## Regular

Monday, March 7, 2005 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
2. **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. Staff appointments
   b. Consider contract recommendations for Teachers, Diagnosticians, Counselors, Speech Therapists, Librarians, Nurses, and other employees
   c. Deliberation of proposed reissuing or not reissuing of contracts for employees on non-Chapter 21 contracts
   d. Review/Revise Superintendent's 2005-06 evaluation instrument
3. **Reconvene in open session**
4. **Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Superintendent's Report - Goals 1, 2, 3, 6, 7**
   a. Student Recognition
      1. Future Problem Solvers
      2. District 4 5A girls swim team
      3. State swim qualifiers
   b. January financial statements
7. **Board members special reports**
8. **Consider Consent Agenda Items - Goals 2, 3, 5**
   a. Minutes of the February 14, 2005 regular board meeting
   b. Budget amendments
   c. Audio visual and library supplies & equipment bid no. 2003-14 (renewal)
   d. Nursing & health supplies and equipment bid no. 2003-15 (renewal)
   e. Science supplies and equipment bid no. 2004-10 (renewal)
   f. Instructional supplies - career & technology bid no. 2004-11 (renewal)
   g. Athletic trainer supplies bid no. 2004-14 (renewal)
   h. Band uniforms CSP 2005-08
   i. Towing services bid no. 2005-13
   j. PASCO purchase - food service equipment
   k. Textbook adoption
9. **Vehicle service contract with Granbury ISD and Tolar ISD**
10. **Contract with County Clerk's office for election and joint election agreement**
11. **Public comments/audience participation**
12. **Personnel - Goal 6**
    a. Staff appointments
    b. Consider contract recommendations for Teachers, Diagnosticians, Counselors, Speech Therapists, Librarians, Nurses, and other employees
    c. Deliberation of proposed reissuing or not reissuing of contracts for employees on non-Chapter 21 contracts
    d. Review/Revise Superintendent's 2005-06 evaluation instrument
13. **Adjourn**

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 7, 2005
For: Information

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

**FROM**: Sharay Boynton
**DATE**: February 26, 2005
**RE**: 01/31/05 Financial Statements

**SUMMARY:**

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

The statements for the period ended January 31, 2005 include only those transactions that occurred between the period of September 1, 2004 and January 31, 2005. Revenue collected to date equal 61.71% of the budgeted amount compared to 55.92% last year. Expenditures to date represent 39.43% of the budget compared to 40.76% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: February 26, 2005

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

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, January 14, 2005 at 5:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Charlie Cloud

**Board Members Present**

Jerry Campbell
J. Mark Graves
Brian Condit
Gene Ellis
Micky Shearon
Bowen Brawner (arrived at 5:10 p.m.)

**School Officials Present**

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

**Others Present**

School Employees
Media
Community Members

**Meeting Called to Order**

President, Charlie Cloud, called the meeting to order at 5:00 p.m. and noted that a quorum of board members is present, the meeting has been duly called and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

**Facilities Workshop**

Superintendent William Harris introduced Leesa Vardeman, VLK Architects. Ms. Vardeman presented the board with costs of building another high school at the current high school location and building another high school on the GISD land by Acton Middle School. Vardeman stated that the cost of building a new high school would be between $80 - $100 million dollars.

**Convened in Closed Session**

The Board of Trustees convened in closed session at 6:30 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 – purchase, exchange, lease or value of real property.

**Reconvened**

The board reconvened at 7:10 p.m. John Austin, Pastor of Our Savior Lutheran Church led in the invocation and Crossland Intermediate students, Stephen Carver, Charles Walton and Austin Law led in the pledges.

**Superintendent's Report**

**Recognitions:**

Nettie Baccus Elementary student Philip Dixon and AMS student Spencer Davis were recognized for their first-place finishes in the Smokey Bear 60th Birthday Card Contest. Traci Weaver from the Texas Forest Service presented them with plagues.

Seven members of the GHS choir were honored for their recent accomplishment of being named to the All-State Choir. Ashley Green (Soprano 1, chair 8), Laura Gastinel (Soprano 2, chair 5), Geri Isaacs (Soprano 2, chair 6) and Brian Lawson (Bass 2, chair 4); junior, Erin Mathis (Alto 2, chair 2); and Sophomore, Alex Dickens (Soprano 1, alternate 2).

GMS teacher John Dafoe was honored for receiving the Jack Harvey Fellowship Award for Exemplary Teachers from Weatherford College.

Superintendent Harris announced that Baccus Elementary received recognition from the Texas Education Agency as being a Title I Distinguished Progress Campus.

**Investment Report –** Sharay Boynton, Executive Director of Finance, reviewed the investment report for the period ending December 31, 2004. This was an information item and no action was taken.

**Board budget assumptions -** Superintendent Harris presented the board with a list of the budget assumptions that were given to him from the board. Bowen Brawner stated that he would like to clarify his teacher salary item to indicate that he would like to see the teacher's salaries move from the median level to the upper quartile. Brawner would also like to see an additional stipend for teachers with a Master's degree and teaching in their related field to their Master's degree. Superintendent Harris stated that he will present this item to the District Advisory Committee.

**AEIS –** Assistant Superintendent, Jan Van Dorn presented the AEIS report to the board and the members of the audience.

**Personnel**

A motion was made by Gene Ellis and seconded by J. Mark Graves to approve the contract recommendations for the assistant superintendent, executive directors, directors, principals, associate principal, girls athletic coordinator and other administrative staff. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by J. Mark Graves and seconded by Micky Shearon to approve the appointment of Louis Horton, Physical Education/Coach, GHS. **MOTION CARRIED** Yes 7 – Noe

**Public Comments**

Mr. Keith Tipton addressed the board regarding the possibility of a prison being built in Granbury, close to Granbury schools.

**Board Members Special Reports**

Board member, J. Mark Graves reported that board members, Gene Ellis, Charlie Cloud, himself and superintendent William Harris attended the Legislative Conference in Austin, Texas on February 8, 2005.

**Consent Agenda Items**

A motion was made by Jerry Campbell and seconded by Micky Shearon to approve the consent agenda items as presented. After discussion of agenda items, Jerry Campbell called the question. **MOTION CARRIED** to call the question Yes 6 – Noe 0 (Micky Shearon stepped away from board table). The **MOTION CARRIED** to approve the consent agenda items. Yes 6 – Noe 0 (Micky Shearon stepped away from board table). Consent agenda items approved were: (a) minutes of the January 17, 2005 regular board meeting, January 10, 2005 and January 25, 2005 special board meeting minutes; (b) budget amendments; (c) athletic supplies bid no. 2004-06 catalog discount – renewal; (d) instructional tools, professional books and teaching aid bid no. 2004-09 – renewal; (e) charter bus services bid no. 2005-10; (f) policy DFF (LOCAL) – update 74; (g) policy EL (LOCAL) – update 74.

**STARS Academy Calendar**

A motion was made by Gene Ellis and seconded by J. Mark Graves to approve the STARS Academy 2005-06 school calendar as presented. **MOTION CARRIED** Yes 7 – Noe 0

**Policy BBE (LOCAL)**

A motion was made by Bowen Brawner and seconded by Brian Condit to approve changes to policy BBE (LOCAL) as presented. After discussion, Bowen Brawner called the question. **MOTION CARRIED** to call the question Yes 7 – Noe 0. **MOTION FAILED** to approve changes to policy BBE (LOCAL). Yes 2 - No 5 (Bowen Brawner and Brian Condit voted in favor)

**Call May 7, 2005 Board of Trustee Election**

A motion was made by Micky Shearon and seconded by J. Mark Graves to call the May 7, 2005 Board of Trustee election for the purpose of filling places 1 and 2. **MOTION CARRIED** Yes 7 – Noe 0

**Call May 7, 2005 Bond Election**

A motion was made by Micky Shearon and seconded by Mark Graves to approve the order calling a $40 million bond election for May 7, 2005. Jerry Campbell made a motion to amend the order for a $39 million bond. **MOTION CARRIED** Yes 5 – Noe 2 (Brian Condit and Bowen Brawner voted against the amendment of the motion. **MOTION CARRIED** to approve the order calling a $39 million bond. A roll call vote was taken with a vote of Yes 5 – Noe 2 – Brian Condit and Bownen Brawner voted against.

**Adjournment**

There being no further business, the meeting was adjourned at 9:12 p.m.

Charlie Cloud, President

Micky Shearon, Secretary

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: March 7, 2005
For: Approval

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

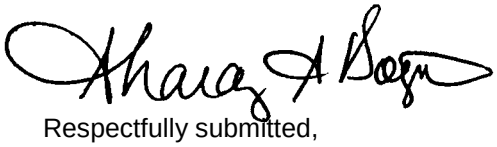
**FROM**: Sharay Boynton, Finance Director
**DATE**: February 24, 2005
**RE**: Budget Amendments

**SUMMARY:**

Attached are budget amendments that are for Board approval.

**RECOMMENDATION:**

I recommend the Board approve the amendments.



Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield

Date Submitted: February 24, 2005

## BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $94 allocated to function 12. These funds are generated from library fines and will be used to purchase additional Library Books and Media.

Fund 199, Ms. Kellie Brandon, Originator
This Amendment recognizes funds in the amount of $357 allocated to function 12. These funds are generated by the spring book fair and will be used to purchase additional Library Books and Media.

Fund 199, Ms. Nancy Alana, Originator
This Amendment recognizes funds in the amount of $181 allocated to function 12. These funds are generated by the spring book fair and will be used to purchase additional Library Books and Media.

Fund 181, Mr. Randy Leach, Originator
This Amendment recognizes funds in the amount of $1,555 allocated to function 36. These funds are generated for the girls golf team and will be used to fund the girls golf green fees.

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 7, 2005
For: Approval

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

**FROM**: Sharay Boynton, Finance Director
**DATE**: February 26, 2005
**RE**: Audiovisual & Library Equipment and Supplies Bid No. 2003-14 - Renewal

**SUMMARY:**

The current bid will expire May 31, 2005. 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 current vendors were contacted and all responded that they would honor the bid as is for another one-year term.

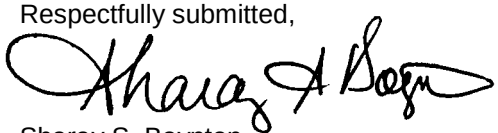
The following is the recommendation of Mrs. Babers and Mrs. Whitefield and reviewed by Mrs. Johnson.

**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, 2005 to May 31, 2006, the final year of the renewal options for this bid.

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: February 26, 2005

# 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:

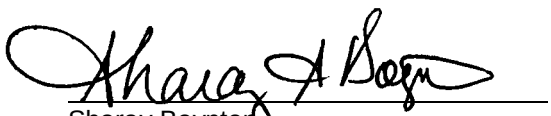
   | | |
   |---|---|
   | Longs Electronics | Highsmith |
   | Spencer Audio Visual | Vernon Library Supplies |
   | Troxell Communications | Brodart Company |
   | Audio Visual Aids | Curtis Educational Equipment |

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: March 7, 2005
For: Approval

**TO**: Mr. William Harris, Superintendent **FROM**: Sharay Boynton
**DATE**: February 26, 2005
**RE**: Nurse Supplies Bid No. 2003-15 – Renewal

**SUMMARY:**
The current bid will expire May 31, 2005. The bid was awarded with two additional one-year incremental renewals. This would be the second and last option for renewal.

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

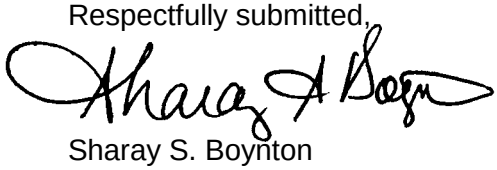
Ms. Brenda Mabery, Special Programs Coordinator, was contacted regarding the renewal of this bid. She feels that it would be in the best interest of the District to renew. All vendors have been contacted and have responded that they will renew as originally approved.

The following is Ms. Mabery's recommendation.

**RECOMMENDATION:**

It is recommended the Board approve MacGill, School Health, Medco and Health Edco for the purchase of nurse supplies for the period of June 1, 2005 to May 31, 2006.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Brenda Mabery

Date Submitted: February 26, 2005

# BID FOR BOARD APPROVAL

**Board Meeting Date:** Nursing & Health Supplies & Eqmt. **Bid Number:** 2003-15

1. **Item, material or service (specific or classification):** Nursing & Health Supplies & Equipment

2. **Brief description:** A bid was let to provide supplies and equipment for the nursing and health programs at Granbury ISD. The bid is a catalog/shelf list discount bid where vendors are asked to quote a percentage discount from published catalogs or list prices that will be held firm for the duration of the contract. A price comparison was done on over 50 items most commonly used by the nurses. Other factors considered in the evaluation were, minimum order amounts, free shipping, number of items in catalogs, and number of days to ship the goods after receipt of the order.

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

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

   Campus nurse with campus principal approval
   Health teacher with campus principal approval

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

6. **Number of bids received from vendors:** 7 (with 1 no bid)

7. **Listing of recommended vendors and total prices:** It is recommended that award be made to MacGill, School Health, Medco and Health Edco. The total expenditures cannot be identified at this time as purchases are made on an as needed basis.

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

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

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

11. **Budget information:** Expense for nursing and health supplies will be from budgeted funds in various campus 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: March 7, 2005
For: Approval

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

**FROM**: Sharay Boynton
**DATE**: February 26, 2005
**RE**: Science Supplies
Bid No. 2004-10 – Renewal

**SUMMARY:**

Science supplies for the district are purchased using catalogs and shelf items. The request for catalog bids for science supplies was let in April 2004. Bid award was made June 14, 2004. The bid covered the period from award to May 31, 2005 with two additional one-year renewals allowed if agreed to by both parties.

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

It was deemed to be in the best interest of the District to renew the bid if agreed to by the vendors. All vendors were contacted and all have agreed to renew as awarded.

The bid was amended to include an area for responses to not only supplies but instructional aids associated with science. Ms. Stacie Brown, Curriculum Coordinator, reviewed the original responses and the following is her recommendation.

**RECOMMENDATION:**

It is recommended that the Board renew the award to the following vendors for the purchase of science supplies and instructional aids for the period of June 1, 2005 to May 31, 2006.

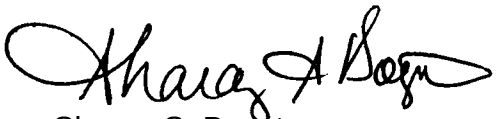
Supplies:

| Vendor | % Disc |
|---|---|
| Carolina Biological | 5 |
| Fisher Science Education | 20 |
| Flinn Scientific, Inc. | 10 |
| Sargeant Welch | 18 |
| Ward's Natural Science Est. Inc. | 10 |

Instructional Aids

| Vendor | % Disc |
|---|---|
| Carolina Biological | 5 |
| Delta Biological | 10 |
| Delta Education | 0-15 |
| Frey Scientific | 20 |
| Pasco Scientific | 0 |
| Science Kit & Boreal | 14 |
| Ward's Natural Science Est. Inc. | 10 |

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Stacie Brown
Debbie Johnson

Date Submitted: February 26, 2005

# BID FOR BOARD APPROVAL

**Board Meeting Date:** June 14, 2004 **Bid Number:** 2004-10

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

2. **Brief description:** A bid was let to establish vendors for the purchase of science supplies and instructional aids for the 2004 – 2005 science program for all campuses. Vendors were asked to quote a percentage discount off catalog or shelf prices.

3. **Period of time bid covers:** June 1, 2004 through May 31, 2005

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

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

6. **Number of bids received from vendors:** 26 (includes 2 no bids)

7. **Listing of recommended vendors and total prices:** The recommendation for award is to Ward's Natural Science, Sargent Welch, Flinn Scientific, Fisher Scientific, Carolina Biological, Delta Biological, Delta Education, Frey Scientific, Pasco Scientific, and Science Kit & Boreal. These vendors represent an award for both the instructional supplies section and the instructional/teaching aids section of the bid.

   Estimated expenditure for science supplies for the 2004-2005 school year cannot be identified at this time as supplies are purchased on an as needed basis from funds budgeted for instructional and science supplies at each campus.

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

9. **Last bid date (bid of comparable nature within last 5 years):** January 2001.

10. **Percentage increase or decrease from last bid**: This bid is a catalog percentage discount bid and not a line item bid where item cost could be compared.

11. **Budget information:** The funds for these expenditures will come from the budgeted dollars for instructional supplies for each campus.

Sharay S. Boynton
Executive Director of Finance

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 7, 2005
For: Approval

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

**FROM**: Sharay Boynton, Finance Director
**DATE**: February 26, 2005
**RE**: Instructional Supplies – Career & Tech – Bid No. 2004-11 – Renewal

**SUMMARY:**

A bid was let for the purchase of instructional supplies for the career and tech program. A catalog/price list and shelf discount bid was requested from the vendors. The original bid was awarded May 24, 2005 for a one-year period with the option to renew for additional terms should all parties agree.

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

It was deemed in the best interest of the District to renew the bid. All vendors were contacted and all vendors have agreed to renew as awarded.

Sharon Whitefield, Director of Curriculum and Barbara Calhoun, Program Coordinator reviewed the original bids. The following is their recommendation.

**RECOMMENDATION:**

It is recommended that the District renew the award to the following vendors for the purchase of Career & Tech Instructional supplies for the period of June 1, 2005 to May 31, 2006.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Whitefield
Barbara Calhoun
Debbie Johnson

Date Submitted: February 26, 2005

# BID FOR BOARD APPROVAL

**Board Meeting Date:** May 24, 2004 **Bid Number:** 2004-11

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

2. **Brief description:** A catalog/price list and shelf discount bid was let to provide vendors for instructional supplies and equipment for the career tech program.

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

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

   Teachers with campus principal approval
   Barbara Calhoun – Program Coordinator
   Sharon Whitefield – Director of Curriculum

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

6. **Number of bids received from vendors:** 9 (includes 1 late bid and 2 disqualified bids)

7. **Listing of recommended vendors and total prices:** It is recommended that award be made to multiple vendors to allow for a better selection of supplies. Since all supplies will be purchased on an as needed basis, the total cost cannot be determined at this time. The following vendors are recommended for award:

| | |
|---|---|
| Green's Welding Supply Inc. | Midwest Technology Products |
| Napa Auto Parts | O'Reilly Auto Parts |
| Paxton Patterson | Valley Vet Supply |

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

9. **Last bid date (bid of comparable nature within last 5 years):** 3/19/01

10. **Percentage increase or decrease from last bid**: Percentage discount quoted from Green's Welding, Midwest Technology Products, Napa Auto Parts and Paxton Patterson remained the same.

11. **Budget information:** Instructional supplies and equipment for the career tech program will be purchased from budgeted funds for instructional supplies.

Sharay S. Boynton
Executive Director of Finance

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 7, 2005
For: Approval

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

**FROM**: Sharay Boynton,
**DATE**: February 26, 2005
**RE**: Athletic Training Supplies
Bid No. 2004-14 - Renewal

**SUMMARY:**

A bid was let asking vendors to quote a fixed rate percentage discount off catalog prices and to quote pricing on a list of equipment that would be held firm through May 31, 2005. Supplies and equipment will be purchased on an as needed basis. The bids were received on May 24, 2004. and awarded June 14, 2004. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

The proposals allowed for the bids to be renewed upon the approval of all parties. Mr. Randy Leach, Athletic Director, was contacted regarding the renewal and requested that the vendors be contacted regarding renewing the bid as awarded. All vendors responded that they would be willing to renew as awarded.

The original bid responses were reviewed by Ms. Connie Rhodes, GHS Athletic Trainer, Mr. Mark Gilbert, GHS Athletic Trainer, and Mr. Randy Leach, Athletic Director. The following is the recommendation of Mr. Randy Leach, Athletic Director.

**RECOMMENDATION:**

It is recommended award be renewed with Henry Schein, Inc. and School Health for catalog discount purchases for the period of written award notification through May 31, 2006. It is also recommended that all items under Section B be awarded as indicated on the tabulation by shading under the vendor name for the period of written award notification through May 31, 2006.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Randy Leach

Date Submitted: February 26, 2005

# BID FOR BOARD APPROVAL

**Board Meeting Date:** June 14, 2004 **Bid Number:** 2004-14

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

2. **Brief description:** A bid was let asking vendors to quote a fixed rate percentage discount off catalog prices and to quote pricing on a list of equipment that would be held firm through May 31, 2005. All supplies and equipment will be purchased on an "as needed" basis.

3. **Period of time bid covers:** The bid covers the period from June 1, 2004 through May 31, 2005.

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

   Connie Rhodes – GHS Athletic Trainer
   Mark Gilbert – GHS Athletic Trainer
   Randy Leach – Athletic Director

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

6. **Number of bids received from vendors:** 4 (includes 1 no bid)

7. **Listing of recommended vendors and total prices:** It is recommended award be made to Henry Schein, Inc. and School Health for catalog discount purchases. It is also recommended that all items under Section B be awarded as indicated on the tabulation by shading under the vendor name. Since supplies and equipment will be purchased on an as needed basis, a total expenditure cannot be identified at this time.

8. **Explanation of other than low recommendations:** N/A - Section B, item #4 will not be awarded at this time.

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

10. **Percentage increase or decrease from last bid:** Some of the bid items and brands have changed so a comparison was not made.

11. **Budget information:** All items will be purchased with budgeted dollars from the following code: 181.36.6395.00.001.4 (or 5).91.0.15

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: March 7, 2005
For: Approval

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

**FROM**: Sharay Boynton
**DATE**: February 26, 2005
**RE**: Band Uniforms
Bid No. 2005-08

**SUMMARY:**

A proposal was let for new band uniforms for the high school band. The proposals called for a stock sample of the proposed uniform to be submitted for comparison purpose. Proposals and samples were due January 19, 2005.

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

Kyle Maxwell, GHS Band Director, Dorinda Lewis, Granbury Opera House, Connie Jesko, GHS Home Economics Teacher, and Donna Polk, GHS Home Economics Teacher reviewed the samples and the following is their recommendation.

**RECOMMENDATION:**

I recommend the Board approve the purchase of band uniforms from Fred Miller.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Kyle Maxwell
Cathy Butler

Date Submitted: February 26, 2005

# BID FOR BOARD APPROVAL

**Board Meeting Date:** March 7, 2005 **Bid Number:** 2005-08

1. **Item, material or service (specific or classification):** Band Uniforms

2. **Brief description:** A proposal was let for new band uniforms for the high school band. The proposals called for a stock sample of the proposed uniform to be submitted for comparison purposes. The samples were reviewed and evaluated on style and construction by the following people.

   Kyle Maxwell - GHS Band Director
   Dorinda Lewis – Granbury Opera House
   Connie Jesko – GHS Home Economics Teacher
   Donna Polk – GHS Home Economics Teacher

3. **Period of time bid covers:** Single purchase

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

   Kyle Maxwell – GHS Band Director
   Cathy Butler – GHS Principal

5. **Number of bids sent to vendors:** 6

6. **Number of bids received from vendors:** 4 (1 bid was for the rain poncho only)

7. **Listing of recommended vendors and total prices:** It is recommended award be made to Fred J. Miller, Inc. for a total expenditure of $67,000.

8. **Explanation of other than low recommendations:** There was a difference of $3.08 between the bids of Fred Miller and Fruhauf. Based on the evaluations of both uniforms, there was a consensus that the style and fabric submitted by Fred Miller was preferred and would be easier to maintain. Fred Miller also quoted a faster delivery time.

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

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

11. **Budget information:** A budgeted amount of $75, 000 was allotted under account code 181.36.6649.00.001.5.99.F.30 for the purchase of the band uniforms.

Sharay S. Boynton
Executive Director of Finance

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 7, 2005
For: Approval

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

**FROM**: Sharay Boynton
**DATE**: February 26, 2005
**RE**: Towing Services
Bid No. 2005-13

**SUMMARY:**

A proposal was let to provide an annual contract for towing services on an as needed basis for district buses and vehicles. Proposals were due February 2, 2005.

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

Mr. Terry Slemmons, Director of Transportation, Ms. Debbie Johnson, Purchasing Supervisor, and myself reviewed the proposal and the following is our recommendation.

**RECOMMENDATION:**

I recommend the Board approve the purchase towing services from Don's Towing for the period of award notification through January 31, 2006.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Terry Slemmons
Sharay Boynton

Date Submitted: February 26, 2005

# BID FOR BOARD APPROVAL

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

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

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

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

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

   Terry Slemmons – Transportation Director

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

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

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

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

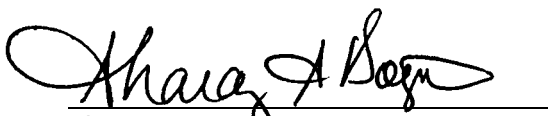
8. **Explanation of other than low recommendations:** N/ A

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

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

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

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



Sharay S. Boynton
Executive Director of Finance

**GRANBURY INDEPENDENT SCHOOL DISTRICT**
**INTEROFFICE MEMO**
**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: March 7, 2005
For: Approval

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

**FROM**: Sharay Boynton
**DATE**: February 26, 2005
**RE**: PASCO Purchase – Food Service Equipment

**SUMMARY:**

Food Service equipment needs to be replaced throughout the District. The equipment is available from a Buy Board vendor. The Buy Board awards contracts to vendors via the purchasing process. GISD's interlocal agreement with the Buy Board allows purchases to be made from these awarded vendors without GISD having to go through the purchasing process. The cost of the equipment is $92,291. The items to be purchased are listed below: Crossland Intermediate – 4 Burner Stove, Warmer, Dishwasher, and Convection Oven; Roberson Elementary – 4 Burner Stove; Baccus Elementary – 4 Burner Stove, Warmer, 60 Qt Mixer, and Convection Oven; Oak Wood Intermediate – 4 Burner Stove, Convection Oven and 60 Qt Mixer; Brawner Intermediate – Convection Oven, Warmer and 4 Burner Stove. This equipment is being replaced per the replacement schedule in place for food service equipment. The funds were approved in the adopted food service budget.

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

The following recommendation is that of Mr. Laine Meek, Food Service Director.

**RECOMMENDATION:**

It is recommended that the above purchase be made from PASCO through the Buy Board contract.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Laine Meek

Date Submitted: January 7, 2005

**OFFICE OF CURRICULUM & INSTRUCTION**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **March 7, 2005** |
| **Action:** | **Approval** |

| | | | |
|---|---|---|---|
| **To:** | Mr. William Harris, Superintendent | **From:** | Jan Van Dorn |
| | | **Date:** | March 1, 2005 |
| | | **RE:** | Textbook Recommendations |

**SUMMARY:**
Textbook Proclamation 2002 will be implemented in the fall of 2006, so consideration and adoption must come during this time frame in order to adopt conforming materials. Sharon Whitefield, our Curriculum Director, has provided us with the lists of specific books that the committees recommended for adoption, and the administration recommends that all conforming materials be adopted. Mrs. Whitefield will be available to provide answers if there are additional questions.

**RECOMMENDATION:**
Approval of all conforming material

Respectfully submitted,

Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: Jan Van Dorn
Sharon Whitefield
Textbook Committees

GRANBURY
INDEPENDENT SCHOOL DIS

**Sharon Whitefield**
**Director of Curriculum**

600 West Pearl • Granbury, Texas 76048 • Phone (817) 408-4035 • Fax (817) 408-4045

**MEMORANDUM**

**TO:** JAN VAN DORN

**FROM:** SHARON WHITEFIELD

**SUBJECT:** TEXTBOOK ADOPTION

**CC:** STACIE BROWN, HEATHER DOLLINS

**DATE:** 3/1/2005

**CHOOSE ONE:** ☐ ***ACTION REQUIRED*** ☒ ***FYI*** ☐ ***DISTRIBUTE***

Textbook Proclamation 2002 is currently up for our consideration and adoption this spring. The following items are included on this Proclamation:

Health Education
Languages Other Than English
Fine Arts (Including Art, Theatre, Music, and Band)
Physical Education

The items that will be purchased this spring will be implemented in the fall of 2006. All conforming materials list (925 pages) recommended from TEA can be found at www.tea.state.tx.us/textbooks/materials/proc2002conform.pdf. I have attached a list of the specific books that the committees recommended for adoption. Committee members included vertical and horizontal team members where appropriate and other classroom teachers where appropriate. I would recommend that the board adopt the conforming materials. If you have questions, please do not hesitate to contact me

**Textbook Adoption** (2005)
*Implementation (2005-2006*

| Subject | Publisher | Title | ISBN |
|---|---|---|---|
| Art 1-6 | SRA | *SRA Art Connections* | Grade 1: 0076031284<br>Grade 2: 0076031292<br>Grade 3: 0076031306<br>Grade 4: 0076031314<br>Grade 5: 0076031322<br>Grade 6: 0076031330 |
| Music 1-6 | Silver Burdett (Scott Foresman) | *Silver Burdett Making Music* | Grade 1: 0382367154<br>Grade 2: 0382367162<br>Grade 3: 0382367170<br>Grade 4: 0382367189<br>Grade 5: 0382367197<br>Grade 6: 0382367200 |
| Band 6th | Hal Leonard | *Essential Elements 2000* | Multiple (not listed on conforming list) |
| Theatre 1-6 | SRA | *SRA Theatre Arts Connections* | Grade 1: 0076031616<br>Grade 2: 0076031624<br>Grade 3: 0076031632<br>Grade 4: 0076031640<br>Grade 5: 0076031659<br>Grade 6: 007861614X |
| Health 1-5<br>(includes PE component for grade 1-5) | Harcourt | *Harcourt Health and Fitness*<br><br>*Be Active! Resource for Physical Education* | **Health**<br>Grade 1: 0153409746<br>Grade 2: 0153409754<br>Grade 3: 0153375264<br>Grade 4: 0153375272<br>Grade 5: 0153375299<br>**PE**<br>Grade 1-2:<br>0153386908<br>Grade 3-5:<br>0153386916 |
| Health 6th | Glencoe | *Teen Health, Course 1, Texas Edition* | Grade 6: 0078650909 |

# Textbook Adoption (2004)
## Implementation (2005-2006)

| Subject | Publisher | Title | ISBN |
|---|---|---|---|
| Art, Grade 7 | Glencoe | *Exploring Art* | 0078465141 |
| Art, Grade 8 | Glencoe | *Understanding Art* | 007846529X |
| Art, Level I, High School | Glencoe | *ArtTalk* | 0078305993 |
| | | | |
| Band, Grade 7 | Hal Leonard | *Essential Elements 2000* | multiple |
| Band, Grade 8 | Hal Leonard | *Essential Elements 2000* | multiple |
| Band, High School | Hal Leonard | *Essential Elements 2000* | multiple |
| | | | |
| Choir, Grade 7 | Glencoe | *Experiencing Choral Music, Beginning 6-7, Sight-Singing/Unison Package* | 0078667100 |
| Choir, Grade 7, 8 & 9 | Glencoe | *Experiencing Choral Music, Intermediate 7-9, Sight-Singing/Mixed Voices Package* | 0078667119 |
| Choir, Grade 7, 8 & 9 | Glencoe | *Experiencing Choral Music, Intermediate 7-9, Sight-Singing/Treble Voices Package* | 0078667127 |
| Choir, Grade 7, 8 & 9 | Glencoe | *Experiencing Choral Music, Intermediate 7-9, Sight-Singing/Tenor-Bass Package* | 0078667135 |
| Choir, Level I, II, III, High School | Glencoe | *Experiencing Choral Music, Proficient 9-12, Sight-Singing/Mixed Voices Package* | 0078667143 |
| Choir, Level I, II, III, High School | Glencoe | *Experiencing Choral Music, Proficient 9-12, Sight-Singing/Treble Voices Package* | 0078667232 |
| Choir, Level I, II, III, High School | Glencoe | *Experiencing Choral Music, Proficient 9-12, Sight-Singing/Tenor Bass Package* | 0078667240 |
| Choir, Level I, II, III, High School | Glencoe | *Experiencing Choral Music, Advanced 9-12, Sight-Singing/Mixed Voices Package* | 0078667259 |
| | | | |
| Theatre, Grade 7 & 8 | Glencoe | *Exploring Theatre* | 007861614X |
| Theatre Arts, Level I, II, III, IV High School | Glencoe | *The Stage and The School* | 0078616271 |
| | | | |
| Health, Grade 7 | Glencoe | *Teen Health, Course 2* | 0078650232 |
| Health, Grade 8 | Glencoe | *Teen Health, Course 3* | 007865033X |
| Health, Grade 9-12 | Glencoe | *Glencoe Health, Texas Edition* | 0078612136 |
| | | | |
| Physical Education, Grades 7-8 | Glencoe | *Foundations of Personal Fitness* | 007866716X |
| Physical Education, Grades 9-12 | Glencoe | *Foundations of Personal Fitness* | 007866716X |
| | | | |
| Spanish Level I | Pearson/PH | *Realidades 1 (Texas Edition)* | 0131163000 |
| Spanish Level II | Pearson/PH | *Realidades 2 (Texas Edition)* | 0131163019 |
| Spanish Level III | Pearson/PH | *Realidades 3 (Texas Edition)* | 0131163035 |
| Spanish Level IV | Pearson/PH | *Conexiones: Communicacion y cultura* | 0131274287 |
| Spanish Level V | Pearson/PH | *Momentos cumbres de las literaturas hispanicas* | 0131273736 |

| | | | |
|---|---|---|---|
| French Level I | Glencoe | *French 1: Bon voyage! (Texas Edition)* | 0078667429 |
| French Level II | Glencoe | *French 2: Bon voyage! (Texas Edition)* | 0078667453 |
| French Level III | Glencoe | *French 3: Bon voyage! (Texas Edition)* | 0078667461 |
| French Level IV, V | Glencoe | *Tresors du temps* | 0078606551 |
| | | | |
| German Level I | EMC/Paradigm | *Deutsch Aktuell 1* | 0821925377 |
| German Level II | EMC/Paradigm | *Deutsch Aktuell 2* | 0821925601 |
| German Level III | EMC/Paradigm | *Deutsch Aktuell 3* | 0821926055 |
| German Level IV, V | McDougal Littell | *Auf Deutsch! Level 3 -Drei* | 0618473351 |

Granbury
Independent School District

**William Harris**
**Superintendent**

**OFFICE OF SUPERINTENDENT**

| | |
|---|---|
| **For:** | Board of Trustees |
| **Date:** | February 28, 2005 |
| **Action:** | Approval |

**SUMMARY:**

Granbury ISD transportation department and Tolar ISD present for your consideration, an inter-local agreement for maintenance and repair services for Tolar ISD vehicles. The inter-local agreement is attached.

Respectfully submitted,

William Harris
Superintendent

Staff Person Responsible: Terry Slemmons
Sharay Boynton

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