## Regular

Monday, August 26, 2013 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order - 5:00 PM - GISD Board Room**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.**

a. Chapter 551.074 - Personnel
1. Consider staff appointments
2. Consider Superintendent Evaluation
3. Consider Superintendent Contract

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

3. **Reconvene in open session - 6:00 PM**
4. **Public Meeting to Discuss Budget and Proposed Tax Rate**
5. **Close Public Meeting**
6. **Reconvene Open Session for Regular Meeting**
7. **Moment of Silence/Invocation**
8. **Pledges - U.S. Flag & Texas Flag**
9. **Achievement Spotlight**

a. GHS Pirate Band

10. **Public comments/audience participation**
11. **Discussion/Action**

a. Consider Consent Agenda Items
1. Minutes of the August 19th Special Board Meeting
2. Consider Budget Amendments
3. Consider Athletic Supplies & Equipment - Winter Sports Bid 2013-17
4. Consider Renewal of Waste Management Services - CSP 2011-29
5. Consider Renewal of DOT Alcohol & Drug Testing Program 2012-20
6. Consider Renewal of Grounds Supplies CSP 2012-22
7. Consider Renewal of Bus Refurbishing and Vehicle Collision Repair Services CSP 2012-19
8. Consider Renewal of Property, Crime, General Liability, Educator's Legal Liability, and Automobile Insurance through the Texas Association of Public School Property and Liability Fund
9. Consider Xerox Lease Continuations
10. Consider Annual Utility Payments
11. Consider Eichelbaum Wardell Telephone Consultation Agreement
12. Consider Continued Participation in TASB Unemployment Program

b. Consider Inter-Local Agreement - Granbury ISD and County of Hood Truancy Program (A.S.A.P.)

c. Consider Amendment to Interlocal Cooperation Agreement between GISD and City of Granbury for the purpose of the drug detection program

d. Consider 2013-14 Compensation Plan

e. Consider 2013-14 Salary Increases

f. Consider Adoption of 2013-14 General Operations, Food Service and Debt Service Budgets

g. Consider 2013 Tax Rate

h. Consider Resolution Committing Fund Balance

i. Consider Joint Election Agreement with Hood County for the November Special Election

j. Consider Joint Election Agreement with Somervell County for the

November General and Special Election

k. Consider Technology Purchases

l. Consider TASB-initiated localized update: Policy Update 97, affecting local policies **CNA(LOCAL):** Transporation Management Student Transportation, **DBAA(LOCAL):** Employment Requirements and Restrictions Criminal History and Credit Reports, **DBP(LOCAL):** Personnel Positions Substitute, Temporary, and Part-time Positions

m. Consideration and possible action to adopt a resolution approving the Real Estate Sales Contract between the County of Hood and Granbury Independent School District, with conveyance of District property, being a 10 acre tract of land to be surveyed, which is a portion of Lot 1, Block 2, Acton Middle School Slide B-194, P.R.H.C.T. 435,600 Sq. Ft. situated in the R. Merritt Survey, Abstract No. 385, B.W. Perkins Survey, Abstract 445, and the W.G. Terrell Survey, Abstract No. 562. Hood County, Texas and a Use Agreement.

n. Consider Resolution supporting City of Granbury's efforts regarding Lake Granbury

12. **Reports**

a. Superintendent's Report

1. Strategic Planning Action Items

b. Summer School Report

c. Financial Statements for period ending May 31, 2013, June 30, 2013, and July 31, 2013

d. Investment report for period ending May 31, 2013

13. **Consider action on items discussed in closed session**

a. Consider staff appointments

b. Consider Superintendent Evaluation

c. Consider Superintendent Contract

d. Consider purchase, exchange, lease or value of real property

14. **Adjourn**

# Granbury ISD

## First 60 days

Below is a plan of what I would like to accomplish during my first 60 days on the job. Certainly, this plan could be modified based on circumstances, but initially, this would be my goal.

### Communication

-Meet individually and confidentially for **"listening sessions"** to gather input on strengths and areas of concern, key players, superstars in the District, etc. These meetings will be held with each Board Member, Asst. Superintendent, Principal, Director, and anyone else who reports directly to the Superintendent. (These meetings are to listen and get input, not set out my expectations)

-Begin **Administrative and Instructional team meetings** on a regular, scheduled, basis.

-Build **Superintendent's** web page that is easily accessible from the GISD home page. This page will have my contact information, articles, tweets, links, blogs, and other pertinent information that I want people to access.

-Establish **email contacts** and groups to begin weekly emails to all staff and board members when school starts.

-Meet with **entire staff** via convocation in August. This would be a general "get to know me" address, vision of education, broad expectations, initial thoughts of where we are and where we are going. Set the stage and motivate our staff for a great year!

## Planning

-**Survey staff and community** via survey instrument sent to every employee by email and available to community members via our website. This will help establish some key areas of focus, identify perceived strengths of the District, and areas in need of improvement or concern.

-Using information from the surveys, visits, and Board input, create **action plans** with Board and administrative team to address areas of concern that can be corrected quickly.

-Begin **long-range planning** for areas in need of attention (ex: facilities, budget, staffing, growth, college readiness, career and tech education, etc.)

## Visibility

-My goal will be to **visit campuses** as much as possible, especially in the first months of the school year. On these visits, I check in with the principal, then just walk the halls, look in classrooms, visit with teachers on conference, get to know the staff and begin establishing rapport with employees.

-I will be **visible** at District events, games, concerts, banquets, etc. I enjoy doing this and this is a great time to get to know a wide variety of people informally.

## Conclusion

Soon after the first 60 days I will develop a **State of the District** presentation to deliver publicly to the Board and make available throughout the District. This will give everyone a baseline on what we have found through surveys, interviews, observations, etc. Hopefully, this will help set a roadmap for the future of GISD.

***~Excellence is never an accident. It is always the result of high intention, sincere effort, intelligent direction, skillful execution and the vision to see obstacles as opportunities~***

# Granbury ISD
# Superintendent's Evaluation Instrument

**Name:** *Dr. James M. Largent* **Date of Review:** *August 26, 2013*

**Appraisal Period:** *July 1, 2012 to August 26, 2013*

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Based on available performance information, evaluate the superintendent's effectiveness in meeting each objective. Where applicable, the board should use the data referred to in the item in making its assessment of superintendent performance. A rating shall be assigned to each objective. Comments are encouraged to support each rating but are required on any rating of "Needs Improvement".

**Rating Scale:**

| | | |
|---|---|---|
| **E** | **Exceptional** | **Progress exceeds expectations and criteria noted in the instrument.** |
| **P** | **Proficient** | **Progress meets the expectations and criteria noted in the instrument.** |
| **N** | **Needs Improvement** | **Progress does not meet the expectations and criteria noted in the instrument.** |

## EDUCATIONAL LEADERSHIP:

**Instructional Management:** The superintendent manages an assessment and improvement system for student learning in the major academic subjects that results in the ongoing improvement in student achievement.

The board shall see:

- *Information on how the district determines deficiencies or areas for improvement in instruction and curriculum.*
- *An annual report of instructional areas needing attention, as revealed by the system.*
- *Annual reports of remediation and instructional improvements efforts implemented, cost, progress, and results as they become available.*

**Superintendent Comments**

We update the Board regularly throughout the year on all academic results through various reports and board presentations.

**Rating:**_____

**Board Comments:**

**Student Services Management:** The superintendent oversees an effective program of student services.

The board shall measure this by:

- *Receiving and evaluating monthly reports from various staff members about the different departments in the District.*
- *Publicly recognizing student achievement at board meeting.*
- *Utilize GISD Newsletter and other public relation efforts to recognize student achievement.*

**Rating:_____**

**Board Comments:**

**Superintendent Comments**

We have monthly reports from various departments at our board meetings. In addition, I believe that through our website, tweets, Facebook page, phone messages, and newspaper articles, we do a great job of recognizing our students and their accomplishments.

**Staff Development and Professional Growth:** The superintendent oversees a program of staff development designed to improve district performance. Superintendent seeks opportunities for individual professional growth during the year.

The board shall see:

- *An annual summary of the staff development plan, including goals for the program tied to district assessment data and staff appraisal data, and administration-defined measures for assessing program success.*

**Rating:_____**

**Board Comments:**

**Superintendent Comments**

Sharon Williams does a great job of scheduling high quality, appropriate, professional development for our staff. I have been impressed with our department and the training they do.

In addition, I am involved in several organizations and attend meetings over the course of the year. The major meetings I attend are the National Conference on Education, the Texas Mid-Winter Conference, and meetings at the Region XI Service Center.

## DISTRICT MANAGEMENT:

**Facilities and Operations Managements:**
The superintendent maintains a management system designed to produce ongoing efficiencies in major district operations, including transportation, food services, and building maintenance and operations.

The board shall see:

- *An annual report on successes in each area, including longitudinal data.*
- *A general trend toward improvement in each area.*

Superintendent Comments

Each year, the Board hears reports from these departments along with their goals for the future. Obviously, with a potential bond, we are making the ultimate attempt to make major upgrades to our facilities.

**Rating:**_____

**Board Comments:**

**Fiscal Management:** The superintendent manages a budget development, implementation, and monitoring process that reflects sound business and fiscal practices and that supports district goals. The board shall see:

- *Budget assumptions and priorities, prior to adoption of the budget.*
- *Recommended budget in line with established assumptions and district priorities.*
- *Monthly financial reports showing implementation compared to adopted budget.*
- *End of year results that are generally consistent with current adopted budget.*
- *A FIRST rating of superior based on current methodology.*
- *Receipt of an unqualified audit from the district's independent auditing firm.*

Superintendent Comments

I am proud of what we have been able to do regarding our budget in my first year, especially considering we have had negative student growth. I anticipate our student numbers will begin an upward trend this year, which will enable us to do more creative and beneficial things with our budget. We are maintaining a 20% level of fund balance, audits are clean, and we have an efficient operation.

**Rating:**_____

**Board Comments:**

**Human Resource Management:**

The superintendent oversees a comprehensive human resources program (recruitment, retention, staffing organization, compensation and benefits, staff recognition and support), tied to defined programs and incentives developed by the administration for board review.

The board shall see:

- *An annual list of goals, targets or benchmarks for human resource services, related to one or more of the major functions listed above.*
- *An annual report of district success toward meeting the year's goals, targets, or benchmarks.*

Superintendent Comments

I believe we have done a good job of managing staff, especially keeping within our staffing ratios and having justifications for any new staff. I think compensation is always going to be an issue with staff and we need to stay very competitive with other DFW schools in order to continue to get the best and brightest applicants to come to Granbury.

**Rating:_____**

**Board Comment**

## Board and Community Relations:

**Board Relations:** The superintendent maintains a positive and productive working relationship with the board of trustees. The board shall see:

- *Recommendations and appropriate supporting materials on matters for board decision.*
- *The superintendent's actions appropriately supported board policy and decisions with the staff and community.*

(The board acknowledges that individual members' judgment on the indicators above may vary from member to member and from incident to incident. Differences among members of the board about superintendent performance in this area should be discussed among the board so that consistent direction and expectations can be provided to the superintendent.)

Superintendent Comments

Board/Supt relations is always a work in progress. I have been very impressed with each of you and feel that we have already developed a trust between us. I know that I can talk about anything in executive session without it leaving the room and I hope you feel the same way. I will continue to do everything I can to build on your trust and make you proud of the job we are doing together in Granbury.

Board members should assess this item on whether or not the members feel the superintendent exercised sound judgment on a **generally** consistent basis in meeting the corporate body's expectations in the above areas. The board's rating on this item should reflect the assessment of a majority of the board.)

**Rating:_____**

**Board Comments:**

**Community Relations:** The superintendent maintains a positive and productive relationship with the community.

The board shall see:

- *Begin Speaker's Bureau.*
- *Begin strategic planning process with community involvement.*
- *Establish Student Superintendent advisory committee (SSAG).*
- *Begin Customer care initiative.*
- *Information related to the district's internal and external communication strategies.*
- *Strategies used for community and business involvement in schools. Strategies or programs used to encourage community and business participation in and with the school district.*

Superintendent Comments

I believe we have been very successful in this area. I continue to hear good things from our community about the direction our District is moving. I believe the speaker's bureau, strategic planning, student advisory committee, and customer care initiatives have all been well-received. And, the communication from our District to our public is second to none. I believe that if our community wants to know something about GISD, the information is available to them.

**Rating:_____**

**Board Comments:**

***Overall Comments by Board Members:***

***Comments by Superintendent:***

I could not have asked for a better first year in Granbury. I thought we had many successes, I have received countless emails and cards from staff regarding the change in morale in our District, and as I expected, Granbury is a great place to call home. I still believe we are just scratching the surface of what we can do, and I am so excited about what lies ahead of us. We have a great staff, amazing kids, and I really believe will become the District that others will try to emulate in the very near future. Thanks for all your support along the way, and I look for many more good years in GISD!

*Superintendent's Signature*_____ *Date*_____

*Board President's Signature*_____ *Date*_____

State of Texas §
§
County of Hood §

# Superintendent's Contract

This Contract is entered into between the Board of Trustees (the "Board") of Granbury Independent School District (the "District") and James Largent (the "Superintendent").

The Board and the Superintendent, for and in consideration for the terms stated in this Contract, hereby agree as follows:

1. **Term.** The Board agrees to employ the Superintendent for three years on a twelve-month basis per school year in accordance with the District calendar, beginning July 1, 2013 and ending June 30, 2016. The Board and the Superintendent (the "Parties") may extend the term of this Contract by agreement.

2. **Certification.** The Superintendent agrees to maintain the required certification throughout the term of employment with the District. If the Superintendent's certification expires, is canceled, or is revoked, this Contract is void.

3. **Representations.** The Superintendent makes the following representations:

   3.1 **Beginning of Contract:** At the beginning of this Contract, and at any time during this Contract, the Superintendent specifically agrees to submit to a review of his national criminal history record information (NCHRI) if required by the District, TEA, or SBEC. The Superintendent understands that a criminal history record acceptable to the Board, at its sole discretion, is a condition precedent to this Contract.

   3.2 **During Contract:** The Superintendent also agrees that, during the term of this Contract, the Superintendent will notify the Board in writing of any arrest or of any indictment, conviction, no contest or guilty plea, or other adjudication of the Superintendent. The Superintendent agrees to provide such notification in writing within seven days of the event or any shorter period specified in Board policy.

   3.3 **False Statements and Misrepresentations:** The Superintendent represents that any records or information provided in connection with his employment application are true and correct. Any false statements, misrepresentations, omissions of requested information, or fraud by the Superintendent in or concerning any required records or in the employment application may be grounds for termination or nonrenewal, as applicable.

4. **Duties.** The Superintendent shall be the educational leader and chief executive officer of the District. The Superintendent agrees to perform his duties as follows:

4.1 **Authority:** The Superintendent shall perform such duties and have such powers as may be prescribed by the law and the Board. The Board shall have the right to assign additional duties to the Superintendent and to make changes in responsibilities or work at any time during the Contract term. All duties assigned by the Board shall be appropriate to and consistent with the professional role and responsibility of the Superintendent.

4.2 **Standard:** Except as otherwise permitted by this Contract, the Superintendent agrees to devote his full time and energy to the performance of his duties. The Superintendent shall perform his duties with reasonable care, skill, and diligence. The Superintendent shall comply with all Board directives, state and federal laws and rules, Board policy, and regulations as they exist or may hereafter be amended.

5. **Indemnification.** To the extent it may be permitted to do by applicable law, including, but not limited to Texas Civil Practice & Remedies Code Chapter 102, the District shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees (hereinafter referred to collectively as "Demands,") incurred in any legal proceedings brought against the Superintendent in his individual or official capacity as an employee and as Superintendent of the District, providing the incident(s) that is (are) the basis of any such Demands arose from an act or omission of the Superintendent as an employee of the District, acting within the course and scope of his employment with the District; excluding, however, any such Demands for those claims or any causes of action where the Board reasonably determines that:

(a) the Superintendent engaged in criminal conduct, or
(b) the Superintendent engaged in misconduct, or
(c) the Superintendent in a willful or wrongful act or omission, or
(d) the Superintendent engaged in an act or omission constituting gross negligence, or
(e) the Superintendent engaged in an act of bad faith, or
(f) any costs, fees, expenses or damages would be recoverable or payable under an insurance contract held either by the District or by Superintendent.

The selection of Superintendent's legal counsel shall be made by the Board, after consultation with the Superintendent. A legal defense may be provided through insurance coverage, in which case Superintendent's right to input regarding legal counsel provided for him will depend on the terms of the applicable insurance contract. The provisions of the Section 5 shall survive the termination of this Contract.

All other terms and obligations created by this Contract notwithstanding, the District shall not be required, in any event, to defend, hold harmless and/or pay any costs associated with any proceeding where the Superintendent and the District and/or the Board are adversarial parties in such Demands, provided that neither the District, the Board, Board member nor District representative joins the proceeding as a named adverse party for the sole purposes of avoiding providing a defense to the Superintendent.

6. **Compensation.** The District shall pay the Superintendent an annual salary as follows:

6.1 **Salary:** One hundred seventy-five thousand dollars ($175,000) per contract year. This annual salary rate shall be paid to the Superintendent in equal installments consistent with the Board's policies and District procedures.

6.2 **Salary Adjustments:** At any time during the term of this Contract, the Board may, in its discretion, review and adjust the salary of the Superintendent, but in no event shall the Superintendent be paid less than the salary set forth in Section 6.1 of this Contract except by mutual agreement of the two parties. Such adjustments, if any, shall be made pursuant to a lawful Board action. In such event, the parties agree to provide their best efforts and reasonable cooperation to execute a new contract incorporating the adjusted salary.

6.3 **Widespread Salary Reduction:** If the Board implements a widespread salary reduction under Texas Education Code section 21.4032, the Superintendent's annual salary shall be reduced by the percent of fraction of a percent that is equal to the average percent or fraction of a percent by which teacher salaries have been reduced.

6.4 **Furlough:** If the Board implements a furlough under Texas Education Code section 21,4021, the Superintendent shall be furloughed for the same number of days as other contract personnel and the Superintendent's salary shall be reduced in proportion to the number of furlough days.

6.5 **Holidays and Personnel Leave Days:** The Superintendent is entitled to the same number of holidays and personal leave for 12-month contract employees as authorized by policies and/or work calendars adopted by the Board, except as provided in Section 6.6 of this Contract.

6.6 **Vacation:** The Superintendent is on a 12 month-contract. There are no off duty days. The Superintendent shall observe the same breaks and legal holidays as adopted by the Board adopted annual calendar. In addition, will receive five days of paid vacation each year. These days will be taken at times that least interferes with the Superintendent's duties as set forth in this contract. Unused vacation does not accumulate from year to year and cannot be converted into compensation at the termination of the employment relationship or any other time.

6.7 **Insurance:** The District shall pay the same premiums for hospitalization and major medical insurance coverage for the Superintendent under the group health care plan provided by the District for its other employees.

6.8 **Business Expenses:** The District shall pay or reimburse the Superintendent for reasonable expenses incurred by the Superintendent in the continuing performance of his Superintendent duties under this Contract. The District agrees to pay the actual and incidental costs incurred by the Superintendent for business-related out-of-District travel. Such actual or incidental costs may include, but are not limited to, vehicle mileage as applicable (based on rates set by the Texas Comptroller's office), hotels and accommodations, meals, rental car if needed, and other expenses incurred in the performance of the business of the District. The Superintendent shall comply with all procedures and documentation requirements in accordance with Board policies and/or procedures.

6.9 **Moving/Relocation Expenses – Capped Reimbursement:** In connection with the necessary relocation of the Superintendent and the Superintendent's family to the District, the District shall reimburse the Superintendent for necessary and reasonable expenses incurred in moving the Superintendent's family and belongings as follows: The Superintendent shall seek at least three bids for moving expenses. The District shall reimburse the Superintendent for documented expenses within a reasonable time of the District's receipt of such documented expenses, up to a maximum total of six thousand five hundred dollars ($6,500).

6.10 **Transition Travel Expenses:** Between the execution of this Contract and the effective date of this Contract, the District agrees to reimburse the Superintendent for reasonable and necessary expenses incurred in connection with the transition to the District at the same mileage rate set by Texas State Comptroller's Office for state employees' work-related travel and other expenses incurred for travel to and from the District, including actual cost of hotel accommodations. Per-diem as provided by District policy shall be paid, only for travel made to the District and for days the Superintendent is in the District for the purpose of attending meetings and working with the Board on District business as deemed necessary by the Board. The Superintendent shall comply with all procedures and documentation requirements in accordance with Board policies and/or procedures.

6.11 **Communication Allowance:** The District shall pay the Superintendent a communication allowance of one hundred twenty-five dollars ($125) per month during the term of this Contract. The Superintendent shall pay the cost of purchasing and maintaining his own cellular phone or personal communication device, which he shall be allowed to use for District and personal business.

6.12 **Teacher Retirement System of Texas:** The District shall pay or reimburse the Superintendent a salary supplement in an amount of five thousand dollars ($5,000) toward Superintendent's portion of the monthly contribution to the Teacher Retirement System of Texas ("TRS") required for the Superintendent. This additional salary supplemental shall be paid to the Superintendent by regular payroll installments and shall be reported as creditable compensation by the District for purposes of TRS.

6.13 **Other Benefits:** The District shall provide any benefits to the Superintendent as are provided by state law and Board policies. The Board reserves the right to amend its policies at any time during the term of this Contract to reduce or increase these benefits, at the Board's sole discretion.

7. **Suspension.** In accordance with Texas Education Code chapter 21, the Board may suspend the Superintendent during the term of this Contract with pay for any reason permitted by law or without pay for good cause as determined by the Board.

8. **Termination and Nonrenewal of Contract.** Termination or nonrenewal of this Contract shall be in accordance with Texas Education Code chapter 21. Termination shall be for good cause.

9. **Nonrenewal of Contract.** Nonrenewal shall be in accordance with Board policy, Texas Education Code Chapter 21, and other applicable law. Notwithstanding anything to the contrary in Section 21.212(a) of the Texas Education Code, the Superintendent shall be entitled to written notice containing reasonable notice of the reason(s) for the proposed nonrenewal not later than thirty (30) days before the last day of the Contract term under this Contract.

10. **Termination Procedure.** In the event that the Board terminates this Contract for "good cause," the Superintendent shall be afforded all the rights as set forth in the Board's policies and state and federal law.

11. **Resignation of Superintendent.** The Superintendent may leave the employment of the District at the end of a school year without penalty by filing a written resignation with the Board. The resignation must be addressed to the Board and filed not later than the sixtieth ($60^{th}$) day before the first day of instruction of the following year. The Superintendent may resign with the consent of the Board at any other time.

12. **Mutual Agreement.** This Contract may be terminated by the mutual agreement of the Superintendent and the Board in writing upon such terms and conditions as may be mutually agreed upon.

13. **Retirement or Death.** This Contract shall be terminated upon the retirement or death of the Superintendent.

14. **General Provisions.**

    14.1 **Amendment:** This Contract may not be amended except by written agreement of the Parties.

    14.2 **Severability:** If any provision in this Contract is, for any reason, held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision of the Contract. This Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been a part of the Contract.

    14.3 **Entire Agreement:** All existing agreements and contracts, both verbal and written, between the Parties regarding employment of the Superintendent are superseded by this Contract. This Contract constitutes the entire agreement between the Parties.

    14.4 **Applicable Law and Venue:** Texas law shall govern construction of this Contract. The Parties agree that venue for any litigation relating to the Superintendent's employment with the District, including this Contract, shall be the county in which the District's administration building is located. If litigation is brought in federal court, the Parties agree that venue shall be the federal district and division in which the District's administration building is located.

    14.5 **Paragraph Headings:** The headings used at the beginning of each numbered paragraph in this Contract are not intended to have any legal effect; the headings do not limit or expand the meaning of the paragraphs that follow them.

    14.6 **Legal Representation:** Both Parties have had the opportunity to consult with legal counsel at their discretion in the negotiation and execution of this Contract.

15. **Notices.**

15.1 **To Superintendent:** The Superintendent agrees to keep a current address on file with the District's human resources office and the Board President.

15.2 **To Board:** The Board agrees that the Superintendent may meet any legal obligation to give the Board written notice regarding this Contract or the Superintendent's employment by providing one copy of the notice to the President of the Board of Vice-President of the Board. The Superintendent may provide such notices by hand delivery or by certified mail, regular mail, and/or express delivery service to the Board President and Vice-President's addresses of record.

I have read this Contract and agree to abide by its terms and conditions:

## Superintendent

_____ Date: 2-11-13

## Granbury Independent School District

**By:** _____ Date: 2/11/13
President, Board of Trustees

**GRANBURY ISD**
**BOARD OF TRUSTEES**
**OFFICIAL SPECIAL MEETING**
**MINUTES**
**AUGUST 19, 2013**

The Board of Trustees of the Granbury Independent School District convened in an official **SPECIAL** meeting on Monday, August 19, 2013 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas.

Presiding Officer .....Micky Shearon, President

**Board Members Present**

Nancy Alana
Barbara Herrington
Mark Jackson
Wade Railsback
Don Walton
B.J. Wallace

**Board Members Absent**

**School Officials Present**

Dr. James M. Largent, Superintendent
Carol Howard, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Tom Howard, Director of Human Resources
Amy Wood, Technology Director
Jeff Meador, Public Information Officer
Sandy Bruner, Recording Secretary

**Others Present**

School Employees
Media
Community Members

**Meeting Called to Order**

Micky Shearon, President, called the meeting to order at 6:02 p.m. and noted that a quorum of board members was present. The meeting was duly called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

**Moment of Silence/Invocation**

Nancy Alana led the invocation.

**Pledge - U.S. Flag and Texas Flag**

Micky Shearon led the Pledges.

**Public comments/audience participation**

None

**Consider Consent Agenda Items**

A motion was made by Mark Jackson and seconded by Don Walton to approve consent items: 1. Minutes of the 8-6-2013 Special Board Meeting; **MOTION CARRIED**: Yes 7 – No 0

**Consider Adoption of an Order Calling a Bond Election**

A motion was made by Don Walton and seconded by Wade Railsback to approve Adoption of an Order calling a Bond Election as presented. **MOTION CARRIED**: Yes 7 – No 0

**Consider Joint Election Agreement with Parker County and Johnson County for the November General & Special Election**

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve Joint Election Agreement with Parker County and Johnson County for the November General & Special Election as presented. **MOTION CARRIED**: Yes 7 – No 0

**Consider Joint Election Agreement with Somervell County for the November General and Special Election**

No action at this time

**Consider GISD Student Code of Conduct 2013-14**

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve GISD Student Code of Conduct 2013-14 as presented. **MOTION CARRIED**: Yes 7 – No 0

**Reports**

**Superintendent's Report**

Dr. Largent shared the comments on how great and successful 2013 Convocation was.

Several speaking tours are already scheduled to inform GISD Staff and Community of the Bond Propositions.

**Bond Election Law & Ethics**

Rudy Segura from McCall, Parkhurst & Horton L.L.P., presented the Bond Election Law & Ethics presentation.

**Convened in Closed Session**

The Board of Trustees convened in closed session at 7:15 p.m. under the Texas Open Meeting Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel.

**Reconvened**

Reconvened in open session at 7:50 p.m.

**Action on Items Discussed in Closed Session**

**Staff Appointments**

Dr. Largent recommended accepting the Staff Appointments as presented. A motion was made by Barbara Herrington and seconded by Nancy Alana to approve Staff Appointments.
**MOTION CARRIED**: Yes 7 – No 0

**Consider purchase, exchange, lease or value of real property**

None

**Adjournment**

There being no further business, the meeting was adjourned at 7:51 p.m.

_____ _____

Micky Shearon, President Nancy Alana, Board Secretary

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: August 26, 2013
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: August 20, 2013
**RE**: Budget Amendments

**SUMMARY:**

Attached are budget amendments that are for Board approval.

**RECOMMENDATION:**

I recommend the Board approve the amendments as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Kati Burke
Sharay Boynton

Date Submitted: August 20, 2013

## Revenue & Expense

Fund 199, Ms. Sharay Boynton, Originator
This amendment recognizes funds in the amount of $117,640 allocated to function 51 (Maintenance and Operations). These funds were generated from the hail damage proceeds and will be used to repair buildings and fences.

Fund 181, Mr. Jeremy Ross, Originator
This amendment recognizes funds in the amount of $1,000 allocated to function 36 (Co-Curricular). These funds were donated by the Touchdown Club and will be used for football student travel.

Fund 199, Mr. Edwin Young, Originator
This amendment recognizes funds in the amount of $88 allocated to function 11 (Instruction). These funds were generated through the campus recycling and will be used for hazardous chemical disposal.

Fund 199, Ms. Dana Goode, Originator
This amendment recognizes funds in the amount of $5,000 allocated to function 11 (Instruction). These funds were generated through a Lowes Grant for the purpose of a learning garden project.

Fund 181, Mr. Dwight Butler, Originator
This amendment recognizes funds in the amount of $1,092 allocated to function 36 (Co-Curricular). These funds were donated by the Volleyball Booster's for volleyball student travel.

Fund 181, Mr. Dwight Butler, Originator
This amendment recognizes funds in the amount of $21,529 allocated to function 36 (Co-Curricular). These funds were donated by the Volleyball Booster's for volleyball student travel.

Fund 181, Mr. Dwight Butler, Originator
This amendment recognizes funds in the amount of $8,100 allocated to function 51 (Plant Maintenance). These funds are additional revenues collected for summer camps to be used for replacement of backboards

Fund 195, Ms. Sharay Boynton, Originator
This amendment recognizes funds in the amount of $31,681 allocated to function 11 (Instruction). These funds are a GEF Grant award for 2012-13 projects.

Fund 199, Ms. Sharay Boynton, Originator
This amendment recognizes funds in the amount of $1,172 allocated to function 34 (Transportation). These funds were generated from an auto claim and will be used to repair vehicle.

## Function to Function

Fund 199, Ms. Sharay Boynton, Originator
This amendment recognizes funds in the amount of $1,511 allocated to function 41 (Administration). These funds are being allocated to function 35 (Child Nutrition) for child nutrition negative balances on student meal accounts.

Fund 199, Ms. Sharay Boynton, Originator
This amendment recognizes funds in the amount of $7,843 allocated to function 21(Instructional Leadership), $1,314 allocated to function 23 (Campus Administration) $7 allocated to function 33 (Health), $2,416 allocated from function 36(Extra-curricular), $4,020 allocated to function 51 (Plant Maintenance), $1,508 allocated to function 52 (Security), $15,979 allocated to function 53(Data Processing) $15,915 allocated from Function 11 (Instruction), $65 allocated from Function 12 (Library), $8,804 allocated from function 13 (Staff Development), $1,932 allocated from function 31 (Counseling), and $1,539 allocated from function 41(General Administration). These are year-end adjustments needed by campuses and departments.

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: August 26, 2013
For: Approval

| | | | |
|---|---|---|---|
| **TO** | Dr. James Largent, Superintendent | **FROM**: | Sharay Boynton |
| | | **DATE**: | August 20, 2013 |
| | | **RE**: | Athletic Supplies & Equipment – Winter Sports – 2013-17 |

**SUMMARY:**

A bid was let to provide supplies for the secondary campuses for the winter sports. This bid covered supplies for the basketball program, swimming program, power-lifting program, and soccer program. The award will be for the period of notice to May 31, 2014. There is no option for renewal.

Summations of the processes and outcomes as well as a copy of the tabulations are attached for your review. Each sport is presented separately for accommodation of the appropriate coaches.

Mr. Dwight Butler, Director of Athletics, and respective coaches reviewed the responses. The following is their recommendation.

**RECOMMENDATION:**

That the Board award the shaded items on the attached tabulations for the period of award notification to May 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Deborah Johnson
Dwight Butler
Coaches

Date Submitted: August 20, 2013

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 26, 2013 **Bid Number**: 2013-17 Athletic Supplies – Winter Sports

Boys Basketball

1. **Item, material or service (specific or classification):** Boys Basketball Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From written award notification through May 31, 2014

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

   David Breazeale – Granbury High School Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** 76 (included all sports)

6. **Number of bids received from vendors:** 15

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 $9,815.98. If the selected vendor is unable to provide the product, recommendation is made to proceed to the next lowest vendor providing best value to the district. Additional purchases for supplies on an as needed basis will be made through the catalog discount bid.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 5/16/2012

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and some changes to the items or brands, a comparison was not made.

11. **Budget information:** Expense for the basketball supplies will come from account code(s) with the following budgets:

| | |
|---|---|
| 181.e.36.6395.00.001.0.91.030 | $7,000. |
| 181.e.36.6395.00.041.0.91.030 | 2,500. |
| 181.e.36.6395.00.042.0.91.030 | 2,500. |

12. **Other Comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 26, 2013 **Bid Number**: 2013-17 Athletic Supplies – Winter Sports

Girls Basketball

1. **Item, material or service (specific or classification):** Girls Basketball Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

5. **Period of time bid covers:** From written award notification through May 31, 2014

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

   Leta Andrews – Granbury High School Girls Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** 76 (included all sports)

6. **Number of bids received from vendors:** 15

8. **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 $4,649.76. If the selected vendor is unable to provide the product, recommendation is to proceed to the next lowest vendor providing best value to the district. Additional purchases for supplies on an as needed basis will be made through the catalog discount bid.

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

12. **Last bid date (bid of comparable nature within last 5 years):** 5/16/2012

13. **Percentage increase or decrease from last bid:** Due to the size of the bid and some changes to the items or brands, a comparison was not made.

11. **Budget information:** Expense for girls basketball supplies will come from account code(s) with the following budgets:

| | |
|---|---|
| 181 e 36 6395 00 001 0 91 040 | $7,000. |
| 181 e 36 6395 00 041 0 91 040 | 2,500. |
| 181 e 36 6395 00 042 0 91 040 | 2,500. |

12. **Other Comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 26, 2013 **Bid Number:** 2013-17 Athletic Supplies – Winter Sports - Swimming

1. **Item, material or service (specific or classification):** Swimming Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From written award notification through May 31, 2014

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

   Nick Vollmer – High School Swim Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** 76 (included all sports)

7. **Number of bids received from vendors:** 15

8. **Listing of recommended vendors and total prices:** Recommendation for award is shaded in the column under the vendor name for a total expenditure of $1,989. If the selected vendor is unable to provide the product, recommendation is made to proceed to the next lowest vendor providing best value to the district. Additional supplies will be purchased on an as needed basis using the catalog discount bid.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 5/16/2012

10. **Percentage increase or decrease from last bid:** A comparison was made not made, as some of the items and some brands have changed.

11. **Budget information:** Expenditures for these supplies will come from budget code(s) with the following budgets:

    181.e.36.6395.00.001.0.91.0.210 $4,000.

12. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 26, 2013 **Bid Number:** 2013-17 Athletic Supplies – Winter Sports - Power Lifting

1. **Item, material or service (specific or classification):** Power Lifting Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From written notification of award through May 31, 2014

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

   Jay Pugh - GHS Power Lifting Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** Bid notification letters were sent to 76 vendors, the bid was posted on the district web site and advertised in the Hood County News.

6. **Number of bids received from vendors:** 15

7. **Listing of recommended vendors and total prices:** The recommendation for award of the line items is shaded in the column under the vendor name for a total expenditure of $1,062.25. If the selected vendor is unable to provide the product, recommendation is made to proceed to the next lowest vendor providing best value to the district. Additional supplies, if needed, will be purchased on an as needed basis from the catalog discount bid.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 5/16/2012

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and a change in brands on some items, a comparison was not made.

11. **Budget information:** Expense for power lifting supplies for the program will come from the following account code:

    181 e 36 6395 00 001 0 91 960 $2,335.

12. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 26, 2013 **Bid Number:** 2013-17 Athletic Supplies – Winter Sports - Boy's Soccer

1. **Item, material or service (specific or classification):** Boy's Soccer Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From written notification of award through May 31, 2014

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

   Doug Kissinger – GHS Boy's Soccer Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** Bid notification letters were sent to 76 vendors, the bid was posted on the district web site and advertised in the Hood County News.

6. **Number of bids received from vendors:** 15

8. **Listing of recommended vendors and total prices:** The recommendation for award of the line items is shaded in the column under the vendor name for a total expenditure of $1,964.11. If the selected vendor is unable to provide the product, recommendation is made to proceed to the next lowest vendor providing best value to the district. Additional supplies, if needed, will be purchased on an as needed basis from the catalog discount bid.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 5/16/2012

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and a change in brands on some items, a comparison was not made.

13. **Budget information:** Expense for soccer supplies for the program will come from the account code and budget:

    181 e 36 6395 00 001 0 91 110 $4,033.00.

14. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay Boynton
Executive Director of Finance

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 26, 2013 **Bid Number:** 2013-17 Athletic Supplies – Winter Sports - Girls Soccer

1. **Item, material or service (specific or classification):** Girls Soccer Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From written notification of award through May 31, 2014

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

   David Winkleman – GHS Girls Soccer Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** Bid notification letters were sent to 76 vendors covering all sports. The bid was also posted on the district web site and advertised in the Hood County News.

6. **Number of bids received from vendors:** 15

9. **Listing of recommended vendors and total prices:** The recommendation for award of the line items is shaded in the column under the vendor name for a total expenditure of $3,151. If the selected vendor is unable to provide the product, recommendation is made to proceed to the next lowest vendor providing best value to the district. Additional supplies, if needed, will be purchased from the catalog discount bid.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 5/16/2012

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and a change in brands on some items, a comparison was not made.

15. **Budget information:** Expense for soccer supplies for the program will come from the account code and budget:

    181 e 36 6395 00 001 0 91 130 $4,191.

16. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

# GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Approval

| | |
|---|---|
| **TO**: Dr. James Largent, Superintendent | **FROM**: Sharay Boynton<br>**DATE**: August 19, 2013<br>**RE**: Waste Management Services<br>Bid 2011-29 - Renewal |

**SUMMARY:**

A bid was let to provide Waste Management services to schools outside of the city limits. The campuses that are located within the city limits are covered under contract with IESI with the city services. Vendors were asked to quote the rate for these services for the 2011-12 school year with the option to renew for two additional one-year terms if agreed to by all parties. The current award will expire October 31, 2013. This will be the last of the two renewal options.

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

The renewal option is an automatic renewal process unless either GISD or the vendor notifies the other of the fact they don't want to renew. The current vendor has not notified the district of their intent to not renew. The following is the recommendation of Mr. Randy Leach, Facilities Director.

Anticipated annual expenditure will be $15,000.

**RECOMMENDATION:**

It is recommended that the Board award the purchase of Waste Management Services for schools outside the city limits to IESI Tx Corp for the period of November 1, 2013 to October 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ms. Kati Burke
Mr. Randy Leach

Date Submitted: August 19, 2013

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 25, 2011 **Bid Number:** 2011-29

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

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

3. **Period of time bid covers:** November 1, 2011 through October 31, 2012 with option to renew for two additional one-year increments.

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

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

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

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

   IESI Tx Corp - $14,460 Annual Cost

   The campuses that are located within the city limits are covered under contract with IESI with the city services. The anticipated yearly cost of those campuses is approximately $72,885.

8. **Explanation of other than low recommendations:**

9. **Last bid date (bid of comparable nature within last 5 years):** October, 2008

10. **Percentage increase or decrease from last bid**: Overall decrease of 10.7% or $1,740/year

11. **Budget information:** Waste Management services will come from account code 199 E 51 6256 00 XXX 00 9 000 with a proposed budget of $87,345

Sharay S. Boynton
Executive Director of Finance

# GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Approval

| | |
|---|---|
| **TO**: Dr. James Largent, Superintendent | **FROM**: Sharay Boynton<br>**DATE**: August 19, 2013<br>**RE**: DOT Drug and Alcohol Testing Administration & Physicals CSP 2012-20 Renewal |

**SUMMARY:**

A request for proposal was let for alcohol and drug testing program administration for DOT tests for district bus drivers and DOT physical services program for the 2012-13 school year. The initial period of award was for the period of award notice to August 31, 2013 with the option to renew for two additional one-year terms if agreed to by all parties. The current contract expired on August 31, 2013. This will be the first of two renewal options.

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

Mr. Terry Slemmons, Transportation Director, has requested a renewal. The renewal is automatic unless either party notifies the other in writing within 90 days of the expiration of the term. That time has passed and there has been no notice from the vendors.

Anticipated annual expenditures is $15,000. The following is Mr. Slemmons' recommendation.

**RECOMMENDATION:**

It is recommended that the Board award the purchase of the DOT testing and administration to Compliance Consortium and the DOT Physicals to Dolan Chiropractic for the period of September 1, 2013 to August 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ms. Kati Burke
Mr. Terry Slemmons

Date Submitted: August 20, 2013

# BID FOR BOARD APPROVAL

**Board Meeting Date:** October 15, 2012 **Bid Number:** 2012-20

1. **Item, material or service (specific or classification):** DOT Alcohol and Drug Testing Administration and DOT Physical Program

2. **Brief description:** A request for proposal was let for alcohol and drug testing program administration for DOT tests for district bus drivers and DOT physical services program.

3. **Period of time bid covers:** notice of award to 8/31/13 with the option to automatically renew for two additional 1-year terms

4. **Person and title responsible for the expenditure:**
Terry Slemmons – Transportation Director

5. **Number of bids sent to vendors:** 10 notification letters were mailed, the proposal was posted on the district web site and advertised in the Hood County News

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

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

   Terry Slemmons, Transportation Director, has recommended award to Compliance Consortium for the DOT testing at an approximate expenditure of $4,500.00

   Terry Slemmons, Transportation Director, has recommended award to Dolan Chiropractic for the DOT Physical Services at an approximate expenditure of $12,500.00

8. **Explanation of other than low recommendations:**
Physicals offered by Compliance Consortium do not meet the needs of the district. Personnel need physicals at different times and once a month is not conducive with the need.

9. **Last bid date (bid of comparable nature within last 5 years):** 8/31/2009 for drug testing – first bid for physical exams

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

    DOT testing - no increase

11. **Budget information:** Expenditures for drug testing and physical exams will be from the following budget codes.

    199 e 34 6219 00 800 0 99 000

Sharay Boynton
Executive Director of Finance

# GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: September 17, 2012
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: September 10, 2012
**RE**: Grounds Supplies 2012-22 - Renewal

**SUMMARY:**

Grounds supplies for the district are purchased on an as needed basis. A bid was let to provide vendors for grounds supplies for the 2012-13 school year with the option to automatically renew for two additional one-year terms if agreed to by all parties. Vendors responded on September 4, 2012. The original term of award was October 1, 2012 to September 30, 2013. This will be the first of the two renewal options.

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

Mr. Randy Leach, Facilities Director, has requested that the award be renewed. The renewal is automatic unless either party notifies the other in writing within 90 days of the expiration of the term. That time has passed and there has been no notice from the vendors.

Anticipated annual expenditures are $60,000. The following is Mr. Leach's recommendation.

**RECOMMENDATION:**

It is recommended that the Board renew the award of the highlighted vendors on the attached tabulation for the purchase of grounds supplies for the period from October 1, 2013 to September 30, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Kati Burke
Randy Leach

Date Submitted: August 19, 2013

# BID FOR BOARD APPROVAL

**Board Meeting Date:** September 17, 2012 **Bid Number:** 2012-22

1. **Item, material or service (specific or classification):** Grounds Supplies

2. **Brief description:** A proposal was submitted to provide vendors for Grounds Supplies for the 2012-13 school year with the option to renew automatically for two additional years in one year increments.

3. **Period of time bid covers:** From notice through September 30, 2013

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

5. **Number of bids sent to vendors:** 66

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

7. **Listing of recommended vendors and total prices:** The needs of the district vary; therefore, it is necessary to establish a contract with multiple vendors. Recommendation is to award to the following vendors:

   **The Home Depot of Granbury**
   **John Deere Landscapes**
   **Lake Lawn Equipment**
   **Tomlinson Ball Field Material**

   It is the recommendation of the Purchasing Department that the person making the purchase, along with the Maintenance Director, compare pricing among several vendors to ensure the district is receiving "best value".

8. **Explanation of other than low recommendations:**

9. **Last bid date (bid of comparable nature within last 5 years):** July 27, 2009

10. **Percentage increase or decrease from last bid**: Changes were made to this proposal which divided it up into four different proposal areas to meet the needs of the maintenance department.

11. **Budget information:** Expenditures for grounds supplies will come from account codes 199 e 51 6317 00 951 0 99 000, 199 E 51 6317 00 951 0 99 0010, 199 E 51 6317 00 951 0 99 580 with a total proposed budget of $55,615.

Sharay S. Boynton
Executive Director of Finance

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Approval

| | |
|---|---|
| **TO**: Dr. James Largent, Superintendent | **FROM**: Sharay Boynton<br>**DATE**: August 19, 2013<br>**RE**: Bus Refurbishing CSP 2012-19 – Renewal |

**SUMMARY:**

A proposal was let asking vendors to identify a specific brand of labor guide as a benchmark to be used in cost estimating for bus refurbishing and repair for the 2012-13 school year with the option to renew two additional one-year terms. Original term was from notice of award to September 30, 2013. This will be the first of two renewal options.

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

Mr. Terry Slemmons, Transportation Director, was contacted and requested that the award be renewed. The renewal is automatic unless either party notifies the other in writing within 90 days of the expiration of the term. That time has passed and there has been no notice from the vendors.

Anticipated annual expenditures is $5,000 to $20,000. The following is Mr. Slemmons' recommendation.

**RECOMMENDATION:**

That the Board renew the award of the purchase of these services to Buck's Collision Center and Southwest International Trucks, Inc. for the period of award October 1, 2013 to September 30, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Kati Burke
Terry Slemmons

Date Submitted: August 19, 2013

# BID FOR BOARD APPROVAL

**Board Meeting Date:** October 15, 2012 **Bid Number:** CSP 2012-19

1. **Item, material or service (specific or classification):** Bus Refurbishing and Collision Repair Services

2. **Brief description:** A proposal was let asking vendors to identify a specific brand of labor guide as a benchmark to be used in cost estimating for bus refurbishing and repair.

3. **Period of time bid covers:** Award notice through September 30, 2013 with automatic annual renewal for 2 additional one-year terms.

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

   Terry Slemmons – Transportation Director

5. **Number of bids notifications sent to vendors:** 2

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

7. **Listing of recommended vendors and total prices:** The recommendation for award is to Buck's Collision Center and Southwest International, Inc. At the time of need, each of the awarded vendors will be contacted to provide a quotation for repair. Vendor will be awarded by quote from each refurbish request. Expenditures will be based on the amount of revenue received from the sale of used buses and need of district.

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

9. **Last bid date (bid of comparable nature within last 5 years): 9/21/09**

10. **Percentage increase or decrease from last bid**: Quotations requested for repairs

11. **Budget information:** This is not a budgeted item. Expense will be based on amount of revenue received from sale of buses and need. Anticipated $15,000 to $25,000.

Sharay S. Boynton
Executive Director of Finance

# GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 19, 2013
**RE**: Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance through the Texas Association of Public School Property and Liability Fund

**SUMMARY:**

The District currently has an executed Interlocal Agreement for the Texas Association of Public Schools Property and Liability Fund (TAPS). The agreement allows the District to purchase property and liability insurance using a partially self-funded process by participating in this fund. The current coverage is in effect from September 1, 2012 to August 31, 2013. The renewal proposal is being presented for the Board's consideration.

The annual cost is projected to be not higher than the $267,624 compared to $256,659 last year, a 4.3% increase. The property deductible will remain at $10,000 per occurrence. A deductible of $15,000 applies to wind and hail. Rates for a $15, 000 and $25,000 deductible were reviewed and the costs savings were not sufficient to cover one loss.

Some other considerations associated with this renewal are as follows:

- Slight increase over last year.
- Last year same as previous year due to rate freeze.
- Decrease previous 4 years.

This method of purchasing coverage, through the interlocal, is very cost effective at this time. The coverage can be obtained without going through the formal bid process. Administration reviews this process annually and if such a time comes when this process is no longer beneficial to the District; the Administration will process the necessary paperwork to complete the bid process. Also, please note that I currently serve on the Board of Trustees in the role of Treasurer, so the District has direct representation in the decision-making processes for this fund.

Even though this purchase can be made without going through the bid process, Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into function 35 in a categorical exemption."

The 2013-14 budget presented has sufficient funds to cover the cost of this insurance. The following is my recommendation.

**RECOMMENDATION:**

That the Board approve the purchase of Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance through the Texas Association of Public School Property and Liability Fund with a $10,000 property deductible effective September 1, 2013 to August 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: August 19, 2013

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 19, 2013
**RE**: Xerox Leases – Continuation

**SUMMARY:**

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into function 35 in a categorical exemption.".

The district budget includes the continuation of the leases for Xerox machines across the District. These contracts were entered into as part of our participation in the Texas Comptroller's Office interlocal (TPASS) and the TCPN Interlocal. The purchase has been reviewed and it is determined to be in the best interest of the District to purchase using these methods.

A spreadsheet detailing all contracts is attached for your review. Since the cost of these services will exceed $50,000 and it does not fit the function 35 categorical exemption, the Board will need to approve the continuation of the lease contracts.

The following recommendation is that of Mrs. Shelley Miller and I.

**RECOMMENDATION:**

It is recommended that the Xerox leases described above be continued as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Shelley Miller
Sharay Boynton

Date Submitted: August 19, 2013

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 19, 2013
**RE**: Utility Costs

**SUMMARY:**

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into function 35 in a categorical exemption.".

The district budget includes payment of utilities across the District. In the past we have issued payment requests after the fact. Due to increased planning and review, we are now issuing POs. These costs require POs to be issued in excess of $50,000 each.

Since the cost of these services will exceed $50,000 and it does not fit the function 35 categorical exemption, the Board will need to approve the issuance of the POs.

Anticipated cost for the following utilities is presented for your information.

Electricity - $1,253,750
Water - $ 119,000
Gas - $102,400

The following recommendation is that of Mr. Randy Leach and me.

**RECOMMENDATION:**

It is recommended that the utility POs described above be approved as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Shelley Miller
Sharay Boynton

Date Submitted: August 19, 2013

# GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 19, 2013
**RE**: TASB Unemployment Compensation Program - Renewal

**SUMMARY:**

According to Board Policy CRF(LEGAL), "The District shall contribute to the Unemployment Compensation Fund by choosing one of the following options: (1) Paying a state unemployment compensation tax administered by the Texas Workforce Commission (TWC); (2) Reimbursing the state fund for the amount of any benefits paid to ex-employees of the District; (3) Entering a joint group account with other political subdivisions under which claims handling and cost control may be centralized."

The District has been an active member in the TASB Unemployment Compensation Group Account as a pool member. By being a member of this group, the District has access to resources to assist with this program and in the years past have paid considerably less than would be due if the District paid directly to the TWC. TASB UCGA serves as a resource for District employees in the area of unemployment claims processes. In current year, due to the climate of school district funding and the practices of school districts related to RIFs and layoffs, the cost to the program has expanded. However, the most recent data suggest that staffing levels and employment conditions in the state have stabilized, allowing for anticipated savings next year which TASB is passing on to members.

The renewal rate is projected to decrease by approximately 20% for the period of October 1, 2013 to September 30, 2014. The decrease follows a 16% decrease last year 89.9% and a 75.3% increase the two previous years and is a result of the economic conditions in Texas and specifically public education. The rate is applied to the total projected salary cost. Projected cost is $77,963 ($25,988 less than last year). Rate history is detailed below:

| 2009-2010 Rate | 2010-11 Rate | 2011-12 Rate | 2012-13 Rate | 2013-14 Rate |
|---|---|---|---|---|
| .000884 | .001550 | .002943 | .002476 | .001989 |

This coverage will be automatically renewed if TASB does not receive written notification of cancellation by September 1, 2013.

While expenses for GISD are not projected to be near the amount identified as cost of this program, the resources available and the unknown of what the future holds are such that it would be in the best interest of GISD to stay in this program this year.

**RECOMMENDATION:**

It is recommended that GISD continue participation in the TASB Risk Management Fund Unemployment Compensation program for the period of October 1, 2013 to October 1, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Tom Howard

Date Submitted: August 19, 2013

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Action

| | |
|---|---|
| **TO**: Dr. James Largent, Superintendent | **FROM**: Sharay Boynton<br>**DATE**: August 19, 2013<br>**RE**: 2013-14 A.S.A.P. Program Agreement |

**SUMMARY:**

An interlocal agreement between Hood County and GISD authorizes the above program to function. The attached agreement is what has been agreed to this year between Hood County Constable Chad Jordan and GISD Superintendent.

The cost is increased by $1,400 over last year due to the salary increase for the officer appointed to GISD for this program.

The proposed budget has the full amount included.

**RECOMMENDATION:**

That the Board approves the agreement as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Dr. James Largent
Ms. Sharay Boynton

Date Submitted: August 19, 2013

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Action

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 19, 2013
**RE**: Drug Detection Canine Program – Amendment

**SUMMARY:**

An interlocal agreement between the City of Granbury and GISD was approved in December for the above program. In preparing the budget this summer, Chief Galvan contacted us regarding the amount that was used in the agreement for the cost of the officer, section 3.5. It seems that the amount he used was incorrect. With further discussion, it was decided that it would be best to not have an amount specific in the agreement since the agreement is ongoing, but rather a method by which the amount will be agreed upon.

As a result of this decision, the proposed wording is presented for the Board's consideration. Once it is approved, the City will consider it.

The cost increased by $11,155 over what was originally presented.

The proposed budget has the full amount included.

**RECOMMENDATION:**

That the Board approves the agreement as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Dr. James Largent
Ms. Sharay Boynton

Date Submitted: August 19, 2013

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Action

| | |
|---|---|
| **TO**: Dr. James Largent, Superintendent | **FROM**: Sharay Boynton<br>**DATE**: August 19, 2013<br>**RE**: 2013-14 Compensation Plan |

**SUMMARY:**

Board Policy DEA (Local) establishes that, "*The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives*."

The attached Salary Schedules, Stipend/Extra Duty Schedules and Signing Bonus program are attached for your review.

Policy DEA(local) further states "*The Superintendent shall administer the compensation plans consistent with the budget approved by the Board*."

The budget to be adopted includes the cost associated with the attached schedules.

**RECOMMENDATION:**

That the Board adopt the schedules as presented by Administration.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Dr. James Largent
Mr. Tom Howard
Ms. Sharay Boynton

Date Submitted: August 19, 2013

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Action

| | |
|---|---|
| **TO**: Dr. James Largent, Superintendent | **FROM**: Sharay Boynton<br>**DATE**: August 19, 2013<br>**RE**: 2013-14 Salary Increase |

**SUMMARY:**

Board Policy DEA (Local) states that, "*The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine annual increases for individual employees, within budgeted amounts.*."

The budget to be adopted includes the cost associated with a step increase for Teacher / Librarian / RN and SLP Assistant and SLP Bachelor positions along with a 1% mid-point increase for the other positions.

You, as superintendent, have the authority to determine annual increases for individual employees, within the budgeted amounts.

**RECOMMENDATION:**

That the Board approve the increases as presented by the Superintendent.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Dr. James Largent
Mr. Tom Howard
Ms. Sharay Boynton

Date Submitted: August 19, 2013

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Action

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 17, 2013
**RE**: Budget Adoption

**SUMMARY:**

Budgets for General Operating, Debt Service and Food Service have been presented and discussed in the budget workshop and board meeting. The required publications have been done and the Public Hearing is scheduled for 8/26/13 at 6:00 pm.

There have been a couple of changes to the budget from the budget workshop. Details are described below:

- Final Revenue projections due to lower property values resulted in a loss of $119,000
- Truant Officer increase in contract due to salary increases - $1,400
- Appraisal Cost & Collection Cost budget due to all four counties submitting final budget numbers resulted in increased cost of $42,770
- Drug Detection Canine Program increase as a result of incorrect salary information originally submitted resulted in increased cost of $11,155

Bottom line is a projected decrease to fund balance of $174,325. Projected fund balance at 8/31/14 is still within policy requirements.

It is law that budgets be adopted prior to the start of the fiscal year, which is September 1, 2013.

**RECOMMENDATION:**

That the Board adopt the budgets as presented by Administration.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Dr. James Largent
Mrs. Sharay Boynton

Date Submitted: August 17, 2013

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Action

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 19, 2013
**RE**: Adoption of Tax Rate

**SUMMARY:**

The budgets are to be adopted by the Board at the August 26, 2013 meeting. The tax rate will have to be set to raise the revenue needed to fund the budgets. The required Public Meeting has been published as required by statute and is scheduled for 6:00 pm on the night of the August 26th board meeting. The meeting will have occurred by the time this business item is presented.

Further, the tax rate cannot be set until such a time as TEA has approved the District's Letter of Intent on the methods to be used to lower the wealth per WADA as a result of the Chapter 41 status. Attached is a copy of the letter sent by TEA accepting GISD's intent and authorizing the Board to set the tax rate.

**RECOMMENDATION:**

That the attached resolution be adopted as presented setting the M & O tax rate to $1.040 and the Debt tax rate to $.105 for a total tax rate of $1.145.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Dr. James Largent

Date Submitted: August 19, 2013

# GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 19, 2013
**RE**: Resolution Committing Fund Balance

**SUMMARY:**
Policy CE (LOCAL) identifies "*A financial goal of the District shall be to have a sufficient fund balance in the general operating fund in order to be able to maintain fiscal independence in case of a financial need or crisis. At a minimum, the goal of the District shall be to maintain committed, assigned, and unassigned fund balances in the general operating fund equal to or exceeding 20 percent of the total annual operating expenditures*."

Further the policy allows for Fund Balance to be committed.

Currently the following are identified as committed fund balances.

- Construction and remodel - $2,424,264
- Capital Expenditures for vehicles and equipment - $400,000
- Other Purposes – Instructional Improvement Fund - $200,000

Committed funds are constrained to a specific purpose by the Board of Trustees and require Board action to commit and uncommit.

During the school year, the Construction and Remodel fund balance was used to fund the energy conservation projects.

Policy is that unassigned fund balance be maintained at 20%. It is recommended that the full remainder be committed. In anticipation of the year end activity the following amounts would do just that. Uncertainty on what consideration of District fund balances will have in the State funding process, by doing this; there is evidence that the District has a planned purpose for these funds.

The attached resolution will be needed for committed funds.

**RECOMMENDATION:**
That the Board approve the proposed resolution to change the Committed Fund Balance.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
James Largent
Date Submitted: August 19, 2013

**RESOLUTION COMMITTING FUND BALANCE:**

**WHEREAS**, committed fund balance requires formal board action to commit funds;

**WHEREAS**, funds are to be set aside for specific purposes;

**WHEREAS**, the amount of committed funds is reviewed annually;

**NOW, THEREFORE, BE IT RESOLVED**:

That the following total amounts are constrained for the specific purposes identified:

Construction or Facility Remodel - $1,200,000
Capital Expenditures for vehicles and equipment - $400,000
Other Purposes – Instructional Improvement fund - $200,000

**PASSED AND APPROVED** this 26th day of August 2013.

**ATTEST**:

By: _____ By: _____

Mickey Shearon Nancy Alana

President, GISD Board of Trustees Secretary, GISD Board of Trustees

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Action

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 19, 2013
**RE**: Hood County Joint Election Amendment

**SUMMARY:**

An agreement between the Hood County and GISD was approved in June for the above program. As a result of calling the Bond election, an amendment is necessary. Further, the addition of the temporary early voting sites results in a need for the amendment. The temporary early voting sites will have to be approved by the Commissioners Court. They are scheduled to address these sites at the 8/27 meeting.

Since we don't know if the sites will be approved prior to our meeting, there are two amendments attached. Amendment 1A is if the sites are approved and Amendment 1 is if the sites are not approved.

We would like to go ahead and approve both pending the outcome of the Commissioners Court meeting. That way we are good to go with all agreements.

**RECOMMENDATION:**

That the Board approves the agreement amendments as presented. The applicable amendment will be submitted depending on the outcome of the Commissioners Court action item approving temporary early voting sites.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ms. Sandy Bruner
Ms. Sharay Boynton

Date Submitted: August 20, 2013

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Action

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 20, 2013
**RE**: Somervell County Joint Election Agreement

**SUMMARY:**

An agreement between Somervell County and GISD for the November election has to be entered into. Attached is the proposed agreement. The anticipated costs will be coming at a later date and I will forward as soon as I have them.

**RECOMMENDATION:**

That the Board approves the agreement as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ms. Sandy Bruner
Ms. Sharay Boynton

Date Submitted: August 20, 2013

GRANBURY ISD
TECHNOLOGY DEPARTMENT

| | |
|---|---|
| **TO**: Dr. James Largent, Superintendent | **FROM**: Amy Wood<br>**DATE**: August 21, 2013<br>**RE**: Technology Purchases for 2013-2014 |

**SUMMARY:**

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place"**.**

Technology purchases are all purchased using DIR and TCPN contracts or other interlocal agreements the District has entered into. DIR and TCPN 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 purchases are planned to occur prior to August 31, 2014 by the technology department. These purchases include funds allocated to the technology department, campuses, and various departments in the district. Since these purchases could exceed the $50,000 amount, they need to be approved by the Board.

- **Account Code 199 E 11/51/52/53 6244**

- Cisco SMARTnet Premium Support Contract Renewals – **$29,000**
- Maintenance Contract Renewal for Dell PowerEdge Servers – **$12,500**
- SIF Licensing & Maintenance - **$14,500**
- Fluke DTX-1200 Gold SuperVision Support Contract Renewal – **$1,500**
- Maintenance Contract Renewal for Web Security/Packet Shaper– **$10,000**
- AS400 Maintenance - **$8,000**
- Dell App Assure - **$5,000**
- Generator Maintenance **- $800**

Budget - Up to **$90,000**

**- Account Code 199 E 11/51/52/53 6249**

- SkyWard Annual Maintenance - **$85,000**
- SolarWinds and Orion Maintenance - **$4,500**

Budget – Up to **$90,000**

**- Account Code 199 E 53 6291**

- VST Renewal - **$6,000**

Budget – Up to **$6,000**

- **Account Code 199 E 11 6297**
- Microsoft Support Pack **- $1,300**

Budget - Up to **$1,500**

- **Account Code 199 E 11/53 6393**

    - Toner Cartridges - $**46,900**

Budget - Up to **$50,000**

- **Account Code 199 E 11/13/41/53 6397**

    - Computer/Server/Projector Supplies – **$54,000**
    - LTO2 200/400GB Ultrium Tape Cartridges – **$1,500**
    - Server Room Rack Replacements – **$3,600**
    - FiberOptic Cable - **$2,350**
    - SIF Licenses – **$12,000**
    - Cisco GBICS - $**16,230**
    - ARIN Fee - **$300**
    - VMWare Vcenter Management Software - **$10,000**
    - Microsoft Licenses (remote management) - **$5,000**
    - Microsoft Licenses for Office and Windows – **per FTE price**
    - Citrix Renewal - **$1,150**
    - Hyena Maintenance and Security Certificates **– $1,500**
    - Terminal Services Licenses - **$3,500**
    - Eduphoria Software Suite - **$12,000**

Budget - Up to **$250,000**

- **Account Code 199 11/51/53 6636**

    - Server Replacements - **$155,000**
        - Server Replacement including VM and Radius, Cisco Blad/Module for 6509 Chasis, End of Life Tape backup, Storage, Voice Router, and other critical components

Budget - Up to **$155,000**

- **Account Code 199/410 E 11/12/23/31/33/51/53 6645**

    - Replacement Campus/Department APC UPS Systems **$8,000**
    - Replacement Campus/Department Cisco Network Switches – **$69,000**
    - Replacement Cisco Voice Gateways – **$14,500**
    - Department Desktop & Laptop Replacements – **$75,000**
    - Student, Teacher, and Staff Replacement Schedule - **$630,000**
        - Including Virtual Desktop Solution, Netbooks, Desktops, Laptops, NComputing, iPads, iPods, tablets, Printers, Projectors, Document Cameras, SmartBoards, etc.
    - Access Points - **$42,000**
    - Video/Distance Learning Cameras - **$15,000**
    - Servers under $5000 **- $17,100**
    - Phone Replacements **– $8,000**

Budget - Up to **$900,000**

- **Other Campus Technology**

| | |
|---|---|
| - TelePacific Internet Access – **$56,000** | (199 E 11 6219 99 xxx x xx xxx) |
| - AT&T T1 Distance Learning Circuit – **$3,000** | (199 E 11 6219 99 xxx x xx xxx) |
| - Charter Communications Fiber Optic Lease – $**120,500** | (199 E 11 6219 99 xxx x xx xxx) |
| - Internet Content Filtering and Antivirus- **$51,000** | (199 E 11 6239 00 xxx x xx xxx) |

**-Software Expenditures**

| | |
|---|---|
| - ACT Engage - **$7,600** | (xxx E 31 6397 xx xxx x xx xxx) |
| - Admin Studio - **$1,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - AESOP Absence Reporting and Substitute Calling - **$7,000** | (xxx E 41 6397 xx xxx x xx xxx) |
| - AgileSports Technology - **$2,500** | (xxx E 36 6397 xx xxx x xx xxx) |
| - AR Renaissance Place - **$25,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Assistive Technology as needed by students | (xxx E 11/31 6397 xx xxx x xx xxx) |
| - BoardMaker Software - **$399 per license** | (xxx E 11/31 6397 xx xxx x xx xxx) |
| - BrainPop - **$25,000** | (xxx E 11 6239 xx xxx x xx xxx) |
| - CTE Certification/Curriculum Software **- $50,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - DMAC - **$15,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Edulog Route Editor **- $10,000** | (xxx E 34 6397 xx xxx x xx xxx) |
| - ESC Comprehensive Contract - **$25,000** | (xxx E 13 6239 xx xxx x xx xxx) |
| - E-Scholarships Online - **$500** | (xxx E 31 6397 xx xxx x xx xxx) |
| - eStar Class Software - **$10,000** | (xxx E 11/31 6397 xx xxx x xx xxx) |
| - Field Trip Software **- $6,000** | (xxx E 34 6397 xx xxx x xx xxx) |
| - Follett Destiny Software - **$40,000** | (199 E 12 6397 99 xxx x xx xxx) |
| - Follett Scanner Support Renewal **-$2,000** | (199 E 12 6244 99 xxx x xx xxx) |
| (textbook module addition) | (199 E 12 6244 99 xxx x xx xxx) |
| - Galaxy Software **- $150** | (xxx E 51 6297 xx xxx x xx xxx) |
| - Imagine Learning **– $6,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - iStation - **$16,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Lego Education Robotics Software **- $350 per license** | (xxx E 11 6397 xx xxx x xx xxx) |
| - LoneStar Maintenance **- $3,000** | (xxx E 12 6244 xx xxx x xx xxx) |
| - Megatronics Fuel Pump **- $2,000** | (xxx E 34 6397 xx xxx x xx xxx) |
| - Mizuni SIF Agent **- $7,000** | (xxx E 35 6397 xx xxx x xx xxx) |
| - Music Software (Charms/Finale/SmartMusic) - **$5,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Naglieri Nonverbal Ability test (GT) - **$10,500** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Nutrikids and POS Software **- $8,500** | (xxx E 35 6397 xx xxx x xx xxx) |
| - OdysseyWare - **$40,500** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Online IPT – **$1,000** | (xxx E 31 6339 xx xxx x xx xxx) |
| - Research Databases **- $15,000** | (xxx E 12 6239/6397 xx xxx x xx xxx) |
| - Rosetta Stone - **$125 per license** | (xxx E 11 6397 xx xxx x xx xxx) |
| - School Messenger **- $20,000** | (xxx E 11 6297/6397 xx xxx x xx xxx) |
| - School Recruiter **- $6,000** | (xxx E 41 6397 xx xxx x xx xxx) |
| - SchoolDude (Facility and Utility**) - $6,000** | (xxx E 51 6397 xx xxx x xx xxx) |
| - SchoolWires - **$20,000** | (xxx E 11 6239 xx xxx x xx xxx) |
| - SPED Management Software - **$25,000** | (xxx E 11/31 6397 xx xxx x xx xxx) |
| - Starfall - **$2,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Study Island - **$52,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Swank Motion Picture License**- $7,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Turnitin Paradigms **- $2,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - USA TestPrep **- $250 per license** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Vector Works **– $2,000** | (xxx E 11 6397 xx xxx x xx xxx) |
| - Webccat - **$3,000** | (xxx E 13 6239 xx xxx x xx xxx) |
| - V-Soft (Raptor) Maintenance & Support Renewal – **$5,800** | (199 E 52 6397 99 xxx x xx xxx) |

- **Donated Funds for Technology Items**

- Mobile Devices, SmartBoards, Projectors, Document Cameras, and other items – (199 E 11 6645 xx xxx x xx xxx)
- Software, cases for devices, mounts, iTunes Cards and other items to support technology (199 E 11 6397 xx xxx x xx xxx)

Budget – Up to **$40,000**

**- Proposed New Initiatives**

- Wireless Controller - **$20,000** (199 E 53 6636/6645/6397 xx xxx x xx xxx)
- Firewall - **$80,000** (199 E 53 6636/6645/6397 xx xxx x xx xxx)

**RECOMMENDATION:**

It is recommended that the above purchases be made with appropriate vendors in the best interest of the District.

Respectfully submitted,

Amy Wood
Director of Technology

**OFFICE OF SUPERINTENDENT**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **August 22, 2013** |
| **For:** | **Discussion** |

| | | | |
|---|---|---|---|
| **To:** | **Board of Trustees** | **From:** | **Dr. James M. Largent** |
| | | **Date:** | **August 26, 2013** |
| | | **RE:** | **Update 97** |

**SUMMARY:**
Update 97 has several employment related issues as per the agenda items. You can access this entire policy update via July 15, 2013 regular meeting attachment. If you have questions, feel free to call before the meeting or we can discuss at the meeting.

**Recommendation:** Approve Update 97 as presented.

**Respectfully submitted,**

**Dr. James M. Largent**
**Superintendent**

**GRANBURY INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES RESOLUTION REGARDING REAL ESTATE SALES CONTRACT BETWEEN THE COUNTY OF HOOD AND GRANBURY INDEPENDENT SCHOOL DISTRICT, WITH CONVEYANCE OF REAL PROPERTY AND A USE AGREEMENT**

**WHEREAS**, pursuant to Texas Education Code section 11.151, the Board of Trustees of the Granbury Independent School District ("the District") is authorized to acquire and hold real and personal property;

**WHEREAS,** the District owns what is currently unimproved land, described as a 10 acre tract of land to be surveyed, which is a portion of Lot 1, Block 2, Acton Middle School Slide B-194, P.R.H.C.T. 435,600 Sq. Ft. situated in the R. Merritt Survey, Abstract No. 385, B.W. Perkins Survey, Abstract 445, and the W.G. Terrell Survey, Abstract No. 562, Hood County, Texas ("Land");

**WHEREAS,** the District has established the fair market value for the Land (surface estate only) to be approximately $175,000.00;

**WHEREAS**, the County of Hood ("the County") has plans to improve the land with the completion of a recreational facility, including an approximately 9886 square foot University Interscholastic League approved natatorium, which includes a heated pool, among other improvements, by December 1, 2014;

**WHEREAS,** the County has requested that the District convey the Land to the County to be used for the project to construct the natatorium and other amenities ("Hood County Recreational Facility") on the Land, in return for the District's ability to use the Hood County Recreational Facility and specifically the natatorium on a priority exclusive basis for school and educational purposes, as set forth in the Use Agreement made a part of the Interlocal Cooperation Agreement Between The County of Hood and Granbury Independent School District ("the Interlocal");

**WHEREAS**, the Board has determined that the construction of the Hood County Recreational Facility, including the natatorium, by the County using the County funds will enable the District to utilize the natatorium without expending funds for the design, construction and maintenance of improvements, and will provide long-term, valuable and continuing benefits to the District, its programs, students and patrons;

**WHEREAS,** the District has further determined that the District would benefit from the proposed development by having natatorium facilities available for interscholastic and intramural athletics, physical education and student instruction;

**WHEREAS**, the District has determined that because of these benefits to the District, it is in the best interest of the District and its students to convey the Land to the County, subject to the terms of the Real Estate Sales Contract, and that the lawful purpose of the District will be served by the conveyance of the Land to the County, and the terms of the conveyance of the Land provide sufficient control over the Land conveyed to ensure that the public purposes set forth herein will be fulfilled;

***Be it resolved***,

1. That the findings and recitals in the preamble of this Resolution are hereby found to be true and correct and are hereby approved and adopted.

2. That the Board of Trustees of the Granbury Independent School District approves the Real Estate Sales Contract, the conveyance of District property, and the Use Agreement attached as Exhibit "A".

3. That the Superintendent and Board President are authorized to execute the legal documents necessary to effect the transaction and conveyance.

4. That it is hereby found, determined and declared that a sufficient written notice of the date, time, place and subject of the meeting of the Board of Trustees of the Granbury Independent School District at which this Resolution was adopted was posted at a place convenient and readily accessible at all times to the general public for the time required by law preceding this meeting as required by chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The Board of Trustees further ratifies, approves and confirms such written notice and posting thereof.

FINALLY PASSED AND ADOPTED this ____ day of _____, 2013.

By: _____
Micky Shearon, President
Board of Trustees of the
Granbury Independent School District

ATTEST:

_____
Nancy Alana, Secretary
Board of Trustees of the
Granbury Independent School District

## Certificate for Resolution

I hereby certify that the foregoing resolution was presented to the Board of Trustees of the Granbury Independent School District during a regularly scheduled meeting on the 26th day of August, 2013. A quorum of the Board of Trustees being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: _____
Noes:_____
Abstentions: _____

To certify which, witness my hand this 26th day of August, 2013.

By: _____
Micky Shearon, President
Board of Trustees of the
Granbury Independent School District

THE STATE OF TEXAS §
§ ACKNOWLEDGMENT
COUNTY OF HOOD §

BEFORE ME, a Notary Public, on this day personally appeared Micky Shearon, known to me to be the person whose name is subscribed to the foregoing instrument, and having been sworn, upon his oath stated that he is the President of the Board of Trustees of the Granbury Independent School District; that he was authorized to execute such instrument pursuant to resolution of the Board of Trustees adopted on August 26, 2013; and that said instrument is executed as the free and voluntary act and deed of such governmental unit for the purposes expressed therein.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____, 2013.

_____
Notary Public, State of Texas

**OFFICE OF SUPERINTENDENT**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **August 26, 2013** |
| **For:** | **Action** |

| | | | |
|---|---|---|---|
| **To:** | **Board of Trustees** | **From:** | **Dr. James M. Largent** |
| | | **Date:** | **August 21, 2013** |
| | | **RE:** | **Resolution supporting City of Granbury Regarding Lake Granbury** |

**SUMMARY:**

**Micky asked that I place this on the agenda as he has been approached about supporting the City's efforts against the BRA. The question was asked whether or not we could donate money to the City to support their fundraising efforts. I have attached a letter from our attorney that addresses this issue. I think you are fine to support the City and approve a resolution of support, but I would not advise giving money to the cause. The letter attached explains in detail.**

**Respectfully submitted,**

**Dr. James M. Largent**
**Superintendent**

**OFFICE OF SUPERINTENDENT**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **August 22, 2013** |
| **For:** | **Discussion** |

| | | | |
|---|---|---|---|
| **To:** | **Board of Trustees** | **From:** | **Dr. James M. Largent** |
| | | **Date:** | **August 26, 2013** |
| | | **RE:** | **Strategic Planning** |

**SUMMARY: G2020 Timeline for Facilities, Technology, and Curriculum are presented here before you for review.**

**Respectfully submitted,**

**Dr. James M. Largent**
**Superintendent**

# Granbury Implementation Timeline

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

| | Assigned | Summer 2013 | Fall 2013 | Spring 2014 | Summer 2014 | Fall 2014 | Spring 2015 | Summer 2015 | Fall 2015 | Spring 2015 | Summer 2015 | Fall 2016 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Action:** Hire architect to do facility analysis, conceptual drawings/pricing on various projects. | Supt/Admin/School Board | ✓ | | | | | | | | | | |
| **Action:** Hire survey company to survey community on perceptions of a possible bond proposal. | Supt/Admin/School Board | ✓ | | | | | | | | | | |
| **Action:** Hire demographer to do a demographic study to project enrollment for the next 10 years in GISD. | Supt/Admin/School Board | ✓ | | | | | | | | | | |
| **Action:** Form Bond Steering Committee (BSC) consisting of parents, staff, community and business leaders. | Supt, with GISD Admin Team and GISD school board recommendations | ✓ | | | | | | | | | | |
| **Action:** BSC meets multiple times to develop plan to recommend to GISD school board | Supt/BSC/Architects/GISD staff as needed. | ✓ | | | | | | | | | | |

# Granbury Implementation Timeline

| | Assigned | Summer 2013 | Fall 2013 | Spring 2014 | Summer 2014 | Fall 2014 | Spring 2015 | Summer 2015 | Fall 2015 | Spring 2015 | Summer 2015 | Fall 2016 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Action:** Present BSC recommendation to GISD school board | BSC members | | | | | | | | | | | |
| **Action:** Evaluate BSC recommendations and determine if and when to call a bond election. | GISD School Board | | | | | | | | | | | |
| **Action:** If bond election is called and ratified, work with architects and construction manager to develop timeline for project completion. | GISD School Board/Supt/Admin Team/Architects/Construction manager | | | | ← | ON GOING | | | | → | | |
| **Action:** If bond election is not called or fails, work on plan "B" to prioritize projects than can be done with excess funds from budgets each year, with fund balance, and brainstorm other ways to take care of growing facility needs. | Supt/GISD Admin team/GISD School Board | | | | | | | | | | | |

# Granbury Implementation Timeline

| Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Assigned** | **Summer 2013** | **Fall 2013** | **Spring 2014** | **Summer 2014** | **Fall 2014** | **Spring 2015** | **Summer 2015** | **Fall 2015** | **Spring 2015** | **Summer 2015** | **Fall 2016** | Spring 2016 | Fall 2017 | Spring 2017 | Fall 2018 | Spring 2018 |
| **Action:** Work with Tech consultant to evaluate existing tech infrastructure. | Director of Technology | G ✓ | | | | | | | | | | | | | | | |
| **Action:** Work with principals to identify what a model classroom "looks like" regarding technology at different levels. | Director of Technology<br>Campus Principals | G ✓ | | | | | | | | | | | | | | | |
| **Action:** Complete necessary applications with USAC, order equipment, install, and begin service to increase wide area network (WAN) from 1GB to 10GB. | Director of Technology | | G | | | | | | | | | | | | | | |
| **Action:** Purchase and install all necessary components to allow every student to have wireless access in every area of school. | Director of Technology | | | G | ← | | | | | | → | G | | | | | |
| **Action:** Move from 500MB of internet access to 1GB internet access. Continuously Monitor and determine necessary bandwidth to meet instructional and functional needs of the students . | Director of Technology | | G | G | G | G | | | | | | | | | | | |

# Granbury Implementation Timeline

| | Assigned | Summer 2013 | Fall 2013 | Spring 2014 | Summer 2014 | Fall 2014 | Spring 2015 | Summer 2015 | Fall 2015 | Spring 2015 | Summer 2015 | Fall 2016 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Action:**<br>Provide professional development to support all content areas seamlessly incorporating technology. | Director of Technology<br>Instructional Technology Coordinators<br>Curriculum Department<br>Campus Personnel | | | | | ON GOING | | | | | | | | | | | |
| **Action:**<br>Ensure that all students will demonstrate responsible digital citizenship by developing lessons that all students will complete**.** | Director of Technology<br>Instructional Technology Coordinators<br>Campus Personnel | | | | | ON GOING | | | | | | | | | | | |
| **Action:**<br>Expose students to a variety of technologies and able to select the most effective tool to accomplish the task at hand. | Director of Technology<br>Instructional Technology Coordinators<br>Campus Personnel | | | | | ON GOING | | | | | | | | | | | |
| **Action:**<br>Provide and evaluate necessary resources to facilitate access to student resources at home and away from school using cloud-based solutions. | GISD School Board/Supt/Admin Team/Architects/Construction manager | | | | | | | | | | | | | | | | |
| **Action:**<br>If bond election is called and ratified, work with technology consultant to develop timeline for project completion. | GISD School Board/Supt/Admin Team/Architects/Construction manager | | | | | ON GOING | | | | | | | | | | | |
| **Action:**<br>If bond election is not called or fails, work on plan "B" to prioritize projects than can be done with excess funds from budgets each year, with fund balance, and brainstorm other ways to take care of technology needs. | Director of Technology<br>Superintendent | | | | | | | | | | | | | | | | |

# Granbury Implementation Timeline

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

| | Assigned | Summer 2013 | Fall 2013 | Spring 2014 | Summer 2014 | Fall 2014 | Spring 2015 | Summer 2015 | Fall 2015 | Spring 2015 | Summer 2015 | Fall 2016 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Action:**<br>Choose a project based trainng model based on its proven efficacy at all levels that fosters GISD common language and dynamic classrooms | Director of Curriculum<br>Superintendent<br>Asst Superintendent<br>Principals<br>Curriculum/Tech Coor<br>Teacher Leaders | ✓ | | | | | | | | | | |
| **Action:**<br>Implement the chosen project based learning model by assembling an early adopter cohort group of teachers and select 3 CBP for the 2013-14 school year. | Director of Curriculum<br>Superintendent<br>Asst Superintendent<br>Principals<br>Curriculum/Tech Coor<br>Teachers | ✓ | | | | | | | | | | |
| **Action:**<br>Train remainder of teaching staff and add 3 more CBP's. | Director of Curriculum<br>Superintendent<br>Asst Superintendent<br>Principals<br>Curriculum/Tech Coor<br>Teachers | | | | | | | | | | | |

# Granbury Implementation Timeline

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Action:** Schedule mutiple sessions throughout the school calendar for teacher collaboration, planning, and implementatoin of our rigorous and engagaing curriculum, to include but not be limited to technology, project based learning, and partnership objectives | Director of Curriculum<br>Technology Director<br>Director of CTE<br>Principals<br>Curriculum Coor<br>Instructional Tech Coor<br>Business Partners<br>Post Secondary Partners | ✓ | | ← | ON GOING | | | | → | | | |
| **Action:** Provide a PBL Lead for all instructional leadership | Director of Curriculum<br>Superintendent<br>Asst Superintendent<br>Principals<br>Central Office Instructional Support | ✓ | | | | | | | | | | |
| | **Assigned** | **Summer 2013** | **Fall 2013** | **Spring 2014** | **Summer 2014** | **Fall 2014** | **Spring 2015** | **Summer 2015** | **Fall 2015** | **Spring 2015** | **Summer 2015** | **Fall 2016** |
| **Action:** Establish a community partnership to support the "real world" audience concept | Director of Curriculum<br>Technology Director<br>Director of CTE<br>Principals<br>Curriculum Coor<br>Instructional Tech Coor<br>Business Partners | | | | | | | | | | | |
| **Action:** Schedule and conduct a PBL Exhibition of student work | Director of Curriculum<br>Superintendent<br>Asst Superintendent<br>Principals<br>Curriculum/Tech Coor<br>Teachers | | | | | | | | | | | |

# Granbury Implementation Timeline

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Action:**<br>Various venus of communication regarding PBL will be created and implemented taking into consideration all stakeholders | Director of Curriculum<br>Superintendent<br>Asst Superintendent<br>Principal | | | | ← | ON GOING | | | | → | | |
| **Action:**<br>Evaluate the implemenation of our chosen project based learning model through the reflection of all stakeholders. | Director of Curriculum<br>Superintendent<br>Asst Superintendent<br>Principals<br>Curriculum/Tech Coor<br>Teachers<br>Parents<br>Community/Business Partners | | | | ← | ON GOING | | | | → | | |

# Summer School Report

# Summer 2013

GISD conducted several summer programs during the 2013 summer. Those programs included the required Kindergarten/First Grade program for limited English proficient (LEP) students, Student Success Initiative program, STAAR end of course, high school credit recovery, and high school credit acceleration program. All programs were housed at Granbury Middle School and followed varying dates and schedules depending on the specific needs of the students within each program. Students spent far less time in summer programs this summer with the exception of the early LEP program. Transportation was provided for students.

Funding sources for summer school included local money, LEP summer school money, Student Success Initiative state money, and tuition. The cost of all programs was $108,425.

**Kindergarten/First Grade LEP**

As defined in TEC 29.060, all students who are LEP and eligible for kindergarten or first grade in the subsequent school year shall be offered the opportunity to attend 120 hours of a summer language enriched program. The program had two teachers and one paraprofessional to support 35 students.

June 5 – June 27, 2013 Monday – Thursday only

7:15am – 4:00pm

**Student Success Initiative (SSI)**

Enacted by the 76th Texas Legislature in 1999 and modified by the 81st Texas Legislature in 2009, the Student Success Initiative (SSI) grade advancement requirements apply to enrolled grades 5 and 8 students who take the State of Texas Assessment of Academic Readiness (STAAR™) reading and mathematics tests at grades 5 and 8. This program employed 18 reading, math, and inclusion teachers to support 101 students for accelerated instruction and the third administration of STAAR. Individual acceleration plans were implemented for five days the week of June 17-24, 2013 and testing occurred June 25 and 26. There were 111 assessments given for students under SSI. Of the assessments given, 29.7% of the assessments met the satisfactory rating.

**STAAR End of Course**

GISD offered intensive, individualized instruction for students that have not met satisfactory on one or more of the end of course assessments required for graduation – English Reading I, English Writing I, English Reading II, English Writing II, Biology, Algebra I. We employed 14 teachers to provide intervention and administer those assessments. Intervention occurred June 24-27, 2013 with flexible scheduling for the students. There were 216 EOC's administered the week of July 8-12, 2013. Of the assessments administered, 49.5% of those received a satisfactory score.

**High School Credit Recovery and Acceleration**

GISD had several students attend summer school to recover credits for graduation. Most coursework was completed through the curriculum software system of Odysseyware. Speech and English were offered in a face to face direct instruction model. Of the 109 half credits awarded, 39 of them were for retrieval and 70 were for acceleration. Students were required to pay $100 per half credit. We do offer this program to out of district students and their tuition is $150 per half credit. Four half credits were awarded from out of district students. GISD used contracted employees to run this program with the exception of Speech.

# GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Information

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 21, 2013
**RE**: 05/31/13 Financial Statements

**SUMMARY:**

Attached are the financial statements for the period ended May 31, 2013 for the general operating fund.

The statements for the period ended May 31, 2013 include only those transactions that occurred between the period of September 1, 2012 and May 31, 2013. Revenue collected to date equal 95.97% of the budgeted amount compared to 83.68% last year. Expenditures to date represent 75.65% of the budget compared to 72.37% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Kati Burke

Date Submitted: August 21, 2013

# GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Information

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 21, 2013
**RE**: 06/30/13 Financial Statements

**SUMMARY:**

Attached are the financial statements for the period ended June 30, 2013 for the general operating fund.

The statements for the period ended June 30, 2013 include only those transactions that occurred between the period of September 1, 2012 and June 30, 2013. Revenue collected to date equal 97.66% of the budgeted amount compared to 85.49% last year. Expenditures to date represent 83.27% of the budget compared to 81.16% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Kati Burke

Date Submitted: August 21, 2013

# GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 26, 2013
For: Information

**TO**: Dr. James Largent, Superintendent

**FROM**: Sharay Boynton
**DATE**: August 21, 2013
**RE**: 07/31/13 Financial Statements

**SUMMARY:**

Attached are the financial statements for the period ended July 31, 2013 for the general operating fund.

The statements for the period ended July 31, 2013 include only those transactions that occurred between the period of September 1, 2012 and July 31, 2013. Revenue collected to date equal 98.55% of the budgeted amount compared to 93.21% last year. Expenditures to date represent 90.21% of the budget compared to 89.20% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Kati Burke

Date Submitted: August 21, 2013

**Sharay Boynton**
Executive Director of Finance

**Business Office**
600 W. Bridge Street 817.408.4015
Granbury, Texas 76048 817.408.4033 Fax

www.granburyisd.org/business
sharay.boynton@granburyisd.org

August 17, 2013

Granbury Independent School District Board of Trustees:

The Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) requires the investment officer of each local government to submit to its governing body a report, not less than quarterly, of investment transactions.

The **Portfolio Summary Report** identifies all areas that are required to be reported to the governing body. The report summarized the information for all six groups of funds that the District invests funds. The report shows that all six funds are being invested at a rate similar to the average benchmark yield. The benchmark used is the 90-day T-Bill.

The total book value of investments held by the District on May 31, 2013 was $37,696,268. The General Fund holds the majority of the investments.

The District invested in the pools and the interest bearing checking accounts during the last quarter. The yield between the pools and the interest bearing checking accounts is consistent with that of individual Treasuries and Agencies. Term investments were researched and will be purchased as feasible. Funds will be reallocated to take advantage of the higher yield associated with the long-term investments as the opportunities become available.

Throughout most of last quarter, LOGIC maintained higher yields than TexPool, TexasTerm Daily and TASB-Lone Star. TexasTerm I, investments with set maturities, yield was still lower than the pools and funds are not as liquid as they are in the pools. With the interest rate as low as it is, it will not serve well to limit interest income for a period of time. These rates are being watched and investments being made as feasible. The interest yield on the checking accounts is more than the 90 day t-bill. The depository agreement entered into effective 9/1/11 realizes a floating interest rate depending on 90-day t-bill adjusted quarterly and will allow for a more competitive rate when the interest rate market increases. At this point, the minimum paid is .20% no matter what the 90 day t-bill is doing. Further, the depository has set up an investment account that maintains a rate consistent with TexPool's prior month average yield adjusted monthly, also limited to a minimum .20%. This rate is higher than the funds, however, due to collateral being limited to $6,000,000 for all accounts held by bank, this account is limited in its use. Funds are invested in the pools and the bank depending on the needs of the individual funds, diversity issues, and collateral available.

Funds are invested to yield the highest return and security at the time of investment or withdrawal. Graphs showing the percentage breakdown of investments as well as transactions for all funds are attached for your review.

The information presented above and the attached are submitted to you as the quarterly report of investment transactions for Granbury Independent School District.

Sharay S. Boynton, CPA
Executive Director of Finance

# PORTFOLIO SUMMARY REPORT
# PERIOD ENDING 5/31/13

## GRANBURY ISD – GENERAL OPERATING INVESTMENT FUNDS

| | |
|---|---|
| Beginning Book Value | $ 31,427,638 |
| Beginning Market Value | $ 31,427,638 |
| WAM at Beginning of Period | 1 Days |
| Change to Market Value | $ 0 |
| Ending Book Value | $ 31,427,638 |
| Ending Market Value | $ 31,427,638 |
| Gain/Loss | $ 0 |
| WAM at Ending Date | 1 Days |
| Period Yield to Maturity | .1027% |
| Period Average Benchmark Yield | .04% |

## GRANBURY ISD – FOOD SERVICE INVESTMENT FUNDS

| | |
|---|---|
| Beginning Book Value | $ 636,442 |
| Beginning Market Value | $ 636,442 |
| WAM at Beginning of Period | 1.0 Days |
| Change to Market Value | $ 0 |
| Ending Book Value | $ 636,442 |
| Ending Market Value | $ 636,442 |
| Gain/Loss | $ 0 |
| WAM at Ending Date | 1.0 Days |
| Period Yield to Maturity | .0656% |
| Period Average Benchmark Yield | .04% |

## GRANBURY ISD – SCHOLARSHIP/TRUST INVESTMENT FUNDS

| | |
|---|---|
| Beginning Book Value | $ 112,911 |
| Beginning Market Value | $ 112,911 |
| WAM at Beginning of Period | 1.0 Days |
| Change to Market Value | $ 0 |
| Ending Book Value | $ 112,911 |
| Ending Market Value | $ 112,911 |
| Gain/Loss | $ 0 |
| WAM at Ending Date | 1.0 Days |
| Period Yield to Maturity | .20% |
| Period Average Benchmark Yield | .04% |

## GRANBURY ISD – DEBT SERVICE INVESTMENT FUNDS

| | |
|---|---|
| Beginning Book Value | $ 4,684,100 |
| Beginning Market Value | $ 4,684,100 |
| WAM at Beginning of Period | 1 Day |
| Change to Market Value | $ 0 |
| Ending Book Value | $ 4,684,100 |
| Ending Market Value | $ 4,684,100 |
| Gain/Loss | $ 0 |
| WAM at Ending Date | 1 Day |
| Period Yield to Maturity | .0893% |
| Period Average Benchmark Yield | .04% |

## GRANBURY ISD – BUILDING FUND INVESTMENT FUNDS

| | |
|---|---|
| Beginning Book Value | $ 14,663 |
| Beginning Market Value | $ 14,663 |
| WAM at Beginning of Period | 1.0 Days |
| Change to Market Value | $ 0 |
| Ending Book Value | $ 14,663 |
| Ending Market Value | $ 14,663 |
| Gain/Loss | $ 0 |
| WAM at Ending Date | 1.0 Days |
| Period Yield to Maturity | .067% |
| Period Average Benchmark Yield | .04% |

## GRANBURY ISD –SELF INSURANCE INVESTMENT FUNDS

| | |
|---|---|
| Beginning Book Value | $ 820,514 |
| Beginning Market Value | $ 820,514 |
| WAM at Beginning of Period | 1.0 Days |
| Change to Market Value | $ 0 |
| Ending Book Value | $ 820,514 |
| Ending Market Value | $ 820,514 |
| Gain/Loss | $ 0 |
| WAM at Ending Date | 1.0 Days |
| Period Yield to Maturity | 0.0748% |
| Period Average Benchmark Yield | 0.04% |

Prepared by: Finance Director