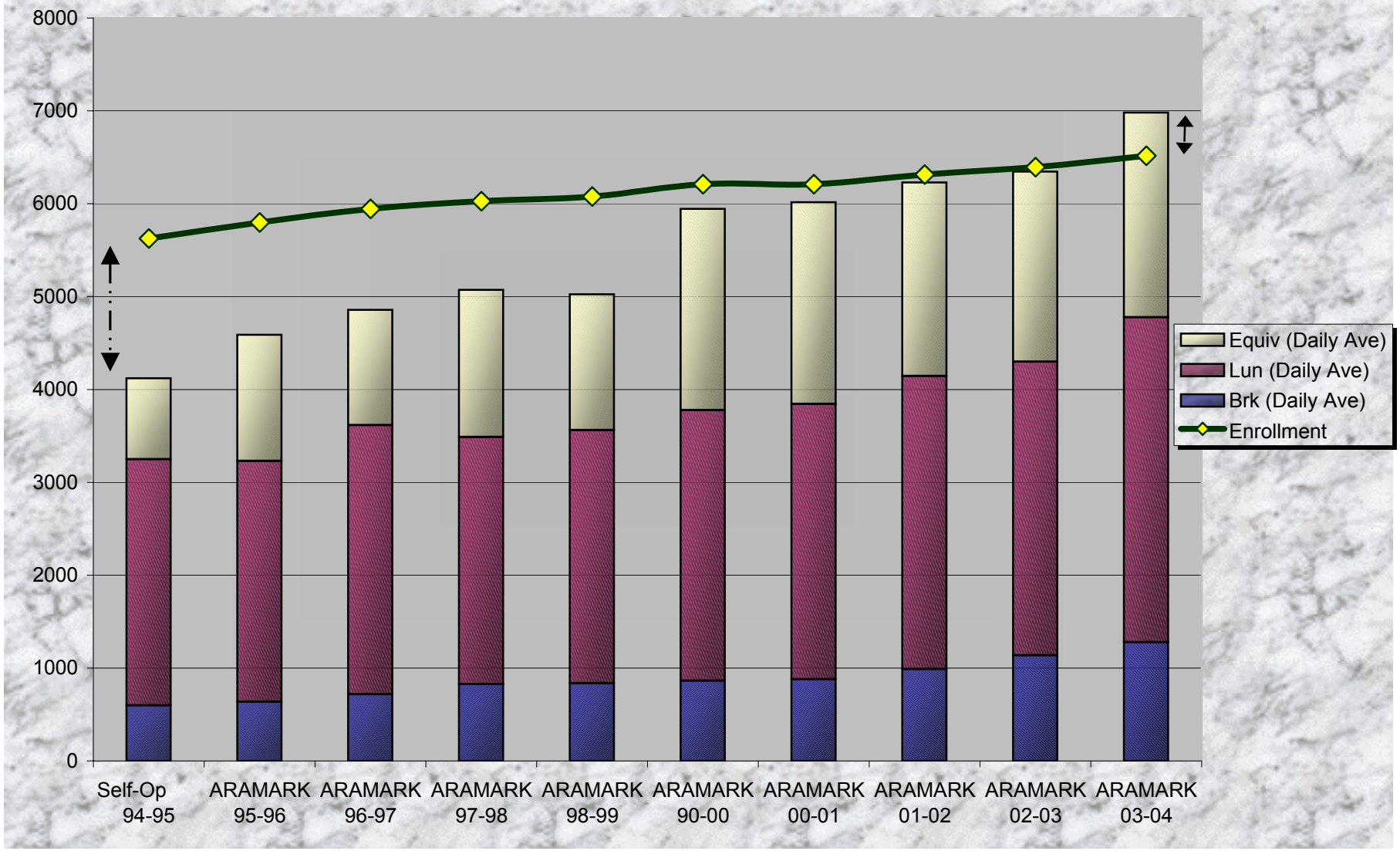
	CIS	BAC	EMM	BIS	OIS	ACT	MAM	GMS	AMS	GHS
Average	90%	78%	74%	72%	71%	69%	66%	51%	36%	31%

Lunch & Equivalent (ala carte) Meal
Average Daily Particiaption

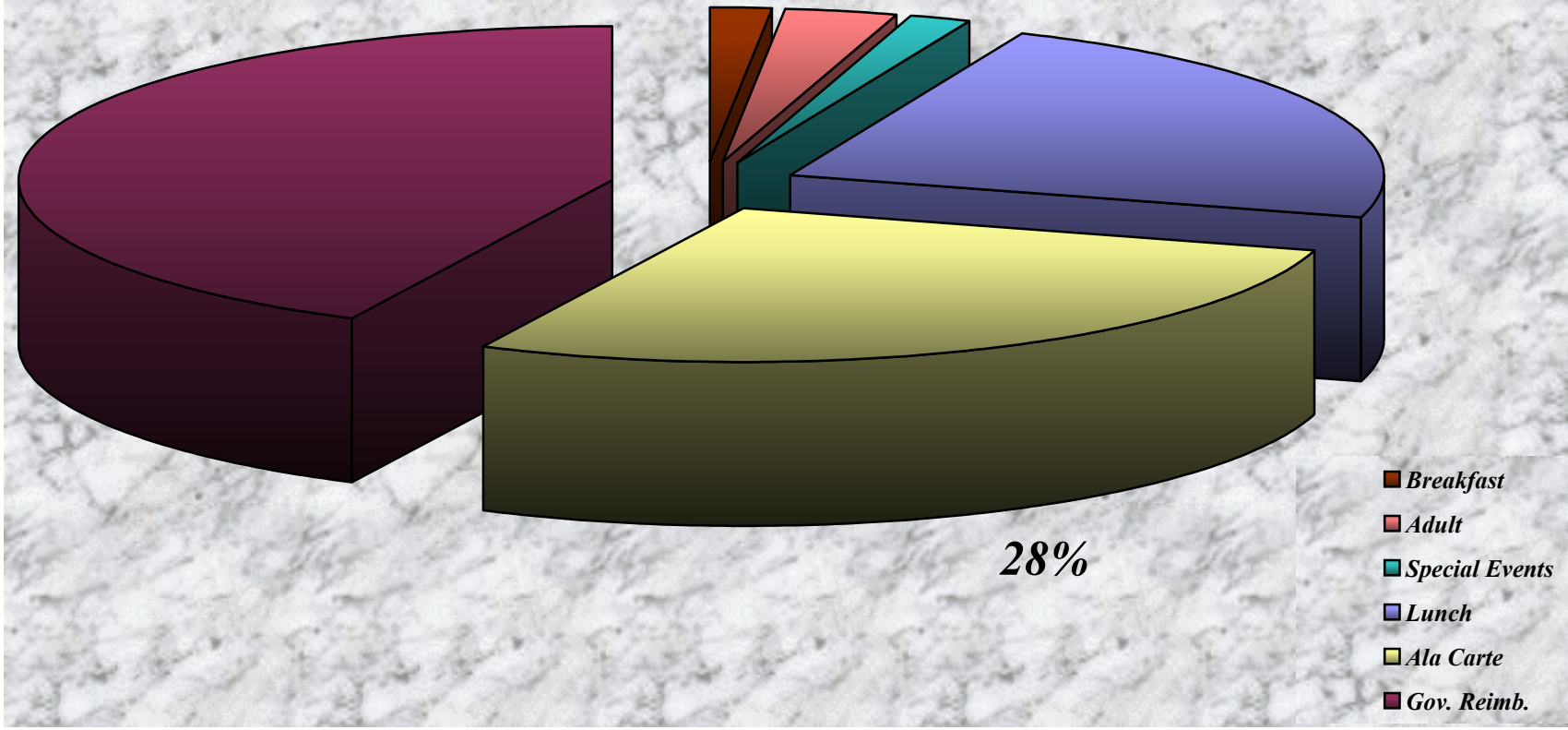


	CIS	BIS	GMS	BAC	AMS	OIS	GHS	MAM	EMM	ACT
Average	125%	102%	100%	93%	92%	92%	90%	89%	86%	83%

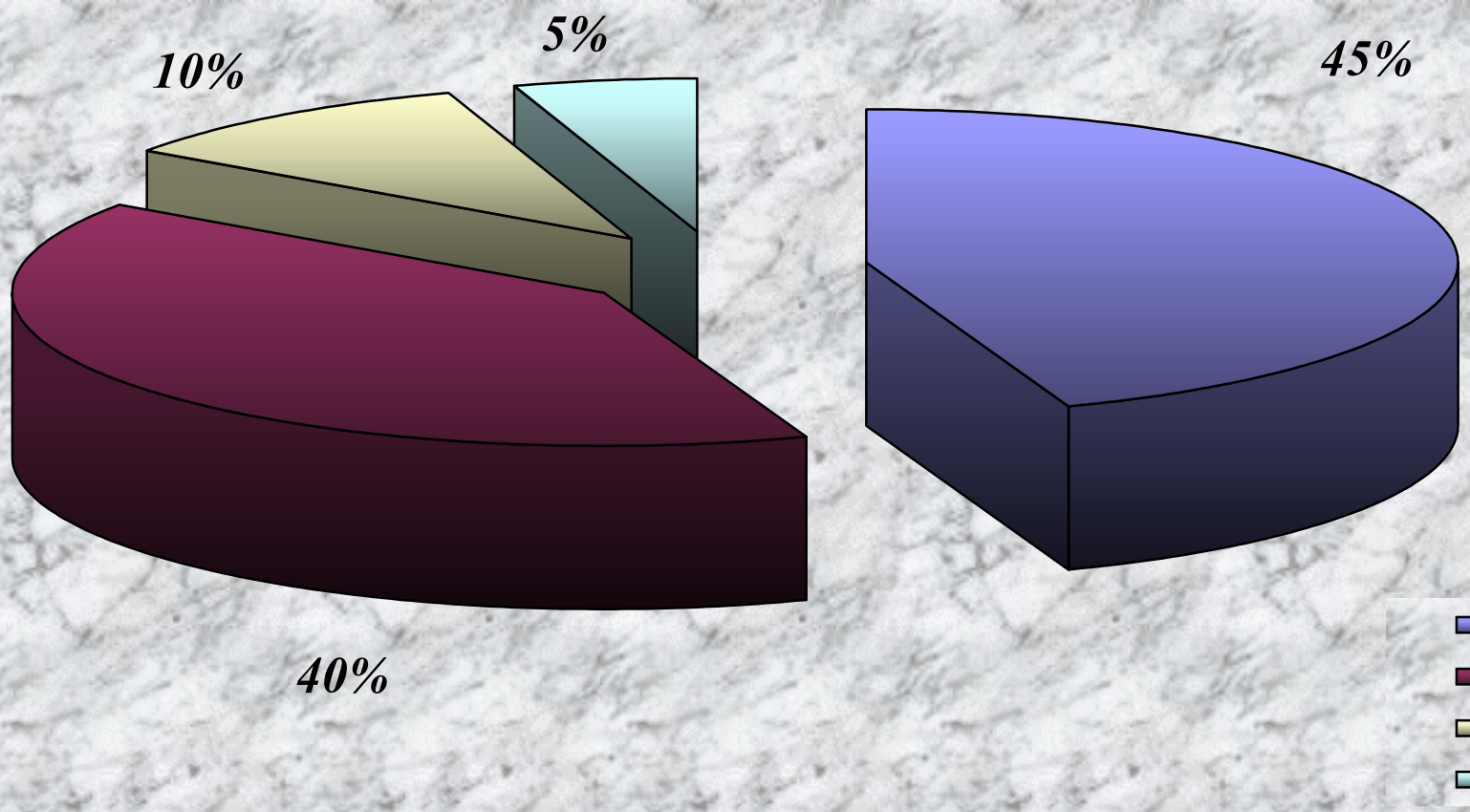
Daily Meal Trend vs. Enrollment Analysis



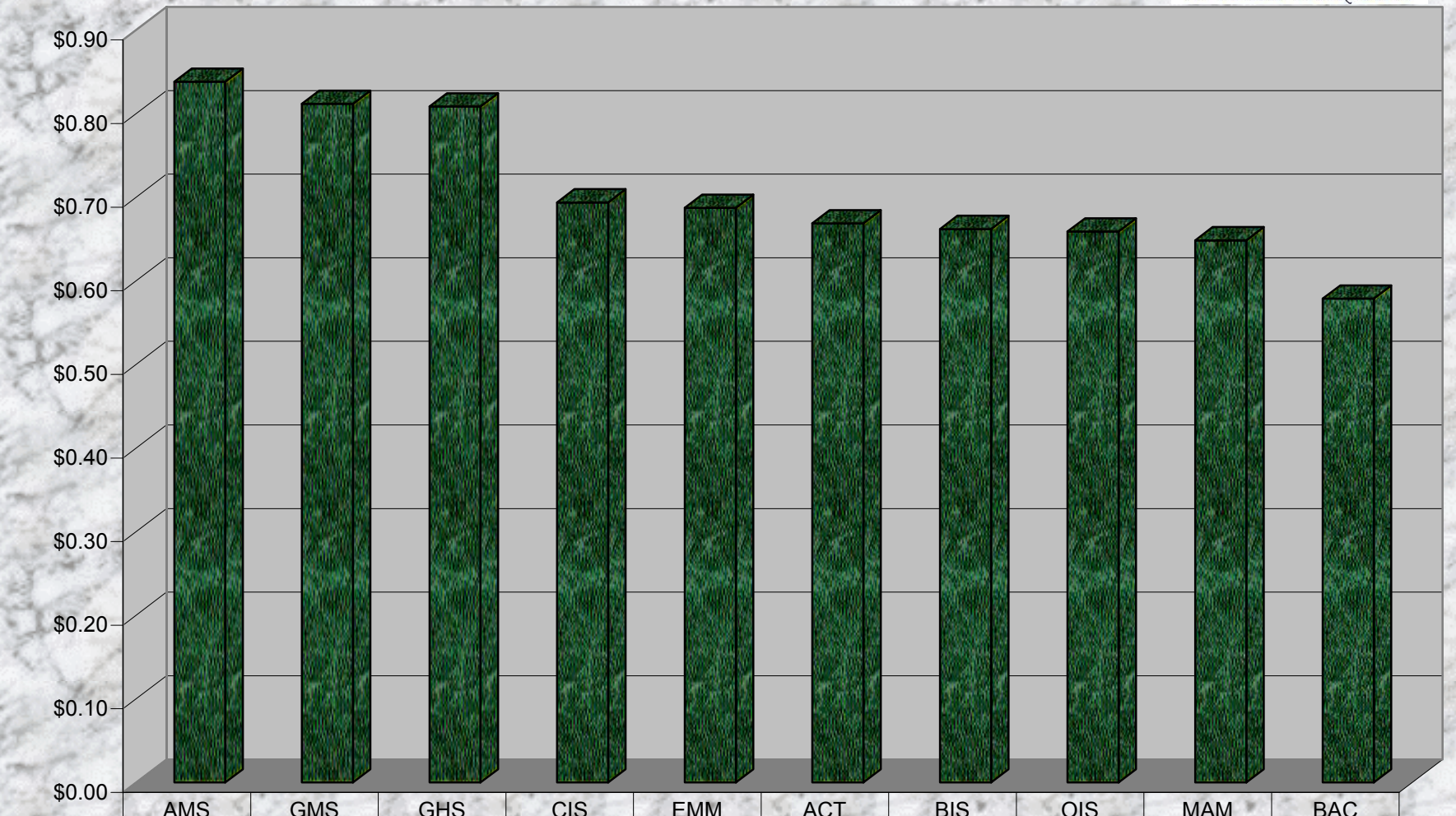
Program Revenue Analysis



Progam Cost Analysis



Food Cost Comparison



	AMS	GMS	GHS	CIS	EMM	ACT	BIS	OIS	MAM	BAC
Average	0.84	0.81	0.81	0.69	0.69	0.67	0.66	0.66	0.65	0.58

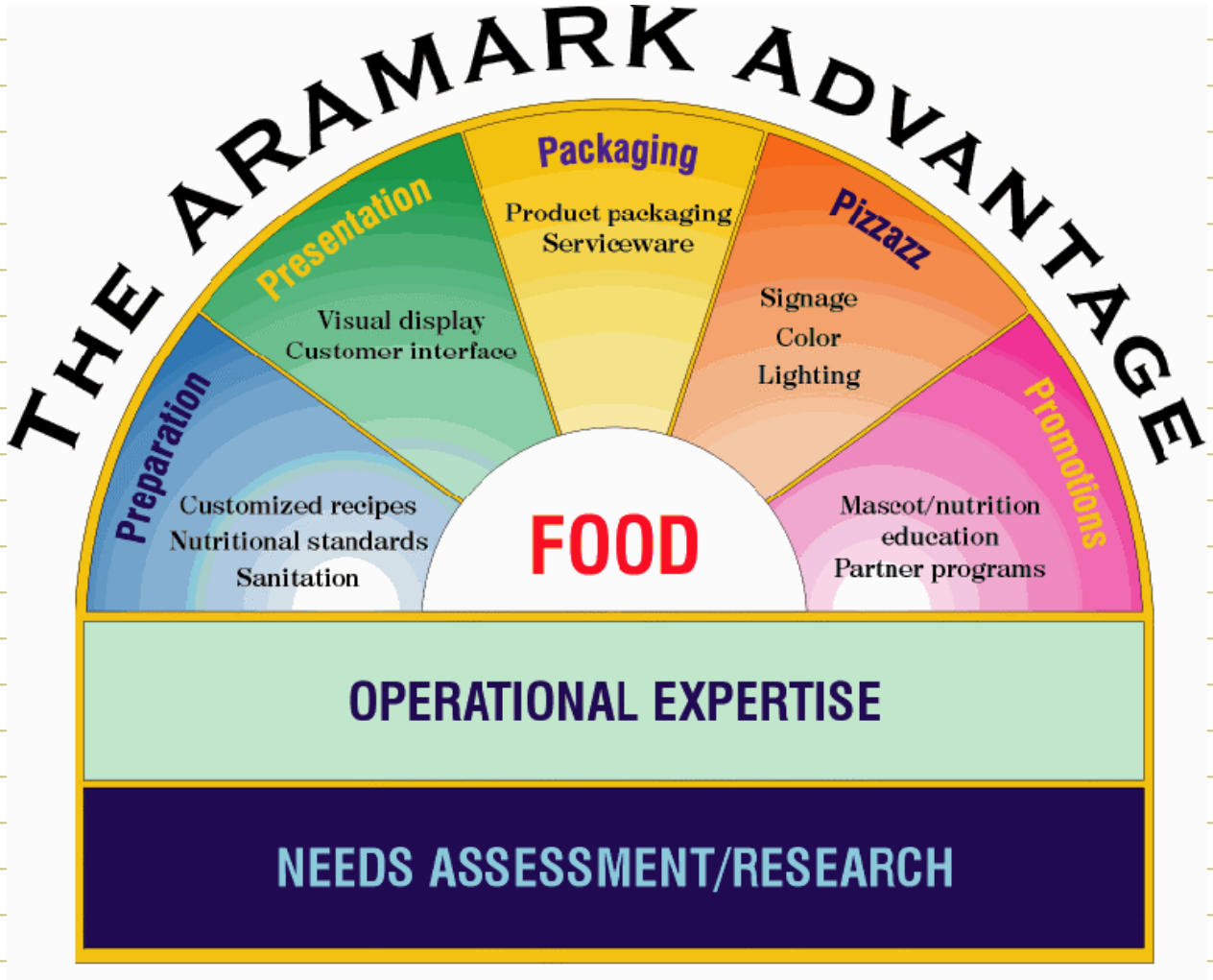
GRANBURY INDEPENDENT SCHOOL DISTRICT

Food Service Department Annual Report 2003-2004

Presented by: ARAMARK

Managed Services. Managed Better.

Granbury ISD
ARAMARK
A Texas Tradition



Fact Based Research

- 200 one-on-one interviews
- Surveys
  - Online
  - Students, Principals & Administration
- Faculty & PTO/PTA Meetings

Focus on Food

- Taste Tests
- New Recipes
  - Crisp PB&J Wrap
  - Torpedos
  - Lockjaw Burrito

Marketing & Merchandising

One World Cafe

- Elementary & Intermediate Concept
- Monthly Spike & Impact Junior Promotions

The 12 Spot

The 12 Spot Dining Area

Granbury ISD
ARAMARK
A Texas Tradition

The 12 Spot Servery

Granbury ISD
ARAMARK
A Texas Tradition

UBU Lounge

DREAM
discover
feel
u.b.u.
lounge
DREAM

Granbury ISD
ARAMARK
A Texas Tradition

UBU Lounge Dining Area

Granbury ISD
ARAMARK
A Texas Tradition

UBU Lounge Servery

travel the world

You try running from a mob of teenage girls on an empty stomach. Eat a nutritious lunch.

aaron carter: singer, actor & heartthrob

Operational Expertise

- Strategic Planning
  - Software Upgrade
  - Capital Equipment Plan
  - Summer Renovation
    - New Freezers at BES & OIS
    - New Kitchen at Acton Elementary

HOBART
Wash Max

VICTORY
VICTORY

HOBART

Granbury ISD
ARAMARK
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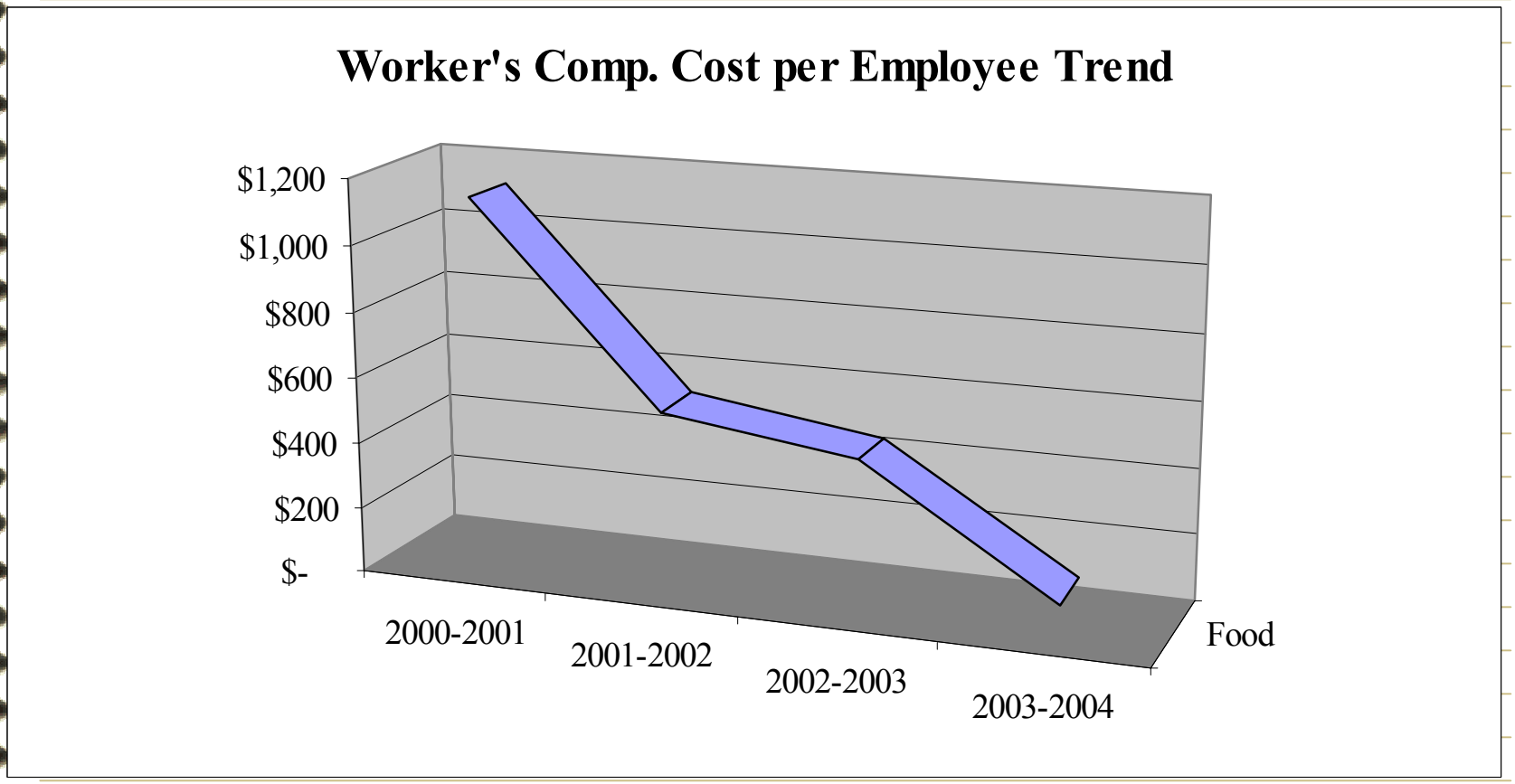
Acton Elementary

Operational Expertise

- Strategic Planning
- Training
  - Additional Training Days
  - Safety

Worker’s Compensation Reduction



Operational Expertise

- Strategic Planning
- Training
  - Additional Training Days
  - Safety
  - Kick Off Meeting

FOODSERVICE FILM
910
Reynolds
FOODSERVICE FILM

MUSTANGS

Mrs. Theresa

Preventing Falls
Safety Shoes
No Running
at work

DASANI
DASANI
Coca-Cola

Operational Expertise

- Strategic Planning
- Training
- www.cafegranbury.com

anbury ISD - One World Cafe - Microsoft Internet Explorer
Edit View Favorites Tools Help
Back Search Favorites Media
ess http://www.cafegranbury.com/
Customize Links Free Hotmail Windows Windows Media
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Granbury ISD ARAMARK

CafeGranbury.com - A Texas Tradition

Food For Thought

From the Director: Capital Equipment Plan

J. Laine Meek
Director of Support Services

As part of our Capital Equipment Plan, several cafeterias will receive a make over this summer. A new walk-in freezer will be added to Oakwoods Intermediate and Nettie Baccus Elementary. These two schools have the smallest freezers in the district and are in great need of increased storage capacity.

The kitchen at Acton Elementary will receive a major overhaul, as we cut a whole in the wall between the kitchen and cafeteria. We will be moving the actual serving line into the cafeteria and doubling it. By doing this we can serve the students twice as quickly and relieve the congestion in line. Reach-through coolers and warmers will fill the hole into the kitchen.

These schools plus Crossland and Brawner will also receive some well-needed equipment, including ovens, steamers and stoves.

Finally, we will finish our remodel at the U.B.U. Lounge at Granbury High School and open our new middle school concept at Acton Middle School—the 12 SPOT! Like the U.B.U. Lounge, ARAMARK conducted 14 different focus groups with middle schools students across the nation and developed a program specifically for these "Tweens." This special consumer group's tastes and preferences are no longer elementary—nor are they as advanced as high schoolers. They are somewhere in between. The new look will boast bright colors and images including artwork, murals and posters that will change with the seasons. Promotional materials, including celebrity photo shoots, will assist us in encouraging our tween students to eat a healthy lunch. We are very proud to be one of the few who will get to roll out this new concept in the fall. I will report more in the future as we move along.

Click here

ne
Internet

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Granbury, Texas 76048
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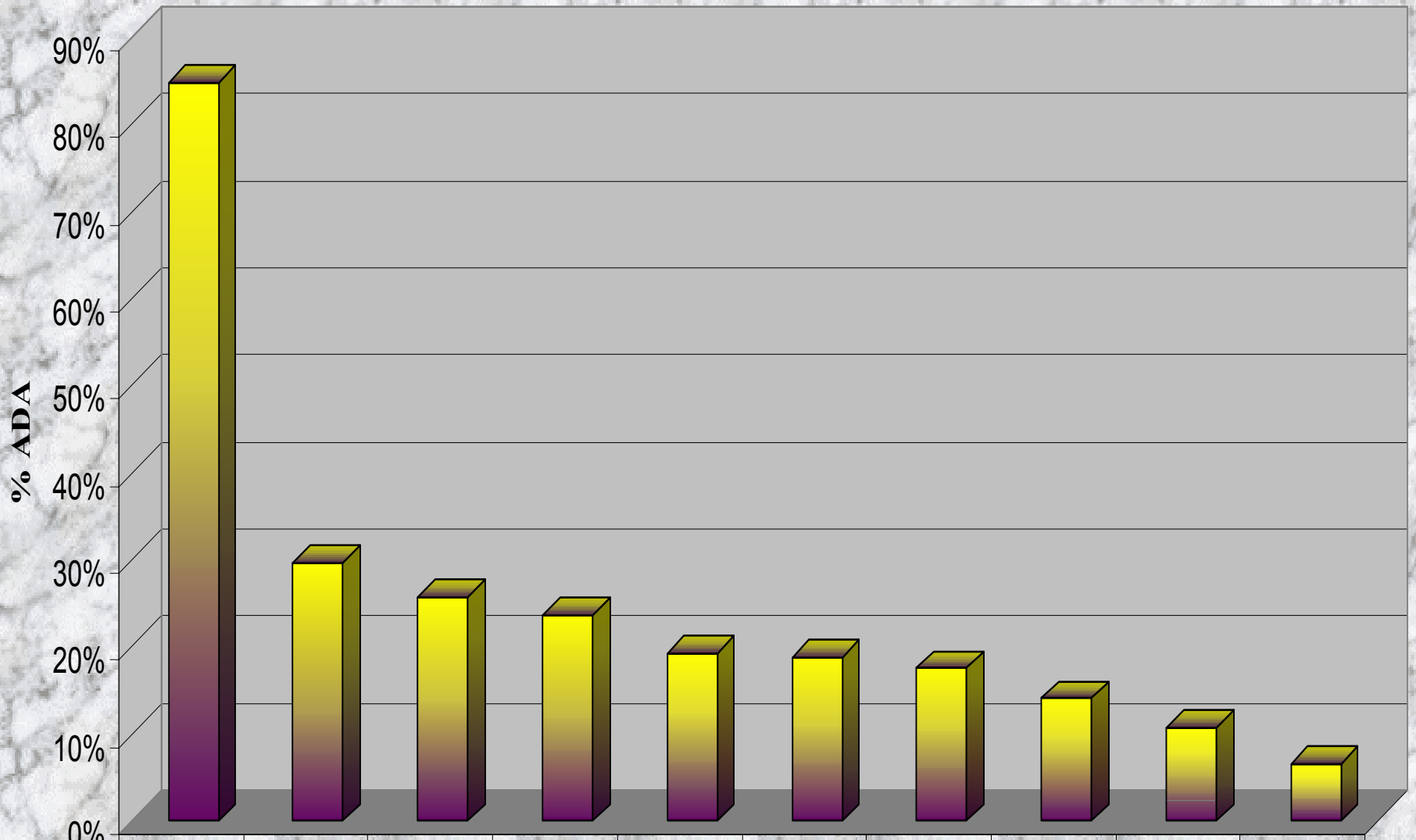
Operational Expertise

- Strategic Planning
- Training
- www.cafegranbury.com
- Catering
- New TDA Policy
- Graphs

Breakfast Average Daily Participation



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Average	85%	30%	26%	24%	19%	19%	18%	14%	11%	7%

Granbury ISD
ARAMARK
A Texas Tradition

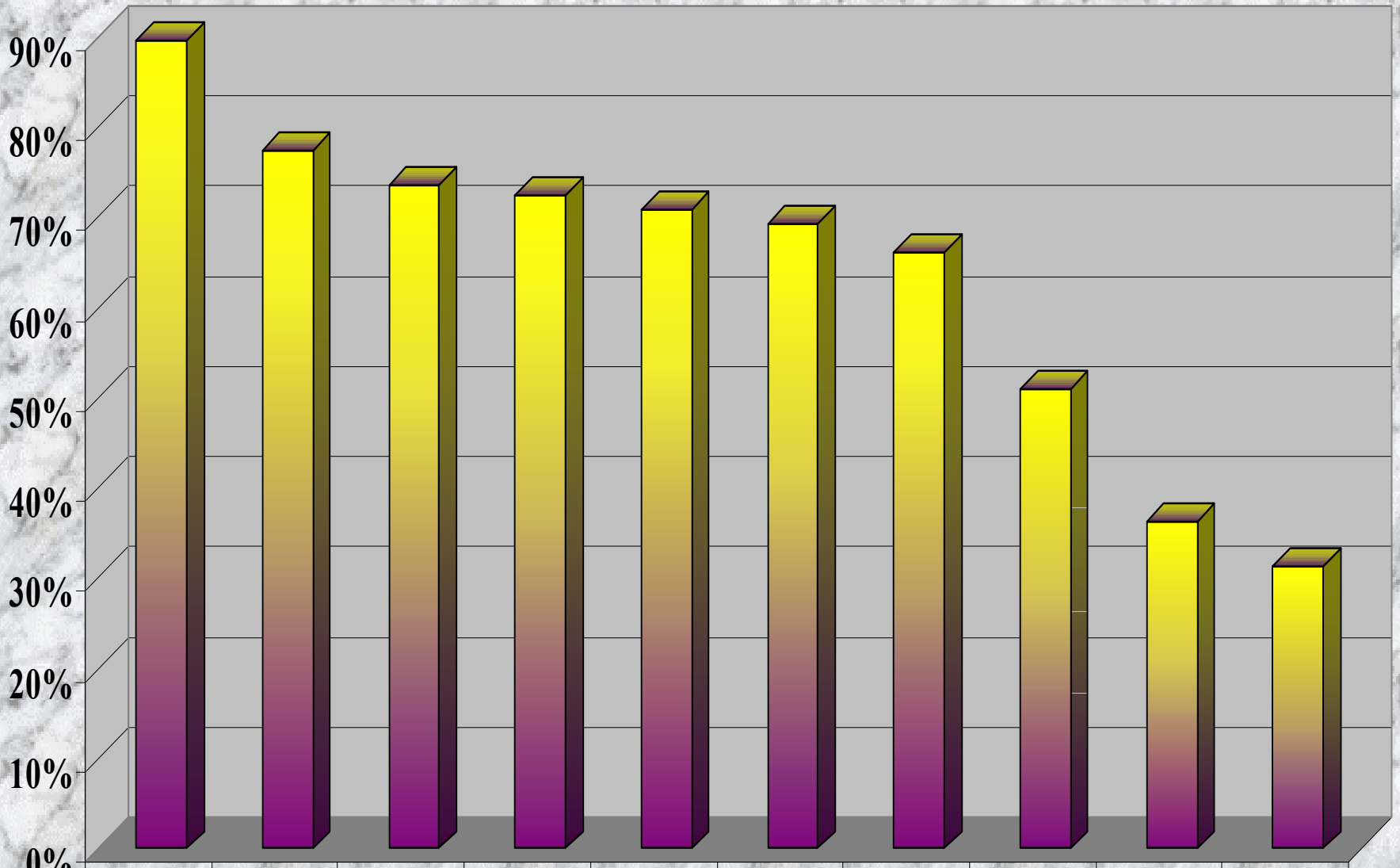
Nettie Baccus Elementary

Breakfast in the Classroom

"The students at Baccus Elementary begin each and every day with a free breakfast. This not only allows our students to concentrate on their morning lessons, but it gives teachers a chance to encourage good manners, to read aloud, and to begin the day in a quiet and peaceful environment. We believe the breakfast program has contributed to a successful learning environment at Baccus."

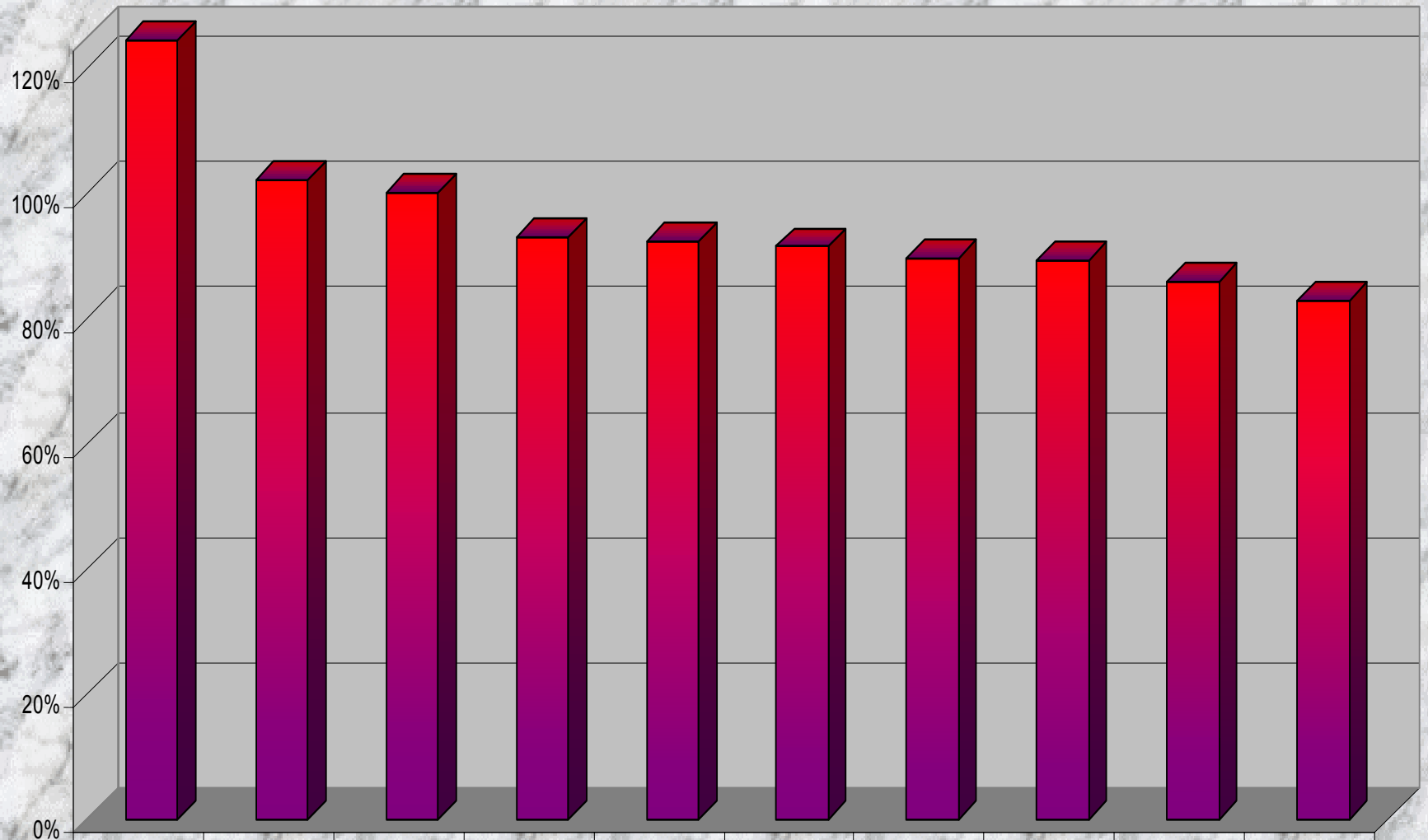
--Nancy Alana
Principal
Nettie Baccus Elementary

Lunch Average Daily Participation



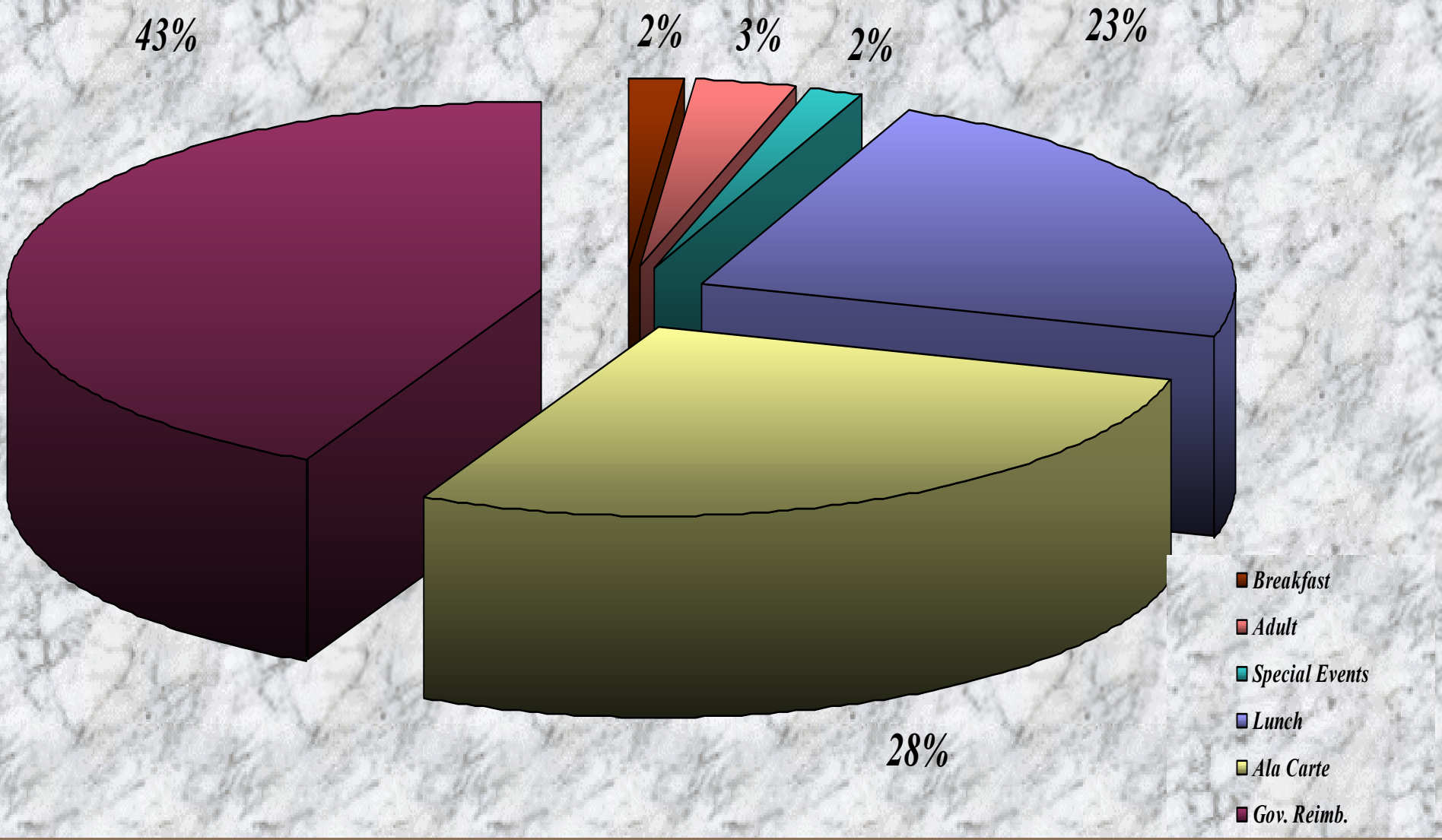
	CIS	BAC	EMM	BIS	OIS	ACT	MAM	GMS	AMS	GHS
Average	90%	78%	74%	72%	71%	69%	66%	51%	36%	31%

Lunch & Equivalent (ala carte) Meal
Average Daily Particiaption

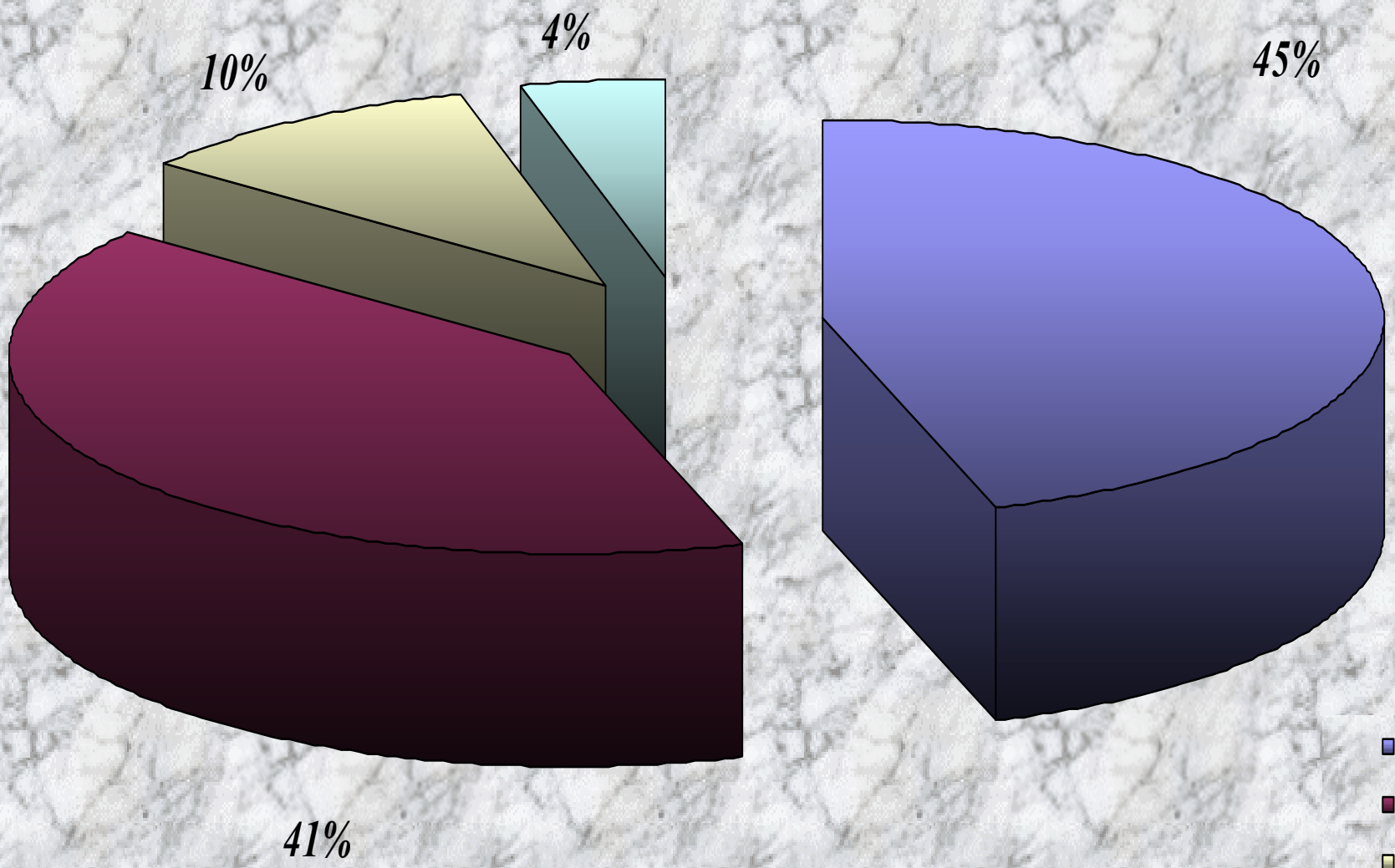


	CIS	BIS	GMS	BAC	AMS	OIS	GHS	MAM	EMM	ACT
Average	125%	102%	100%	93%	92%	92%	90%	89%	86%	83%

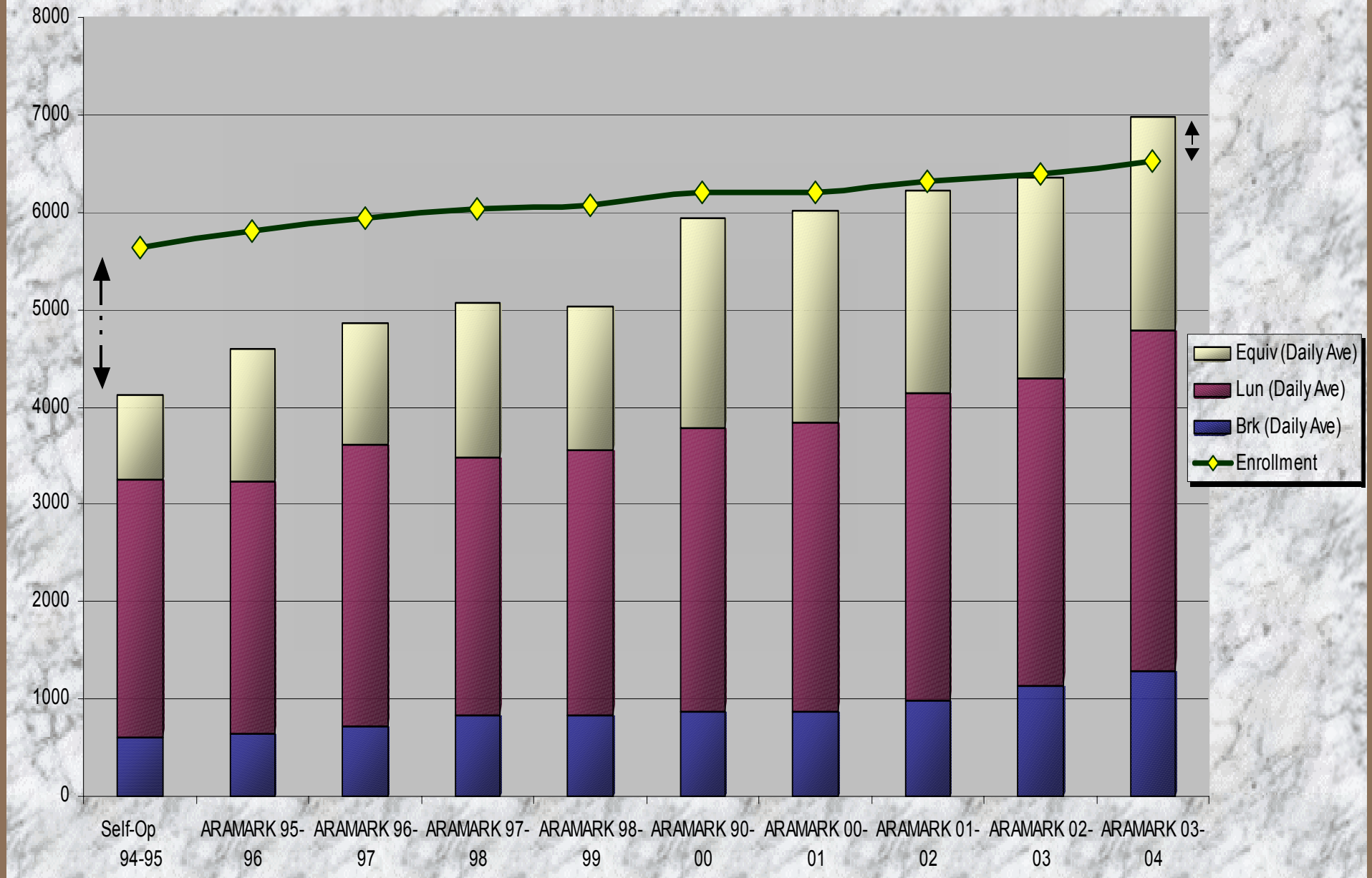
Program Revenue Analysis



Progam Cost Analysis



Daily Meal Trend vs. Enrollment Analysis



Questions???

GRANBURY HIGH SCHOOL PROFILE

2000 W. Pearl Street
Granbury, TX 76048
(817) 408-4600
Cathy Butler, Principal

Granbury High School is a comprehensive public high school located in Granbury, Texas. It is part of the Granbury Independent School District that covers an area of approximately 250 square miles. With an enrollment of 1475 students in grades Repeating 9th - 12, GHS has a faculty and staff of 135. Classes meet for 72 minutes five times per week, with the school year being divided into three trimesters of two six weeks each. GHS is accredited by the Texas Education Agency and is an *Acceptable Campus*. CEEB/ACT CODE: 442-915.

Grading Scale

Grade	Regular	Honors	Advanced Placements
100	4.0	5.0	6.0
90-99	3.0-3.9	4.0-4.9	5.0-5.9
80-89	2.0-2.9	3.0-3.9	4.0-4.9
70-79	1.0-1.9	2.0-2.9	3.0-3.9
Below 70	0.0	0.0	0.0

Class rank and grade point average are based on course work for grades 9-12. The official ranking comes at the end of the second trimester during the senior year.

Granbury High School's curriculum is varied and extensive. In addition to regular classes, there are special provisions for the gifted, the slow learner, the academically talented, and the English as a Second Language student. Pre-Advanced Placement courses for Honors credit in grades 9 - 12 are offered in English 1 & 2, Geometry, Algebra 2, Precalculus, Biology 1, Integrated Physics and Chemistry, Chemistry 1, Physics 1, World Geography and World History. Also offered for Honors credit are Dual Credit Anatomy and Physiology, Computer Science 1, the third year of foreign languages, and the third and forth years of choir and band. Advanced Placement courses are offered in English 3 and 4, Calculus, Biology, Chemistry, Physics, U.S. History, U.S. Government, Macroeconomics, Spanish 4, French 4, German 4, Art, and Computer Science. Courses offered for college dual credit are English 4, Anatomy & Physiology, Computer Science, Business Information Systems, Web Mastering, Business Inage Management, and Health Care Science.

FIVE-YEAR TEST SCORES HISTORY

SAT MEAN SCORE HISTORY

Year		Granbury	State	National
1999-2000	Verbal	487	493	505
	Math	496	500	514
# Tested	181			
2000-2001	Verbal	513	493	506
	Math	513	499	514
#Tested	144			
2001-2002	Verbal	488	491	504
	Math	500	500	516
#Tested	170			
2002-2003	Verbal	508	493	507
	Math	515	500	519
#Tested	162			
2003-2004	Verbal	518	493	508
	Math	527	499	518
#Tested	180			

ACT COMPOSITE MEAN SCORE HISTORY

Year		Granbury	State	National
1999-2000		21.1	20.3	21.0
# Tested	151			
2000-2001		21.7	20.3	21.0
# Tested	122			
2001-2002		21.2	20.1	20.8
#Tested	90			
2002-2003		22.3	20.1	20.8
#Tested	110			
2003-2004		22.4	20.2	20.9
#Tested	108			

FIVE-YEAR HISTORY OF GRADUATES' POST SECONDARY PLANS

Post High School Plans	1999	2000	2001	2002	2003	2004
College	74%	74%	75%	77%	80%	77%
Four Year College	50%	51%	42%	47%	43%	48%
Two Year College	24%	23%	33%	30%	37%	29%
Military	6%	5%	4%	7%	6%	8%
Vocational/Technical School	9%	5%	6%	5%	5%	5%
Working Full Time	6%	12%	15%	7%	7%	8%
Undecided	4%	3%	0%	3%	1%	1%
Unreported	1%	1%	<1%	<1%	1%	<1%

GRADUATION REQUIREMENTS

In order to meet state and local requirements for graduation, students must successfully complete 24 or 26 credits in the following areas:

Requirements	Regular/Minimum	Recommended	Distinguished Achievement
English	4	4	4
Math	3(Algebra1, Geometry)	3(Alg.1, Geom., Alg.2)	3(Alg.1, Geom., Alg.2)
Science	2(Must include Biology)	3(Must include Biology)	3(Must include Biology)
W. Geo. /W. Hist.	1	2	2
U.S. History	1	1	1
U.S. Government	½	½	½
Economics	½	½	½
Health	½	½	½
Physical Education	1 ½	1 ½	1 ½
Foreign Language	0	2	3
Fine Arts	0	1	1
Technology Applications	1	1	1
Communication Applications	½	½	½
Additional Social Studies or Science	1	0	0
Electives	7 ½	5 ½	4 ½
TOTAL	24	26	26 (Plus 4 added measures)

Students must pass the state mandated TAAS competency test in order to receive a diploma.

GRADUATES' STATE GRADUATION PLAN HISTORY

2000	42% Minimum	50% Recommended	3% Distinguished	5% IEP
2001	41% Minimum	47% Recommended	6% Distinguished	6% IEP
2002	22% Minimum	60% Recommended	8% Distinguished	9% IEP
2003	18% Minimum	63% Recommended	11% Distinguished	8% IEP
2004	21% Minimum	56% Recommended	15 % Distinguished	8% IEP

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
August 23, 2004

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, August 23, 2004 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Charlie Cloud

Board Members Present

Jerry Campbell
J. Mark Graves
Brian Condit
Gene Ellis
Micky Shearon
Bowen Brawner

School Officials Present

William Harris, Superintendent
Jan Van Dorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Troy Green, Executive Director of Human Resources
Ton Potappel, Director of Technology
Judy Duncan, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

President, Charlie Cloud, called the meeting to order at 6:02 p.m. and noted that a quorum of board members is present, the meeting has been duly called and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Public hearing for tax rate and budget

Sharay Boynton, Executive Director of Finance presented the public with information regarding the budget development process, a review of the 2003-04 year end projects, 2003-04 projections of general operating budget and the fund balance of the general operating budget. Boynton also presented the projected 2004-05 general operating budget in regard to expenditures, teacher salaries, property value, revenue, debt service expenditures and tax rate. Boynton stated that the proposed tax rate will either be $1.70 or $1.68; the same as last year or $.02 less.

The hearing was open for public comments and two audience members addressed the board.

With no further questions from the audience, the hearing was closed at 6:43 p.m.

Convened in Closed Session

The Board of Trustees convened in closed session at 6:43 p.m. 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.

Reconvened

The board reconvened at 7:24 p.m.

Mr. Troy Green led in the invocation and Charlie Cloud led in the pledge to the U.S. Flag and the Texas Flag.

Superintendent's Report

Financial statements for the period ending 7/31/04 were presented to the board for their review.

The board received a copy of Update 73 for their review. This item will be considered for approval at the September 23, 2004 board meeting.

Superintendent Harris updated the board on the opening of school for the 2004-05 school year. Harris stated that enrollment is at an all time high with an enrollment of 6,644 students as of Monday, August 23, 2004.

Consent Agenda Items

A request was made to remove the custodial chemicals and supplies bid no. 2004-17 from the consent agenda.

A motion was made by Micky Shearon and seconded by Mark Graves to approve the consent agenda items (a) August 9, 2004 regular board meeting minutes, (b) budget amendments (c) bus refurbishing & collision repair bid no. 2003-41, (e) remanufactured transmissions bid no. 2004-20, (f) automotive filters bid no. 2004-20 (g) fencing services bid no. 2004-21 (h) certified appraisers and appraisal calendar, as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Mark Graves and seconded by Bowen Brawner to approve the custodial chemicals and supplies bid with the exception of items D-2 and D-5. **MOTION CARRIED** Yes 7 – Noe 0 Items D-2 and D-5 will receive further review from Ron Sherman and will be brought to the September 13, 2004 board meeting for consideration of approval.

A motion was made by Jerry Campbell and seconded by Gene Ellis to approve the TexPool resolution as presented. **MOTION CARRIED.** Yes 7 – Noe 0

A motion was made by Micky Shearon and seconded by Mark Graves to approve the Aramark Custodial Services Contract recommendation as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Micky Shearon and seconded by Gene Ellis to have board members submit a list of names to the Superintendent to create a Facility Planning Committee to work with architects in planning facilities for the district. **MOTION CARRIED** Yes 7 – Noe 0 Charlie Cloud requested that the board submit the names to the Superintendent by September 1, 2004.

A motion was made by Micky Shearon and seconded by Mark Graves to adopt the 2004-05 general operating budget, debt service and food service budget as presented. After much discussion, Mark Graves called a question. **MOTION CARRIED TO CALL THE QUESTION** 6/0/1 - Bowen Brawner abstained. A vote was called for on the original motion to approve the budget. **MOTION CARRIED** 6/1 – Bowen Brawner voted against

A motion was made by Mark Graves and seconded by Micky Shearon to set the tax rate at $1.67 with a M & O of $1.425 and a debt service rate of .245. **MOTION CARRIED** Yes 7 – Noe 0

Board Member's Special Reports

Micky Shearon stated that the Board of Trustees made a commitment to the GISD students, employees and community three years ago to provide the best education and resources for students and committed to the community to find alternative resources to supplement tax revenues without large tax increases. Shearon stated that the board has worked hard to maintain those commitments and have done so through maintaining the tax rate for three years and lowering the tax rate over the past two years.

Charlie Cloud read a letter received by a Glen Rose ISD 6th grade teacher commending Sharon Whitefield and Stacie Brown for their New Jersey Writing Project course.

Public Comments

None

Personnel

A motion was made by Mark Graves and seconded by Gene Ellis to authorize Superintendent William Harris to negotiate the purchase/sale of real estate. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Jerry Campbell and seconded by Brian Condit to approve the appointments of: Lisa Boyles McLain, Speech Pathologist, Linda Lewallen, Resource Teacher, Brawner Intermediate, Ashley M. Baker, Drill Team Director, Granbury HS. **MOTION CARRIED** Yes 7 – Noe 0

Adjournment

There being no further business, the meeting was adjourned at 8:47 p.m.

Charlie Cloud, President	Micky Shearon, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: September 13, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: September 8, 2004
RE: Custodial Chemicals & Supplies
Bid No. 2004-17 – Items D2 & D5

SUMMARY:

A bid was let to provide custodial chemicals and supplies on an as needed basis for the 2004-2005 school year. The majority of the items were awarded at the 8/23/04 meeting. Two items, D2 and D5, were pulled for further analysis.

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

Mr. Ron Sherman, ARAMARK Custodial Manager, requested samples of the low bidders' products on the above items. He has completed the analysis of D5 and would recommend that we stay with the original recommendation. A copy of his recommendation is attached. He has received the second low bidder product on D2 and his recommendation is included in the memo attached. He is to receive the Grainger product today and will have a recommendation by Friday on D2.

RECOMMENDATION:

It is recommended the Board approve the item D5 and the related vendor as evidenced by shaded areas on the attached tabulation for the period from award notification through August 31, 2005.

Recommendation for D2 will be posted by end of business day Friday.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Ron Sherman

Date Submitted: September 8, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: August 23, 2004 **Bid Number:** 2004-17

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, 2004 (or written award notification of award if after that date) through August 31, 2005 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:** 17

6. **Number of bids received from vendors:** 10 (includes 1 no bid)

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 $93,576.97. 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):** 8/11/03

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(5).99.0.52 as items are needed. Budgeted amount for the 2004-2005 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: September 13, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: September 10, 2004
RE: Custodial Chemicals & Supplies
Bid No. 2004-17 – Item D2

SUMMARY:

A bid was let to provide custodial chemicals and supplies on an as needed basis for the 2004-2005 school year. The majority of the items were awarded at the 8/23/04 meeting. Two items, D2 and D5, were pulled for further analysis.

A summation of the original process and outcome as well as a copy of the original tabulation were attached to previous correspondence related to this board meeting.

Mr. Ron Sherman, ARAMARK Custodial Manager, requested samples of the low bidders' products on the above items. As mentioned in previous correspondence, products were not available for D2 until Wednesday. Mr. Sherman and his staff have reviewed the product. His finding was stated in an email and is as follows: "We recieved the Bounty Hunter product from Grainger today, and we used it on some testing areas at Brawner Intermediate, shoe prints on walls, and desk tops. It did not pass the test. The product is a general purpose chemical, not for heavy-duty use. It is more like a glass cleaner with an ammonia base." The following is his recommendation.

RECOMMENDATION:

It is recommended the Board approve the item D2 and the related vendor as evidenced by shaded areas on the tabulation for the period from award notification through August 31, 2005.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Ron Sherman

Date Submitted: September 10, 2004

Memorandum

To: Sharay Boynton

CC: Debbie Johnson

From: Ron Sherman

Date: 9/8/2004

Re: Custodial Supplies Samples

There were two items on the custodial supply bid that the board asked that I get samples on and test for possible awarding. A sample was requested for desk cleaner from Pro Serve, and they agreed to send over a sample. However I never received the sample for us to test. We need to decide whether or not we give them more time to provide a sample or just award that item as recommended. I would prefer that we recommend the item as originally recommended.

The second item was graffiti remover. Jan Pak provided a sample of a SC Johnson Professional product called, Spit Fire Graffiti Remover. This product is actually a sister cleaner to our desk cleaner that is also in question. I was very impressed with this product. We tested it on a painted wall, and it removed the graffiti better than the product we currently stock, and it did it without removing the paint. The product that we currently use is a stronger aerosol, but it is not as effective on some surfaces. The aerosol is much better for outside use on areas such as brick, concrete and other porous surfaces. Although both products worked on restroom partitions, the product that we currently stock removed graffiti much quicker.

These are actually two different kinds of products, and both can be a benefit to the school district. I recommend that we go ahead and award the graffiti remover as originally recommended, since the majority of our use is for removing graffiti on the outsides of buildings, concrete, and also on bathroom partitions. We can then purchase the Spitfire Graffiti Remover off of Jan Pak's catalog for isolated uses. These are my recommendations to the board.

Sincerely,
Ronald R. Sherman

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: September 13, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: September 7, 2004
RE: General Maintenance & Glass Supplies
Bid No. 2004-18

SUMMARY:

A bid was let to provide vendors for general maintenance and glass supplies for the 2004-2005 school year. 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 4, 2004. The period of award will cover from written notification through July 31, 2005 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. Larry Gehrke, Maintenance Director.

RECOMMENDATION:

I recommend the Board approve the items and the related vendors as identified below for the period from award notification to July 31, 2005.

Section I: Nuts & Bolts	Hardt Sales
Section II: Belts	Grainger
Section III: Replacement Glass	Granbury Glass
Section IV: Misc. General Supplies	Grainger & Home Depot

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Larry Gehrke

Date Submitted: September 7, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: September 13, 2004 **Bid Number:** 2004-18

1. **Item, material or service (specific or classification):** General Maintenance & Glass Supplies

2. **Brief description:** A bid was let to provide vendors for general maintenance and glass supplies for the 2004-2005 school year.

3. **Period of time bid covers:** From written notification of award through July 31, 2005

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

5. **Number of bids sent to vendors:** 19

6. **Number of bids received from vendors:** 5

7. **Listing of recommended vendors and total prices:** This bid was divided into 4 categories. Recommendation for award in each category is below. Approximate expenditure on general maintenance and glass supplies will be $30,000.

Section I: Nuts & Bolts	Hardt Sales
Section II: Belts	Grainger
Section III: Replacement Glass	Granbury Glass
Section IV: Misc. General Supplies	Grainger & Home Depot

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

9. **Last bid date (bid of comparable nature within last 5 years):** 5/14/02

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 these supplies will be from account code 199.51.6316.00.951.5.99.0.58 with a proposed budgeted amount of $30,000.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: September 13, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: September 7, 2004
RE: Uniform Services CSP No. 2004-24

SUMMARY:

A request for proposal was let to provide uniform services for the Maintenance, Transportation, Food Services and Custodial departments for the 2004-2005 school year. The proposal will also cover the need for any additional departments during the contract period. The responses were received on August 31, 2004. The period of award will cover from written notification through September 14, 2005 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. Larry Gehrke, Maintenance Director, Mr. Terry Slemmons, Transportation Director, Mr. Ron Sherman, Custodial Supervisor, and Mr. Laine Meek, Food Service Director.

RECOMMENDATION:

I recommend the Board award the lease and rental option of uniform services for the period from award notification to September 14, 2005 to G & K Services according to their proposal.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Larry Gehrke
Terry Slemmons
Ron Sherman
Laine Meek

Date Submitted: September 7, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: September 13, 2004 **Bid Number:** 2004-24

1. **Item, material or service (specific or classification):** Uniform Services
2. **Brief description:** A bid was let to provide uniform services for the Maintenance, Transportation, Food Services and Custodial departments. The proposal will also cover the need for any additional departments during the contract period.
3. **Period of time bid covers:** From written notification of award through September 14, 2005
4. **Person and title responsible for the expenditure:**

Larry Gehrke	Maintenance Department
Terry Slemmons	Transportation Department
Laine Meek	Food Service Department
Ron Sherman	Custodial Department

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

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

7. **Listing of recommended vendors and total prices:** It is recommended award be made to G & K Services, Inc. as overall low bidder for the lease and rental option. Expenditure for rental and lease option will be approximately $12, 196.92. The rental and lease option will cover the Transportation, Maintenance, and Custodial Departments.

   It is recommended that the purchase option for the food service uniforms not be awarded under this proposal. Only one vendor submitted a catalog for garment selection, as required by the proposal, and the selection is very limited for the style of garment currently in use at GISD. These uniforms will be quoted from more than one source at the time of need.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 8/14/01

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

	Rental	**Lease**
Polo shirt	decrease 24.51%	decrease 3.63%
Industrial shirt	decrease 10.00%	decrease 18.18%
Industrial pant	decrease 30.35%	decrease 18.18%
Executive shirt	decrease 29.37%	decrease 14.16%
Executive pant	increase 1.56%	increase 30.83%

11. **Budget information:** Expenditures will come from budgeted funds in the following account codes.

199.34.6245.00.800.5.99.0.00	Transportation
199.51.6268.00.951.5.99.0.00	Maintenance
Aramark pays and invoices the district	Food Service and Custodial

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: September 13, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: September 7, 2004
RE: Pest Management Services
CSP No. 2003-34 - Renewal

SUMMARY:

A competitive sealed proposal (CSP) was let to request proposals from companies to provide pest management services on an annual basis at all district facilities. The proposals were received October 2003 and award made October 20, 2003. The award called for an option to renew for additional two one-year terms if agreed by all parties.

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, was contacted regarding the renewal of this proposal. His recommendation was it would be in the best interest of the District to renew these services if agreed to by the vendor. Double D Termite and Pest Control, Inc. was contacted and have agreed to extend with same terms.

RECOMMENDATION:

It is recommended the Board extend the award of the Pest Management Services contract to Double D Termite & Pest Control, Inc. for a period of November 1,2004 to October 31, 2005.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

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

Date Submitted: September 7, 2004

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

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**September 13, 2004**
Action:	**Approval**

SUMMARY:

Policy DAA (LOCAL) requires some "in-house" clean up such as contact name and telephone number.

RECOMMENDATION:

I recommend that policy DAA (LOCAL), with the recommended changes, be approved.

Respectfully submitted,

William Harris
Superintendent

600 West Pearl • Granbury, Texas 76048 • Phone (817) 408-4007 • Fax (817) 408-4014
william_harris@granbury.k12.tx.us
www.granbury.k12.tx.us

ADA/SECTION 504 COORDINATOR	The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. **Name**: ~~Dr. Barbara Herrington~~ Jan Van Dorn **Position**: Assistant Superintendent **Address**: 600 West Pearl Street, Granbury, 76048 **Telephone:** ~~817-579-2218~~ 817-408-4009
TITLE XI COORDINATOR	The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended: **Name:** ~~Dr. Barbara Herrington~~ Jan Van Dorn **Position:** Assistant Superintendent **Address:** 600 West Pearl, Granbury, 76048 **Telephone:** ~~(817) 579-2218~~ 817-408-4009
COMPLAINTS	The coordinators shall be responsible for investigation of complaints on behalf of employees and citizens. For complaint procedures, see DGBA (LOCAL) and GF (LOCAL).

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Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**September 13, 2004**
Action:	**Approval**

SUMMARY:

Policy FB (LOCAL) requires some "in-house" clean up such as contact name and telephone number.

RECOMMENDATION:

I recommend that policy FB (LOCAL), with the recommended changes, be approved.

Respectfully submitted,

William Harris
Superintendent

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TITLE IX COORDINATOR

The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: ~~Dr. Barbara Herrington~~ Jan Van Dorn

Position: Assistant Superintendent

Address: 600 West Pearl, Granbury, 76048

Telephone: ~~(817) 579-2218~~ 817-408-4009

SEXUAL HARRASSMENT

For student complaints alleging sexual harassment or offensive intimidating conduct of a sexual nature, see FNCJ.

SECTION 504 COORDINATOR

The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

Name: ~~Dr. Barbara Herrington~~ Jan Van Dorn

Position: Assistant Superintendent

Address: 600 West Pearl, Granbury, 76048

Telephone: ~~(817) 579-2218~~ 817-408-4009

The Section 504 Coordinator and members of the Section 504 Committee shall receive training in the procedures and requirements for identifyingand providing educational and related services to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]

SECTION 504

The Section 504 Committee shall be composed of at least two persons, including persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

REFERRALS

Students may be referred by parents, teachers, counselors, administrators, or any other District employees for evaluation to determine if they have disabilities and are in need of special instruction or services.

PREPLACEMENT EVALUATION	An evaluation shall be conducted before any action is taken to place a student with disabilities or make a significant change in placement in an instructional program. The evaluation shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the standards of personal independence and social responsibility expected of his or her and cultural group.
NOTICE TO PARENTS	The Section 504 Coordinator shall notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. Parents shall also be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.
IMPARTIAL HEARING	Parents shall be given written notice of their due process right to an impartial hearing if they have a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with the disabilities. The impartial hearing shall be conducted by a person who is knowledgeable about the issues involved in Section 504 and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [See DBE]. The impartial hearing officer is not required to be an attorney.
STATE-MANDATED ASSESSMENTS	Modifications in taking the state-mandated assessments may be made for a Section 504 student when the modifications have been determined not to destroy the validity of the test; are necessary for the student to take the test; are consistent with modifications provided the student in the classroom; and are approved by TEA. [See EKB]
'NO PASS, NO PLAY' EXEMPTIONS	When a Section 504 student cannot meet the regular academic standards of "no pass, no play" law, the District may follow TEA procedures to determine continued eligibility for extracurricular activities.
DISCRIMINATION ALLEGATIONS	Parent or student complaints alleging discrimination against a student in a District program or activity in violation of a Title IX and/or Section 504 provision, other than allegations of sexual harassment or the identification, evaluation, or educational placement of students with disabilities, shall be heard through the procedure set out in FNG (LOCAL).

DATE ISSUED: 11/15/1996
LDU-10-98
FB (LOCAL)-A

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Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**September 13, 2004**
Action:	**Approval**

SUMMARY:

FNCJ (EXHIBIT) requires some "in-house" clean up such as contact name and telephone number.

RECOMMENDATION:

I recommend that FNCJ (EXHIBIT), with the recommended changes, be approved.

Respectfully submitted,

William Harris
Superintendent

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NOTICE OF PARENT AND STUDENT RIGHTS

What is the District policy concerning sexual misconduct?

The District forbids employee conduct constituting sexual harassment or sexual abuse of students. The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee.

What is sexual harassment?

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student by another student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

What is sexual abuse?

Sexual abuse is defined as “illegal sex acts performed against a minor…” It may include, but is not limited to, fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal aw prohibiting gender-based discrimination by schools that receive federal funds).

Will I be informed if my child has been sexually harassed or sexually abused at school?

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

What will the District do when it learns of sexual harassment or sexual abuse of a student?

When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

What do I do if I am concerned that my child has been sexually harassed or sexually abused at school?

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal's designee, or the District's Title IX Coordinator. The conference will be scheduled and held as soon as possible but within seven calendar days. The principal or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District's investigation.

A complaint may also be filed separately with the office of Civil Rights:

Regional Director
Office of Civil Rights, Region VI
1999 Bryan Street, Suite 2600
Dallas, Texas 75201
Telephone: (214) 880-2549
Fax: (214) 880-3082 TDD: (214) 880-2456

Who is the Title IX Coordinator and how do I contact that person?

The Title IX Coordinator for the District is:

Name:	~~Dr. Barbara Herrington~~ Jan Van Dorn
Position:	Assistant Superintendent
Address:	600 West Pearl Street Granbury, TX 76048
Telephone:	~~(817) 579-2218~~ (817) 408-4009

The Title IX Coordinator is a District employee who has the responsibility to assure District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the principal or Title IX coordinator. The student may be accompanied by the parent or other advisor throughout the complaint process.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied by the District's resolution of my complaint?

If the parent is not satisfied with the District's initial response to the complaint, he or she has seven calendar days to request a conference with the Superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint that contains: a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or parent's signature; and the date of the conference with the principal.

If the parent considers the resolution unsatisfactory, he or she may request that the complaint be heard by the Board of Trustees at is next regular meeting, in accordance with policy BE (LOCAL). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

DATE ISSUED: 02/22/1999
UPDATE 60
FNCJ (EXHIBIT)-A

This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 23, 2004**
Action:	**Approval**

SUMMARY:

Enclosed are bid documents for the city pool cover. As you are aware, with the interlocal agreement between GISD and the City of Granbury, the District had agreed to pay for the pool cover up to $300,000. The city only received one bid for $397,316, which also extended the construction time to 140 days.

The city's engineers offer the following considerations:

- Re-bid
- Break the project into different parts, i.e. inflatable structure, pool heater & plumbing and structural and utility improvements

The other option is accept the bid as presented.

Respectfully submitted,

William Harris

William Harris
Superintendent

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Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**September 13, 2004**
Action:	**Approval**

SUMMARY:

Update 73 was presented to you at the August 23, 2004 board meeting for your review. Review of the LEGAL policies and adoption of the LOCAL policies, with any recommended changes, must take place at an open board meeting.

The LOCAL policies to be considered are: BED, BJA, BJCF, DEA, DFBB, DGA, DGBA, DH, DK, EFE, EIF, EK, FEA, FM, FNC, FNCB, FNCF, FNCG, FNG, GE, GF and GKA (see attached list).

RECOMMENDATION:

I recommend that the Board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 73.

Respectfully submitted,

William Harris

William Harris
Superintendent

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UPDATE 73
LOCAL POLICIES

BED (LOCAL) ..... BOARD MEETINGS PUBLIC PARTICIPATION

BJA (LOCAL) ..... SUPERINTENDENT QUALIFICATIONS & DUTIES

BJCF (LOCAL) ..... SUPERINTENDENT NON RENEWAL

DEA (LOCAL) ..... COMPENSATION & BENEFITS SALARIES, WAGES & STIPENDS

DFBB (LOCAL) ..... TERM CONTRACTS NONRENEWAL

DGA (LOCAL) ..... EMPLOYEE RIGHTS & PRIVILEGES FREEDOM OF ASSOCIATION

DGBA (LOCAL) ..... PERSONNEL-MANAGEMENT RELATIONS EMPLOYEE COMPOLAINTS/GRIEVANCES

DH (LOCAL) ..... EMPLOYEE STANDARDS OF CONDUCT

DK (LOCAL) ..... ASSIGNMENT & SCHEDULES

EFE (LOCAL) ..... INSTRUCTIONAL RESOURCES COPYRIGHTED MATERIAL

EIF (LOCAL) ..... ACADEMIC ACHIEVEMENT GRADUATION

EK (LOCAL) ..... TESTING PROGRAMS

FEA (LOCAL) ..... ATTENDANCE COMPULSORY ATTENDANCE

FM (LOCAL) ..... STUDENT ACTIVITIES

FNC (LOCAL) ..... STUDENT RIGHTS & RESPONSIBILITIES STUDENT CONDUCT

FNCB (LOCAL) ..... STUDENT CONDUCT CARE OF SCHOOL PROPERTY

FNCF (LOCAL) ..... STUDENT CONDUCT ALCOHOL AND DRUG USE

FNCG (LOCAL) ..... STUDENT CONDUCT WEAPONS

FNG (LOCAL) ..... STUDENT RIGHTS & RESPONSIBILITIES STUDENT & PARENT COMPLAINT/GRIEVANCES

GE (LOCAL) ..... RELATIONS WITH PARENT ORGANIZATIONS

GF (LOCAL) ..... PUBLIC COMPLAINTS

GKA (LOCAL) ..... COMMUNITY RELATIONS CONDUCT ON SCHOOL PREMISES