Regular

Monday, December 12, 2005 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. **Invocation**
3. **Pledges - U.S. Flag & Texas Flag**
4. **Personnel**

a. Consider staff appointments
b. Consider policy DEA (LOCAL) - salary exceptions
c. Superintendent's Evaluation

5. **Property**

a. Consultation with attorney regarding the real estate at 205 E. Pearl Street, TEX GOV'T CODE 551.071 & 551.072
b. Consideration and possible action regarding the offer for sale of 205 E. Pearl Street

6. **Consider annual financial audit for year ended 8/31/05**
7. **Superintendent's Report - Goals 1, 2, 3, 6, 7**

a. Donation update
b. September financial statements
c. October financial statements
d. Demographic study update
e. Employee Insurance enrollment update
f. STARS Academy Academic Achievements
g. 2005 Academic Excellence Indicator System report
h. Update on Bilingual program
i. Update - The State of Texas v. Stephen P. Bumpas, ET UX., ET AL.

8. **Public comments/audience participation**
9. **Board members special reports**
10. **Consider Consent Agenda Items - Goals 2, 3, 5**

a. Minutes of the November 14, 2005 regular board meeting
b. Budget amendments
c. Printing & copying services 2005-11 - renewal
d. Towing services RFP 2005-13 - renewal
e. Charter bus services CSP 2005-38
f. Computer and copy paper bid no. 2005-39
g. Maximum Travel Reimbursement Rates for 2005-2006 – Amended 1/1/06

11. **Consider change of meeting date to board meeting calendar**
12. **Consider 2006-2007 school calendar**
13. **Consider naming of basketball court in honor of Leta Andrews as Leta Andrews Court**
14. **Adjourn**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 2, 2005
RE: Annual Financial Report – Year ended 8/31/2005

SUMMARY:

The annual audit has been completed. Mr. Chandler Snow of Snow, Garrett & Company, Certified Public Accountants will be at the board meeting to present the report and letters to the board. The Annual Financial Report for the year ended August 31, 2004 and the management letter will be available via electronic format and will be posted when the Board Book is posted on Wednesday.

Should you have questions regarding the report, please feel free to contact me prior to the Board meeting so that I can get with Mr. Snow and he can be prepared to respond to your questions either at the meeting or prior to the meeting.

RECOMMENDATION:

That the Board accept the Annual Financial Report for the year ended August 31, 2005 as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: December 2, 2005

Snow, Garrett & Company
CERTIFIED PUBLIC ACCOUNTANTS

November 4, 2005

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

In connection with our audit of the financial statements of Granbury Independent School District for the year ended August 31, 2005, we have made a review of the accounting procedures and internal controls. While the primary objective of such a review is to afford us a basis of determining the scope of our audit procedures, it nevertheless presents us with an opportunity to submit, for management's consideration, suggestions for changes in procedures which, in our opinion, would strengthen internal control or contribute to the improvement of operating efficiency.

The comments in this letter are based upon observations made in the course of such a review. The review was not designed for the purpose of expressing an opinion on internal accounting controls, and it would not necessarily disclose all weaknesses in the system. The matters discussed herein were considered during our audit of the above-mentioned financial statements, and they did not modify the opinion expressed in our report on those financial statements. However, we offer for your review the internal control weaknesses, as noted on the following pages, and our proposed solution thereto along with some comments regarding efficiency.

If you have any questions regarding these or any other matters, please feel free to contact us.

Sincerely yours,

Snow, Garrett & Company

Snow, Garrett & Company
Certified Public Accountants

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

Budget Variances

In comparing budgeted amounts to actual amounts, we noted that the District had a few negative budget variances. These variances occurred mainly in the Debt Service Fund with the issuance of the 2005 Tax Refunding Bonds. We recommend that the District contact us when unusual or infrequent events occur and also monitor the budget closely to avoid future negative variances.

OBJECTIVE OF INTERNAL ACCOUNTING CONTROL

The objective in internal accounting control is to provide reasonable, but not absolute, assurance that the District's assets will be safeguarded against loss from unauthorized use or disposition, and that the reliability of financial records for preparing financial statements and maintaining accountability for assets will be preserved. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily required estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal accounting control. In the performance of most control procedures, mistakes of judgment, carelessness, or other personal factors may occur. Control procedures whose effectiveness depends upon segregation of duties can be circumvented intentionally by management either with respect to the execution and recording of transactions or with respect to the estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, and that the degree of compliance with the procedures may deteriorate.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 2, 2005
RE: Donation Update

SUMMARY:

According to Board Policy CDC (LOCAL) "The Board or Superintendent may accept any bequest or gift of money or property on behalf of the District." Mr. Harris has accepted the following donations on behalf of the District

- Mr. John Mansfield has donated a 1996 Yamaha Golf Cart, teal and white four post roof, Serial # J55-009499 to be used by the Transportation Department. The value of this item is $2,000. Mr. Terry Slemmons, Transportation Director states that this equipment will be used by the Transportation Department Personnel for various purposes including but not limited to movement around the lot to various bus locations.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: William Harris
Sharay Boynton

Date Submitted: December 2, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 2, 2005
RE: 09/31/05 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended September 31, 2005 for the general operating fund.

The statements for the period ended September 31, 2005 include only those transactions that occurred between the period of September 1, 2005 and September 31, 2005. Revenue collected to date equal 4.81% of the budgeted amount compared to 6.08% last year. Expenditures to date represent 9.82% of the budget compared to 9.68% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: December 2, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 2, 2005
RE: 10/31/05 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended October 31, 2005 for the general operating fund.

The statements for the period ended October 31, 2005 include only those transactions that occurred between the period of September 1, 2005 and October 31, 2005. Revenue collected to date equal 8.41% of the budgeted amount compared to 10.72% last year. Expenditures to date represent 17.44% of the budget compared to 17.67% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: December 2, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 2, 2005
RE: Demographic Study Services Update

SUMMARY:

The following is a summary of what has occurred and will occur related to the Demographic Study Services contract.

- 11/3 - Board meeting - Board authorized Mr. Harris to bring no more than 4 demographers to them for performance of an updated demographic study.
- 11/ 7 - 11/10 - Debbie gathered sample RFQs from other District's purchasing offices
- 11/11 - Sharay prepared first draft of RFQ
- 11/14 - Final Draft of RFQ - Due to GISD 1/4/06 at 2:00 pm - Board presentations 1/23/06
- 11/19 - Published in HCN
- 11/22 - Published in HCN
- 11/16 – Sent RFQ to 18 possible vendors
- 11/22 - Another vendor requested copy of RFQ - sent out via fax
- 11/30 - Another vendor requested copy of RFQ - sent out via fax
- 11/30 - Vendor requested additional info on enrollment per grade level - sent out addendum to all vendors including requested information.
- 1/4/06 – Reponses
- 1/5 –1/10 – Review responses and rank according to RFQ criteria for determination of presenters to the Board.
- 1/11 – Present list of proposed vendors to Mr. Harris
- 1/18 – Present list of vendors to present to Board.
- 1/23 – Board presentations of top vendors.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Date Submitted: December 2, 2005

GRANBURY ISD
TIMELINE IF STATE PLAN IS OFFERED

11/4 Letter to TRS from Mr. Harris requesting waiver of 6-month rule for notification of participation in plan submitted to TRS

Letter sent on 11/4/05 and acceptance by TRS received on 11/9/05

11/4 – 11/18 – Notify COBRA Administrator of plan decisions

COBRA Administrator notified on 11/10/05

11/4 – 11/8 – Scope of services for enrollment assistance developed by administration. Request for Quote submitted to known providers.

RFQ sent out to 10 organizations on 11/8/05. Published in HCN on 11/10/05 and 11/12/05. 2 others requested RFQs..

11/7 –11/11 – Centralized district-wide group meetings regarding voluntary products and Section 125 plan.

Meetings were held in the conference center on 11/7 4:15 pm, 11/10 7:00 pm, and 11/14 at 7:30 am. Approximately 60 employees attended these meetings.

11/7 – 11/11 – Newly eligible employees enrollment, voluntary and health.

11/7 Insurance Consultant and Section 125 TPA enrolled newly eligible employees

11/8 & 11/10 – Advertise Request for Quote for enrollment assistance in HCN.

Published in HCN on 11/10/05 and 11/12/05.

11/14-11/18 – Centralized enrollment of changes to voluntary products and section 125 plan. Assumption will be that unless employees make changes during this time, current participation will be carried to December plan year.

District wide Enrollment - Monday, November 14 to Friday, November 18, 2005 - 7:30 am - 4:30 pm - GISD Technology Center – Only had to enroll if making changes.

11/15 – Proposals from providers for enrollment assistance due to GISD.

Received 3 responses.

11/14 – 12/15 – Open enrollment period for State Plan

Open enrollment announced to employees with campus enrollment opportunities per attached schedule.

11/18 – Administrative decision on enrollment assistance provider.

Troy and Sharay reviewed responses and ranked according to criteria in the RFQ. Letter was sent to Diversified Benefits on 11/18/05 awarding the services and to Higginbotham Associates and Kean Financial Services, Inc., thanking them for their response.

11/18 – November payroll

11/21 – 11/25 – District campuses closed for holiday.

11/28 – 12/2 – Blue Cross/Blue Shield enrollment training for District staff and enrollment assistance provider.

> *11/15 – Conference call with BCBS for GISD administration discussing administration of the plan and enrollment procedures. 11/29/05 – Meeting with BCBS representative, Nikki Reed, in district, to further discuss administration and enrollment procedures. Diversified Benefits reviews administrative video and booklet regarding enrollment matters.*

11/28 – Voluntary Plan Enrollment information to Payroll.

> *12/5 Voluntary Plan enrollment information supplied to payroll by Diversified Benefits.*

12/1 – 12/31 – Current GISD/Wausau plan in effect.

12/5 – 12/15 – Enrollment for State Plan

> *Group meetings held in the GISD Conference Center on 11/29 at 4:15 pm, 11/30 at 7:30 am, and 12/1 at 7:00 pm (Spanish Version offered on 12/1). Approximately 120 employees attended these sessions.*
>
> *Campus/department enrollment per attached calendar.*

12/15 – December Payroll. Payroll deductions as a result of the voluntary enrollment changes processed on paycheck. Possible double-deduct. (Premiums for insurance coverage are paid a month ahead, i.e. November deduction pays December premium and since November changes were not done in time to be included on November check, December's check will be adjusted.)

12/19 – 1/1/06 - Christmas Holiday – District closed

1/1/06 – State Plan in effect

1/23 – January Payroll. Payroll deductions as a result of State Plan enrollment processed on paycheck. Possible double-deduct. (Premiums for insurance coverage are paid a month ahead, i.e. November deduction pays December premium and since State Plan changes were not done in time to be included on December check, January's check will be adjusted.)

December

TRS ACTIVE-CARE MEDICAL PLAN

2005

Mon	*Tue*	*Wed*	*Thu*	*Fri*
28	**29** **GROUP MEETING** 4:15 pm Conference Center	**30** **GROUP MEETING** 7:30 am Conference Center	**1** **GROUP MEETING** 7:00 pm Conference Center	**2**
5 **ENROLLMENT** MAMBRINO 7:30 am – 4 pm	**6** **ENROLLMENT** AMS 8 am – 4:30 pm	**7** **ENROLLMENT** GMS and GHS 8 am – 4:30 pm	**8** **ENROLLMENT** AES/STARS 7:30 am – 4 pm	**9** **ENROLLMENT** BACCUS 7:30 am - Noon CROSSLAND 12:30 pm – 4 pm
12 **ENROLLMENT** OAKWOODS 12:30 pm – 4 pm	**13** **ENROLLMENT** ROBERSON 7:30 am – Noon BRAWNER 12:30 – 4 pm	**14** **ENROLLMENT** ADMIN – BTC – MAINT, TRANSP MISSED EMPLOYEES 7:30 am – 4:30 pm	**15** Enrollers and Administration Prepare Enrollment Forms for Blue Cross/Blue Shield	**16** Enrollers and Administration Prepare and Submit Enrollment Forms for Blue Cross/Blue Shield
19 **CHRISTMAS HOLIDAY**	**20** **CHRISTMAS HOLIDAY**	**21** **CHRISTMAS HOLIDAY**	**22** **CHRISTMAS HOLIDAY**	**23** **CHRISTMAS HOLIDAY**
26 **CHRISTMAS HOLIDAY**	**27** **CHRISTMAS HOLIDAY**	**28** **CHRISTMAS HOLIDAY**	**29** **CHRISTMAS HOLIDAY**	**30** **CHRISTMAS HOLIDAY**

STARS Academy

- STARS Is Granbury ISD's 2nd Accredited High School and "Its Best Keep Secrete"
- STARS has the 2nd largest graduating class in Hood County.
- STARS is an acronym for – Self-Motivated, Teens Achieving Responsibility & Success.
- STARS is a non-traditional school. It is a School of Choice.
- 90 to 95% of the students at STARS are considered At-Risk

The Course Structure-

- Teachers and Staff-
- STARS has a staff of seven. Five teachers an administrative assistant, and a principal.
- Students-
- Enrollment at Stars is generally around 55 to 57 students.
- Many of the students are parents or soon to be parents,
- Most have jobs and some are self-supporting.
- Community Involvement-
- STARS students are involved in community and the community is involved with STARS.
- Fall TAKS-

32- 11th and 12th grade students and 3 former students took the Exit Level TAKS this fall. 76% of the Exit Level tests taken were passed.

- Fall Graduation –
- STARS will be graduating 18 students this fall.

We would like to invite each of you and anyone else in the public to attend.

Granbury ISD

2004 AEIS Report

Academic Excellence Indicator System

- Mandated by the Texas Legislature to emphasize student achievement as the basis for accreditation of local school districts.
- The Academic Excellence Indicator System (AEIS) pulls together a wide range of information on the performance of students in each school and district in Texas every year.
- The following charts illustrate information gathered for the AEIS report.

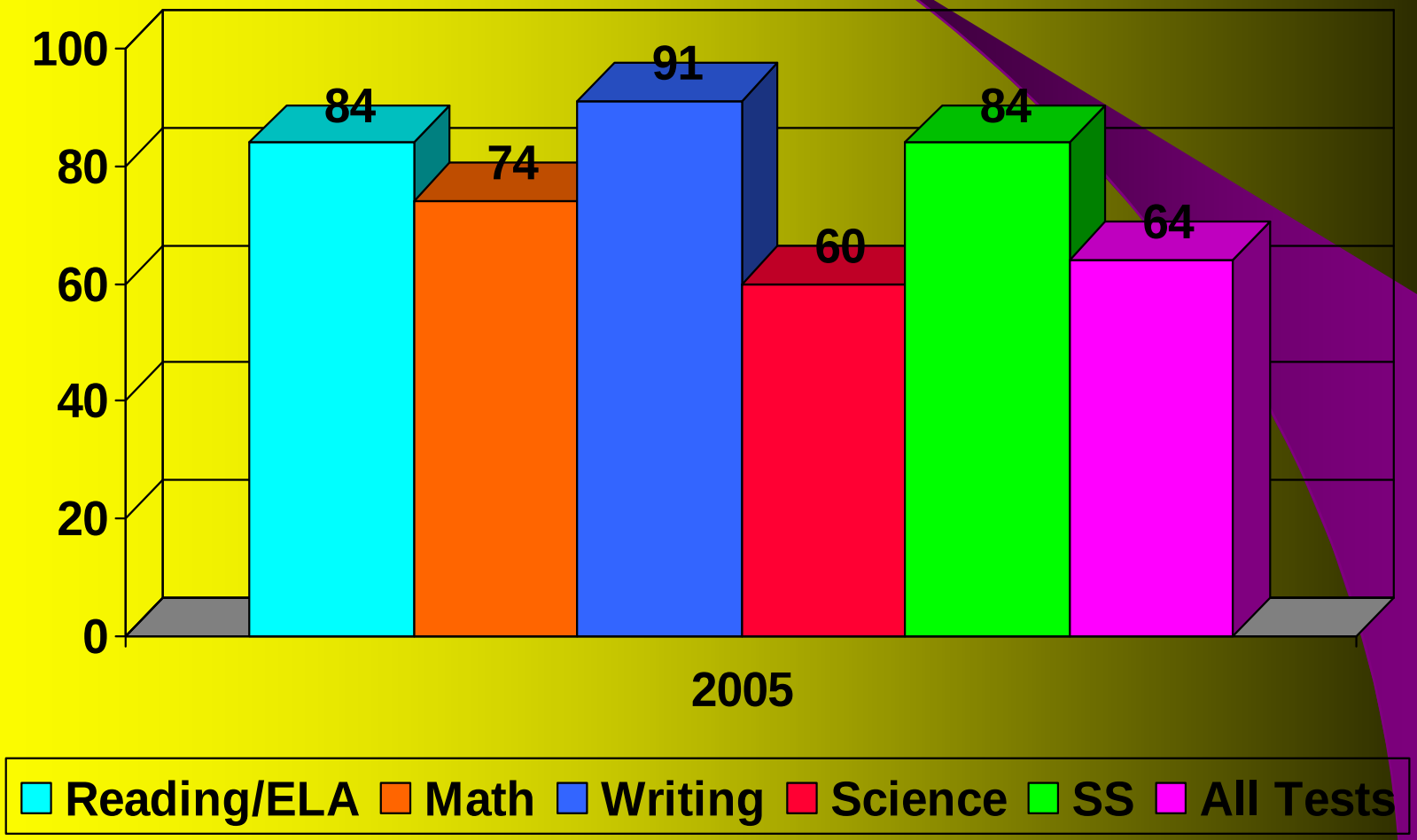
2005 Accountability Rate: Academically Acceptable

Gold Performance Acknowledgments:

AP/IB Results (2003-04)

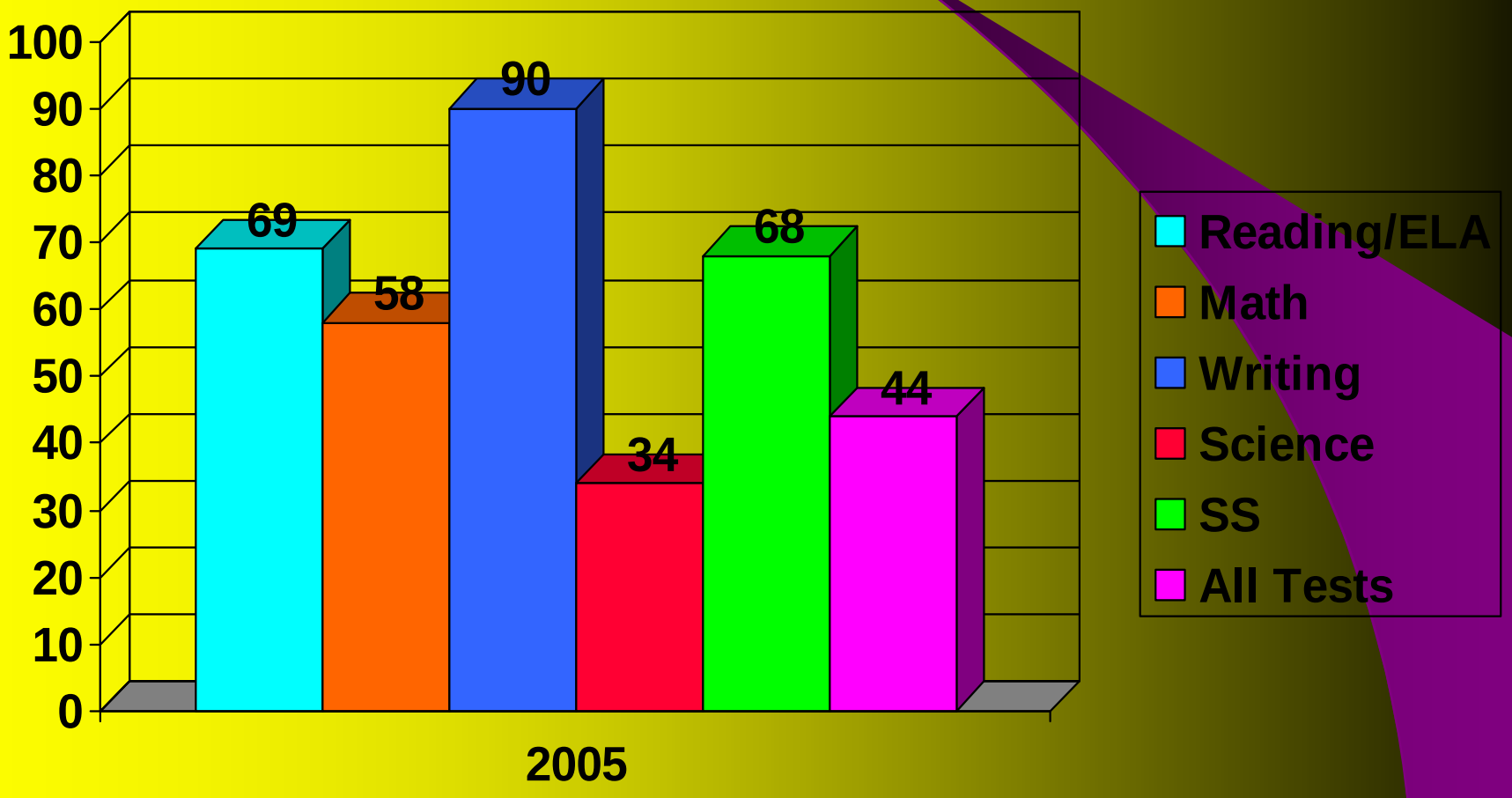
GISD - TAKS Met Standard

Panel Recommendation
All Students Tested



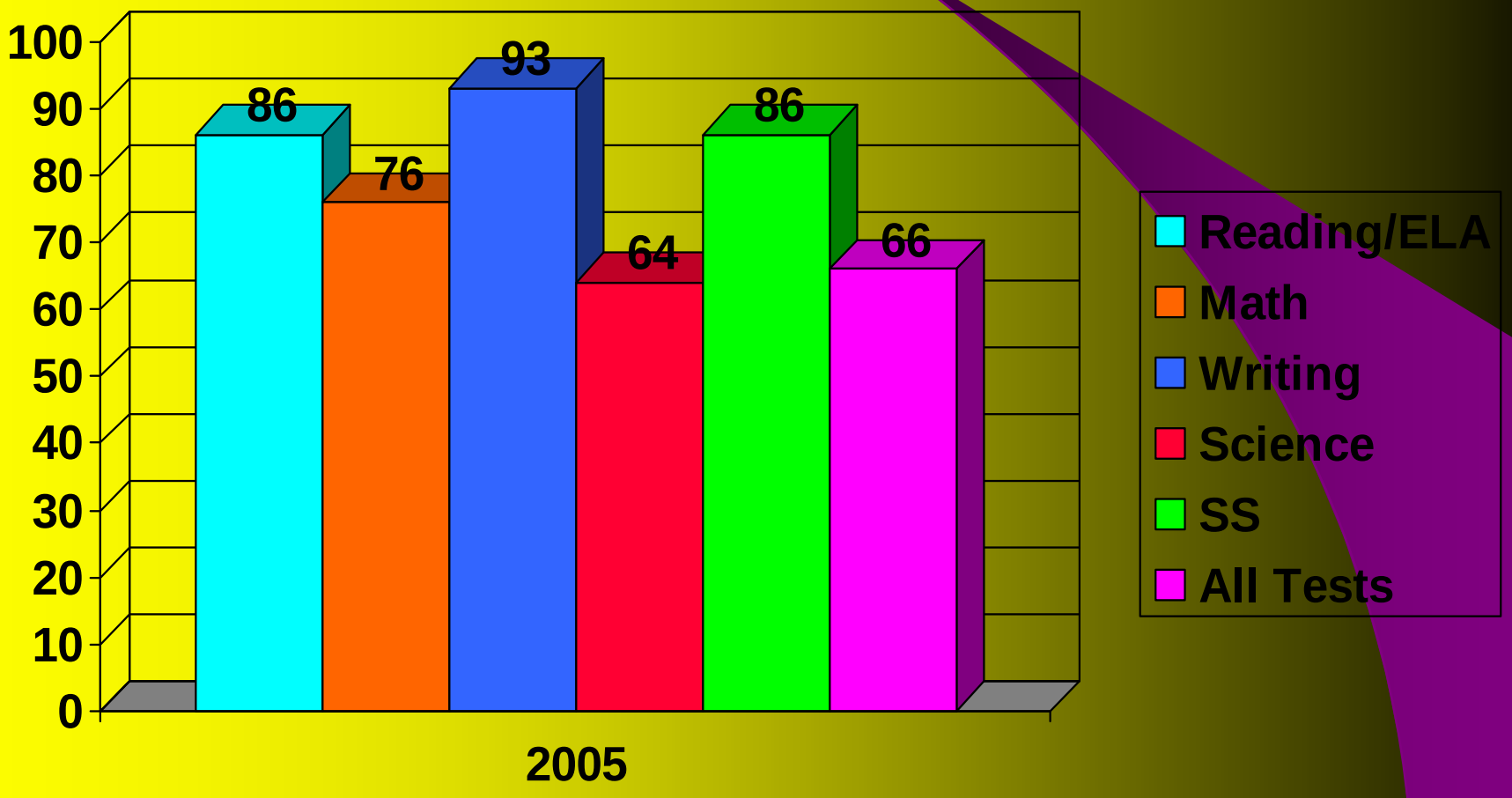
GISD - TAKS Met Standard

Panel Recommendation
Hispanic Population



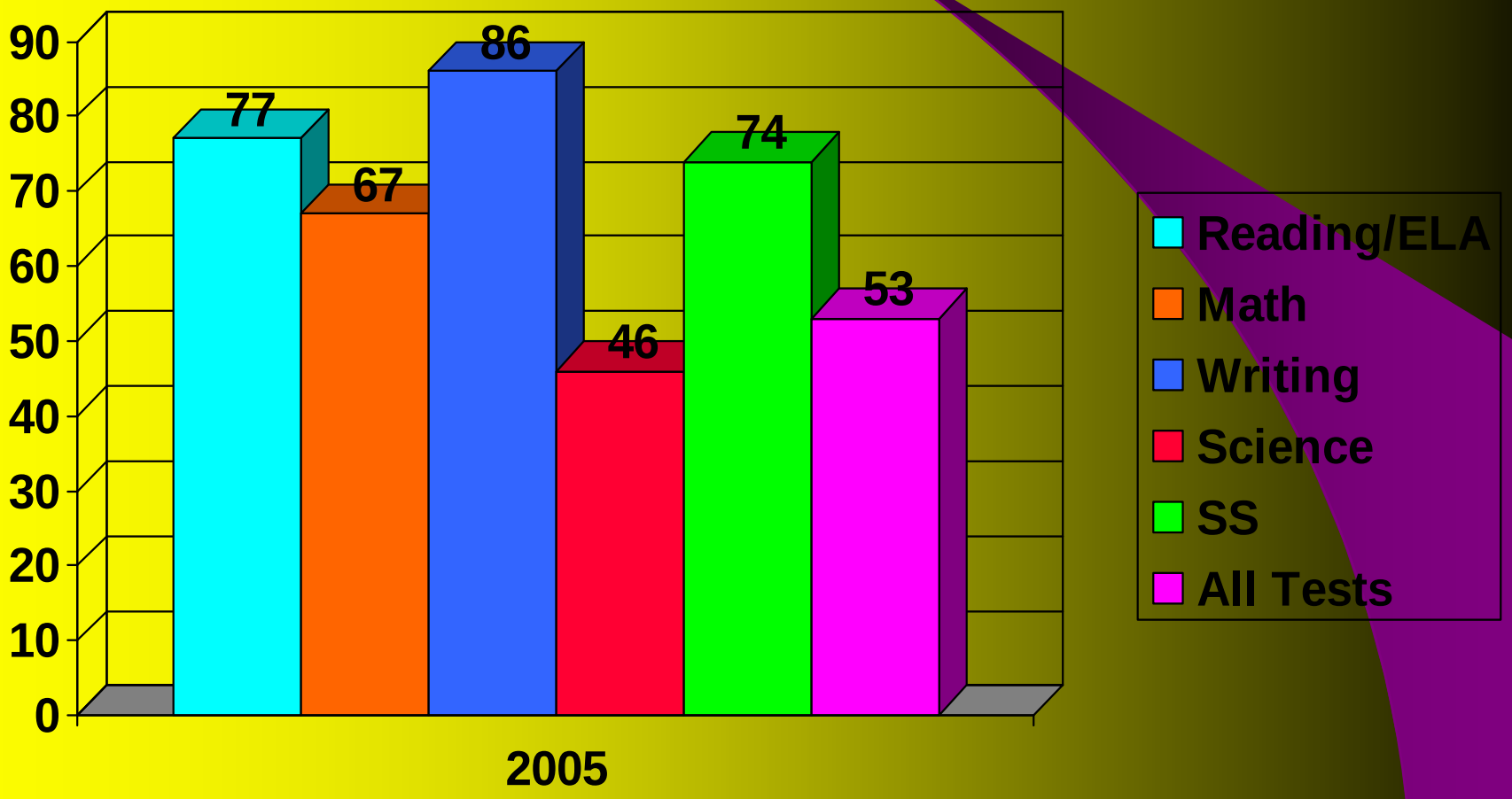
GISD - TAKS Met Standard

Panel Recommendation
White Students



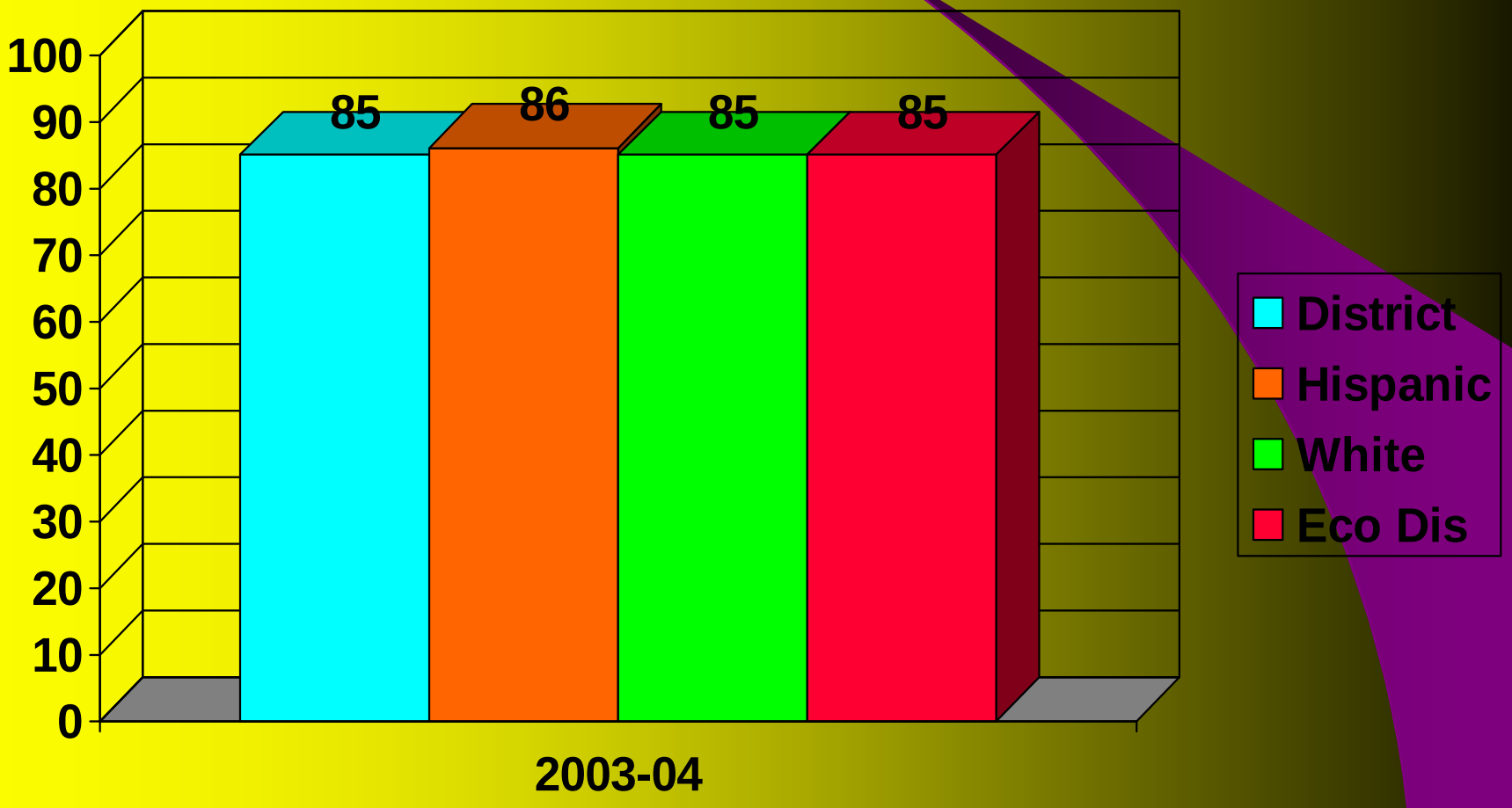
GISD - TAKS Met Standard

Panel Recommendation
Economically Disadvantaged



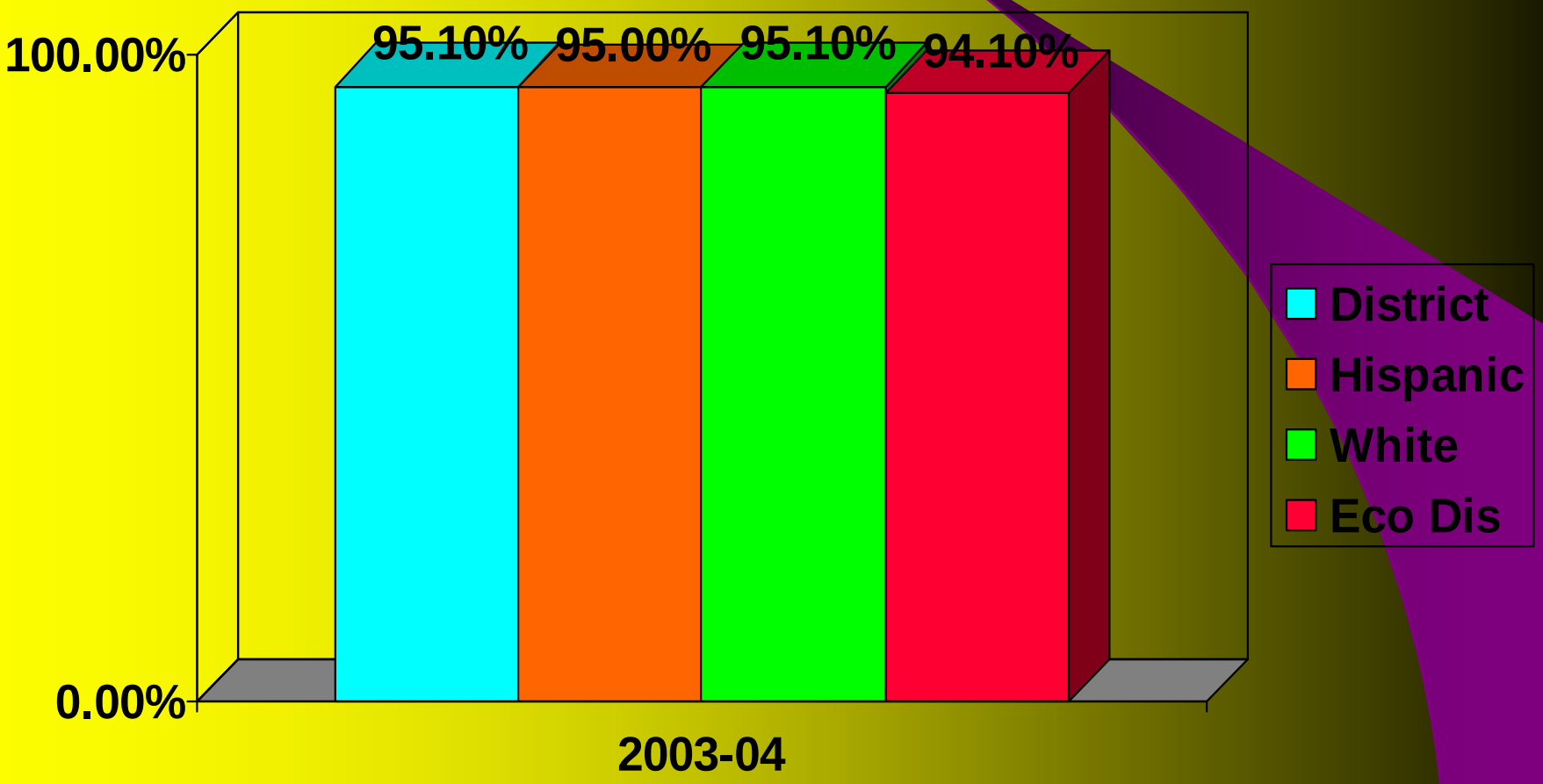
GISD - SDAA II

Met ARD Expectations



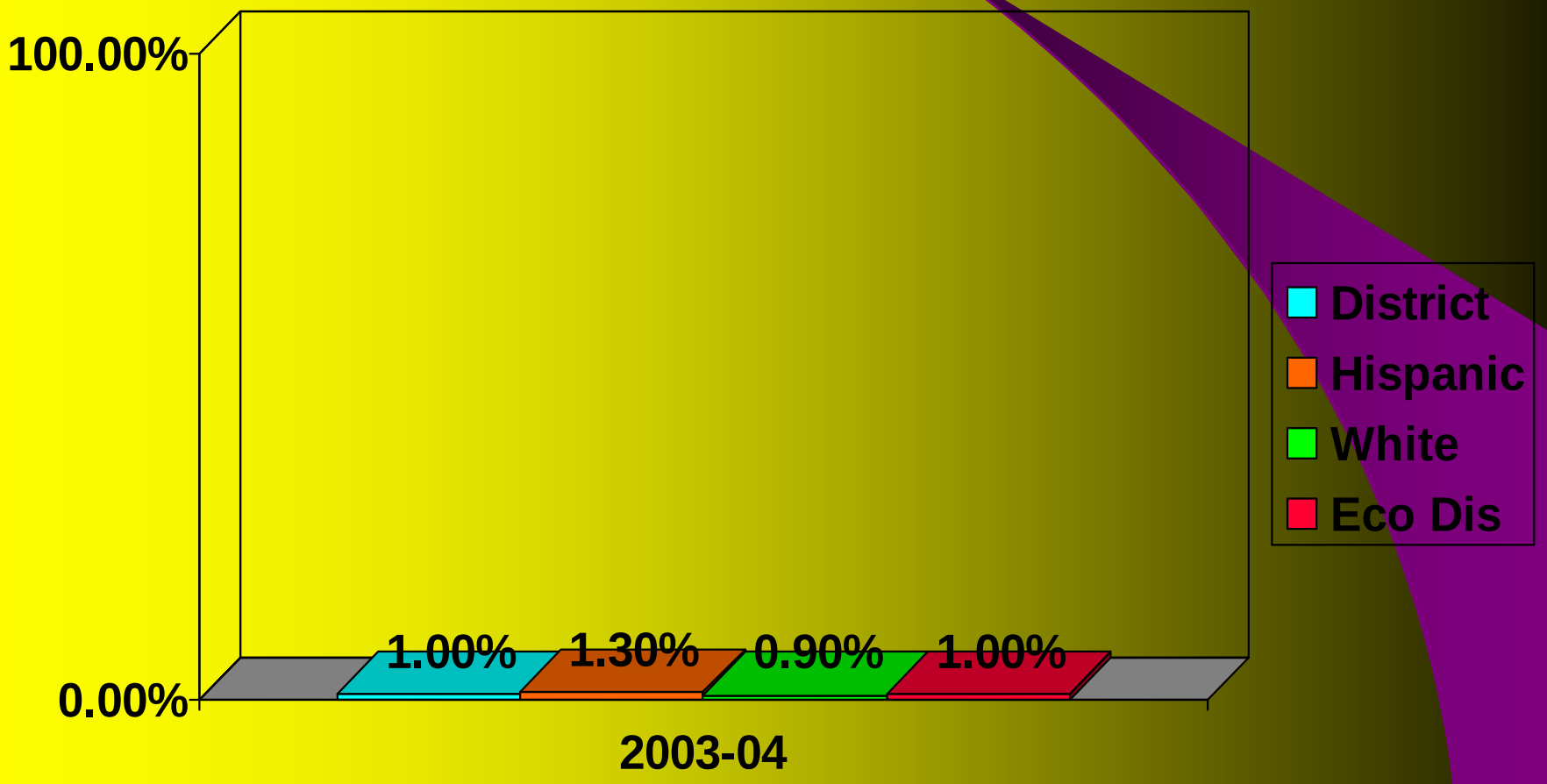
GISD - Attendance Rate

Class of 2004



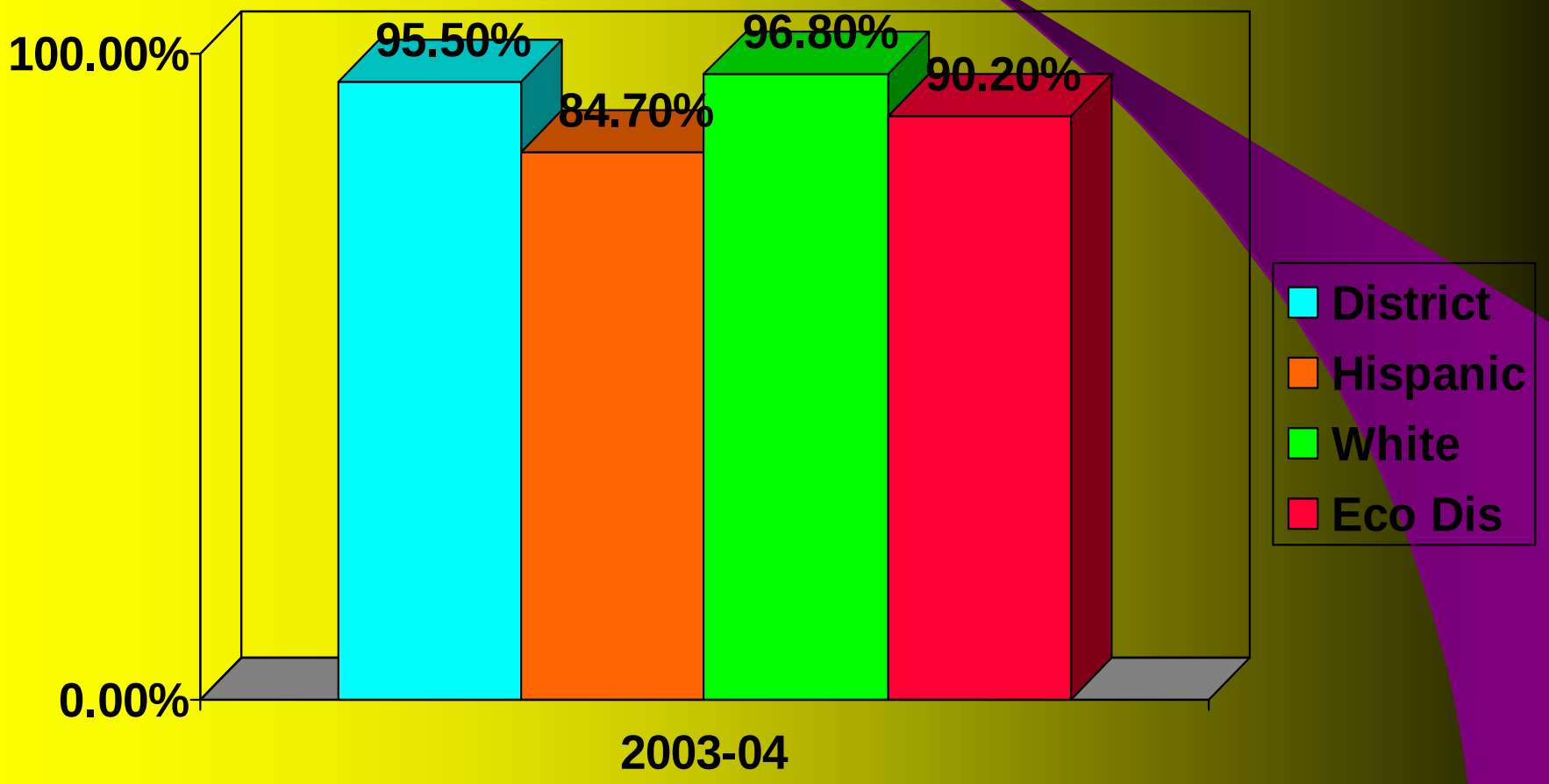
GISD - Annual Drop Out Rate

Class of 2004



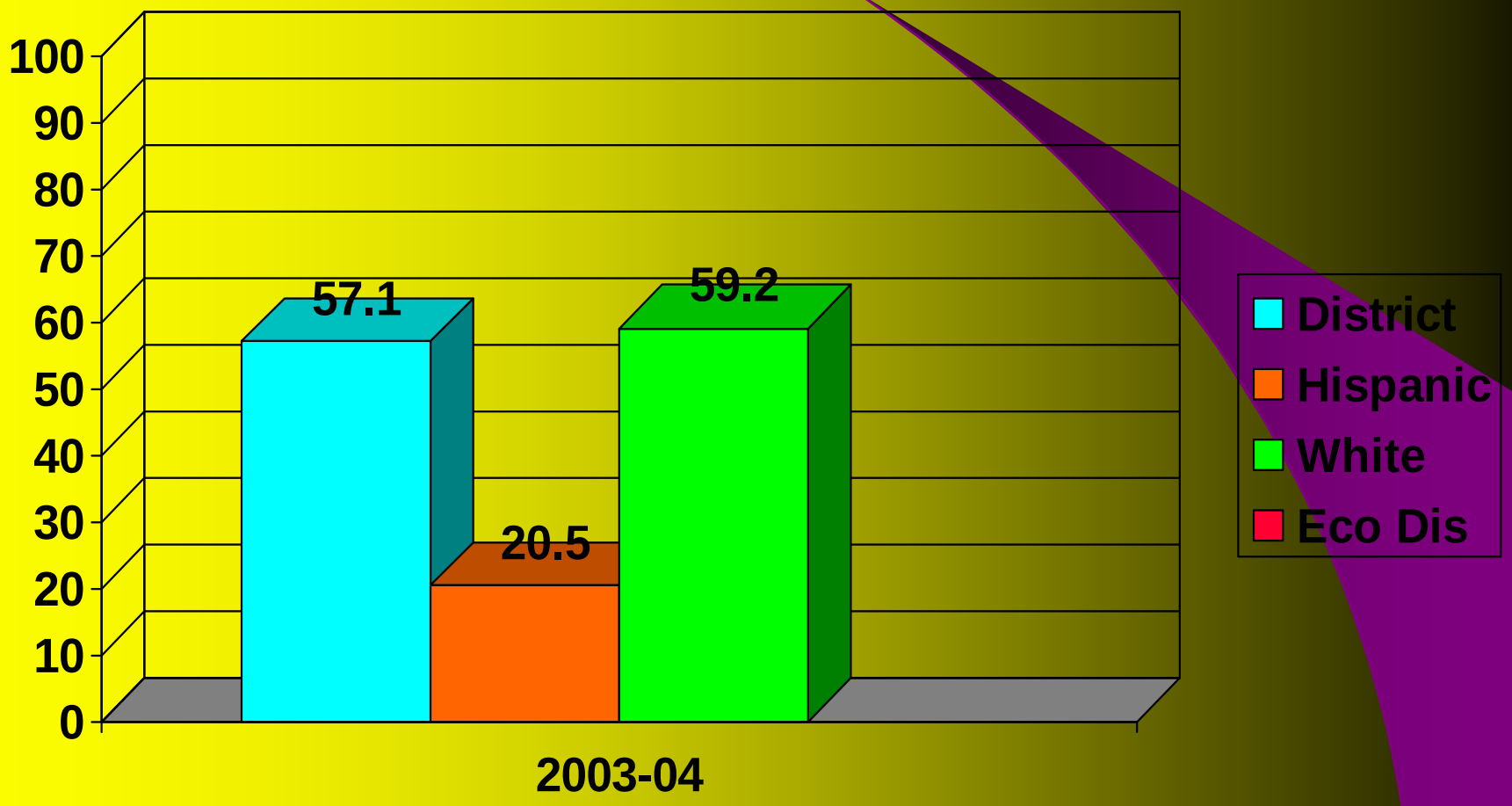
GISD - Completion Rate

Class of 2004



SAT/ACT Results

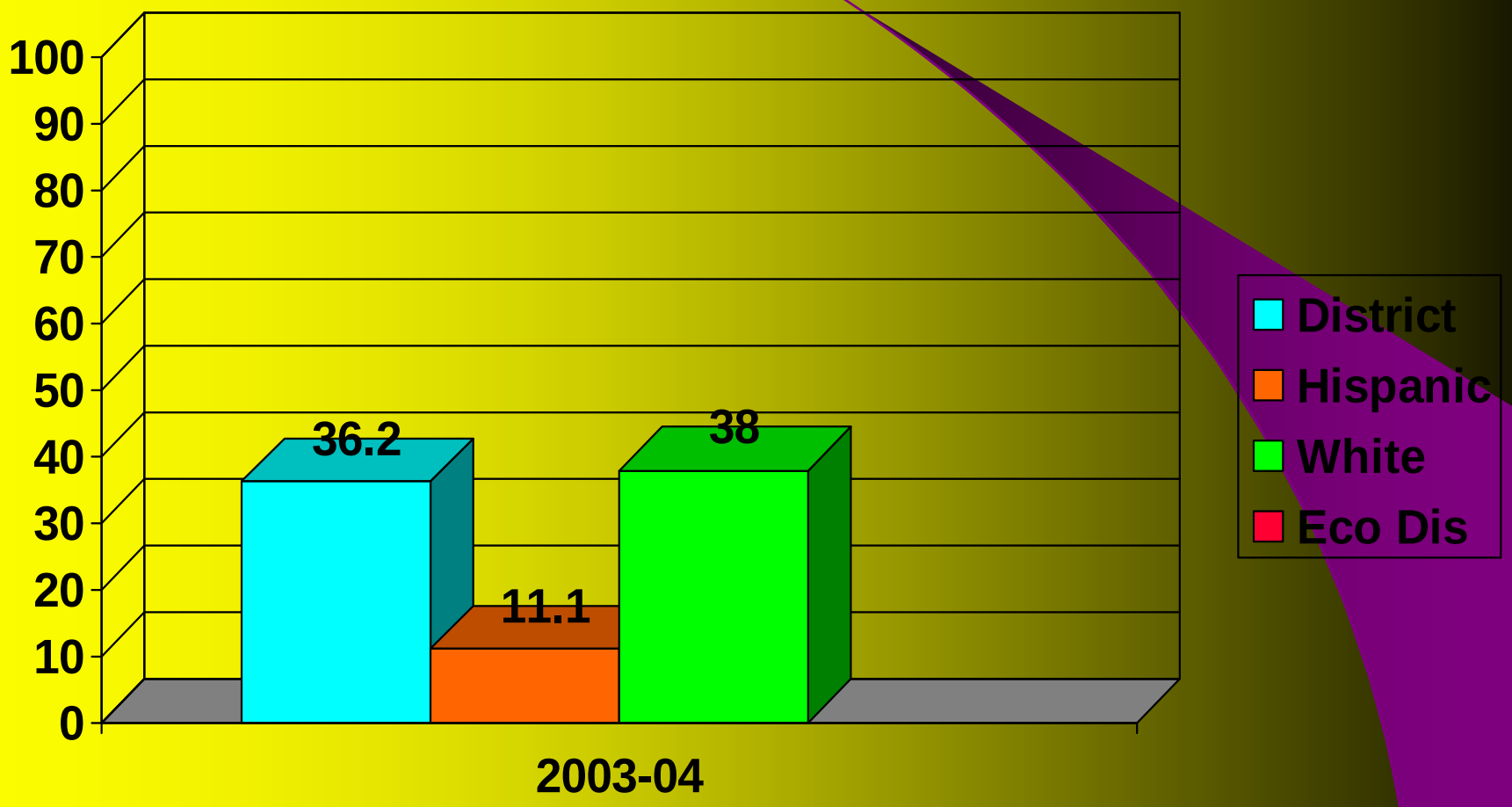
Class of 2004



Percent of 2004 graduates participating in the SAT/ACT.

College Admissions

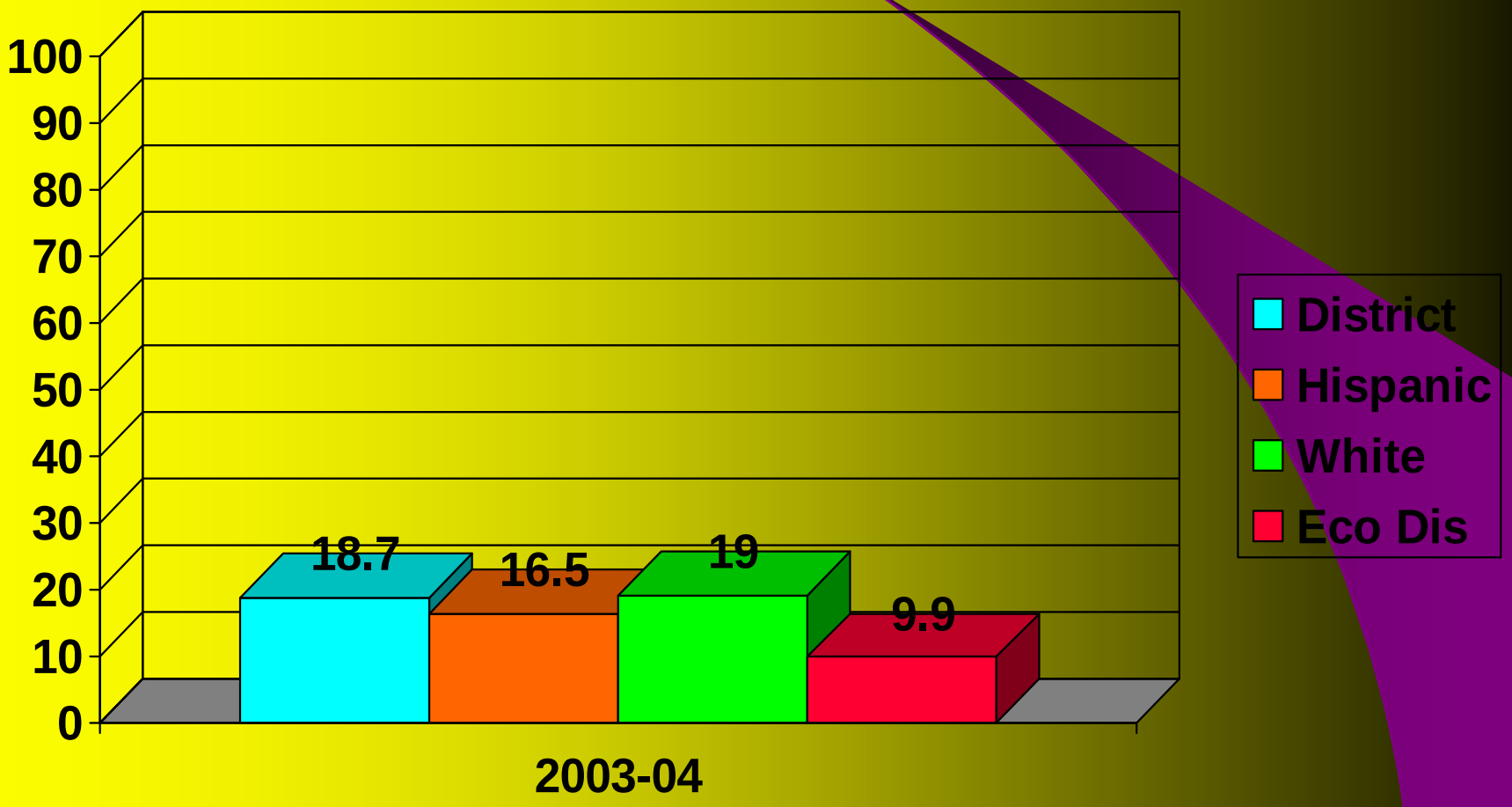
Class of 2004



Percent of graduates who scored at or above the criterion on either SAT (1000) or ACT (24) divided by the number of graduates.

Advanced Course/Dual Enrollment Completion

2003-04 School Year



Other Information

- Teacher turnover rate is 12.2% for GISD as compared to 16.1% for the state.
- One-third of GISD teacher population has 11-20 years of teaching experience.

Conclusion

- A copy of the full report can be obtained online at: http://www.tea.state.tx.us/perfreport/aeis/2005/district.srch.html
- For further information, please contact Jan Van Dorn, Assistant Superintendent, at (817) 408-4009.

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
November 14, 2005

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, November 14, 2005 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Barbara Herrington

Board Members Present

Bowen Brawner (arrived at 6:12 p.m.)
Jerry Campbell
Charlie Cloud
Brian Condit
Gene Ellis
Doug Funk

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, Barbara Herrington, called the meeting to order at 6:00 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.

Convened in Closed Session

The Board of Trustees convened in closed session at 6:01 p.m.

Reconvened

The board reconvened at 7:01 p.m.

Invocation & Pledge

Shelley Weaver, Student Minister, Lakeside Baptist Church, led in the invocation and Brawner Intermediate student, Lindsey Lambert led in the pledge to the US Flag and the Texas Flag.

Personnel

A motion was made by Jerry Campbell and seconded by Charlie Cloud to approve the appointment of Roland Nicholas, Mathematics teacher at Granbury High School. **MOTION CARRIED** Yes 7 – Noe 0

Public Comments

Ms. Pam Smith addressed the board regarding students receiving candy and soft drinks on the school bus and being allowed to use electronic devices such as CD players.

Superintendent's Report

Mr. Bobby Mabery, Acton Middle School Principal updated the board on the exciting things happening on his campus this year. Mr. Mabery stated that AMS currently has 295 7th graders, 273 8th graders and 265 9th graders for a total enrollment of 833. Mabery also stated that their campus is participating in the Character Education program this year along with having a strong FCA program, an active student council, a high 7th grade student attendance and teen read week. AMS has added a 4th computer lab, created a lecture room along with the help of the technology department and the technology committee and each teacher will be creating their own web page if they have not already done so. These are just a few of the exciting things happening at Acton Middle School this year that was reported by Principal Bobby Mabery.

Mitch Galvan, Granbury Police Department discussed the upcoming training that will take place at Granbury High School. This training will be for all law enforcement personnel along with the school resource officers, dare officers and security officers and this training will allow the emergency personnel to be prepared in case there is ever any type of critical incident in Granbury or the Granbury schools.

Convened in Closed Session

The Board of Trustees convened in closed session at 7:31 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 in Open Session

The board reconvened in open session at 8:23 p.m.

Superintendent's Evaluation

A motion was made by Jerry Campbell and seconded by Charlie Cloud to schedule a board meeting on January 23, 2006 for a formative evaluation and to prepare the summative in late April or May. **MOTION CARRIED** Yes 7 – Noe 0

Board Member's Special Reports

Barbara Herrington thanked the Administrative group for the dinner provided to the board prior to the board meeting.

Gene Ellis reported that he attended the TASA/TASB conference in Dallas and received valuable information from the classes he attended.

Consent Agenda Items

A request was made by Bowen Brawner to pull item "e" – technology purchases from the consent agenda. A motion was made by Jerry Campbell and seconded by Gene Ellis to approve consent agenda items "a" – "d" as presented. **MOTION CARRIED** Yes 7 – Noe 0 Consent agenda items are, "a" – minutes of the October 24, 2005 regular board meeting and the November 3, 2005 special called board meeting; "b" – budget amendments; "c" – flooring material and services CSP 2005-36; "d" – accelerated reader services and materials 2005-35.

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

A motion was made by Jerry Campbell and seconded by Brian Condit to approve the settlement between Granbury ISD and RS & EB Incorporated d/b/a Kountry Cleaners as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Charlie Cloud and seconded by Brian Condit to elect for nominations Michael Carmichael, Gene Ellis and Mickey Parson to the Hood County Appraisal Board. **MOTION CARARIED** Yes 6 – Noe 0 – Abstained 1 – Gene Ellis abstained

A motion was made by Jerry Campbell and seconded by Doug Funk to allow the administration to continue with the potential buyer of property at 205 E. Pearl Street and to bring forward considerations for the closing of the property at the December board meeting. **MOTION CARRIED** Yes 5 – Noe 2 - Gene Ellis and and Charlie Cloud voted against

Adjournment

There being no further business, the meeting was adjourned at 8:48 p.m.

Barbara Herrington, President

Gene Ellis, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 01, 2005
RE: Budget Amendments

SUMMARY:

Attached are budget amendments that are for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield
Date Submitted: December 01, 2005

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 181, Ms. Marsha Grissom, Originator
This Amendment recognizes donated funds in the amount of $1,710 allocated to function 36. These funds are donated by the campus' band student activity fund collected from students for instrument rental and will be used to repair band equipment.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $165 allocated to function 11. These funds are generated from band instrument rental and will be used to repair that equipment.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes donated funds in the amount of $128 allocated to function 12. These funds are donated in the memory of Mary Kathryn Yarbrough and will be used to purchase library books and media.

Fund 199, Ms. Kellie Brandon, Originator
This Amendment recognizes funds in the amount of $42 allocated to function 12. These funds are generated from lost book fees and will be used to purchase additional library books and media.

Fund 199, Ms. Rebecca Johnson, Originator
This Amendment recognizes donated funds in the amount of $957 allocated to function 11. These funds are donated by the campus PTO and will be used for field trips

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $250 allocated to function 13. These funds are generated from the College Board and will be used for staff development at GHS.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $500 allocated to function 11. These funds are generated from the insurance claim on the Ag Truck and will be used for repairs to that truck.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes donated funds in the amount of $5,000 allocated to function 13. These funds are donated by Chief Oil and Gas and will be used for staff development.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 2, 2005
RE: Printing & Copying Services
CSP No. 2005-11 - Renewal

SUMMARY:

The District let a request for proposals for printing and copying services. Vendors were asked to bid on standard forms as well as specialty printing projects. The proposals were received December 16, 2004. The RFP allowed for the District to award standard forms to one vendor and multiple award the specialty printing. By awarding to multiple vendors on special projects, costs and circumstances can be analyzed to determine best deal for the District. The original award allowed for 2 one-year extensions should the parties agree in writing to extend the proposal.

The current bid will expire on January 31, 2006. A summation of the original CSP process and outcome as well as a copy of the tabulation is attached for your review.

Mrs. Debbie Johnson, Purchasing Supervisor, contacted all campus and department secretaries and asked them to rate the service provided by our current vendors on a scale of 1 to 10. The vendors scored 8 or above. Current vendors are Print One (standard forms) and Print One and San Saba for specialty printing. For large jobs we quote the job from both vendors to make sure we are getting the best value. We have not received any vendor complaint forms on either party.

Mrs. Debbie Johnson, Purchasing Supervisor and myself make the following recommendation.

RECOMMENDATION:

That the Board renew award of printing and copying services related to the standard forms of the District to Ad One/Print One and San Saba Printing and Ad One/Print One related to specialty printing for the period of February 1, 2006 through January 31, 2007.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Debbie Johnson

Date Submitted: December 2, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: January 17, 2005 **Bid Number:** 2005-11

1. **Item, material or service (specific or classification):** Printing and Copying Services

2. **Brief description:** A RFP was let to provide a company to handle the district's printing and copying needs. The RFP was divided into two parts, one for standard forms and one for specialty printing. Standard forms are considered the forms that are ordered on a routine or continual basis by the departments or campuses. Samples of the forms were provided to the vendors to provide pricing based on quantities of 250, 500, 1000, etc. Specialty printing is printing such as the district student handbooks. These are large orders that require a fast turnaround time. More than one vendor will be awarded to provide a cost comparison at the time of need.

3. **Period of time bid covers:** From February 1, 2005 (or written notification of award if after that date) through January 31, 2006.

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

   Campus Principal – for campus purchases
   Department Head/Director – for department purchases

5. **Number of bids sent to vendors:** 13

6. **Number of bids received from vendors: 3**

7. **Listing of recommended vendors and total prices:** It is recommended that award be made to Print One as overall low bidder on Section A – standard Forms. Prices on the forms were compared for each vendor for each quantity that was identified. For Section B - Specialty Printing, it is recommended that San Saba Printing and Print One be approved for specialty printing as the two lowest bidders on the sample student handbook that was provided in the bid. Awarding Section B to multiple vendors would allow for consideration of cost, layout design, turn around time, etc., as the printing is needed. Each approved vendor will be given the opportunity to provide a cost quote on the specialty printing to be done. It is anticipated expense for printing and copying services will be approximately $30,000 annually.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 02/12/02 (with 2 renewals)

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:** Costs for printing and copying services are built into the general supply accounts for each campus and department. Therefore, they cannot be specifically identified as a budgeted line item or amount.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: December 2, 2005 **RE**: Towing Services Bid No. 2005-13 - Renewal

SUMMARY:

A proposal was let to provide an annual contract for towing services on an as needed basis for district buses and vehicles. Proposals were due February 2, 2005. The original award was for the current period plus two additional one-year extensions should all parties agree in writing. Current bid will expire on January 31, 2006.

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

Mr. Terry Slemmons, Director of Transportation was contacted regarding the renewal of the bid. In his opinion, it would be in the best interest of the District to extend the bid. Don's Towing was contacted and they have agreed to extend the award period to January 31, 2007.

The following is the recommendation of Mr. Terry Slemmons, Director of Transportation, Ms. Ronda Herrin, Purchasing.

RECOMMENDATION:

It is recommended that the Board renew the award for the purchase towing services from Don's Towing for the period of February 1, 2006 through January 31, 2007.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ronda Herrin
Terry Slemmons

Date Submitted: December 2, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: March 7, 2005 **Bid Number:** 2005-13

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

2. **Brief description:** A proposal was let to provide an annual contract for towing services on an as needed basis for district buses and vehicles.

3. **Period of time bid covers:** From written notification of award through January 31, 2006

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

   Terry Slemmons – Transportation Director

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

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

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

   It is recommended award be made to Don's Towing. An approximate expenditure is not known at this time, as services will be on an as needed basis. It is anticipated expenses will range between $500 and $2,500 based on past history.

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

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

10. **Percentage increase or decrease from last bid**: N/A

11. **Budget information:** Expenditures will come from budgeted funds for the Transportation Department under account code: 199.34.6249.00.800.5.99.0.40

12. **Other comments:** A proposal was done for towing services at the request of Terry Slemmons, Transportation Director. His brother has purchased the local company, Don's Towing Services, the district has used for towing services in the past. The district will not reach the threshold required for a formal process by state law but Terry wanted to remove any appearance of favoritism. The CSP was sent to 5 companies in Cleburne, Weatherford and Granbury due to their proximity and response time. It was also advertised in the Hood County News. Only one vendor responded, Don's Towing Services.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: December 2, 2005 **RE**: Charter Bus Services Bid No. 2005-38

SUMMARY:

A request for proposal was let to provide a vendor for charter bus services to be used on an as needed basis. Current bid will expire on December 31, 2005. Vendors were asked to propose prices to be held firm until December 31, 2006 with the option to renew for two additional one-year terms.

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. Terry Slemmons, Transportation Director.

RECOMMENDATION:

That the Board award to Dan Dipert Coaches as primary vendor and Cowtown Bus and CUSA (Kerrville Bus) as secondary vendors for the period of January 1, 2006 to December 31, 2006.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Terry Selmmons

Date Submitted: December 2, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: December 12, 2005 **Bid Number:** 2005-38

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

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

3. **Period of time bid covers:** From January 1, 2006 through December 31, 2006 with the option to renew for two additional years in one-year increments.

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

   Terry Slemmons – Transportation Director

5. **Number of bids sent to vendors:** 7

6. **Number of bids received from vendors:** 3

7. **Listing of recommended vendors and total prices:** It is recommended that charter bus services be awarded to Dan Dipert Coaches as primary vendor and Cowtown Bus and CUSA (Kerrville Bus) as secondary vendors. Having multiple vendors approved for these services will ensure the district will have access to charter bus services during peak seasons for team travel. A total expenditure cannot be identified at this time, as services will be purchased on an as needed basis. It is anticipated cost will be between $10,000 and $25,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 12/16/2004

10. **Percentage increase or decrease from last bid**: A comparison was made on the following buses:

21 passenger	-	no change in base rate
47 passenger	-	no change in base rate
56 passenger	-	no change in base rate

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

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 2, 2005
RE: Computer and Copy Paper
Bid No. 2005-39

SUMMARY:

Computer and copy paper is bid twice a year due to the lack of storage space. Bids for computer and copy paper were let in November 2005 . Bids were due November 18, 2005. Bids were sent to eight vendors. Four vendors responded. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Mrs. Debbie Johnson, purchasing supervisor, reviewed the bids. The following is the recommendation of Mrs. Johnson and myself.

RECOMMENDATION:

I recommend the Board approve the items and the related vendors as evidenced by the highlighted area on the attached tabulation.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Sharay Boynton

Date Submitted: December 2, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: December 12, 2005 **Bid Number:** 2005-39

1. **Item, material or service (specific or classification):** Computer and Copy Paper

2. **Brief description:** Computer and copy paper is bid twice a year due to a lack of storage space. All paper is inside delivery to each campus and department rather than to a central location, which results in a higher cost per case.

3. **Period of time bid covers:** Single purchase, which will provide paper for approximately six months. Due to the constant fluctuation of the paper market, most vendors will not hold prices firm for any extended period of time.

4. **Person and title responsible for the expenditure:** Each campus principal and department director is responsible for their campus or department expense.

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

6. **Number of bids received from vendors:** 4

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded on the tabulation in the column under the vendor name for a total expenditure of $35,592.15.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 07/13/05

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

8.5 x 11 white	Decrease of 0.99%
8.5 x 11 colored	Decrease of 0.76%
8.5 x 11 #96 brightness	Decrease of 26.77%
8.5 x 14 white	No change in cost
14-7/8 x 11 green bar	Increase of 7.14%
9.5 x 11 fanfold	Increase of 10.30%

11. **Budget information:** Funds for this expenditure are budgeted through object codes 6395 and 6396 for the various campuses and departments.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 12, 2005
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: September 12, 2005 **RE**: Maximum Travel Reimbursement Rates for 2005-2006 – Amended 1/1/06

SUMMARY:

District Board Policy DEE(LOCAL) relates to the reimbursement and payment of travel expenses. It states that employees of the District, who incur expenses while performing duties related to their jobs, when such expenditure is at the request of the employee's immediate supervisor, shall be reimbursed the cost of the expenditures. The reimbursement or payment of such costs shall be within the guidelines set forth by the State Comptroller of Public Accounts in the State of Texas Travel Allowance Guide, the current schedule adopted by the Board, and subject to IRS regulations.

The General Appropriations Act for each legislative session contains maximum allowable travel reimbursement rates for meals and lodging. The Comptroller of Public Accounts establishes the maximum mileage rate. The current state rates were reviewed from the Texas Comptroller of Public Accounts and can be accessed at http://www.window.state.tx.us/fm/travel/index.html for your reference.

The IRS has published the mileage reimbursement rate effective January 1, 2006. The announcement can be viewed at http://www.irs.gov/newsroom/article/0,,id=151226,00.html This rate is a reduction from the rate that increased in September 2005.

The attached schedule has been amended to reflect this decrease.

RECOMMENDATION:

I recommend the Board approve the attached Granbury Independent School District Maximum Reimbursement Rates for the 2005-2006 school year as amended to reflect the new IRS rate effective January 1, 2006.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: December 5, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT
Maximum Reimbursement Rates
2005-06(Effective 1/1/06 to 8/31/06)

TYPE	RATE
Mileage - Employees	
Motor Vehicle	
In State	44.5 cents per mile
Out of State	Average Coach Airfare
Meals and Lodging – Employees	
In-State	
Meals (Receipts required)	$30.00 per day
Lodging (Receipts required)	$80 per day
Meals (Non over-night Travel)	$25.00 per day
Out-of-State	
Meals (Receipts required)	Federal Per Diem Rate
Lodging (Receipts required)	Federal Per Diem Rate
Meals (Non-overnight Travel)	$25.00 per day
Mileage – Key Officials	
Motor Vehicle	
In State	48.5 cents per mile
Out of State	Average Coach Airfare
Meals and Lodging – Key Officials	
In-State	
Meals (Receipts required)	$60.00 per day
Lodging (Receipts required)	$160.00 per day
Meals (Non over-night Travel)	$25.00 per day
Out-of-State	
Meals (Receipts required)	Federal Per Diem Rate
Lodging (Receipts required)	Federal Per Diem Rate
Meals (Non-overnight Travel)	$50.00 per day

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**December 12, 2005**
Action:	**Approval**

SUMMARY:
Following the Legislative Session, changes were made to the election laws regarding the May election date, changing the date from the first Saturday in May to the second Saturday in May, which will be May 13, 2006. Canvassing the election can be held as early as 3 days after the election if all mail in ballots have been received and all provisional ballots have been accounted for. Canvassing must take place no later than 11 days after the election.

RECOMMENDATION:
I recommend that the second board meeting in May be changed from May 15, 2006 to May 22, 2006 in order to allow the proper time after the election to canvass the election.

Respectfully submitted,

William Harris

William Harris
Superintendent

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william_harris@granbury.k12.tx.us
www.granbury.k12.tx.us

OFFICE OF CURRICULUM & INSTRUCTION

For:	Board of Trustees
Date:	December 12, 2005
Action:	Action

To:	Mr. William Harris, Superintendent	**From:**	Jan Van Dorn
		Date:	December 5, 2005
		RE:	Proposed School Calendar 2006-07

SUMMARY:
Each year the District is required to adopt an official school calendar that is to be approved by the Board of Trustees and filed with the State of Texas.

A sub-committee of the District Advisory Council was formed in order to gather input from all campuses, draft, and present a calendar to the entire DAC for its consideration. Each year DAC is given this responsibility as the administration feels that the calendar is best developed by representatives of those stakeholders on whom it has the greatest impact. Through the course of two meetings and emails, two calendars were developed. From these calendars, a clear choice arose. The enclosed draft calendar was the one chosen by the DAC to present to the Superintendent.

RECOMMENDATION:
That the Board adopt the proposed calendar for the 2006-07 calendar year.

Respectfully submitted,

Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: William Harris
Jan Van Dorn
DAC Committee

GRANBURY INDEPENDENT SCHOOL DISTRICT

SCHOOL CALENDAR 2006-2007

Calendar A DRAFT

July 2006

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2006

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	(15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2006

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29)	30

1st - 33
2nd - 28
3rd - 29
90

October 2006

S	M	T	W	T	F	S
1	(2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2006

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9)	10	11
12	(13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2006

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4th - 28
5th - 28
6th - 29
85
175

January 2007

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12)	13
14	15	(16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2007

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12		14	15	16	17
18	19	20	21	22)	23	24
25	(26	27	28			

March 2007

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st tri - 61
2nd tri -57
3rd tri - 57
175

April 2007

S	M	T	W	T	F	S
1	2		4	5		7
8		10	11	12	13)	14
15	(16					21
22	23	24	25	26	27	28
29	30					

May 2007

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24)	25	26
27	28	29	30	31		

June 2007

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

CALENDAR KEYS

- New Staff Inservice
- First & Last Day of School
- Mandatory Attendance for Teachers/ Student Holiday
- Principal choice of Comp Inservice or Work day - Student Holiday
- Student Teacher Holiday
- TAKS Test
- Bad Weather Days
- [ ] Beginning/end of six weeks

Graduation May 25, 2007

Bad Weather Days
April 6, 2007 1st to be used
April 9, 2006 2nd to be used

Semester Dates

8-15-06 to 1-12-07 1-16-07 to 5-24-07

Trimester Dates

8-15-06 to 11-9-06, 11-13-06 to 2-22-07
2-26-07 to 5-24-07

1st Semester	90
2nd Semester	85
Total	175
1st Trimester	61
2nd Trimester	57
3rd Trimester	57
Total	175

(12 Teacher Staff Development Preparation Days)

TAKS Test Schedule

Feb 13	Gr 4 & 7 Writing
	Gr 3, 5 & 9 Reading
	Gr 10 English, L/A
	Exit Level English, L/A
April 3	Gr 5 Mathematics
April 17	Gr 3, 4, 6, 8, & 10 Math
April 18	Gr 4, 6, & 8 Reading
	Exit Level Math
April 19	Gr 9 Mathematics
	Gr 5, 8 & 10 Science
	Exit Level Science
April 20	Gr 8 & 10 Social Studies
	Exit Level Social Studies

No evening activities will be scheduled on the day before TAKS test are given