Regular

Monday, December 11, 2006 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 Code Section 551.001 et seq.**

a. Chapter 551.074 - Personnel
1. Consider staff appointments
2. Consider employment of Public Information Officer
3. Review Superintendent Evaluation process

b. Chapter 551.072 - Purchase, exchange, lease or value of real property

3. **Reconvene in open session**
4. **Opening Comments/Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Superintendent's Report - Goals 1 ,2, 3, 6, 7**

a. Financial Statements for period ending September 30, 2006 and October 31, 2006
b. Academic Excellence Indicator System (AEIS) report
c. Committee Assignment - 9th Grade & High School scheduling options
d. New cafeteria point of sale system

7. **Board members special reports**
8. **Consider consent agenda items - Goals 2, 3, 5**

a. Minutes of the November 13, 2006 regular board meeting
b. Budget amendments
c. Granbury High School A/C replacement - TIPS purchase
d. Towing services RFP 2005-13 (renewal)
e. Buy Board purchase of four (4) buses
f. Printing & copying services 2005-11 (renewal)
g. Tire disposal
h. Technology purchase - GHS Autodesk Design Academy Support - renewal
i. Request for seven (7) additional catastrophic sick leave bank days

9. **Consider audit report for year ended 8/31/06**
10. **Consider facility improvements**
11. **Consider appointment of organization to assist the district in strategic facilities planning study**
12. **Consider Oil & Gas resolution**
13. **Consider GISD goals**
14. **Public comments/audience participation**
15. **Consider action on items discussed in closed session**

a. Personnel - staff appointments
b. Employment of Public Information Officer
c. Review Superintendent evaluation process
d. Purchase, exchange, lease or value of real property

16. **Adjourn**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 11, 2006
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 4, 2006
RE: 9/30/06 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended September 30, 2006 for the general operating fund.

The statements for the period ended September 30, 2006 include only those transactions that occurred between the period of September 1, 2006 and September 30, 2006. Revenue collected to date equal 8.35% of the budgeted amount compared to 4.81% last year. Expenditures to date represent 8.92% of the budget compared to 9.82% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: December 4, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 11, 2006
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 4, 2006
RE: 10/31/06 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended October 31, 2006 for the general operating fund.

The statements for the period ended October 31, 2006 include only those transactions that occurred between the period of September 1, 2006 and October 31, 2006. Revenue collected to date equal 16.24% of the budgeted amount compared to 8.41% last year. Expenditures to date represent 17.02% of the budget compared to 17.44% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: December 4, 2006

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**December 11, 2006**
Action:	**Information**

SUMMARY:

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. This information is put into the annual AIES reports, which are available each year in the fall. The performance indicators are:

- Results of Texas Assessment of Knowledge and Skills (TAKS); by grade, by subject and by all grades tested
- Results of State-Developed Alternative Assessment II (SDAA II)
- Progress of Prior Year TAKS Failers
- Results of Student Success Initiative
- Results of Texas Assessment of Knowledge and Skills-Inclusive (TAKS-I); by subject
- Progress of English Language Learners (ELL)
- Performance-Based Monitoring (PBM) Special Education Monitoring Results Status
- Attendance Rates
- Annual Dropout Rates (grades 7-8 and grades 7-12)
- Completion Rates (4-year longitudinal)
- Completion of Advanced/Dual Enrollment Courses
- Completion of the Recommended High School Program or Distinguished Achievement Program
- Participation and Performance on Advanced Placement (AP) and International Baccalaureate (IB) Examinations
- Texas Success Initiative (TSI) – Higher Education Readiness Component
- Participation and Performance on the College Admissions Tests (SAT I and ACT)

Performance on each of these indicators is shown disaggregated by ethnicity, sex, special education, low income status, and, beginning in 2002-03, limited English proficient status. The reports also provide extensive information on school and district staff, finances, programs and student demographics.

The 2005-06 GISD AIES report is on the District web page at www.granbury.k12.tx.us, AEIS reports.
http://www4.granbury.k12.tx.us/gisd_new/docs/TEA_Reports/GISD_AEIS_2006.pdf

Respectfully submitted,

William Harris

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**December 11, 2006**
Action:	**Information**

SUMMARY:

The food service department is in the process of changing our Point-of-Sale software for the school cafeterias. Computers will be used to track and report information required by numerous Federal and State regulations regarding the National School Lunch Program. Eventually, parents will have the option to view account balances and purchase meals online. We plan to implement this new system on February 1, 2007.

The new lunchroom system will include a Point-of-Sale terminal electronically connected to a computer in the cafeteria manager's office. The first week the serving times for breakfast and lunch may be a little longer than usual while everyone gets accustomed to the new system. To assist GISD with efficiency and appropriate security of each student's account, all secondary students will be identified through a biometric scanner. The Biometric system consists of a reader that records certain identification points from a finger and stores that information as a calculated number in a computer. *The image of the fingerprint is NOT stored in any database at any time.* This makes the Biometric software extremely secure because it prevents anyone from having access to an image of your child's fingerprint. An advantage to the Biometric input system is that it does not require students to carry a lunch card or memorize a PIN number. Additionally, this system protects your child's account from other students using their account. Each student will be required to scan their finger during the first few weeks in January in order to enroll them into our database. For lower grades, we will use an electronic classroom roster. Once everyone is familiar with the new system, we expect the lines to go faster than ever before.

Staff Person Responsible: Mr. Laine Meek
Child Nutrition Director

Date Submitted: December 5, 2006

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
November 13, 2006

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, November 13, 2006 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Micky Shearon

Board Members Present

Bowen Brawner
Charlie Cloud
Doug Funk
Barbara Herrington
Kevin Myers

Board Members Absent

Jerry Campbell

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

Vice President, Micky Shearon, called the meeting to order at 6:01 p.m. and noted that a quorum of board members was present, the meeting was dully called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Convened in Closed Session

The Board of Trustees convened in closed session at 6:02 p.m. under the Texas Open Meetings Act, Chapter 551.074 – personnel and 551.072 – purchase, exchange, lease or value of real property.

Reconvened

The board reconvened in open session at 6:35 p.m. and recessed until 7:00 p.m.

Invocation/Opening Comments

Pastor Larry Dickson, Faith Assembly of God, led in the invocation

Pledge U.S. Flag and Texas Flag

Granbury High School Junior ROTC students Sara Lennington, Lee Boltz, Dayne Dunlap and Sung Kim led in the pledge to the U.S. Flag and the Texas Flag.

Superintendent's Report

Notification of Highly Qualified teachers was reported, as required by the No Child Left Behind Act of 2001, by Superintendent William Harris.

Superintendent Harris reported that the following donations were received by the district; Mambrino PTO donated a Kaivac machine for use by the custodial department at Mambrino and the value of the machine is $4,182.06, First National Bank and Community Bank donated $25,000 towards the purchase of a new scoreboard system at James Wann Sports Center, Mr. & Mrs. Mike Moore donated a treadmill to the AMS sports department and the value of the treadmill is $300 and Woods Furniture donated the Leather Furniture used in GEA 7's studio. The value of the furniture is between $800 - $1100. Services were provided by GEA 7 in the amount of $400 for this furniture.

The following campuses were recognized for receiving Gold Performance Acknowledgments; Acton Middle School, Acton Elementary School, Emma Roberson Elementary School, Baccus Elementary School, Oak Woods Intermediate School, Mambrino School and Brawner Intermediate School.

Director of Curriculum, Sharon Whitefield updated the board on the district wide initiative regarding the TEKS and the Common Assessment tests.

Superintendent Harris reported to the board that he has met with the architects and a report will be made at the December board meeting regarding the facility improvements.

Superintendent Harris stated that he has a copy of the Hood County Appraisal District Biennial Reappraisal plan in his office available for any board members that would like to review the report.

Board Members Special Reports

Board member Barbara Herrington congratulated the high school and students on the performance of Modern Millie.

Board member Kevin Myers congratulated the Junior ROTC for their participation in the Veterans Day parade. Myers also congratulated the Granbury band students and directors for the great job that they do in representing GISD with the band program.

Consent Agenda

A motion was made by Doug Funk and seconded by Charlie Cloud to approve the consent agenda items as presented. **MOTION CARRIED** Yes 6 – Noe 0 Consent agenda items: (a) minutes of the October 16, 2006 regular board meeting, (b) policy FFA (LOCAL) – student welfare: wellness and health services, (c) James Wann Center scoreboard purchase – Buy Board, (d) Xerox lease – color copier – TXMAS contract, (e) charter bus services bid no. 2005-38 (renewal), (f) copying/printing services for Common Assessment testing forms bid no. 2006-25, (g) grease trap cleaning services CSP 2006-23, (h) STARS calendar change ratification

Hood County Appraisal District Board of Directors election

A motion was made by Doug Funk and seconded by Barbara Herrington to approve the election of Charlie Cloud and Gary Raper to serve on the Hood County Appraisal District Board of Directors. **MOTION CARRIED** Yes 6 – Noe 0

Appoint board committee to review Superintendent Evaluation instrument

Charlie Cloud stated that he would not be able to serve on the committee to review the Superintendent's evaluation instrument due to his work schedule. A motion was made by Charlie Cloud and seconded by Barbara Herrington to appoint Micky Shearon to replace Charlie Cloud on the board committee to review the superintendent's evaluation instrument. **MOTION CARRIED** Yes 6 – Noe 0

Public Comments/Audience Participation

None

Action on Items Discussed in Closed Session

A motion was made by Doug Funk and seconded by Barbara Herrington to approve the appointment of Keri Richey, 1st grade teacher, Acton Elementary; Brenda Hardin, Special Education Teacher, Mambrino School and Jennifer Bell, Instructional Specialist, Granbury High School. **MOTION CARRIED** Yes 6 – Noe 0

A motion was made by Doug Funk and seconded by Barbara Herrington to approve the resolution, as read by board secretary Charlie Cloud, for the sell of the property at 205 E. Pearl Street. **MOTION CARRIED** Yes 6 – Noe 0

Adjournment

There being no further business, the meeting was adjourned at 7:57 p.m.

Jerry Campbell, Board President

Charlie Cloud, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 11, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 4, 2006
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 4, 2006

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 181 & 199, Ms. Marsha Grissom, Originator
This Amendment recognizes funds in the amount of $12,000 allocated to function 36. These funds are generated by the GHS Choir and will be used in their extra curricular budget for the musical production.

Fund 199, Mr. Jimmy Dawson, Originator
This Amendment recognizes funds in the amount of $348 allocated to function 31. These funds are generated from PSAT payments and will be used for grading those exams.

Fund 199, Mr. Jimmy Dawson, Originator
This Amendment recognizes funds in the amount of $1,135 allocated to function 11. These funds are generated from band instrument rental and will be used for instrument repairs.

Fund 199 Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $137 allocated to function 12. These funds are generated from book fines and will be used to purchase additional library books and media.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $1,281 allocated to function 11. These funds are donated by the campus PTO and will be used to purchase additional paper for making posters for the campus.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $1,032 allocated to function 31. These funds are generated from PSAT payments and will be used for grading those exams.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $120 allocated to function 11. These funds are generated from band instrument rental and will be used for instrument repairs.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $500 allocated to function 11. These funds are donated by Exxon Mobil Corporation and will be used to purchase additional supplies for the campus.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $2,919 allocated to function 12. These funds are generated from the fall book fair and will be used to purchase additional library books and media.

Fund 199, Ms. Kellie Lambert, Originator
This Amendment recognizes funds in the amount of $241 allocated to function 12. These funds are generated from the fall book fair and will be used to purchase additional library books and media.

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $9,500 allocated to function 36. These funds are donated by Coca Cola, and will be used within the extracurricular budget.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $213,114 allocated to function 11. These funds are generated from increased TRS On Behalf.

BUDGET AMENDMENTS RECOGNIZING FUNCTION TO FUNCTION TRANSACTIONS

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $150,000 allocated to function 11. $3,221 allocated to function 21, $34,916 allocated to function 34, $49,900 allocated to function 41, $90,214 allocated to function 51, $150,689 allocated to function 53, $10,000 allocated to function 61. This Amendment also recognizes funds in the amount of $150,689 from function 12, $64,319 from function 13, $117,857 from function 23, $66,779 from function 31, $1,832 from function 33, and $87,464 from function 36. These funds are moved to reclassify salary budgets.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 11, 2006
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: December 4, 2006 **RE**: GHS Auditorium Rooftop Units (6) Replacement – TIPS

SUMMARY:
Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

Maintenance has received a quote from Carrier Corporation through the TIPS program for the replacement of the six units on the GHS Auditorium. The quote is based on the TIPS contract. The cost of the replacement will be $118,052. The budget includes this project and related budget.

The following recommendation is that of Mr. Larry Gehrke, Maintenance Director.

RECOMMENDATION:

It is recommended that the HVAC Rooftop units as described above be purchased as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Mr. Larry Gehrke, Maintenance Director
Mrs. Ronda Herrin, Purchasing

Date Submitted: December 4, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 11, 2006
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: December 4, 2006 **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, 2007.

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, 2008. Expenditures during last bid term was approximately $800. It is anticipated that current expenses will be $500 to $2,500.

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, 2007 through January 31, 2008.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ronda Herrin
Terry Slemmons

Date Submitted: December 4, 2006

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 11, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 4, 2006
RE: (2) 77 Passenger and (2) 47 Passenger Buses – Buy Board

SUMMARY:
Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

An RFQ was created for the purchase of (2) 77 passenger buses and (2) 47 passenger buses to be purchased through the Buy Board. Specifications for this purchase were provided by Terry Slemmons, Transportation Director. There were 4 vendors in receipt of the RFQ. Of these 4, there was one response received via fax from Longhorn Bus Sales, Ltd. Terry has recommended award to Longhorn Bus Sales for the purchase of (2) 77 passenger buses at $82,461 each and (2) 47 passenger buses at $81,548 for a total expenditure of $328,018. There will also be an $800 PO processing fee that will be collected by the vendor. The funds are included in the adopted budget.

The following recommendation is that of Mr. Terry Slemmons, Transportation Director.

RECOMMENDATION:

It is recommended that the buses described above be purchased as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Mr. Terry Slemmons, Transportation Director
Mrs. Ronda Herrin, Purchasing

Date Submitted: December 4, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 11, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 4, 2006
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, 2007. A summation of the original CSP process and outcome as well as a copy of the tabulation is attached for your review. This will be the last renewal term available on this bid.

Mrs. Debbie Johnson, Purchasing Supervisor, contacted all campus and department secretaries regarding their satisfaction with the current vendors. The consensus was to renew as currently awarded. 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. Expenditures for these services last year were approximately $31,000 and it is anticipated to be similar for this year.

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, 2007 through January 31, 2008.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Debbie Johnson

Date Submitted: December 4, 2006

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 11, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 4, 2006
RE: Disposal of Surplus Tires

SUMMARY:

According to Board Policy CI(LEGAL), "The Board may, in an appropriate manner, dispose of property that is no longer necessary for District operations."

The transportation department currently has surplus used tires of various sizes. They experience surplus tires throughout the year as new tires are bought and installed on the buses and other vehicles. Southern Tire Mart has offered to remove all of these tires at no cost to the District while paying the District for the ones that will be recapped. Mr. Terry Slemmons, Transportation Director is recommending that Southern Tire Mart be allowed to dispose of the tires as described above as needed throughout the school year.

RECOMMENDATION:

I recommend the Board approve the disposal of these tires as addressed above.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Mr. Terry Slemmons
Mrs. Sharay Boynton

Date Submitted: December 4, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 11, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 4, 2006
RE: Autodesk License Renewal

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

Technology purchases are all purchased using the DIR and CISV interlocal agreements the District has entered into. DIR and CISV award contracts via an approved purchasing method. GISD is able to purchase directly from their contracts without going through the formal bid process. GISD uses these resources to gather quotes for purchasing decisions at the time of the purchase. The following purchase is planned to occur. Since the total technology purchases exceed the $25,000 amount, this purchase needs to be approved by the Board.

The Autodesk Design Academy (ADA) License Agreement for Granbury High School expires on December 21, 2006. The annual renewal cost for this license is $5,045.00 to be purchased from Teaching Systems, Inc.

The following recommendation is that of Mr. Ton Potappel, Director of Technology.

RECOMMENDATION:

It is recommended that the technology purchases mentioned above be made from the DIR or CISV vendors deemed in the best interest of the District.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Ton Potappel

Date Submitted: December 4, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 11, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: December 4, 2006
RE: Annual Financial Report – Year ended 8/31/2006

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, 2006 and the management letter will be available via electronic format and will be posted when the Board Book is posted on Wednesday or shortly thereafter.

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, 2006 as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: December 4, 2006

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**December 11, 2006**
Action:	**Consideration**

SUMMARY:

VLK architects has reviewed several facility improvements within GISD. Following is a listing of the facilities with estimates for cost. Leesa Varderman will be present to answer questions as to the cost estimates and scope of each project presented.

Respectfully submitted,

William Harris

William Harris
Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 11, 2006
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: December 4, 2006 **RE**: Strategic Facility Planning Services RFQ

SUMMARY:
The following is a summary of what has occurred or will occur related to the Facility Study Services contract.

- 10/16 - Board meeting - Board authorized Mr. Harris to request qualifications for a firm to assist with the Long Range Facility Study.
- Gathered sample RFQs from other District's purchasing offices
- 11/13 - Sharay prepared first draft of RFQ
- 11/15 - Final Draft of RFQ - Due to GISD 12/4/06 at 4:30 pm - Board presentations 12/11/06
- 11/18 - Published in HCN
- 11/22 - Published in HCN
- 11/20 – 11/28 – Sent RFQ to 10 possible vendors
- 12/4/06 – Reponses
- 12/5 –12/6 – Review responses and rank according to RFQ criteria for determination of presenters to the Board.
- 12/6 – Present list of proposed vendors to Mr. Harris
- 21/6 – Present list of vendors to present to Board.
- 12/7 – Contact vendors to set up presentations

All proposals will be reviewed and ranked according to requested information through the proposal process. The top vendors will be present to make their presentations at the December 11, 2006 meeting. Copies of their proposals and related information are available for the Board's review prior to the meeting. The vendors will have 15 to 20 minutes to present their organization and allow board time for questions and answers the night of the meeting.

Recommendation:
The Board accept the proposal of one of the vendors above for the facility study services of GISD.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Date Submitted: December 4, 2006

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
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Action:	**Consideration**

SUMMARY:

In a recent Board Workshop, the board began the process of reviewing the current GISD Goals. Since the workshop, I have met with the campus PTO/PTA presidents, campus principals and curriculum department for input. On Thursday, December 7, 2006, I will meet with the District Advisory Council and receive input from them. Following is a 'DRAFT' of Core Beliefs and Strategic Goals for the Boards consideration.

Respectfully submitted,

William Harris

William Harris
Superintendent

Core Beliefs

We believe that…

1. We believe that students come first.
2. We believe that each student can learn and will have equal opportunity to do so.
3. We believe that the success of each student is the shared responsibility of students, families, schools and communities.
4. We believe in accountability at all levels.
5. We believe, as a district, we can achieve higher levels of performance.

Strategic Goals

GOAL I

Granbury Independent School District will demonstrate sustained growth in student achievement by ensuring learning for all students through high standards and the district-wide aligned curriculum

GOAL II

Granbury ISD will recruit, employ, and retain a quality teaching, administrative, and support staff to optimize student engagement and learning in order to attain excellence in student performance.

GOAL III

Granbury ISD will supply the resources needed within the limits of state and local budget restraints to accomplish the mission and goals of the district and offer equitable access to all curriculum in the district to improve student achievement.

GOAL IV

Granbury ISD will provide premier facilities and support systems for all stakeholders that enhance a positive learning environment and foster student and community pride.

GOAL V

Granbury ISD will utilize technology as a tool to foster improvement in academic achievement, curriculum integration, and increased accessibility and innovation.