Regular

Monday, April 19, 2004 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 purchase, exchange, lease or value of real property**
   a. Appointments, leaves and resignations
3. **Reconvene in open session at 7:00 p.m.**
4. **Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Superintendent's Report - Goals 2, 4, 7**
   a. Student recognition
   b. Financial statements for the period ending February 28, 2004 and March 31, 2004
7. **Board members special reports**
   a. Legislataive Update
8. **Consent agenda items:**
   a. Consider minutes of the March 8, 2004 regular called board meeting
   b. Consider budget amendments
   c. Consider office supplies bid no. 2002-05 - renewal
   d. Consider instructional supplies & equipment bid no. 2002-06 - renewal
   e. Consider physical education supplies & equipment bid no. 2002-17 - renewal
   f. Consider magazine & periodical subscription services bid no. 2003-03 - renewal
   g. Consider A/V and library supplies & equipment bid no. 2003-14 - renewal
   h. Consider student insurance 2003-21 - renewal
   i. Consider music, band & choir bid no. 2003-17 - renewal
   j. Consider athletic supplies bid no. 2004-07 - football section
   k. Consider athletic supplies bid no. 2004-07 - soccer section
   l. Consider library books, class sets, reference materials & video media bid no. 2002-02 - renewal
9. **Consider summer school proposal**
10. **Consider Interlocal Contract between GISD & Department of Information Resources (DIR) and related Resolution**
11. **Consider the hiring schedule and pay ranges for 2004-2005 as presented**
12. **Public comments/audience participation**
13. **Personnel**
    a. Consider appointments, leaves and resignations
14. **Adjourn**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Information

TO: Mr. William Harris, Superintendent

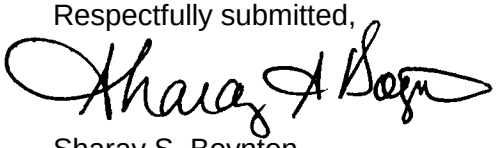
FROM: Sharay Boynton
DATE: April 14, 2004
RE: 2/29/04 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended February 29, 2004 for the general operating fund.

The statements for the period ended February 29. 2004 include only those transactions that occurred between the period of September 1, 2003 and February 2004. Revenue collected to date equal 84.31% of the budgeted amount compared to 80.70% last year. Expenditures to date represent 48.64% of the budget compared to 48.72% last year.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: April 14, 2004

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED FEBRUARY 29, 2004

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	34,608,346	31,659,769	2,948,577	91.48%
5800 STATE SOURCES	7,758,446	4,137,555	3,620,891	53.33%
5900 FEDERAL SOURCES	201,000	92,606	108,394	46.07%
TOTAL REVENUES	**42,567,792**	**35,889,930**	**6,677,862**	**84.31%**
EXPENDITURES				
6100 PAYROLL COSTS	32,140,999	15,250,416	16,890,583	47.45%
6200 PROFESSIONAL & CONTRACTED SERVICES	3,652,304	2,024,113	1,628,191	55.42%
6300 SUPPLIES/MATERIALS	2,472,050	1,261,673	1,210,378	51.04%
6400 OTHER OPERATING	1,050,070	739,035	311,035	70.38%
6500 DEBT SERVICE	0	0	0	#DIV/0!
6600 CAPITAL OUTLAY	2,629,760	1,126,266	1,503,493	42.83%
TOTAL EXPENDITURES	**41,945,184**	**20,401,503**	**21,543,680**	**48.64%**
OTHER SOURCES AND USES				
7900 OTHER RESOURCES	0	0	0	0.00%
8900 OTHER USES	0	0	0	0.00%
OTHER SOURCES(USES)	**0**	**0**	**0**	**0.00%**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**622,609**	**15,488,427**	**(14,865,819)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED FEBRUARY 29, 2004

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES					
5700 LOCAL					
PROPERTY TAXES	33,550,000	31,202,717	2,347,283	93.00%	91.07%
INVESTMENT INCOME	275,000	84,211	190,789	30.62%	36.26%
OTHER LOCAL INCOME	783,346	372,841	410,506	47.60%	42.53%
5800 STATE					
STATE FUNDING	7,758,446	4,137,555	3,620,891	53.33%	54.53%
5900 FEDERAL					
FEDERAL PROJECTS	201,000	92,606	108,394	46.07%	63.86%
TOTAL REVENUES	**42,567,792**	**35,889,930**	**6,677,862**	**84.31%**	**80.70%**
EXPENDITURES					
11 INSTRUCTION	22,647,650	10,793,912	11,853,738	47.66%	47.04%
12 INSTRUCTIONAL RESOURCES & MEDIA	1,642,683	938,529	704,154	57.13%	52.98%
13 CURRICULUM & STAFF DEVELOPMENT	576,716	239,370	337,346	41.51%	42.77%
21 INSTRUCTIONAL LEADERSHIP	467,498	216,649	250,849	46.34%	31.55%
23 SCHOOL LEADERSHIP	2,378,935	1,132,630	1,246,305	47.61%	47.60%
31 GUIDANCE/COUNSELING	1,373,475	650,180	723,296	47.34%	49.17%
33 HEALTH SERVICES	311,369	138,879	172,489	44.60%	47.10%
34 TRANSPORTATION	1,943,355	998,474	944,881	51.38%	66.58%
36 CO-CURRICULAR/EXTRACURRICULAR	1,399,477	689,445	710,032	49.26%	53.81%
41 GENERAL ADMINISTRATION	2,028,123	952,160	1,075,963	46.95%	48.45%
51 PLANT MAINTENANCE	5,646,756	3,033,341	2,613,414	53.72%	46.70%
52 SECURITY & MONITORING SERVICES	266,463	199,516	66,947	74.88%	55.13%
53 DATA PROCESSING	58,632	53,161	5,471	90.67%	66.50%
61 COMMUNITY EDUCATION	111,078	42,173	68,905	37.97%	40.02%
71 DEBT SERVICE	0	0	0	#DIV/0!	
81 FACILITIES CONSTRUCTION & ACQUISITION	1,092,973	323,084	769,889	29.56%	76.36%
93 PAYMENTS TO FISCAL AGENT					
TOTAL EXPENDITURES	**41,945,184**	**20,401,503**	**21,543,680**	**48.64%**	**48.72%**
OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**622,609**	**15,488,427**	**(14,865,819)**		

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Information

TO: Mr. William Harris, Superintendent

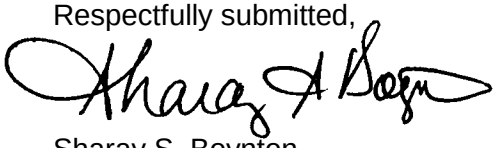
FROM: Sharay Boynton
DATE: April 14, 2004
RE: 03/31/04 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended March 31, 2004 for the general operating fund.

The statements for the period ended March 31. 2004 include only those transactions that occurred between the period of September 1, 2003 and March 2004. Revenue collected to date equal 86.34% of the budgeted amount compared to 83.18% last year. Expenditures to date represent 57.04% of the budget compared to 56.28% last year.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: April 14, 2004

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED MARCH 31, 2004

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	34,623,082	32,316,405	2,306,678	93.34%
5800 STATE SOURCES	7,758,446	4,336,872	3,421,574	55.90%
5900 FEDERAL SOURCES	201,000	113,036	87,964	56.24%
TOTAL REVENUES	**42,582,528**	**36,766,313**	**5,816,216**	**86.34%**
EXPENDITURES				
6100 PAYROLL COSTS	32,136,491	17,776,340	14,360,151	55.32%
6200 PROFESSIONAL & CONTRACTED SERVICES	3,645,890	2,228,973	1,416,918	61.14%
6300 SUPPLIES/MATERIALS	2,450,124	1,422,924	1,027,200	58.08%
6400 OTHER OPERATING	1,045,936	801,673	244,263	76.65%
6500 DEBT SERVICE	0	0	0	#DIV/0!
6600 CAPITAL OUTLAY	2,681,478	1,704,171	977,307	63.55%
TOTAL EXPENDITURES	**41,959,920**	**23,934,081**	**18,025,839**	**57.04%**
OTHER SOURCES AND USES				
7900 OTHER RESOURCES	0	0	0	0.00%
8900 OTHER USES	0	0	0	0.00%
OTHER SOURCES(USES)	**0**	**0**	**0**	**0.00%**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**622,609**	**12,832,232**	**(12,209,624)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED MARCH 31, 2004

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES					
5700 LOCAL					
PROPERTY TAXES	33,550,000	31,822,023	1,727,977	94.85%	92.79%
INVESTMENT INCOME	275,000	84,155	190,845	30.60%	44.99%
OTHER LOCAL INCOME	798,082	410,227	387,856	51.40%	50.05%
5800 STATE					
STATE FUNDING	7,758,446	4,336,872	3,421,574	55.90%	58.55%
5900 FEDERAL					
FEDERAL PROJECTS	201,000	113,036	87,964	56.24%	74.17%
TOTAL REVENUES	**42,582,528**	**36,766,313**	**5,816,215**	**86.34%**	**83.18%**
EXPENDITURES					
11 INSTRUCTION	22,661,034	12,567,271	10,093,762	55.46%	54.61%
12 INSTRUCTIONAL RESOURCES & MEDIA	1,642,168	1,052,651	589,517	64.10%	61.65%
13 CURRICULUM & STAFF DEVELOPMENT	576,694	284,273	292,421	49.29%	50.83%
21 INSTRUCTIONAL LEADERSHIP	467,498	250,121	217,378	53.50%	37.10%
23 SCHOOL LEADERSHIP	2,378,785	1,315,623	1,063,162	55.31%	55.29%
31 GUIDANCE/COUNSELING	1,373,475	747,104	626,371	54.40%	57.05%
33 HEALTH SERVICES	311,230	161,623	149,607	51.93%	54.14%
34 TRANSPORTATION	1,953,655	1,416,944	536,712	72.53%	73.97%
36 CO-CURRICULAR/EXTRACURRICULAR	1,416,713	806,814	609,899	56.95%	59.28%
41 GENERAL ADMINISTRATION	2,028,123	1,046,500	981,623	51.60%	60.22%
51 PLANT MAINTENANCE	5,625,564	3,442,839	2,182,724	61.20%	53.86%
52 SECURITY & MONITORING SERVICES	259,397	212,569	46,828	81.95%	69.56%
53 DATA PROCESSING	58,632	53,161	5,471	90.67%	66.50%
61 COMMUNITY EDUCATION	108,178	54,378	53,800	50.27%	45.40%
71 DEBT SERVICE	0	0	0	#DIV/0!	
81 FACILITIES CONSTRUCTION & ACQUISITION	1,098,773	522,210	576,563	47.53%	76.36%
93 PAYMENTS TO FISCAL AGENT					
TOTAL EXPENDITURES	**41,959,920**	**23,934,081**	**18,025,839**	**57.04%**	**56.28%**
OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**622,609**	**12,832,232**	**(12,209,624)**		

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
April 5, 2004

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, April 5, 2004 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Micky Shearon

Board Members Present

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

School Officials Present

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

Others Present

School Employees
Media
Community Members

Meeting Called to Order

President, Micky Shearon, called the meeting to order at 6:02 p.m.

Facility Workshop

Ms. Lesa Vardeman and Chad Davis from VLK architects presented a concept plan on options of adding a 9th grade center to the current high school property and also reviewed renovation ideas for the current high school. Vardeman stated that this was a concept study only and not meant to be a design study.

Recess

The board took a recess at 7:02 p.m.

Reconvened

The board reconvened at 7:13 p.m.

Rev. Wyn Mack of the First Assembly of God led in the invocation and Micky Shearon led in the pledge to the U.S. Flag and the Texas Flag.

Superintendent's Report

Recognitions – The Granbury high school all region band students were recognized and the JROTC students were recognized.

Mr. John Dafoe, a representative from the salary committee, presented recommendations to the board for the 2004-05 salary schedule. This was a proposal from the salary committee and the District Advisory committee and not for approval. The committee recommended addressing the difference between Step 0 and Step 8, add a new step 28, attempt to have a 2% increase for each step, if possible, adjust the difference between the steps to bring about more equity especially from Step 15 on up to the top of the schedule, increase the difference between the BA and MA schedules from $1,000 to $1,500, and add $500 to the MA differential to make it $1,500. Other recommendations give special considerations for specific employee groups based on the market value in regard to Special Ed Aides – Self-Contained, Library Aides, Custodians, Cafeteria workers and address inequities within specific employee groups.

Superintendent Harris presented to the board the 3rd grade reading TAKS test results for GISD. Harris stated that all campuses received an exemplary rating for the 3rd grade reading TAKS. Harris thanked the teachers, administrators and curriculum department for their hard work in preparing the students for the TAKS test.

Harris announced that Granbury ISD won sweepstakes at the UIL Academic competition and the One Act Play continues to advance.

Public Comments

Mr. Steven Poole from the United Educators Association addressed the board regarding teacher salaries.

Board Members Special Reports

Board member Jerry Campbell announced that the GISD Auction on March 27, 2004 made $47,000 in sales.

Charlie Cloud reported that he attended a meeting with the Legislative Advisory Council and would like about 10 minutes at the next board meeting to give a report.

Consent Agenda

A motion was made by Charlie Cloud and seconded by Mark Graves to approve the consent agenda items as presented. **MOTION CARRIED** Yes 7 – Noe 0 The consent agenda items approved were: (a) minutes of the March 4, 2004 special called board meeting and the March 8, 2004 regular board meeting, (b) budget amendments, (c) textbook recommendations (d) nursing supplies bid no. 2003-15, and (e) athletic supplies – catalog discount bid no. 2004-06.

Food Service Contract

A motion was made by Mark Graves and seconded by Brad Johnson to approve the ARAMARK Food Service Management Contract – Renewal as presented. **MOTION CARRIED** Yes 7 – Noe 0

External Auditor

A motion was made by Charlie Cloud and seconded by Gene Ellis to authorize William Harris to execute the engagement letter as prepared by Snow, Garrett & Company for the fiscal year ended August 31, 2004. **MOTION CARRIED** Yes 7 – Noe 0

Convened in Closed Session

The Board of Trustees convened in closed session at 8:29 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 – purchase, exchange, lease or value of real property.

Reconvened in Open Session

The Board of Trustees reconvened in open session at 9:14 p.m.

Personnel

A motion was made by Charlie Cloud and seconded by Mark Graves that the listed individuals be employed under a one-year probationary contract for the 2004-05 school year and further move that the listed individual be employed under a 4th one-year probationary contract for the 2004-05 school year and move that the listed individuals be employed under a one-year term contract for the 2004-05 school year. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Charlie Cloud and seconded by Gene Ellis to approve that the administrators on the list be approved for a 2 year contract. **MOTION CARRIED** Yes 7 – Noe 0

Adjournment

There being no further business, the meeting was adjourned at 9:16 p.m.

Micky Shearon, President

J. Mark Graves, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

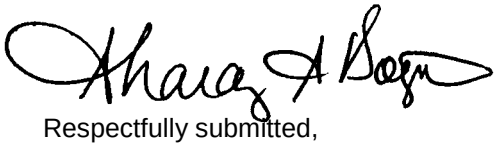
FROM: Sharay Boynton, Finance Director
DATE: April 12, 2004
RE: Budget Amendments

SUMMARY:

Attached are budget amendments that are for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments.



Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield
Date Submitted: April 12, 2004

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Bob Small, Originator
This Amendment recognizes funds in the amount of $11,831 allocated to function 31. These funds are generated by students taking Advanced Placement Tests and will be used to purchase the testing supplies.

Fund 199, Ms. Kathy Haynes, Originator
This Amendment recognizes funds in the amount of $149 allocated to function 12. These funds are generated from lost and damaged book fees and will be used to purchase additional library books.

Fund 199, Ms. Rebecca Johnson, Originator
This Amendment recognizes funds in the amount of $2,789 allocated to function 12. These funds are generated from library fines and the spring book fair, and will be used to purchase additional library books.

Fund 181, Mr. Randy Leach, Originator
This Amendment recognizes funds in the amount of $3,762 allocated to function 36. These funds are generated in the Athletic Activity Fund and will be used to purchase additional athletic supplies.

BUDGET AMENDMENTS RECOGNIZING FUNCTION TO FUNCTION TRANSACTION

Fund 199, Mr. Bob Small, Originator
This Amendment recognizes funds in the amount of $3,000 allocated from function 52 to function 51. These funds are being transferred from the security account to the Maintenance account to purchase a lift for the GHS campus.

Fund 199, Mr. Bob Small, Originator
This Amendment recognizes funds in the amount of $4,540 allocated from function 11 to function 31. These funds are being transferred from CATE accounts to purchase Counseling Software.

Fund 199, Ms. Nancy Alana, Originator
This Amendment recognizes funds in the amount of $500 allocated from function 23 to function 11. These funds are being transferred to purchase a laminator for the campus.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: April 14, 2004
RE: Office Supplies – Annual Contract CSP 2002-05 - Renewal

SUMMARY:

The annual contract for office supplies and equipment will expire on May 31, 2004. The original proposal allowed for two renewals in one-year increments. This is the completion of the 2nd year. There have been no complaints against the current vendor, Martin's Office Supply. Since we have worked with them to implement the online catalog into our purchasing system and there have been no complaints, it is felt that it would be in the best interest of the District to renew this bid. Martin's was contacted regarding their intent to renew and they concur with the renewal. All terms and conditions of the bid will remain the same and the period of the renewal will be June 1, 2004 to May 31, 2005.

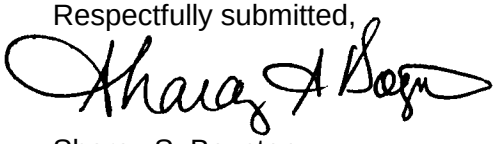
A summation of the process and outcome as well as a copy of the tabulation of the original bid is attached for your review.

The following is the recommendation of Mrs. Deborah Johnson and myself.

RECOMMENDATION:

It is recommended that the Board approve Martin-Wood Office Supply as the office supply vendor for the period of June 1, 2004 through May 31, 2005.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson

Date Submitted: March 31, 2003

BID FOR BOARD APPROVAL

Board Meeting Date: May 20, 2002 **Bid Number:** 2002-05

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

2. **Brief description:** Vendors were asked to identify their pricing structure/benchmark and any additional discount that would be offered to Granbury ISD for the purchase of office supplies on an as needed basis.

3. **Period of time bid covers:** June 1, 2002 through May 31, 2003

4. **Person and title responsible for the expenditure:** All district personnel with campus principal or director approval.

5. **Number of bids sent to vendors:** 21

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

7. **Listing of recommended vendors and total prices:** Martin-Wood Office Supply is recommended for award with an approximate expenditure of $90,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 4/18/00

10. **Percentage increase or decrease from last bid**: Catalog discount of 30% remained the same, but the addition of an elite program will result in increased savings on high usage items.

11. **Budget information:** Funds for expenditures to be covered under this proposal will come from budgeted dollars for each campus and department under object code 6395.

Sharay S. Boynton
Executive Director of Finance

Dale Taylor
Assistant Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 17, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 31, 2003
RE: Instructional Supplies Bid No. 2002-06 – Renewal

SUMMARY:
A bid was let to establish vendors for the purchase of instructional supplies March 2002. Vendors were asked to quote a percentage discount rate from their catalog/shelf prices. The current bid will expire May 31, 2004 but has the option to renew for one more additional year should all parties agree. Ms. Sharon Whitefield, Director of Curriculum, was contacted regarding the renewal option. Ms. Whitefield requested that the bid be renewed if the vendors agreed. The vendors were contacted and all have responded their intent to renew maintaining all terms and conditions of original bid.A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

The following is the recommendation of Ms. Sharon Whitefield and reviewed by Mrs. Debbie Johnson.

RECOMMENDATION:
It is recommended that the Board approve the vendor and catalogs below for the period of June 1, 2003 through May 31, 2005.

Vendor	Catalog	% Discount Supplies/Equipment
School Specialty	School Specialty	25%/10%
Books on the Square	Shelf Prices	20%/20%
Nasco	Nasco Science, Nasco Arts & Crafts	15%/15%
	Nasco Fam.& Consumer Science	10%/10%
	Nasco Math, Learning Fun, Hands On Health, Agricultural Science, Fitness Fundamentals & Special Education	
Martins Office Supply	Educational Materials Catalog	20%/20%
Sax Arts & Crafts	Sax Main	22%/Call
ABC School Supply	ABC/Drago	15%/15%
Dick Blick	Dick Blick Big Book	15%/Call

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Whitefield
Debbie Johnson

Date Submitted: April 13, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: May 20, 2002 **Bid Number:** 2002-06

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

2. **Brief description:** A bid was let to establish vendors for the purchase of instructional supplies for the 2002-2003 school year. Vendors were asked to quote a percentage discount rate from their catalog/shelf prices.

3. **Period of time bid covers:** June 1, 2002 through May 31, 2003

4. **Person and title responsible for the expenditure:** Campus teacher with principal approval

5. **Number of bids sent to vendors:** 24

6. **Number of bids received from vendors:** 19 (includes 2 "no bids")

7. **Listing of recommended vendors and total prices:** The following vendors are recommended for award. Instructional supplies are purchased under code 11.6395. It is estimated the amount to be spent on instructional supplies will be between $250,000 - $300,000 for the 2002-2003 school year.

Vendor	Catalog Title	% discount on supplies/equipment	
School Specialty	School Specialty	25%	10%
Books on the Square	Shelf prices	20%	20%
Nasco	Nasco Science, Nasco Arts & Crafts	15%	15%
	Nasco Fam. & Consumer Science	10%	10%
	Nasco Math, Leaning Fun, Hands On Health, Agricultural Science, Fitness Fundamentals and Special Education		
Martins	Educational Materials Catalog	20%	20%
Sax Arts & Crafts	Sax Main	22%	Call
ABC School Supply	ABC/Drago	15%	15%
Dick Blick	Dick Blick Big Book	15%	Call

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

9. **Last bid date (bid of comparable nature within last 5 years):** 3/7/00

10. **Percentage increase or decrease from last bid**: Percentage discount quoted remained the same for all vendors except Nasco and ABC. The discounts quoted by these companies are 5 to 6% less than on the last bid.

11. **Budget information:** Funds for these expenditures are budgeted for each campus under object code 6395.

Sharay S. Boynton
Executive Director of Finance

Dale Taylor
Assistant Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: April13, 2004
RE: Physical Education Supplies Bid No. 2002-17 - Renewal

SUMMARY:

A bid was let to establish vendors for the purchase of physical education supplies March 2002. It was awarded in May 2002 with the option to renew annually for two additional years. The current bid will expire May 31, 2004. Mrs. Sharon Whitefield was contacted regarding the District's interest in renewing the bid. Mrs. Whitefield felt that it would be okay to renew the bid. All awarded vendors were contacted and have agreed to renew. BSN and US Games provided new lists of exceptions. Since there are catalog changes annually and new items are added and deleted, they provided these lists.

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

The following is the recommendation of Mrs. Debbie Johnson and Mrs. Sharon Whitefield.

RECOMMENDATION:
It is recommended that the Board approve the vendors below for the period of June 1, 2003 through May 31, 2005.

Vendor	Catalog Discount
BSN Sports	10%
Sportime	10%
U.S. Games	15%

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Sharon Whitefield

Date Submitted: April 13, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: May 20, 2002 **Bid Number:** 2002-17

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

2. **Brief description:** A bid was let to establish vendors for the purchase of physical education supplies for the 2002-2003 school year for all campuses. Vendors were asked to quote a fixed rate percentage discount off their catalog/shelf prices.

3. **Period of time bid covers:** June 1, 2002 through May 31, 2003 with the option to renew for two additional years

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

   Teachers with campus principal approval

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

6. **Number of bids received from vendors:** 8 (with 2 "no bids")

7. **Listing of recommended vendors and total prices:** Recommendation for award is to the following vendors for their quoted discount. The proposed budget for these expenses will be approximately $16,000.

Vendor	Catalog Discount
BSN Sports	10%
Sportime	10%
U.S. Games	15%

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

9. **Last bid date (bid of comparable nature within last 5 years):** March 8, 2000

10. **Percentage increase or decrease from last bid**: The discount quoted from U.S.Games increased by 5%. The discount quoted from BSN and Sportime remained the same.

11. **Budget information:** Expense will come from budgeted dollars at each campus from the following account code: 199.11.6395.00.(campus code).3.11.0.16

Sharay Boynton
Executive Director of Finance

Dale Taylor
Assistant Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: April 14, 2004
RE: Magazine & Periodical Subscription Services Bid No. 2002-03 - Renewal

SUMMARY:

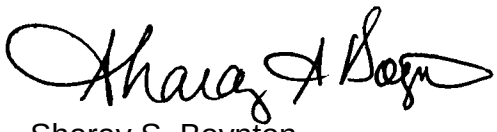
A bid was let to provide a vendor for magazine and periodical subscription services for all district libraries and approved on 3/25/02. A summation of the process and outcome as well as a copy of the tabulation is attached for your review. The bid will expire on May 31, 2004. However, the bid had a renewal clause allowing GISD and the awarded vendor to extend the terms of the bid of an additional year if agreed to in writing. Ms. Bette Babers and Ms. Sharon Whitefield confirmed that it would be in the best interest of the District to renew. The vendor was contacted and has agreed to the extension.

The following is the recommendation of Ms. Babers and Ms. Whitefield.

RECOMMENDATION:

It is recommended that the Board renew the above bid for the period of June 1, 2004 to May 31, 2005.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Bette Babers
Sharon Whitfield

Date Submitted: April 14, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: March 25, 2002 **Bid Number:** 2002-03

1. **Item, material or service (specific or classification):** Magazine & Periodical Subscription Services

2. **Brief description:** A bid was let to provide a vendor for magazine and periodical subscription services for all district libraries. Previously this service had been included with the library book bid. At the request of Bette Babers, Library Coordinator, it was processed as a separate bid.

3. **Period of time bid covers:** June 1, 2002 through May 31, 2003

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

   Campus librarian with principal approval

5. **Number of bids sent to vendors:** 3 (all sources known for this service)

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

7. **Listing of recommended vendors and total prices:** It is recommended award be made to Ebsco Subscription Services. Expenditure is based upon need and will be approximately $6,500.

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

9. **Last bid date (bid of comparable nature within last 5 years):** Processed as part of library book bid on 6/22/99 and renewed for two consecutive years.

10. **Percentage increase or decrease from last bid**: Discount quoted has remained the same.

11. **Budget information:** Expense for subscription services will come from budgeted funds for each campus under function 12 and object code 6669.

12. **Other comments:** N/A

Sharay S. Boynton
Executive Director of Finance

Dale Taylor
Assistant Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: April 14, 2004
RE: Audiovisual & Library Equipment and Supplies Bid No. 2003-14 - Renewal

SUMMARY:

The current bid will expire May 31, 2004. A bid was let to address the need for library supplies and audiovisual equipment for the District for the 2003-04 school year with the option to renew for two additional one-year terms. The bid was a catalog/shelf discount bid. A summation of the original process and outcome as well as a copy of the tabulation is attached for your review.

Mrs. Bette Babers, Library Coordinator, and Mrs. Sharon Whitefield, Director of Curriculum, felt that it would be in the best interest of the District to renew this bid if the vendors agreed. The vendors were contacted and all but Spencer Audio responded that they would honor the bid as is for another one-year term.

The following is the recommendation of Mrs. Babers and Mrs. Whitefield and reviewed by Mrs. Johnson.

RECOMMENDATION:

It is recommended that the Board approve the following vendors for the purchase of audiovisual and library supplies and equipment for the period of July 1, 2004 to May 31, 2005.

Vendor
Longs Electronic
Audio Visual Aids
Highsmith
Vernon Library Supplies
Troxell Communications
Brodart Company
Curtis Educational Equipment

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Bette Babers
Sharon Whitefield

Date Submitted: April 14, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: May 19, 2003 **Bid Number:** 2003-14

1. **Item, material or service (specific or classification):** Audiovisual and Library Equipment and Supplies

2. **Brief description:** This bid will cover the need for library supplies and audio visual equipment for the district for the 2003-2004 school year. This bid was a catalog/shelf discount bid. The vendors were asked to quote their current price on 15 items for a cost comparison. Other factors considered in the evaluation process were, number of items offered in the catalogs, percentage discount offered, number of days to ship, minimum order amount, free shipping and past experience with the district.

3. **Period of time bid covers:** From June 1, 2003 through May 31, 2004

4. **Person and title responsible for the expenditure:** Campus librarian or campus personnel with campus principal approval

5. **Number of bids sent to vendors:** 18

6. **Number of bids received from vendors:** 13

7. **Listing of recommended vendors and total prices:** It is recommended award be made to the following vendors. The approximate expenditure for audiovisual and library supplies and equipment will be $15,000 district wide.

   The following vendors are recommended for award:

Longs Electronics	Highsmith
Spencer Audio Visual	Vernon Library Supplies
Troxell Communications	Brodart Company
Audio Visual Aids	Curtis Educational Equipment

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

9. **Last bid date (bid of comparable nature within last 5 years):** 4/25/00

10. **Percentage increase or decrease from last bid:** This bid was not a line item bid so a cost comparison was not done.

11. **Budget information:** Supplies will be purchased on an as needed basis from budgeted dollars for each campus.

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: April 13, 2004
RE: Student Insurance Proposal 2003-21-Renewal

SUMMARY:

The District purchases secondary insurance coverage for students injured while participating in extracurricular UIL activities. The current policy will expire on July 31, 2004. Request for proposals were let in May and proposals were received on May 16, 2003. A summation of the process and outcome as well as a copy of the tabulation is attached for your review. The proposal included an option to renew for two additional one-year terms if agreed to by both parties.

The Baker Agency has agreed to renew as is with the exception of lowering the catastrophic coverage to $2,000,000 in lieu of the current $5,000,000. Mr. Randy Leach, Athletic Director, and Mr. Mark Gilbert, Athletic Trainer, researched the amount held by other districts and determined that this was within the range held by other districts. They are happy with the service that the Baker Agency has provided and the following is their recommendation

RECOMMENDATION:

It is recommended that the Board renew the Plan II-B offered by Baker Agency for the period of August 1, 2004 to July 31, 2005.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Mr. Randy Leach

Date Submitted: April 13, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: June16, 2003 **Bid Number:** 2003-21

1. **Item, material or service (specific or classification):** Student Insurance

2. **Brief description:** The district provides a supplementary medical policy for participants in UIL activities. Voluntary coverage will be offered at a per student rate.

3. **Period of time bid covers:** 2003-2004 school year

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

   Randy Leach – Athletic Director
   Mark Gilbert – Athletic Trainer

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

6. **Number of bids received from vendors:** 3 (includes 2 no bids)

7. **Listing of recommended vendors and total prices:** Recommendation for award is to the Baker Agency at a premium of $36,000 for student accident coverage and catastrophic coverage.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 6/24/02

10. **Percentage increase or decrease from last bid**: Increase of 2.21%

11. **Budget information:** Insurance premiums are paid from gate receipts from sporting events.
    Gate receipts are projected to be $100,000.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Manager
DATE: April 13, 2004
RE: Music, Band & Choir Supplies
Bid No. 2003-17 - Renewal

SUMMARY:

Music, Band and Choir Supplies for the district are purchased using catalogs and shelf items. The majority of supplies purchased are proprietary in nature. Thus line item bids are not effective.

The request for catalog bids for music, band and choir supplies was let in March 2003 for the period of June 1, 2003 to May 31, 2004 with two one-year extensions if agreed to in writing by all parties. Bids were received April 22, 2003. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

After discussion with Ms. Sharon Whitefield, Director of Curriculum, it was decided it would be in the best interest of the District to renew with current vendors if they agreed. Vendors were notified and all but three have agreed to renew as was proposed. The following is the recommendation of Ms. Whitefield.

RECOMMENDATION:

That the Board approve the following vendors for the purchase of Music, Band, and Choir Supplies for the period of June 1, 2004 to May 31, 2005.

Vendor	% Disc
Brook Mays Music	0
Pender's Music	10
Southern Music Company	10
Johnny Paul's Music	30
Rhythm Band	5
King Music	25

Respectfully submitted,

Sharay S. Boynton

Staff Person Responsible: Debbie Johnson
Sharon Whitfield

Date Submitted: April 13, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: May 19, 2003 **Bid Number:** 2003-17

1. **Item, material or service (specific or classification):** Music, Band and Choir Supplies and Equipment

2. **Brief description:** A catalog/price list discount bid was let to provide supplies for the band, choir and elementary music programs throughout the district. Vendors were asked to quote a percentage discount off their catalog or list prices. Vendors were also evaluated on questions asked in the bid regarding services provided by the companies, items available in the catalogs, minimum order amounts, free shipping, etc. Input was received from the following individuals, as a coordinator for their program, in the evaluation process.

Kyle Maxwell	-	Band Program
Duncan McMahan	-	Choir Program
Catherine Terrel	-	Elementary Music Program

3. **Period of time bid covers:** June 1, 2003 through May 31, 2004

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

   Campus personnel with principal approval

5. **Number of bids sent to vendors:** 30

6. **Number of bids received from vendors:** 13

7. **Listing of recommended vendors and total prices:** Recommendation for award is to the following vendors based on the three different programs to be covered under this award. A total expenditure cannot be identified at this time, as supplies are purchased on an as needed basis.

   Brook Mays - 0%
   Pender's Music – 10%
   Johnny Paul's Music – 30%
   Mister E's – 10%
   Southern Music – 10%
   Interstate Music – 0%
   Rhythm Band – 5%
   Music Is Elementary – 5%
   King Music – 25%

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

9. **Last bid date (bid of comparable nature within last 5 years):** 4/19/00

10. **Percentage increase or decrease from last bid**: This was not a line item bid so a comparison could not be made.

11. **Budget information:** All purchases will be made from funds budgeted in various accounts to include the following. Current budget for these accounts is approximately $20,000.

181.36.6395.00.001(041, 042).00.3.99.0.30(or 31)
181.36.6649.00.001(041, 042).00.3.99.0.30(or 31)

Purchases for the elementary program will come from funds budgeted in various instructional supply accounts.

12. **Other comments:** N/A



Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: April14, 2004
RE: Athletic Supplies Bid No. 2004-07
Football Section

SUMMARY:

A bid was let to provide athletic supplies for the 2004-2005 school year. Vendors were asked to quote firm pricing on line items that would remain the same through March 31, 2005. They were also asked to quote a percentage discount from their catalog/shelf prices for additional needs not identified in the bid. The football section of this bid has been pulled from the whole bid so that uniforms can be ordered and received for the start of the season. Due to the size of the bid and the number of vendors responding, the entire bid could not be processed for award at this meeting.

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

The following is the recommendation of Mr. Mike Lebby, GHS Head Football Coach, Mr. James Pinnell, GMS Athletic Coordinator, Mr. Bill Coward, AMS Athletic Coordinator and Mr. Randy Leach, Athletic Director.

RECOMMENDATION:

That the Board award the shaded items on the attached tabulation to the vendors indicated. It is also recommended that all of the companies submitting a response to the catalog/list price discount portion of the bid be awarded for additional purchases of football supplies.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Mike Lebby
James Pinnell
Bill Coward
Randy Leach

Date Submitted: April 14, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: April 19**,** 2004 **Bid Number**: 2004-07 Athletic Supplies
Football Section

1. Item, material or service (specific or classification): Football 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 award notification through March 31, 2005

4. Person and title responsible for the expenditure:

Granbury High School Head Football Coach – Mike Lebby
Granbury Middle School Athletic Coordinator – James Pinnell
Acton Middle School Athletic Coordinator – Bill Coward
Randy Leach – Athletic Director

5. Number of bids sent to vendors: 103 (The bid included all sports.)

6. Number of bids received from vendors: 25 (for the football portion - includes 9 "no bids")

7. Listing of recommended vendors and total prices: The recommendation for award is shaded in the column under the vendor name on the tabulation for a total expenditure of $22,554.70 for the line items. Additional supplies will be purchased on an as needed basis through the catalog discount bid.

8. Explanation of other than low recommendations:

A-1 through A-6, A16-18 and A-21: Coach Lebby stated "in his 26 years of experience his opinion is that the Champion brand is the best on the market". Based on his experience and in his opinion, the material is thicker, the stitching is stronger and the Champion brand lasts up to 3 times longer than the brands that have come in at a lower bid.

A-14-15: The Riddell Power and the Riddell Ultra are composed of thicker pad material. The pad is designed to absorb higher density shocks to protect from shoulder injury. This is a varsity competition shoulder pad. The "Power Pad" is designed for lineman and the "ultra" is designed for skilled position players.

A-19: The Gear pad is composed of a thicker padded material as compared to the Rawlings brand. The Gear pad is designed for durability and quality. The plastic is thicker. The straps and buckles are better quality. The Gear pad is a sub-varsity shoulder pad.

A-7, A-8, A-9, A-11 will not be awarded.

9. Last bid date (bid of comparable nature within last 5 years): 3/4/03

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

11. **Budget information:** Football supplies and equipment will be purchased from the following budget codes.

181.36.6395.00.001.4(5).91.0.02	$24,000
181.36.6395.00.041.4(5).91.0.02	4,000
181.36.6395.00.042.4(5).91.0.02	4,000
181.36.6649.00.001.4(5).91.0.02	5,000

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

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: April14, 2004
RE: Athletic Supplies Bid No. 2004-07
Soccer Section

SUMMARY:

A bid was let to provide athletic supplies for the 2004-2005 school year. Vendors were asked to quote firm pricing on line items that would remain the same through March 31, 2005. They were also asked to quote a percentage discount from their catalog/shelf prices for additional needs not identified in the bid. The soccer section of this bid has been pulled from the whole bid so that uniforms can be ordered and received for the start of the season. Due to the size of the bid and the number of vendors responding, the entire bid could not be processed for award at this meeting.

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

The following is the recommendation of Mr. David Winkleman, GHS Girl's Coach, Mr. Larry Mayo, GHS Boy's Coach, and Mr. Randy Leach, Athletic Director.

RECOMMENDATION:

That the Board award the shaded items on the attached tabulation to the vendors indicated. It is also recommended that all of the companies submitting a response to the catalog/list price discount portion of the bid be awarded for additional purchases of soccer supplies.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Randy Leach

Date Submitted: April 14, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: April 19**,** 2004 **Bid Number:** 2004-07 Athletic Supplies Soccer

1. Item, material or service (specific or classification): 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 March 31, 2005

4. Person and title responsible for the expenditure:

David Winkleman – GHS Girls' Soccer Coach
Larry Mayo – GHS Boys' Soccer Coach
Randy Leach – Athletic Director

5. Number of bids sent to vendors: 103 (included all vendors)

6. Number of bids received from vendors: 24 (for the soccer portion – includes 9 no bids)

7. Listing of recommended vendors and total prices: The recommendation for award is shaded on the tabulation in the column under the vendor name for a total expenditure of $16,457.42. Additional supplies will be purchased on an as needed basis from the catalog discount bid.

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

H-1 to H-4 and H-6: These items will not match existing uniforms. The Adidas uniform has thicker material for durability.

H-5: This item will not be awarded.

H-9 to H10: The Adidas Copa II has a thicker, tighter woven material that is more durable for varsity competition. The heel is padded for extra comfort.

H-12: This is a varsity competition ball that is more weather durable.

H-13: This item will not be awarded.

H-14: The bid from BSN is for 5MM which is for smaller goals.

H-20: Bid from Athletic Wearhouse is a mistake. The Copa 2000 is not under armour, they are shorts.

H-21 to H-23: The Twin Cities and Leslie G socks are not as durable. The Copa II is a nylon, tightly woven sock that doesn't fray or rub a hole in the heel.

H-35: Select Flash is a superior ball that handles water better and doesn't get water logged.

Color will match team balls in possession.

9. Last bid date (bid of comparable nature within last 5 years): 3/4/03

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

11. Budget information: Expenditures for soccer supplies will come from the following codes:

181.36.6395.00.001.4(or 5).91.0.13 with a budget of $6,000
181.36.9395.00.001.4(or 5).91.0.11 with a budget of $6,000

12. Other comments: The Pirate Booster Club and the Athletic Activity Fund will make donations to cover the additional expense if the items purchased for the program exceed the budgeted amount.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: April14, 2004
RE: Library Books, Class Sets, Reference Materials Bid No. 2002-02 - Renewal

SUMMARY:

A bid was let to establish vendors for the purchase of library books, class sets, reference materials and video/media for the 2002-2003 school year. Vendors were asked to quote a percentage discount rate from the publisher's list price. The bid was for the current year with the option to renew for two additional years should all parties agree. It was awarded to the following vendors on May 20, 2002. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Mrs. Babers and Mrs. Sharon Whitefield were contacted to see if it would be in the best interest of the District to renew. They agreed that it would be best to renew. The vendors were contacted and all but Lectorum have all agreed to renew the bid as is.

The following is the recommendation of Mrs. Bette Babers, District Library Coordinator and Mrs. Sharon Whitefield, Director of Curriculum and has been reviewed by Mrs. Debbie Johnson, Purchasing Coordinator.

RECOMMENDATION:

It is recommended that the Board renew the vendors below for the period of June 1, 2004 through May 31, 2005.

Books on the Square
Bound to Stay Bound, Inc.
Brodart
Davidson Titles, Inc.
Econo-Clad Books/Sagebrush Corp.
Follett Library Resources
Library Video Company
Perma Bound Books
Publishers Quality Library Service
Regent Book Company
School Media Associates

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Bette Babers
Sharon Whitefield
Date Submitted: April 14, 2004

BID FOR BOARD APPROVAL

Board Meeting Date: May 20, 2002 **Bid Number**: 2002-02

1. **Item, material or service (specific or classification):** Library Books, Class Sets, Reference Materials & Video/Media

2. **Brief description:** A bid was let on February 21, 2002 for library books, class sets, reference materials and video/media to provide supplies for the campus librarians for the 2002-2003 school year.

3. **Period of time bid covers:** June 1, 2002 through May 31, 2003

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

   Campus Librarian with principal approval
   Bette Babers – Library Coordinator

5. **Number of bids sent to vendors:** 74

6. **Number of bids received from vendors:** 38 (includes 2 "no bids")

7. **Listing of recommended vendors and total prices:** The following vendors are recommended for award for an approximate expenditure of $87,400.

Books on the Square	Lectorum Publications, Inc.
Bound to Stay Bound, Inc.	Library Video Company
Brodart	Perma Bound Books
Davidson Titles, Inc.	Publishers Quality Library Service
Econo-Clad Books/Sagebrush Corp.	Regent Book Company
Follett Librray Resources	School Media Associates

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

9. **Last bid date (bid of comparable nature within last 5 years):** 6/22/99

10. **Percentage increase or decrease from last bid:** Discount offered remained the same for Bound to Stay Bound, Follett Library Resources, Lectorum Publications, Perma Bound and Regent. An increased discount was offered by Brodart, Books on the Square and Econo-Clad. The other vendors did not bid on the last bid of this type.

11. **Budget information:** Expense for library books, class sets, reference materials and video/media will come from budgeted dollars for each campus in object code 6669.

12. **Other comments:** Some of the money from these accounts will be spent on sole source vendors like World Book and Grolier for reference materials.

Sharay S. Boynton
Executive Director of Finance

Dale Taylor
Assistant Superintendent

OFFICE OF CURRICULUM & INSTRUCTION

For:	**Board of Trustees**
Date:	**April 19, 2004**
Action:	**Action**

To: **Mr. William Harris, Superintendent**

From: **Jan Van Dorn**
Date: **April 13, 2004**
RE: **GHS Summer School**

SUMMARY:
Attached you will find information concerning Granbury High School's 2003-04 summer school program. Mr. Small, Principal at Granbury High School, has prepared documents for your perusal that indicate the courses offered and the dates of operation. The summer school is self-funded and the tuition information is included also. Mr. Small is available for questions if necessary.

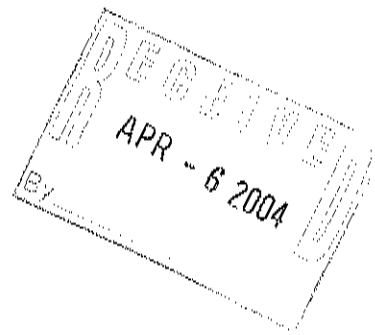
Recommendation:
The Administration recommends the approval of the high school summer school program.

Respectfully Submitted:



Jan Van Dorn
Assistant Superintendent

GRANBURY HIGH SCHOOL
2000 West Pearl Street
Granbury, Texas 76048



April 5, 2004

TO: Jan Van Dorn

FROM: Bob

SUBJECT: Summer School Proposal

Attached is the proposal for summer school for 2004. It is similar to last year's summer school proposal with two exceptions. Algebra 3-4 is not being offered this year as it has been deleted from the curriculum. Spanish I and Spanish II will be offered for credit recovery only. It would be extremely difficult to offer the subjects for acceleration as there is inadequate time to learn a new language from scratch.

We will once again be sending a letter to all parents of this year's freshmen, sophomores and juniors to inform them of summer school offerings and procedures. Hopefully, enrollment will increase over what it has been since the freshmen moved to the middle schools.

Since the high school summer school is self-supporting, income must approximate outgo. GISD staff members are asked to make a commitment to serve in summer school contingent on the enrollment. That allows us to delete or combine courses to ensure that resources received are adequate to fund the session.

Recommend approval of the proposal.

2004 SUMMER SCHOOL PROPOSAL

Purpose: To allow students to take extra course work for enrichment or to gain additional credits toward graduation. To allow students who have failed or been denied credit (from lack of attendance) to repeat course work immediately.

Need: Students who lose credit through failure or lack of attendance fall behind in their credits when they must wait to make up course work during the following school year. This puts students who are already at risk, at greater risk. By helping students stay on grade level with their classmates, we can reduce the potential dropouts due to frustration. Behavior problems may also be reduced if students do not have to repeat classes.

Format: Students will work from non-consumable packets which contain the assignments and examinations covering the essential elements of the course. This format allows students to work at their own pace and gain more credits in a shorter period of time.

Place: Granbury High School

Calendar: Pre-registration: Monday, May 3 through Friday, May 21, 2004

Registration:	Monday, June 7, 2004 8:00 a.m. to 12:00 (noon)
Class Dates:	Tuesday, June 8 through Thursday, July 15, 2004
Holiday:	Monday, July 5, 2004
Staff Workday:	Friday, July 16, 2004
Daily Hours:	Monday through Friday Students: 7:30 AM to 11:45 AM with a 15-minute break Teachers: 7:15 AM to 12:00 PM

Fees: Registration fee $30.00 for students who live in the district
$40.00 for student who live outside the district

THE REGISTRATION FEE IS NON-REFUNDABLE FOR ALL STUDENTS

Tuition: $110 per l/2 credit (in district students)
$160 per l/2 credit (out-of-district students)

ALL FEES MUST BE PAID BY JUNE 7, 2004
NO MONEY WILL BE REFUNDED AFTER JUNE 14, 2004

Courses:	English 1	English 2
	English 3	English 4
	Communications Applications (Speech)	
	Algebra 1	Geometry
	Math Modeling Applications	World Geography
	World History	U.S. History
	U.S. Government	Spanish 1/2
	Economics	Health
	Keyboarding	BCIS
	Integrated Physics and Chemistry	Biology
	TAKS English/Social Studies	TAKS Math/Science

Credits: Credits will be given only for course(s) passed with a grade of 70 or above.

PERSONNEL REQUIREMENTS AND COST

8 Teachers: 2 1/2 English, 1 Math, 2 Social Studies, 1 Science/Health, 1/2 Keyboarding, 1 Spanish

@$105.00/day x 28 days =$2940 x 8 =	$23,520
Administrative Stipend =	500
1 Teacher Aide	
@$7.43/hr (5 hrs day) x 27 days =	1,003
1 Secretary	
@$9.50/hr (5 hrs) x 27 =	1,283
1 Librarian	
@$105.00/day x 26 days =	2,730
Total cost for personnel	$29,036

A total of 12 classrooms will be needed.

PROJECTED REVENUE FROM HIGH SCHOOL STUDENTS

180 Students (in district)			
Registration	$ 30	$ 5,400	
Tuition	110	19,800	$ 25,200
20 Students (outside district)			
Registration	$ 40	800	
Tuition	160	3,200	4,000
			$29,200

TAAS / TAKS REMEDIATION SUMMER SCHOOL PROGRAM

Class Dates: Tuesday, June 8 through Friday July 2, 2004

Hours: English Remediation Class 7:30 AM to 9:30 AM
Math Remediation Class: 9:45 AM to 11:45 AM
Teachers 7:15 a.m. to 12 noon

Test Dates:

	TAAS	TAKS
Tuesday, July 6 2004	Writing	ELA
Wednesday, July 7, 2004	Math	Math
Thursday, July 8, 2004	Reading	Social Studies
Friday, July 9, 2004		Science

Tuition: **FREE** to GISD students
$110 tuition for classes to out-of-district students
The TAAS/TAKS exams are free to all eligible students

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 19, 2004
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**:	Sharay Boynton
	DATE:	April 13, 2004
	RE:	DIR Interlocal

SUMMARY:

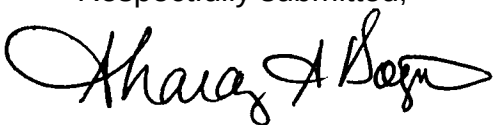
The district utilizes the services of the Department of Information Resources cooperative purchasing program for purchasing technology goods and services. In reviewing the files, it has been determined that the original Resolution and Interlocal Agreement are not in District files. To ensure that proper procedures have been followed, an executed Interlocal Agreement and properly passed resolution should be on file.

The following is the recommendation of Ms. Debbie Johnson, Purchasing Coordinator and myself.

RECOMMENDATION:

That the Board execute the Interlocal Agreement attached and pass the attached resolution.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay S. Boynton
Debbie Johnnson

Date Submitted: April 13, 2004

DEPARTMENT OF INFORMATION RESOURCES

P.O. Box 13564 ◆ Austin, TX 78711-3564 ◆ www.dir.state.tx.us
Tel: (512) 475-4700 ◆ Fax: (512) 475-4759

DIR BOARD OF DIRECTORS

— ◆ —

WILLIAM TRANSIER
Chair

LANCE K. BRUUN

CASEY HOFFMAN

LARRY R. LEDBROCK, Ph.D.

M. ADAM MAHMOOD, Ph.D.

CLIFF MOUNTAIN

LYNDA HAILEY
Ex Officio

GARY GUMBERT
Ex Officio

JUDY SKEEN
Ex Officio

March 30, 2004

Granbury ISD
Purchasing Department
600 West Bridge, Suite 6
Granbury, TX 76048
Attn: Deborah Johnson

Hello Debbie,

Enclosed are the signed Interlocal contracts between DIR and Granbury ISD. Please sign and return 1 original back to us for our records. Please mail the executed contract to:

DIR
300 West 15th Street, Suite 1300
Austin, TX 78701
Attn: Michele McCune

Please contact me if you have any questions or if there are any technology items that would benefit school districts across the State that we don't currently offer.

Thank you,

Michele McCune
Contract Manager, Business Operations Division
TX Department of Information Resources
P# 512-936-2650
michele.mmccune@dir.state.tx.us

INTERLOCAL COOPERATION CONTRACT
for Information Resources Technologies
Granbury ISD

THIS INTERLOCAL COOPERATION CONTRACT is entered into by and between Granbury ISD and the STATE OF TEXAS, acting by and through the DEPARTMENT OF INFORMATION RESOURCES, 300 West 15th Street, Suite 1300, Austin, Texas 78701 [DIR], pursuant to the authority granted and in compliance with the provisions of the Interlocal Cooperation Act, Texas Government Code, Chapter 791.

1. STATEMENT OF PURPOSE:

The purpose of this Interlocal Cooperation Contract [Contract] is to allow Granbury ISD [Customer] to purchase information resources technologies through DIR contracts.

2. CONSIDERATION:

a. Per the Interlocal Cooperation Act, Texas Government Code, § 791.025, the Customer satisfies the requirement to seek competitive bids for the purchase of goods and/or services.
b. DIR agrees to provide to Customer those information resources technologies available through existing vendor contracts and vendor contracts that DIR may enter into during the term of this Contract, in accordance with specifications submitted through purchase orders from Customer. All DIR vendor contracts shall be made available to the Customer via the DIR internet web site.
c. Customer agrees to notify DIR of any requests for information resources technologies not currently available under an existing DIR vendor contract. DIR will determine if a contract would be beneficial to the State.
d. Customer agrees to notify DIR of any substantial problems in quality or service in relations with a vendor under a DIR vendor contract.

3. PAYMENT FOR GOODS AND SERVICES:

a. Customer shall make a good faith effort to comply with Chapter 2251, Texas Government Code, in making payments to the Vendor. Payment under this Contract shall not foreclose the right to recover wrongful payments.
b. Payments must be made from current revenues available to Customer and authorized by its governing board.
c. Customer agrees to pay the rates and/or prices set by DIR with its Vendors. Customer understands these rates and/or prices include a DIR administrative fee.
e. All purchases executed under this Contract will require a Customer purchase order.

4. **TERM OF CONTRACT:**

This Interlocal Cooperation Contract shall begin when fully executed by both parties and shall continue until terminated.

Either party, upon written notice, may cancel this Contract and shall be obligated to complete all purchases ordered at the date of termination.

The parties to this Contract hereby certify, by signing in the spaces provided below that this Contract is authorized by the governing body of each party and that this Contract neither requires nor permits either entity to exceed its respective duties and responsibilities or the limitations of its appropriated funds. This Contract shall not become valid until signed by duly authorized representatives of both parties and may not be amended except in writing and duly signed by both parties.

Granbury ISD

Authorized By: _____

Name: _____

Title: _____

Date: _____

THE STATE OF TEXAS, acting by and through the DEPARTMENT OF INFORMATION RESOURCES

Authorized By: Patrick W Hogan

Name: Patrick W. Hogan

Title: Director of Business Operation

Date: 3-15-04

Legal: 3/15/04

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES of the Granbury Independent School District, Granbury, Texas, APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT BETWEEN THE DEPARTMENT OF INFORMATION RESOURCES, WHICH PROVIDES FOR A COOPERATVE PURCHASING PROGRAM FOR GOODS AND SERVICES, DESIGNATING the Superintendent (or his/her designee), as official representative of the Granbury Independent School District relating to the program.

WHEREAS, the Board of Trustees of the Granbury Independent School District has been presented a proposed Interlocal Agreement by and between the Department of Information Resources of the State of Texas, and the Granbury Independent School District and found to be acceptable and in the best interests of the Granbury Independent School District and its citizens, are hereby in all things approved.

WHEREAS, the Granbury Independent School District of Granbury, Texas, pursuant to the authority granted under Sections 791.025 of the Texas Government Code, as last amended, desires to participate in the described purchasing program sponsored by the Department of Information Resources which is known as the DIR, and in the opinion that participation in this program will be highly beneficial to the taxpayers through the anticipated savings to be realized.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE Granbury Independent School District, Texas:

The terms and conditions having been reviewed by the Board of Trustees of the Granbury Independent School District and found to be acceptable and in the best interests of the Granbury Independent School District and its citizens are hereby in all things approved.

The Superintendent (or his/her designee) of the Granbury Independent School District under the direction of the Board of Trustees of the Granbury Independent School District is hereby designated to act for the Granbury Independent School District in all matters relating to the Department of Information Resources including the designation of specific contracts in which the Granbury Independent School District desires to participate.

This resolution shall become effective from and after its passage.

DULY PASSED AND APPROVED THIS _____ day of _____, 2004.

ATTEST: (Authorized Signature)

_____ _____

Board President Board Secretary

OFFICE OF THE SUPERINTENDENT

FOR:	Board of Trustees
DATE:	April 19, 2004
ACTION:	Approval

SUMMARY:

Texas Education Code 21.402 and 21.403 establish minimum salary schedules for teachers, librarians, and registered nurses. Board Policy DEA (Local) establishes that, "The Superintendent shall recommend to the Board for approval pay structures and compensation plans for all District employees. Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals." It further clarifies that, "Certified classroom teachers, librarians, counselors, and nurses shall be paid not less than the minimum monthly salary on the state salary schedules based on years of experience, as required by law. For other employees, the Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions."

Originally, salary ranges were established using the TASB Model in accordance with this policy in 1996-97. The ranges are evaluated in accordance with guidelines established by TASB and a market study conducted annually.

Additionally, a Salary Committee was established from the District Advisory Committee (DAC) to evaluate the hiring schedules and pay ranges and to make recommendations to the DAC. The DAC then made recommendations to the Superintendent. The committee met and worked for seven weeks and the attached Hiring Schedule and Pay Ranges are the result of that work and the committee's recommendations to the DAC.

I would like to officially thank the salary committee for it's excellent work. The salary committee was made up of Nancy Comeau, John Dafoe, Brenda Elliott, Steven Funk, Kerek Hogg, and Cynthia Langford.

One of the Objectives of Goal # 6 of the District Improvement Plan, is to move all District hiring schedules and pay ranges toward the market average whenever it is feasible. This recommendation will partially fulfill this objective.

RECOMMENDATION:

That the Board approve the hiring schedule and pay ranges presented.

Respectfully submitted,

William Harris

William Harris
Superintendent

Staff Persons Responsible: William Harris
Jan Van Dorn
Troy Green
Sharay Boynton

Date Submitted: April 12, 2004