Regular

Monday, May 20, 2013 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

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

a. Chapter 551.074 - Personnel
1. Consider staff appointments
b. Chapter 551.072 - Purchase, exchange, lease or value of real property

3. **Reconvene in open session - 6:00 PM**
4. **Moment of Silence/Invocation**
5. **Pledges - U.S. Flag & Texas Flag: Amerson Meyers, Ellie Pilot, Morgan Garner, AES Students**
6. **Achievement Spotlight**

a. Granbury ISD Education Foundation 2013-2014 Grants
b. Granbury Masonic Lodge No. 392 - Mirabeau B. Lamar Awards: Jack Hernandez Acton Elementary School Student, Colten Meisner Granbury High School Student, Katie Agor Acton Elementary School Teacher
c. GHS Class of 2013 Valedictorian and Salutatorian: Alyssa Tigner and Devon DeYoung
d. Texas State History Fair Contestants: Brigette Bean, Lauren Berry, Jocelyn Espinoza, Robert Faaborg, Payton Freeman, Lejla Gregory, Abigail Higginbotham, Bryce Leonard, Madeline Maldonado, Kendon Parker, Brandon Rush, Joshua Schuessler, Taylor Sherrell, Cooper Wallace, Reagan Wilkinson
e. UIL State Tennis Tournament Contestants: Kate Bramlett and Elizabeth Morton
f. UIL State Track Meet Contestant: Chris Richardson
g. UIL State Golf Tournament Contestants: Travis Benson, Briggs Berry, Austin Kinsey, Justin Largent, Zach Wall, Baker White

7. **Public comments/audience participation**
8. **Discussion/Action**

a. Consider Consent Agenda Items
1. Minutes of the May 6, 2013, Board Meeting
2. Consider Budget Amendments
3. Consider renewal of General Maintenance Supplies 2012-13
4. Consider renewal of Electrical Supplies 2012-14
5. Consider renewal of Paint Supplies, Athletic Field Paint & Equipment 2012-17
6. Consider renewal of Electrical Services 2011-23
7. Consider renewal of Sandwiches & Other Ready to Serve Items CSP 2011-24
8. Consider ESC Region 10 Multi-Region Child Nutrition Cooperative Purchasing Program Interagency Agreement for 2013-2014
9. Consider renewal of Student Extra-Curricular Coverage, Student Voluntary Coverage and Catastrophic Coverage CSP 2012-12
10. Consider renewal of Magazine & Periodical Subscription Services 2012-09
11. Consider renewal of Instructional Supplies & Equipment for Career Technology Program Bid 2013-09
12. Consider renewal of Music, Band and Choir Related Items and Services Bid 2011-20
13. Consider Instructional Tools, Professional Books, Teaching Aids,

Supplies and Equipment Bid 2013-09

14. Consider renewal of Instructional Supplies & Teaching Aids Bid 2011-12
15. Consider Copy Paper CSP 2013-13
16. Consider Buy Board purchase of two Special Ed Buses

b. Consider Architect/Engineering Services RFQ 2013-15
c. Consider Total Construction Project and related budget
d. Consider Adoption of a Resolution Authorizing the Issuance Maintenance Tax Note
e. Consider Staff Development and Early Release Waivers
f. Consider the G2020 Strategic Plan

9. **Discussion/Information**

a. Superintendent's Reports
1. STARS/BTC Relocation

b. Athletic/Community Ed. Report
c. Financial Statements for the period ending March 31, 2013, and April 30, 2013

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

a. Consider staff appointments
b. Consider purchase, exchange, lease or value of real property

11. **Adjourn**

GRANBURY ISD
BOARD OF TRUSTEES
SPECIAL MEETING
MINUTES
MAY 6, 2013

The Board of Trustees of the Granbury Independent School District convened in an official **SPECIAL** meeting on Monday, May 6, 2013 at 3:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas.

Presiding Officer .....Micky Shearon, President

Board Members Present

Nancy Alana
Barbara Herrington
Mark Jackson
Don Walton

Board Members Absent

Wade Railsback

School Officials Present

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

Others Present

School Employees
Media
Community Members

Meeting Called to Order

Micky Shearon, President, called the meeting to order at 3:00 p.m. and noted that a quorum of board members was present. The meeting was duly called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Convened in Closed Session

The Board of Trustees convened in closed session at 3:01 p.m. under the Texas Open Meeting Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel.

Reconvened

Reconvened in open session at 3:49 p.m.

Consider Consent Agenda Items

A motion was made by Mark Jackson and seconded by Nancy Alana to approved consent agenda items as presented. 1. Minutes of the April 8, 2013, Regular Meeting; 2. Purchase of resources and training associated with Empowering Writers Program. **MOTION CARRIED** Yes 6 – No 0

Consider Land Donation for Hood County Recreation Center

No Action Taken

Action on Items Discussed in Closed Session

- **Staff Appointments**
  None

- **Consider Personnel Recommendations**
  A motion was made by Barbara Herrington and seconded by B.J. Wallace to approve Personnel recommendations as presented. **MOTION CARRIED** Yes 6 – No 0

- **Consider purchase, exchange, lease or value of real property**
  None

Board Workshop

Draft G2020 Strategic Plan was presented to the Board by team members. Dr. Largent stated that the Strategic Plan will be presented on the May 20th Board Meeting.

Adjournment

There being no further business, the meeting was adjourned at 5:56 p.m.

_____ _____

Micky Shearon, President Nancy Alana, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: May 13, 2013
RE: Budget Amendments

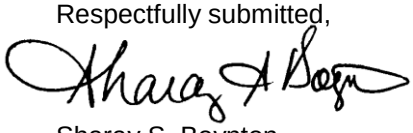
SUMMARY:

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: May 13, 2013

Fund 181 and 199, Mr. Jeremy Ross, Originator
This Amendment recognizes funds in the amount of $325 allocated to function 36 (Co-Curricular). These funds were generated through the theater arts musical and will be used to fund additional student travel.

Fund 181 and199, Mr. Jeremy Ross, Originator
This Amendment recognizes donated funds in the amount of $1,367 allocated to function 36 (Co-Curricular). These funds were donated by the Choir Booster Club and the Theater Arts Booster Club and will be used to fund additional student travel.

Fund 199, Mr. Jimmy Dawson, Originator
This Amendment recognizes funds in the amount of $1,942 allocated to function 11 (Instruction). These funds were generated through band instrument rental and will be used to fund maintenance and repairs of that equipment.

Fund 199, Mr. Donnie Cody, Originator
This Amendment recognizes funds in the amount of $183 allocated to function 12 (Instructional Resources). These funds were generated through lost book fines and will be used to purchase additional library books.

Fund 199, Mr. Donnie Cody, Originator
This Amendment recognizes donated funds in the amount of $2,520 allocated to function 11 (Instruction). These funds were donated by the campus PTO and will be used to fund additional student travel.

Fund 199, Ms. Dana Goode, Originator
This Amendment recognizes funds in the amount of $2,049 allocated to function 11 (Instruction). These funds were donated by the campus PTO and will be used to fund additional field trips.

Fund 199, Ms. Dana Goode, Originator
This Amendment recognizes funds in the amount of $2,537 allocated to function 12 (Instructional Resources). These funds were generated by the campus book fair and will be used to fund a visiting author and listening centers.

Fund 199, Ms. Judy Gentry, Originator
This Amendment recognizes donated equipment and supplies in the amount of $4,108 allocated to function 11 (Instruction). These supplies and equipment were donated by Weatherford College for use in the EMT program.

Fund 181, Mr. Dwight Butler, Originator
This Amendment recognizes donated funds in the amount of $1,422 allocated to function 36 (Co-Curricular). These funds were donated by the Boys Golf and Baseball Booster Clubs and will be used to fund additional entry fees and student travel.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes donated funds in the amount of $1,700 allocated to function 36 (Co-Curricular). These funds were donated by GEF and will be used to fund F1 Travel.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes donated funds in the amount of $2,137 allocated to function 34 (Transportation). These funds were donated by TAPS in the form of 2013 Risk Management Grant Award and will be used to purchase additional Transportation student training supplies.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds from fund balance in the amount of $3,427 allocated to function 36 (Co-Curricular). These funds are being allocated for the student and employee travel to the National Thespian Festival Travel Budget.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 13, 2013
RE: General Maintenance Supplies & Equip
CSP No. 2012-13 - Renewal

SUMMARY:

A bid was let to provide vendors for general maintenance and glass supplies for the 2012-13 school year. The responses were received on May 15, 2012. The period of initial award will be August 1, 2012 through July 31, 2013 with the option to renew two additional one-year terms. The current bid will expire on July 31, 2013. This will be the first of the two renewal options.

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

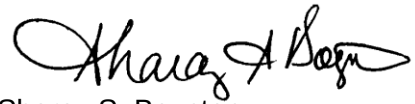
The CSP document allowed for auto renewal unless either party notified the other within 90 days of the end of the term. There has been no vendor communication. Mr. Randy Leach, Facilities Director, has reviewed the options and the following is his recommendation.

Anticipated annual expenditure is $35,000.

RECOMMENDATION:

That the Board renew the award to purchase General Maintenance Supplies and Equipment to the vendors as highlighted in yellow on the attached tabulation for the period of August 1, 2013 to July 31, 2014.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Randy Leach

Date Submitted: May 13, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: June 18, 2012 **Bid Number:** CSP 2012-13

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

2. **Brief description:** A bid was let asking vendors to quote a percentage discount off catalog/shelf prices for supplies to be purchased on an as needed basis.

3. **Period of time bid covers:** August 1, 2012 to July 31, 2013 with the option to automatic renew for two additional years in one-year increments.

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

5. **Number of bids notification letters sent to vendors:** 73

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

7. **Listing of recommended vendors and total prices:** Expenditures for general maintenance supplies and equipment are estimated to be $35,000. Recommendation for award is to:

   Bear's Plumbing & Etc.
   Dealer Products, Inc.
   Green's Welding Supply, Inc.
   Hardt Sales
   The Home Depot – Granbury Store #6571

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

9. **Last bid date (bid of comparable nature within last 5 years):** May 14, 2009

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

11. **Budget information:** Expenditures for general maintenance supplies and equipment will be from account code 199 E 51 6316 00 951 0 99 580.

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: May 13, 2013
RE: Electrical Supplies CSP 2012-14 – Renewal

SUMMARY:

Electrical supplies for the district are purchased on an as needed basis. A bid was let to provide vendors for electrical supplies for the 2012-13 school year with the option to renew for two additional one-year terms if agreed to by all parties. Vendor responses were received on May 15, 2012. The current bid will expire July 31, 2013. This will be the first of the two renewal options.

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

The CSP document allowed for auto renewal unless either party notified the other within 90 days of the end of the term. There has been no vendor communication. Mr. Randy Leach, Facilities Director, has reviewed the options and the following is his recommendation.

Anticipated annual expenditure is $40,000.

RECOMMENDATION:

It is recommended that the Board award to purchase electrical supplies for the 2013-14 school year to the yellow highlighted vendors on the attach tabulation for the period of August 1, 2013 to July 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Mr. Randy Leach

Date Submitted: May 13, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: June 18, 2012 **Bid Number:** CSP 2012-14

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

2. **Brief description:** A bid was let asking vendors to quote a percentage discount off catalog/shelf prices for supplies to be purchased on an as needed basis.

3. **Period of time bid covers:** August 1, 2012 to July 31, 2013 with the option to automatic renew for two additional years in one-year increments.

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

5. **Number of bids notification letters sent to vendors:** 11

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

7. **Listing of recommended vendors and total prices:** Expenditures for electrical supplies are estimated to be $ 30,000. Recommendation for award is to:

   The Home Depot – Granbury Store
   The Reynolds Group
   Voss Lighting
   Granbury Winelectric
   Elliott Electric Supply

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

9. **Last bid date (bid of comparable nature within last 5 years):** May 14, 2009

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

11. **Budget information:** Expenditures for electrical supplies will be from account code 199 e 51 6316 00 951 99 053.

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 13, 2013
RE: Paint Supplies and Equipment
CSP 2012-17 - Renewal

SUMMARY:

A bid was let to provide vendors for Paint supplies, athletic field marking paint and equipment for the 2012-13 school year with the option to renew for two additional years in one year increments. The current award will expire on July 31, 2013.

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

The CSP document allowed for auto renewal unless either party notified the other within 90 days of the end of the term. There has been no vendor communication. Mr. Randy Leach, Facilities Director, has reviewed the options and the following is his recommendation.

Anticipated annual expenditure is $25,000.

RECOMMENDATION:

It is recommended that the Board award the purchase of paint supplies and equipment to the following vendors for the period of August 1, 2013 to July 31, 2014.

Section One: Kelly Moore Paint Company, Inc.

Section Two: Kelly Moore Paint Company, Inc.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ms. Sharay Boynton
Mr. Randy Leach

Date Submitted: May 13, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: August 27, 2012 **Bid Number:** 2012-17

1. **Item, material or service (specific or classification):** Paint Supplies, Athletic Field Marking Paint and Equipment

2. **Brief description:** A bid was let to provide vendors for Paint supplies, athletic field marking paint and equipment for the 2012-13 school year with the option to renew for two additional years in one year increments.

3. **Period of time bid covers:** From written notification of award through July 31, 2013

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

   Randy Leach – Director of Facilities Maintenance

5. **Number of bids notification letters sent to vendors:** 15

6. **Number of bids received from vendors:** 3 and 1 no-bid

7. **Listing of recommended vendors and total prices:** Expenditures for paint supplies are estimated to be $35,000 and Athletic Field Marking Paint for $26,000. Recommendation for award:

   Section One: Kelly Moore Paint Company, Inc.

   Section Two: Kelly Moore Paint Company, Inc.

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

9. **Last bid date (bid of comparable nature within last 5 years):** July, 2011

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

11. **Budget information:** Expenditures for Paint supplies and equipment will come from account code 199 E 51 6316 00 951 0 99 580 with a proposed budget of $35,000.00. Expenditures for Athletic Field Marking Paint will come from account code 199 E 51 6317 00 951 0 99 000 with a proposed budget of $ 26,000.

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 13, 2013
RE: Electrical Services
Bid 2011-23 - Renewal

SUMMARY:

A bid was let to provide electrical services on an "as needed" basis. Vendors were asked to quote an hourly service rate, service call charge and maximum response time for the 2011-12 school year with the option to renew for two additional one-year terms if agreed to by all parties. Current bid will expire July 31, 2013. This will be the last of the two renewal options.

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

Mr. Randy Leach, Facilities/Maintenance Director, requested that the award be renewed. The vendor was contacted and has agreed to extend the pricing and arrangements as allowed within the original proposal. The following is Mr. Leach's recommendation.

Anticipated annual expenditures are $1,000 to $20,000.

RECOMMENDATION:

It is recommended that the Board renew the award to purchase electrical services to G & G Electric Service Co. for the period of August 1, 2013 to July 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ms. Sharay Boynton
Mr. Randy Leach

Date Submitted: May 13, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: July 25, 2011 **Bid Number:** 2011-23

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

2. **Brief description:** A bid was let to provide electrical services on an "as needed" basis. Vendors were asked to quote an hourly service rate, service call charge and maximum response time.

3. **Period of time bid covers:** Notification of award through July 31, 2012

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

5. **Number of bid notification letters sent to vendors:** 12

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

7. **Listing of recommended vendors and total prices:** Recommendation for award is to G&G Electrical Service Company, Inc. Estimated expenditures will be $12,000

8.

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

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

10. **Percentage increase or decrease from last bid**: Service call charges remain the same at $90 per hour. Hourly service rate for master electrician remain the same at $55.00 per hour. New proposal added hourly rate of $50 for Journeyman and Apprentice Electrician. Full time employees decrease from 37 to 28. No service personnel available on call 24 hours.

11. **Budget information:** Expenditures for this service will come from account code 199 E 51 6246 00 951 0 99 530 with a proposed budget of $12,000.

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton,
DATE: May 13, 2013
RE: Sandwiches and Other Ready to Serve Products CSP 2011-24 - Renewal

SUMMARY:
A proposal was let for an annual contract to provide and deliver ready to serve sandwiches and other ready to serve items to Granbury High School and Crossland Ninth Grade Center for the Child Nutrition program. The original period of award was for the 2011-12 school year with renewal options for two additional one-year periods. The current bid for deli sandwiches will expire on July 31, 2013. This will be the last of the two renewal options.

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

Ms. Alicia Hernandez, Support Services Director, was contacted regarding the renewal and it was her recommendation to renew. Vendors were contacted and have agreed to renew.

Anticipated annual expenditures for the renewal period are $120,000 to $150,000.

RECOMMENDATION:
It is recommended that the award for purchase of highlighted items on attached tabulation be made to highlighted vendors for the period of August 1, 2013 to July 31, 2014. It is further recommended that the other items submitted in the proposals be accepted should substitute items be needed for the same period.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Alicia Hernandez

Date Submitted: May 13, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: July 25, 2011 **Bid Number:** 2011-24

1. **Item, material or service (specific or classification):** Sandwiches and Other Ready to Serve Items

2. **Brief description:** A proposal was let for an annual contract to provide and deliver ready to serve sandwiches and other ready to serve items to Granbury High School and Crossland Ninth Grade Center for the Child Nutrition program.

3. **Period of time bid covers:** August 1, 2011 through July 31, 2012 with two one-year renewal options

4. **Person and title responsible for the expenditure:** Alicia Hernandez, Child Nutrition Director

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

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

7. **Listing of recommended vendors and total prices:** It is recommended the award be a multiple award. Estimated expense will be $60,000 - $80,000 with Chick-Fil-A and $6,000 to $10,000 with Schlotsky's.

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

9. **Last bid date (bid of comparable nature within last 5 years):** A deli sandwich bid was let on 6/24/2009. The specifications have changed so an apples to apples comparison is not available.

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

10. **Budget information:** Purchases will be made from the following account code(s).

    240 e 35 6341 00 XXX 0 99 000

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: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 13, 2013
RE: ESC Region 10 Multi-Regional Child Nutrition Cooperative Purchasing Program

SUMMARY:
The ESC Region 10 Multi-Regional Child Nutrition Cooperative Purchasing Program is a purchasing co-op for food service products and services. Authority for such services is granted by Section 8.053 of the Texas Education Code. When food service management was brought in-house, GISD choose to purchase food products via this program.

Ms. Alicia Hernandez, Support Services Director, recommends that we continue participating in this purchasing program. The attached agreement will need to be executed for the 2013-14 school year.

The administrative fee for participating is $.18 per 2012-13 enrollment or approximately $1,152 for GISD. The related time savings and compliance to the bidding requirements for the food service program are benefits that the District will realize.

Anticipated annual expenditures will be $2,000,000 to $2,100,000.

The following is the recommendation of Ms. Hernandez, Mrs. Deborah Johnson, Purchasing Supervisor and me.

RECOMMENDATION:

It is recommended that the Board approve the participation in the ESC Region 10 Multi-Regional Child Nutrition Cooperative Purchasing Program authorizing Sharay Boynton to be the Authorized Representative for the District.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Alicia Hernandez

Date Submitted: May 13, 2013

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 21, 2012
For: Approval

TO: Dr. James Largent, Superintendent **FROM**: Sharay Boynton, Exec Director of Finance
DATE: May 14, 2012
RE: Student Insurance Proposal 2012-12

SUMMARY:

The District purchases secondary insurance coverage for students injured while participating in extracurricular UIL activities. Request for proposals were let in April 2012 and proposals received on May 2, 2012. The proposal included an option to renew for two additional one-year terms if agreed to by both parties. The current expiration is July 31, 2013. This will be the first of the two renewal options.

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

Mr. Dwight Butler, Athletic Director, was asked to recommend renewal or new bid. It was his recommendation to renew. Vendor was contacted and has agreed to renew with a small premium increase on the sport/non-sport UIL coverage to $36,250 (3%) and the catastrophic coverage premium staying the same $3,658 for a total cost of $39,908.

Mr. Butler's recommendation is below.

RECOMMENDATION:

It is recommended that the Board purchase the Value Plan and catastrophic plan as offered for renewal by Baker Agency for the period of August 1, 2013 to July 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Mr. Dwight Butler

Date Submitted: May 13, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: May 21, 2012 **Bid Number:** 2012-12

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:** August 1, 2012 through July 31, 2013 with the option to renew annually for two additional years

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

   Dwight Butler – Athletic Director
   Andy Rankin – Athletic Trainer
   Connie Rhodes – Athletic Trainer

5. **Number of bids sent to vendors:** 32

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

7. **Listing of recommended vendors and total prices:** Recommendation for award is to The Baker Agency at a premium of $35,200 for sport/non-sport UIL coverage and $3,658 for catastrophic coverage.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 5/7/09

10. **Percentage increase or decrease from last bid**: 8.975%

11. **Budget information:** Insurance premiums are paid from gate receipts from sporting events.

12. Gate receipts are projected to be $85,000 - $100,000.

13. **Prior Contract Expense**: Expense under the current contract was $35,658 for this year.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 13, 2013
RE: Magazine & Periodical Subscription Services Bid No. 2012-09 - Renewal

SUMMARY:
A bid was let to provide a vendor for magazine and periodical subscription services for all district libraries for the 2012-13 school year with the option to renew for two additional years. Current bid expires May 31, 2013. This will be the first of the two renewal options.

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

Ms. Sharon Williams, Curriculum Director, was contacted regarding the renewal of this bid. It was her recommendation that the bid be renewed if agreed to by the vendor. The vendor was contacted and has agreed to renew as originally awarded.

Anticipated annual expenditure is $2,500 - $7,000.

The following is Ms. Williams recommendation.

RECOMMENDATION:

It is recommended that the Board approve EBSCO Information Services for the period of June 1, 2013 to May 31, 2014.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Sharon Williams

Date Submitted: May 13, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: May 21, 2012 **Bid Number**: 2012-09

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

2. **Brief description:** A bid was let to provide an annual contract for magazine and periodical subscription services for the campuses.

3. **Period of time bid covers:** June 1, 2012 through May 31, 2013 with the option to renew for two additional years if agreed to in writing by both parties.

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

   Campus librarian with campus principal approval

5. **Number of bids sent to vendors:** Letters were sent to five companies (only known vendors). Bid was also posted on the district web site and advertised in the Hood County News.

6. **Number of bids received from vendors:** 4 (one vendor was disqualified for submitting the
   wrong bid)

7. **Listing of recommended vendors and total prices:** It is recommended award be made to EBSCO Information Services. Approximate expenditure for these services will be $5,000 to $10,000.

8. **Explanation of other than low recommendations:** EBSCO offers more journals and periodicals

9. **Last bid date (bid of comparable nature within last 5 years):** 3/25/2011

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

11. **Budget information:** Funds for these expenditures are budgeted under account code 199.e.12.6325.00.xxx.0.99.000 for each campus.

12. **Previous Contract Expenditures:** Expense under this contract for the previous year was $3,116.88. This amount represents what was spent under the GISD contract and would not include any interlocal or sole source purchases of magazines or periodicals.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2012
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 14, 2013
RE: Music, Band & Choir Supplies
Bid No. 2011-20 - 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 April 2011 for the period of notice of award to May 31, 2012 with two one-year extensions if agreed to in writing by all parties. Current bid will expire on May 31, 2013. This is the last of the two one-year renewal options.

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

Ms. Sharon Williams, Director of Curriculum, was contacted regarding the renewal of the above bid. It was her recommendation that we renew as awarded. All vendors were contacted regarding renewal. K & S Music, Midwest Musical Imports and Rhythm Band did not renew last year. All others with the exception of Interstate Music, Peripole Bergerault, Inc. , and Washington Music Sales agreed to renew. Both Peripole Bergerault and Washington Music will still be available through an interlocal contract. The following is the recommendation of Ms. Williams.

Anticipated annual expenditures are $40,000 - $45,000.

RECOMMENDATION:

That the Board renew the award to the vendors identified below for the purchase of Music, Band, and Choir Supplies as addressed above for the period of June 1, 2013 to May 31, 2014.

Band Shoppe
Percussion Source
Lone Star Percussion
Romeo Music
Mr. E's Music
Johnny Paul's Music
Music Is Elementary
Music Time, Inc.
Pender's Music Company
J. W. Pepper & Son
McCormick enterprises
Southwest Strings
Stage Right Corporation
Tote Unlimited
Wenger Corporation

Respectfully submitted,

Sharay S. Boynton

Staff Person Responsible: Debbie Johnson
Sharon Williams

Date Submitted: May 14, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: June 20, 2011 Bid Number: 2011-20

1. **Item, material or service (specific or classification):** Music, Band and Choir Related Items and Services

2. **Brief description:** A percentage 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, list prices, shelf prices and on-line website pricing. 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.

3. **Period of time bid covers:** From June 1, 2011 through May 31, 2012 with the option of two one-year renewals

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

   Campus personnel with principal approval

5. **Number of bids sent to vendors:** 58

6. **Number of bids received from vendors:** 24

7. **Listing of recommended vendors and total prices:** Recommendation for award is to the following vendors based on the three different programs (band, choir, elementary music) to be covered under this award. Estimated expense under this bid will be $40,000 to $45,000.

   Band Shoppe
   Interstate Music
   J. W. Pepper & Son
   K&S Music
   Lone Star Percussion
   McCormick enterprises
   Midwest Musical Imports
   Mr. E's Music
   Johnny Paul's Music
   Music Is Elementary
   Music Time, Inc.
   Pender's Music Company
   Percussion Source
   Peripole Bergerault
   Rhythm Band Instruments
   Romeo Music
   Southwest Strings
   Stage Right Corporation
   Tote Unlimited
   Washington Music
   Wenger Corporation

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

9. **Last bid date (bid of comparable nature within last 5 years):** 4/23/2008

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.

181.e.36.6395.00.xxx.0.0.99.300 (or 310)
181.e.36.6649.00.xxx.0.0.99.300 (or 310)
199.e.11.6395.00.xxx.0.0.11.300 (or 310)
199.e.11.6649.00.xxx.0.0.11.300 (or 310)

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

12. **Other comments:** None

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 14, 2013
RE: Instructional Tools, et al Bid No 2013-09

SUMMARY:
A discount bid was let to provide vendors for instructional tools, professional books and teaching aids. Vendors were asked to quote a percentage off catalog prices, shelf prices and on-line pricing The current award expired on March 31, 2013. The initial term will be from award through March 31, 2014 with the option to renew for two additional one-year terms.

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

Mrs. Sharon Williams, Director of Curriculum, review the responses and the following is her recommendation.

RECOMMENDATION:
It is recommended that the Board approve all vendors highlighted on the attached tabulation for the period of notice of award through March 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Williams
Debbie Johnson

Date Submitted: May 14, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: May 20, 2013 **Bid Number:** 2013-09 Instructional Tools, Professional Books & Teaching Aids

1. **Item, material or service (specific or classification):** Instructional Tools, Professional Books & Teaching Aids

2. **Brief description:** A discount bid was let to provide vendors for instructional tools, professional books and teaching aids. Vendors were asked to quote a percentage off catalog prices, shelf prices and on-line pricing.

3. **Period of time bid covers:** From written notification of award through March 31, 2014 with the option to renew for two additional years

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

   Teachers with campus principal approval
   Sharon Williams – Director of Curriculum

5. **Number of bids sent to vendors:** 32

6. **Number of bids received from vendors:** 22

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. It is estimated the cost will be $50,000to $80,000. The following vendors are recommended for award:

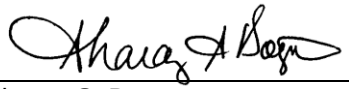
   B. E. Publishing
   Cengage Learning, Inc.
   Conn Education, Inc. dba Classroom Library Company
   Delta Education
   Dynastudy, Inc.
   Education Plus
   Educators Outlet, Inc.
   ETA hand2mind
   First Impact Education
   Follett Educational Services
   Follett Library Resources
   Greenwood Publishing dba Heinemann
   Jarrett Publishing Company
   Junior Library Guild
   Kagan Publishing
   Kamico Instructional Media. Inc.
   Lakeshore Learning Materials
   Mentoring Minds, L.P.
   National Education Systems
   PRO-ED, Inc.
   QEP Professional Books, Inc.
   Really Good Stuff

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

9. **Last bid date (bid of comparable nature within last 5 years):** 2/8/2012

10. **Percentage increase or decrease from last bid**: N/A – catalog discount not line item bid

11. **Budget information:** Instructional tools, professional books and teaching aids 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: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 14, 2013
RE: Instructional Supplies Bid No 2011-12 - Renewal

SUMMARY:
A bid was let for Instructional Supplies and Equipment for the 2011-12 school year with two one-year renewal options. Vendors were asked to quote a percentage discount rate from their catalog or list prices. The current award will expire on May 31, 2013. This is the last of two annual renewal options.

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

Mrs. Sharon Williams, Director of Curriculum, was contacted regarding the renewal of this award. It was her recommendation that we renew. All vendors were contacted and all have agreed to renew as originally awarded with the exception of the following.

Vendors we are NOT renewing:
Brightpoint Literacy (would not renew), Learning Resources (did not respond), PCI Education (did not respond), Robert Leslie Publishing (did not respond), School Outfitters (decrease in percentage discount from 5% to 2% not allowed bgy T&C in bid), Weekly Reader (did not respond)

Changes, as allowed by the original contract, with the renewing vendors:
Calloway House – original quote was a 0% discount, they have added a volume purchase discount Constructive Playthings – increased discount from 5% to 15%, small change to S/H, new vendor reference number Curriculum Associates, LLC – shipping increased from 10-12%, minimum S/H charge remained the same Dinah Might Adventures – S/H terms subject to change ETA/Cuisenaire – name changed to ETA hand2mind (same tax ID number – will add Hand2Mind to existing vendor name until contract is expired) Nasco – the Elementary Math and Science catalog have been combined under the Elementary Education catalog, the discount was increased to 15% (from 10%) for the Reading Resources, Early Learning and Special Education catalogs, added discount not valid on sales, coupons or flyers Super Duper Publications – changed the bid reference number, added only PO's entered via the company web site are eligible for web promotions or specials The Math Learning Center – has discontinued the paper catalogs

Anticipated expenditures under the contract will be $150,000 to $200,000 for the renewal period.

The following is the recommendation of Ms. Williams and Mrs. Debbie Johnson.

RECOMMENDATION:
It is recommended that the Board approve the vendors below for the period of notice of award through May 31, 2014.

Abecedarian, Agile Mind Educational Holdings Inc., AVES Audio Visual Systems Inc., Barnes & Noble Booksellers Inc., Calloway House, Capstone, Capstone Classroom, Cengage Learning Inc. , Classroom Products Warehouse, Constructive Playthings, Curriculum Associates Inc., Dick Blick Company, Dinah Might Adventures Inc., DLB Educational Corporation, Dyna Study Inc., EAI Education, ECS learning Systems, Inc., ETA/Cuisenaire – A. Daigger & Company dba ETA hand2mind, Frog Publications Inc., Gareth Stevens Classroom, Gareth Stevens Publishing, Gourmet Curriculum Press Inc. dba Gourmet Learning, Hammond & Stephens (a Division of Premier Agendas), Hawthorne Educational Services Inc., Health Edco, a Division of WRS Group, Inc. Herff Jones/Nystrom, Innovative Learning Concepts, Insta-Learn by Step Inc., Kamico Instructional Media Inc., Kaplan Early Learning Company, Lakeshore Learning Materials, Learning Links, Learning Zone, Lingui Systems Inc., Marco Products Inc., Mentoring Minds, Millmark Education Corporation, Mountain Math/Language LLC, Nasco, National Center for Youth Issues, National Reading Styles Institute (NRSI), Northpoint Horizons, Novel Units Inc. Oriental Trading Company Inc., Pearson Education Inc., Peoples Education Inc., Perfection Learning Corporation, Phonak LLC, Pieces of Learning, Positive Promotions, Premier Agendas Inc., Psychological Assessment Resources Inc., Reading Eggs (Archipelago Learning dba Reading Eggs), Really Good Stuff, Resources for Reading, Reynolds Manufacturing Corporation, Rosen Classroom, Rosen Publishing Group, School Specialty, Smile Makers, Sommer Associates LLC, Study Island (Archipelago Learning dba Study island), Super Duper Inc. dba Super Duper Publications, Teachers Discovery, Teaching Systems Inc., The Booksource (G.L. Group Inc, dba Booksource), The Math Learning Center, Youthlight Inc.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Williams
Debbie Johnson

Date Submitted: May 14, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: June 20, 2011 **Bid Number:** 2011-12

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

2. **Brief description:** A discount bid was let to provide vendors for instructional supplies and teaching aids for the various programs for all grades.

3. **Period of time bid covers:** From written notification of award through May 31, 2012 with the option to renew for two additional years.

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

   Teachers with campus principal approval
   Sharon Whitefield – Director of Curriculum

5. **Number of bids sent to vendors:** 164 bid notification letters were sent out, the bid was posted on the district web site and advertised in the Hood County News.

6. **Number of bids received from vendors:** 93

7. **Listing of recommended vendors and total prices:** It is recommended that the following vendors be approved for purchases. The bid document explained that the bid would be a multiple award and Granbury ISD did not guarantee any minimum or maximum amount of purchases. By providing a wide selection of vendors for the teachers to choose from, we are able to better meet the needs of the individual teachers and various programs throughout the district. Anticipated expenditures will be between $200,000 and $225,000.

   Abecedarian, Agile Mind Educational Holdings, AVES Audio Visual Systems, Barnes & Noble Booksellers, Brightpoint Literacy, Budgetext, Calloway House, Capstone Publishers, Cengage Learning, Classroom Products Warehouse, Constructive Playthings, Curriculum Associates, Dick Blick Company, Dinah-Might Adventures, DLB Educational Corporation, Dyna Study, EAI Education, ECS Learning Systems, EPS/School Specialty Literacy & Intervention, ETA/Cuisennaire, Failure Free Reading/JFL Enterprises, Freestyle Photography Supplies, Frog Publications, Gareth Stevens Publishing, Gareth Stevens Classroom, Gourmet Curriculum Press, Hammond & Stephens, Hawthorne Educational Services, Health Edco, Heinemann Raintree Classroom, Heinemann Raintree Library, Herff Jones Nystrom, Houghton Mifflin Harcourt, Innovative Learning Concepts, Insight Media, Insta Learn by Step, Junior Library Guild, Kamico Instructional Media, Kaplan Early Learning Company, Lakeshore Learning Materials, Learning Links, Learning Resources, Learning Zone, Lingui Systems, Marco Products, Mentoring Minds, Millmark Education Corporation, Mountain Math/Language, Nasco, National Center for Youth Issues, National Reading Styles Institute, Northpoint Horizons, Novel Units, Oriental Trading Company, PCI Education,

Pearson Education publishing as Scott Foresman & Prentice Hall (including Scott Foresman, Addison Wesley, Silver Burdett, Celebration Press, Modern Curriculum Press, AGS Globe, DDC, Interstate, Contron, Benjamin Cummings, Peachpit, Adobe Press, Cisco Press), Peoples Education, Perfection Learning, Phonak, Pieces of Learning, Positive Promotions, Premier Agendas, Psychological Assessment Resources, Reading Eggs, Really Good Stuff, Resources for Reading, Retco Alloy Company, Reynolds Manufacturing Corporation, Robert Leslie Publishing, Rosen Classroom, Rosen Publishing, School Outfitters, School Specialty, Smile Makers, Sommer Associates, Study Island (Archipelago Learning), Super Duper Publications, Teacher's Discovery, Teaching Systems, The Booksource, The Child's World, The Guidance Group, The Math Learning Center, Weekly Reader, World Book, Youthlight.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 6/19/2008

10. **Percentage increase or decrease from last bid**: This bid is a catalog discount bid and not a line item bid where a price comparison could be made.

11. **Budget information:** Instructional supplies and teaching aids will be purchased from budgeted funds for instructional supplies.

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 13, 2013
RE: Copy Paper Bid No. 2013-13

SUMMARY:

Copy paper is bid twice a year due to the lack of storage space. Bids for copy paper were let in April 2013. Bids were due May 1, 2013. Bid notices were sent to twenty vendors. Five vendors responded.

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

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

RECOMMENDATION:

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

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Sharay Boynton

Date Submitted: May 13. 2013

BID FOR BOARD APPROVAL

Board Meeting Date: May 20, 2013 **Bid Number:** 2013-13

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

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

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

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

5. **Number of bids sent to vendors:** Bid notification letters were mailed to 20 vendors; the bid was posted on the district web site and advertised in the Hood County News.

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

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 $31,165.07. .

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

9. **Last bid date (bid of comparable nature within last 5 years):** 10/112012

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

8.5 x 11 white	Decrease of 3.82%
8.5 x 11 colored except red	Increase of 11.90%
8.5 x 11 96 brightness	Accepted an alternate product
8.5 x 14 24#	Accepted an alternate product

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

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: April 13, 2012
RE: Buy Board Purchase – (2) 47-Passenger Buses

SUMMARY:

IDEA-B funds have been amended to purchase 2 special ed buses. The buses are available from a Buy Board vendor. GISD's interlocal agreement with the Buy Board allows purchases to be made from these awarded vendors without GISD having to go through the formal bid process. A request for quote process was utilized on the Buy Board website and two responses were received.

Mr. Slemmons has recommended award to Longhorn Bus Sales, LLC for the purchase of (2) 47 passenger buses at $95,774 each for a total expenditure of $191,548. Administration does not believe that a better price would be realized by initiating a formal bid process. It would be in the best interest of GISD to purchase from the Buy Board vendor.

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

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

RECOMMENDATION:

It is recommended that the above purchase be made from Longhorn Bus Sales LLC through the Buy Board contract.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Terry Slemmons

Date Submitted: May 13, 2013

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 13, 2013
RE: Architectural Services RFQ 2013-15

SUMMARY:
The current contract with WRA will expired 4/30/13. In light of facility needs being addressed in the Strategic Planning process, a Request for Qualifications was developed and advertised. The RFQ was developed according to Texas Government Code §2254.004 which requires qualifications to be reviewed prior to negotiation of a contract. The services being requested are to perform a facilities study and plan for future construction projects for all district facilities.

GISD received 7 responses. The administrative team of Dr. Largent, Mr. Donnie Cody, Mr. Randy Leach and myself interviewed the top 4 of the respondents. All 4 of the firms interviewed were qualified to perform the services requested by GISD. However, VLK and Huckabee were deemed to be the most qualified to provide the services for GISD. As such, they have been selected to make presentations to the Board for their consideration.

The firms have been asked to spend about 15-20 minutes describing how their firm can and will perform the requested services and why they should be the firm that works with GISD. At the end of their presentations, they will have a question/answer time for the Board to address questions/concerns/issues that they may have.

I have attached their electronic responses for the Board to review.

RECOMMENDATION:

That the Board of Trustees select a firm for facility study and planning process for future construction projects, and authorize the Superintendent to attempt to negotiate and execute a contract pursuant to Texas Government Code §2254.004.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Dr. James Largent
Sharay Boynton
Randy Leach

Date Submitted: May 13, 2013

Huckabee







STATEMENT OF QUALIFICATIONS

FACILITY STUDY AND CONSTRUCTION PROJECT PLANNING

GRANBURY INDEPENDENT SCHOOL DISTRICT

ARCHITECTURAL/ENGINEERING SERVICES

RFQ# 2013-15

APRIL 23, 2013

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Huckabee

Cover Letter **one**

Huckabee

Huckabee

ARCHITECTURE | ENGINEERING | MANAGEMENT

April 23, 2013

Granbury Independent School District
Attn: Sharay S. Boynton
Executive Director of Finance
600 West Bridge, Suite 6
Granbury, Texas 76048

Re: RFQ 2013-15 for Architectural/Engineering Services

Dear Ms. Boynton and the Granbury ISD Selection Committee:

Since the day we opened our doors 46 years ago, Huckabee has been passionately and *exclusively* committed to serving public school districts in Texas and has completed over 3,000 educational projects. The majority of our client base consists of repeat clients and referrals, which is a testament to the quality of our work and the strength of our relationships with our clients. For example, we have been serving Mansfield ISD since 1989 – we've seen them through seven bond programs, 72 projects and over $1.5 billion in construction costs.

Our long list of school partners have turned to us time and time again because they know, at Huckabee, we're *more than* architects because ultimately, you need *more than* a building.

More than Architects: Public School District Advocates
When other firms decided to expand their practices into various other types of work as a result of the recession – car dealerships, churches, commercial, medical and higher education – Huckabee made a decision to focus our resources on understanding our clients and developing solutions for the challenges Texas school districts face. Today, we are the only firm in Texas that focuses all our resources on K-12 public schools. We don't do charter schools or private sector work of any type because we believe our clients deserve our full focus on the issues facing Texas K-12 educators. Our team is a seasoned group of educational design experts that have a passion for K-12 public education.

More than Architects: Trusted Advisors
School design and construction is challenging. A project that successfully meets your specific needs for the building's entire lifecycle takes more than a set of drawings. From national school security experts and public relations specialists to in-house cost managers and on-site construction advocates, we'll be with you each step of the way. We'll be your trusted advisor that you can call on at any time for any challenge.

More than Architects: Experts in Unique Aspects of K-12 Facility Studies and Design
In addition to architectural services, Huckabee offers specialized expertise and experience – all in-house – such as structural engineering, interior design, cost estimating, security assessments and design, technology design, bond campaign services and construction observation.

More than Architects: Successful Bond Campaign Strategists
Huckabee's public relations team has helped pass over $2.5 billion in school bond referendums since 2004. Using strategic voter analysis and targeting, a smart and thorough communications plan and community engagement strategies, our team will help you see success on Election Day.

4521 South Hulen, Suite 220
Fort Worth, Texas 76109
ph 817.377.2969
fx 817.377.2303

www.huckabee-inc.com

More than Architects: Sound Business Professionals

Huckabee is a debt-free, financially strong firm with a full staff and extensive resources. Unlike most of the firms you are considering today, we did not layoff staff during the past few years. Our team is staffed with seasoned professionals who understand K-12 bond programs and how to develop successful facilities studies in support of that effort. This will allow us to mobilize immediately to meet GISD's schedule, to keep the same team members in place from beginning to end and to deliver a finished product that meets your needs.

Huckabee is honored to submit our qualifications to Granbury ISD for your upcoming bond program. We look forward to the opportunity to discuss our ideas with your team in the interview phase.

Sincerely,
A Committed – Motivated – Experienced Huckabee Team

Thomas Lueck, AIA
Principal-in-Charge

Tim McClure, AIA
Project Architect/Manager

Jerry Hammerlun
Client Advocate

4521 South Hulen, Suite 220
Fort Worth, Texas 76109
ph 817.377.2969
fx 817.377.2303

www.huckabee-inc.com

RFQ Response **two**

Huckabee

Huckabee

RFQ 2013-15

APPLICATION FOR PROVIDERS OF PROFESSIONAL SERVICES
Architectural and Engineering

1. General Information:

Firm Name: Huckabee

Address of Firm: 4521 South Hulen, Suite 220

City: Fort Worth State: Texas Zip: 76109

Contact Persons: (limit to 2 persons per firm/application)

Name: Thomas Lueck, AIA Title: Principal-in-Charge

Telephone: 817.377.2969 Fax: 817.377.2303

Internet/e-mail address: tlueck@huckabee-inc.com

Texas/Registration number: 16,166

Name: Tim McClure, AIA Title: Project Manager

Telephone: 817.377.2969 Fax: 817.377.2303

Internet/e-mail address: tmcclure@huckabee-inc.com

Texas/Registration number: 21,799

Type of organization:

_____ Sole Proprietorship (individual) __X__ Corporation

_____ Partnership _____ Joint Venture

_____ Other _____

2. Firm Background and Staff:

Year present firm was established: 1967

Name of parent company, if any: _____

List principals of firm: Christopher Huckabee, Thomas Lueck, Jerry Hammerlun, Paul Svacek, Gary Rademacher, Daren Kirbo, Joshua Brown, Nick Gurov, Jennifer Brown, Allen Lawrence and Benchmark Harris

Former company name(s) if any, and year(s) established:

Name: Riherd & Huckabee Year: 1967

Name: Riherd, Huckabee & Donham Year: 1976

Name: Huckabee & Donham Year: 1980

Huckabee & Associates, Inc. (Present) 1990

Number of employees in firm: 82

Who will be the designated representative assigned to Granbury ISD? How long have they been with your firm?

Tim McClure, 1 year

Who is the senior member of the firm assigned to Granbury I.S.D.? How long have they been with your firm?

Thomas Lueck, 16 years

Number of the following with the firm:

11	Architects	9	Draftsmen
2	Engineers	5	Administration

In addition:

25	Architectural Interns	4	Interiors
2	Engineers-in-Training	4	Marketing
5	Construction Admin.	11	Other
4	Technology/Security		

3. Professional Services Provided by the Firm: (Check all services applicable to your firm)

- ✓ Architectural Planning
- ✓ Design
- ✓ Construction Administration
- ✓ Engineering
- _____ Mechanical Engineering
- _____ Electrical Engineering
- ✓ Structural Engineering
- _____ Acoustical Engineering
- ✓ Civil Engineering
- ✓ Other: Bond Planning Assistance, Technology & Security Design, Interior Design, Master Planning, Project Close-out and Warranty

4. Summarize services provided to the district as part of the basic services:

Please refer to Section 3: Expanded Response, Page 8

5. **Describe the manner in which your firm will work with the district to perform the facility study and plan for future construction projects within the District.**

Please refer to Section 3: Expanded Response, Page 12

6. **Professional Liability Insurance:**

Describe limits per project: $3,000,000

Describe limits in aggregate: $5,000,000

Describe deductible: $100,000

Would any portion of insurance cost be shifted to Granbury ISD? No

If yes, explain:

Has your firm had claims asserted against you within the last five years? No

If yes, please give details of each claim:

7. **Experience profile: List the number of projects for the last five years, including renovations and additions.**

Project Type	New Construction	Renovation/Addition
Elementary Schools	20	28
Middle Schools	9	27
High Schools	4	30
Athletic Facilities	9	15
Auditoriums	2	2
Administration Facilities	8	6

Specialized facilities: List any type of educational related facility not listed above:

Career and Technology Centers, Agricultural Facilities, Data Centers

State number of firm's school related projects and school construction dollars for the following years:

2012 Number 84 $ 376,014,000

2011 Number 55 $ 321,555,000

2010 Number 51 $ 287,455,000

2009 Number 84 $ 517,220,000

8. Project References:

Please list three completed projects similar to the one requested by Granbury ISD (multi use facility) that would be representative of your firm's work and services provided within the last five years.

Project: Mansfield ISD 2006 Bond Program

District: Mansfield ISD

Contact Person/Title: Mr. Jeff Brogden, Assistant Superintendent

Phone number: 817.299.6300

Project Description: Please refer to Section 3: Expanded Response, Page 21

Services Provided: Planning, architecture, engineering, interior design, technology design, security design, cost estimating, construction observation, bond campaign/public relations

Original Contract Sum: $146,089,326

Final Contract Sum: $149,894,533

Number of change orders? Section 3: 21 Amount of change orders? $ Section 3: 21

Were the change orders due to conditions created by the owner, architect or other?

Explain: Owner

Project: Grapevine-Colleyville ISD 2005 Bond Program

District: Grapevine-Colleyville ISD

Contact Person/Title: Ms. Paula Barbaroux, Chief Operations Officer

Phone number: 817.488.9588

Project Description: Please refer to Section 3: Expanded Response, Page 22

Services Provided: Planning, architecture, engineering, interior design, technology design, security design, cost estimating, construction observation, bond campaign/public relations

Original Contract Sum: $101,741,472

Final Contract Sum: $100,749,814

Number of change orders? Section 3: 22-23 Amount of change orders? $ Section 3: 22-23

Were the change orders due to conditions created by the owner, architect or other?

Explain: Owner

Project: Waxahachie ISD 2010 Bond Program

District: Waxahachie ISD

Contact Person/Title: Mr. Tom Collins, Superintendent

Phone number: 972.923.4631

Project Description: Please refer to Section 3: Expanded Response, Page 24

Services Provided: Planning, architecture, engineering, interior design, technology design, security design, cost estimating, construction observation, bond campaign/public relations

Original Contract Sum: $31,046,302

Final Contract Sum: $30,618,725

Number of change orders? Section 3: 24 Amount of change orders? $ Section 3: 24

Were the change orders due to conditions created by the owner, architect or other?

Explain: Owner

9. **Specialized Services/Supplemental Services:** Check the services your firm provides and whether included in the basic services or available for an additional fee.

	Basic	Additional
American with Disabilities Act audit/review ADA		✓
Facility Plans	✓	
Acoustical Evaluation		✓
Energy Audits		✓
Environmental/hazardous materials inspections		✓
Life Safety System	✓	
Communication System Design	✓	
Site Planning/Site Selections	✓	
Landscape Design		✓
Interior Design	✓	
Technology Infrastructure Design	✓	

Other: Huckabee will work with Granbury ISD to identify required services and can develop those needs as part of a "basic services" contract.

10. **Current Clients and Projects:** Please list three of your current school district clients whose projects reflect the scope of your present workload.

Project: New Elementary School

District: Mansfield ISD

Contact Person/Title: Mr. Jeff Brogden, Superintendent

Phone Number: 817.299.6300

Project Description: New 84,000-square-foot elementary school for 800 students

Services provided: Architecture, engineering, interior design, technology design, security design, cost estimating, construction observation

Project: New Elementary School

District: Hurst-Euless-Bedford ISD

Contact Person/Title: Mr. Steve Chapman, Superintendent

Phone Number: 817.283.4461

Project Description: New 91,000-square-foot elementary school for 870 students

Services provided: Architecture, engineering, interior design, technology design, security design, cost estimating, construction observation

Project: District-wide Additions & Renovations

District: Grapevine-Colleyville ISD

Contact Person/Title: Ms. Paula Barbaroux, Chief Operations Officer

Phone Number: 817.488.9588

Project Description: Additions and renovations to 24 district facilities

Services provided: Architecture, engineering, interior design, technology design, security design, cost estimating, construction observation

11. **CAD Capabilities:**

Would 100% of construction documents be in CAD? Yes

If not, what percent of work would be on CAD? _____

Describe percentage of work: _____

At the conclusion of the project, would your firm transmit to the district drawings, specifications, CAD software, etc. for the purpose of future maintenance on the building(s), future alterations to the building(s) or future additions to the building(s) by another architect, assuming the architect for the addition would be liable for their addition? Yes ✓ No _____

12. Brochure:

Please attach a brochure or material that describes examples of your firm's school projects.

13. Evaluation and Selection

Each proposal will be reviewed and evaluated on the basis of the following criteria:

1. Technical Experience of Firm (30 points)
   a. Experience in Texas Public Schools
   b. Experience in other Governmental entities.
   c. Scope of Services offered.

2. Characteristics of staff assigned to Granbury ISD. (30 points)
   a. Size and structure of Firm
   b. Qualifications of assigned personnel.
   c. Firm's management personnel involvement
   .
3. Clear understanding of services requested. (10 points)
   a. Completeness of qualification packet.

Reference Check (10 points)

14. Interview/Presentations

Based on review of proposals, interviews/presentations will be held by Administration Selection Committee of top 3 to 5 firms on one of the following days. Official appointments will be set and firm will be notified by May 1, 2013.

Monday, May 6, 2013
Tuesday, May 7, 2013

Based on the interview/presentations, the top two (2) firms will be asked to present to the Board for their consideration at the May 20, 2013 Board of Trustee meeting. Official appointments will be set and firm will be notified by May 14, 2013.

15. Application Signature:

Until a contract resulting from this process is executed, no employee agent or representative of any professional services provider shall make available or discuss its proposal with the press, any elected official or appointed official or officer of the district, or any employee, agent or other representative of the district, unless given permission to do so in writing by the Granbury ISD Superintendent, Dr. James Largent.

The information provided on this application I believe to be true and representative of the firm for which it is submitted.

_____ 4-22-13

Signature of Representative Date

Thomas Lueck, Chief Operations Officer

Printed name of Representative and Title

Expanded Response **three**

Huckabee

PRE-DESIGN SERVICES

Develop detailed project schedule
Develop program of requirements
On-site staff/administration interviews
Evaluation reports of existing facilities
Existing building capacity analysis
Bond election planning and promotion to community, if applicable
Community facilities group facilitation
Introductory meeting with local agencies
Building code analysis
Coordination of survey and geotechnical information
Develop estimates of construction cost based on area takeoffs

SITE ANALYSIS SERVICES

Site evaluations – traffic, utilities, environmental
Future expansion capabilities
Approaches to the site (foot, bicycle, automobile or public transit)
Sustainable or "green" considerations
Integration with community planning
Role in comprehensive building plan
Accessibility
Phase I and Phase II Environmental Impact Studies
Coordinate Traffic Impact Analysis
Coordinate Regulatory agency reviews

4

Summarize services provided to the district as part of the basic services:

4

EDUCATIONAL PROGRAMMING SERVICES

Clearly outline goals
Discover opportunities through collaborative process
Create standards to manage the quality, scope and costs
Formulate plan of action that achieves the desired objectives
Define "user profile" that drives the design and layout of the building
Detailed documentation and extensive community involvement
Staff, peer and community input to create comprehensive programming document
Tour and evaluate potential sites
Visit the latest educational facilities
Develop capacity models
Create detailed program area matrices documenting security, technology and building systems

SCHEMATIC DESIGN SERVICES

Presentation of schematic design documents to district
Program scheduling for all phases of the project
Refinement of project requirements
Detailed on-site design meetings with staff and administration
Meeting with facility staff to set standards for materials, HVAC, controls, hardware, finishes, specialty items
Formulation of structural, mechanical and electrical systems
Submit site to Texas Historic Commission (Antiquities Act)
Cost estimate – detailed quantity estimates
Prepare a color rendering of the project



New Elementary School, Viridian Development, Hurst-Euless-Bedford ISD

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DESIGN DEVELOPMENT SERVICES

Detailed cost estimate – refined quantity estimate
Life-cycle cost studies comparing first cost to final cost
Preliminary review of plans with all applicable agencies
Presentation of design development documents to district
Review various project delivery methods
Develop detailed, easily understood working drawings
Develop detailed specifications
Coordination reviews with consultants and district personnel

PREPARE CONTRACT DOCUMENTS

Detailed cost estimate – refined quantity estimate
Submission of construction documents to applicable agencies
Review/approval by owner – set date to receive bids

PROVIDE BIDDING ASSISTANCE

Advertisement for bids
Actively promote project – general contractors and subcontractors
Distribution of plans/specifications through interactive project website
Conduct a Pre-Bid Conference
Assist with bid opening
Comprehensive comparative bid analysis of your project against similar project types having recently bid in the region

PROVIDE CONTRACT ADMINISTRATION SERVICES

Write Owner-Contractor Contract with assistance of district's attorney
Check all bonds and insurances for compliance with contract documents
Conduct Pre-Construction Conference

4

PROVIDE FIELD OBSERVATION OF CONSTRUCTION

Provide construction observation with highly qualified, full-time observation team, made up of senior-level construction industry personnel
Provide monthly detailed project updates to the Board of Trustees that include progress photos and milestones of all projects
Review shop drawings and submittals
Create and present multiple color option boards to client for selection
Verify applications for payment
Conduct weekly construction meetings
Detailed project reporting
Assist contractor with punch list generation
Final inspection
Assist district with move-in activities

PROVIDE PROJECT CLOSE-OUT SERVICES

Assembly of warranties, manuals, etc. bound and presented to district
Building maintenance manual reviewed with owner

PROVIDE POST-CONSTRUCTION SERVICES

Year-end inspection (11-month walk-through)
Prompt response to all construction and post-construction problems, concerns and issues



Huckabee

5

Describe the manner in which your firm will work with the district to perform the facility study and plan for future construction projects within the District.

Huckabee believes a facility study and master plan involves more than going out, looking at buildings and reporting back to you what we found. It must go beyond that. There are four key questions that must be answered to complete a comprehensive facility study and master plan. This process then leads to a bond program to address the identified needs. These four key questions are:

1. What is the district's vision?
2. What do our facilities need to be in order to realize that vision?
3. Where are we today?
4. How do we get where we want to go?



We begin with initial meetings with the district to delineate organizational team structure, communications procedures and site access, team objectives and deliverables, schedule milestones and data structure criteria. These meetings will occur with all appropriate departments as defined by the administration and the needs of the architect in gathering information. Throughout the process, we will keep affected departments informed of progress by way of written correspondence and will reconvene a particular group as required to address issues or anomalies as they arise.

Huckabee will make a thorough investigation of all aspects of your campus facilities. The report will analyze site conditions as well as the buildings. Each of the building systems will be evaluated, including the exterior envelope (walls, windows, doors), interior condition of finishes, walls and doors, the foundation and roof structure, the mechanical, electrical and plumbing systems and the roof condition (for complete list, see Step 3 below).

In addition, each building would be evaluated as to compliance with current building codes and compliance with handicap accessibility according to the American with Disabilities Act. The site would be evaluated as to appropriate traffic patterns/safety issues and condition of paved areas. Storm drainage will also be addressed. Recommendations of improvements and/or repairs will be made in the report and a cost estimate provided that coincides with the recommendations. Huckabee will meet with Granbury ISD staff to assist in establishing a priority list and ranking of the work in order to provide you the best value for the work.

The existing campus will be analyzed as to the capacity of the classrooms and instructional spaces. Huckabee will meet with your staff in order to fully understand the scheduling and instruction taking place and set up on-site observations as to how the locations of the various buildings help or hinder the educational process.

The key to understanding the capacity of a building lies in core elements and the ability of the building to allow a smooth transition from room to room. The core elements are considered to be the cafeteria/kitchen, library, gymnasiums and office spaces. These often get overlooked when additions of classrooms

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are made to campuses. The functional capacity of a building is largely determined by these core elements. Another factor is the transition space, or corridors. The width of the corridors will play a large role in the capacity of a building. All of these elements will be analyzed and recommendations made as to the ability of the building to be expanded and to what extent.

Huckabee will lead all aspects of the study and provide a team of specialist leaders who will serve the Granbury ISD in the development of this study. Each specialist leader will have specific areas for which they are responsible to lead a small team in the collection of the necessary information required to adequately assess the district facilities. Each specialist leader and team will be working from the same software platform using a custom-developed assessment tool. In the field, these teams will be working from tablets or other mobile devices that will feed information into a shared database. Our consultant team will also be using the same software and device types so all information is the same and can be analyzed and presented similarly. Any and all correspondence, photographs, notations, plans, standards, etc. will be stored and managed in this shared database. Reports can be customized to provide the information for the final report, and the data management will allow the information to be presented in several different manners.

Step 1 – Discovering the District's Vision

The goal of a facility study should not be only a snap shot in time. It should be a living document and process that never stops. A facility study should be created with the end in mind. The first thing we and the district must understand is: "Who is Granbury ISD today, and who does Granbury ISD want to be?" The understanding of the district's future image (5, 10 and 20 years from today) will be critical to give the team a set of glasses through which to evaluate the facilities and their ability to be a part of that future. Obviously, it will not be possible to foresee today all that will happen to education in the future, but some idea of where the district wants to go will allow the team to consider that as they review and plan facilities.

It is also important to think about the future as it relates to the district's final build out for its ultimate student population based upon demographic studies. The district may already have this information, but the team needs to understand the implications of the ultimate build out so that it can inform the process.

This information will be gathered by review of existing documentations and plans and interviews with staff departments and a leadership team convened by the district's leadership cabinet. The results of these meetings will be captured in a series of minutes, and the information gleaned and documented through the minutes will ultimately be compiled into a document outlining the findings. This document will be vetted and refined with leadership and will then be approved by the Board of Trustees. Once this is accomplished, the vision document will guide the process as it relates to the district vision.

Step 2 – Developing District Standards

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The development of district standards will provide a baseline of expectations for all facility development. The result of this step of the process will be a Technical Standards and Specifications document that will define in detail the requirements of the district as it relates to materials, systems and equipment selections across all facilities. Basically, it sets out a format and targets for all new and renovated facility development going forward. It will be discussed, investigated and organized in the following manner:

Note to the Architect-Engineer
Section A -- Document Format
Section B -- General Considerations
Section C -- Architectural Criteria
Section D -- Structural Criteria
Division 00 -- Procurement and Contracting Requirements
Division 01 -- General Requirements
Division 02 -- Existing Conditions
Division 03 -- Concrete
Division 04 -- Masonry
Division 05 -- Metals
Division 06 -- Wood, Plastics, and Composites
Division 07 -- Thermal and Moisture Protection
Division 08 -- Openings
Division 09 -- Finishes
Division 10 -- Specialties
Division 11 -- Equipment
Division 12 -- Furnishings
Division 13 -- Special Construction
Division 14 -- Conveying Equipment
Division 21 -- Fire Suppression
Division 22 -- Plumbing
Division 23 -- Heating, Ventilating, and Air-Conditioning (HVAC)
Division 26 -- Electrical
Division 27 -- Communications
Division 28 -- Electronic Safety and Security
Division 31 -- Earthwork
Division 32 -- Exterior Improvements
Division 33 -- Utilities

The importance of a document of this nature cannot be understated. It provides a target of what a facility should have to educate the students of Granbury ISD. It is a guideline of what is good and appropriate for all children in the district. It answers the question, "What is parity of facilities for Granbury ISD?" It further provides guideposts for the development of all renovation and new work projects and provides an expectation against which to judge the success of each project from a physical presence and operation standpoint. It too is a living document that should be maintained and updated to reflect changes in beliefs about facilities over time, to reflect new materials and systems and to reflect the evolving preferences of the district serving its community.

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A draft template will be used to guide several meetings with the appropriate facility and administrative staff. The standards are not only about the parts and pieces that make up the structure and building, but also shall consider how those items tie into the delivery of curriculum. Therefore the curriculum staffs should be involved in the process of setting the standards. For instance, if the standard states that each room shall have an interactive board, then the curriculum staff ought to have a plan to use them so there is value for that installation.

The result of this step will be a thorough specification-like document, which addresses all aspects of facilities work from the requirements of the consultants at each step of the way to the specifics of acceptable materials and systems for each building. These standards will be organized using the Construction Specification Institute (CSI) standard sections with the addition of some sections at the front to address document formats, general considerations, architectural criteria and structural criteria. This standard not only provides direction to those providing professional services to the district, but it also guides the work of the maintenance staff as well as the work of other vendors who provide services under service contracts.

Step 3 – Assessment of Current Conditions

This is the step that is largely referred to as the "assessment." This RFQ has identified a number of areas of assessment, but Huckabee has expanded the list of assessment areas as follows (a brief description is provided for each):



- General Information
  - o Includes general information about the buildings as they now stand, such as overall square footage, assignable square footage, jurisdictional information, age of the buildings and its additions (with delineating maps), presumed value of building in today's dollars, building utilization studies, etc.
- Code/TAS
  - o Assessing the building and its grounds against current building code and accessibility requirements
- TEA Standards
  - o Assessing the building and its educational spaces against the current TEA standards
  - o The Texas Education Agency has adopted a standard for facilities that sets out parameters for classroom, library, science labs, computer labs and other special use space sizes. It would be our intention to compare the sizes of the TEA standards to the existing spaces at the your campuses, using the square foot per student guide as the comparison
- Educational Adequacy
  - o Assessing the buildings' current state and ability to provide adequate and appropriate learning spaces capable of delivering the curriculum

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- This aspect of the assessment is most critical, knowing how the facility components relate to the curriculum that is offered at your campuses. It is well-documented in the education realm that having the appropriate amount of space for the subject that is being taught can increase students' learning abilities

- Site: Playground Equipment
  - Assessing the structural safety of the equipment and its ability to service all students
- Site: Civil
  - Assessing the quality of the material and adequacy of the parking, drive and walk systems to serve the site
- Site: Traffic and Parking
  - Assessing the adequacy of the parking to serve the school and the pedestrian and vehicular traffic systems on and at the adjacent site
- Structural Systems
  - Assessing the foundation, slab, walls, floor framing and roof framing from a safety stand point and to identify deficiencies
- Building Envelope Systems
  - Assessing the conditions of the building walls as they relate to water tightness and energy efficiency
- Roofs
  - Assessing the roof and its associated flashing as it relates to water tightness and life expectancy
- Doors and Hardware
  - Assessing the doors and hardware for wear, repair needs, code and accessibility requirements
- Interior Finishes
  - Describing the types of finishes used in the buildings and assessing their physical conditions and life cycle expectations
- Restrooms
  - Assessing if the fixture counts are adequate to meet the code, if the finishes are appropriate and in good repair, if the restrooms are in compliance with TAS
  - Restrooms present a unique and complicated list of needs assessment and, for that reason, are handled as a standalone group.
- Food Service
  - Assessing the conditions of the finishes in the kitchens, if the kitchen meets current health codes, if the equipment functions and what remaining life can be expected for the equipment
- Mechanical
  - Assessing the conditions of the existing equipment related to life cycle, function and energy efficiency
  - Assessing the tempered air distribution system components
- Electrical
  - Assessing the electrical devices and its adequacy to meet the needs of the curriculum and equipment in the facility
  - Accessing the condition of the lights and efficiency of the fixture types used
  - Assessing the electrical distribution system

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- Plumbing
  - o Assessing the potable water, sanitary and gas piping system components
- Energy Systems and Controls
  - o Assessment of the controls of building HVAC components and other systems that may be monitored within the building or on the grounds
- Life Safety Low Voltage Systems
  - o Assessing the life safety components such as strobes, horns, speakers, etc.
- Fire Sprinklers
  - o Assessing the components of the fire sprinkler system where they exist and analyzing the scope of work and appropriateness of adding those systems where they do not
- Technology
  - o Assessing the technology system and how is matches district standards and supports the curriculum delivery
- Security Systems and Design
  - o Assessing the security camera, alarm and other low voltage systems as well as the facility's layout and design as it relates to the safety of the school from natural and manmade threats
- Athletic Components
  - o Assessing adequacy and condition of the exterior and interior athletic components of each venue
- Fine Arts Components
  - o Assessing the adequacy and condition of the fine arts components of each facility and for equity
- Administrative Wish List
  - o Documenting and assessing particular and specific items put forth by campus administrators as wants/needs on their campuses
- Maintenance Identified Items
  - o Documenting and assessing particular and specific items put forth by district-wide maintenance staff as wants/needs or as specific knowledge they have of deficiencies at particular campuses

Note: All items are assessed based upon the current, in-place materials and systems and as they relate to the Technical Standards developed in Step 2.

Based upon our experience, we believe that this list better reflects the items to be reviewed in an assessment and should be investigated separately based upon their own unique specific criteria and by a specialist team member who can focus on the specific group of items.

Capacity analysis also occurs in this Step 3. The campus capacity plan is best understood as part of an overall district Master Plan that includes demographics, growth projections, attendance boundaries, feeder plans, classroom sizes and the delivery of curriculum. Huckabee will work with Granbury ISD to delineate building capacities as a part of this plan based on the following criteria:

1. Standards (Curriculum and Space Standards)
2. Building Utilization (Capacity as defined by walls, etc.)
3. Program Utilization (Capacity as defined by Program and Functionality)

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Facility Name		Enrollment (10/27/10)	Enrollment (5-10-06)	Enrollment % Change 2003-2009	Sections by Interview 2009	Sted. / Section Ratio	Sections by Report 2009	Stud. / Section Ratio by Report	Estimated Functional Capacity 2009 by Interview	Full Capacity (if Assigned Sections @ 22 Stud./Section)	% Utilization vs Enrollment
Elementary											
Bear Creek Elem.	BCES	636	717	13%	36	19.9	36	19.9	720	807	89%
Bransford Elementary	BES	503	460	-9%	23	20.0	23	20.0	510	518	99%
Cancun Elementary *	CAN	503	403 / 456	-9%	27	14.9	33	13.8	489	699	66%
Colleyville Elem	CES	588	527	13%	32	20.5	33	19.9	655	719	91%
Dove Elemtary	DOVE	544	524	-4%	26	20.2	27	19.4	530	594	90%
Glenhope Elementary	GHES	511	490	-4%	24	20.4	26	18.8	520	540	91%
Grapevine Elementary	GES	566	595	-12%	28	18.8	28	18.8	526	631	83%
Heritage Elementary	HES	529	481	-9%	24	20.0	24	20.0	540	540	89%
S.C. Taylor	SCT	526	474	-10%	24	19.8	23	20.6	540	540	89%
Silver Lake Elementary -	SLE	462	546	18%	31	17.6	31	17.6	558	684	78%
Timberline Elementary *	TES	601	686	14%	39	18.1	41	16.7	656	854	89%
Elementary Subtotals		5,966	5,581	-7%			395	17.1			
Middle Schools											
Colleyville Middle	CMS	846	739	-13%					750 *		
Cross Timbers Middle	CTMS	834	866	4%					855		
Grapevine Middle	GMS	797	758	-5%					800		
Heritage Middle	HMS	968	891	-9%					1,000		
Middle Subtotals		3,445	3,254	-6%							
High Schools											
Colleyville Heritage High	CHHS	2,310	2,309	4%					2,500		
Grapevine High	GHS	2,033	2,114	4%					2,400		
High Subtotals		4,343	4,423	4%							
Other Schools											
VISTA	Vista	32	36	-30%							
BRIDGES	Bridges	2	3	0%							
Other Subtotals		34	39	-28%							
DISTRICT TOTALS		13,759	13,275	-3%							

First, Huckabee will assist the district in creating an Educational Specification and a corresponding set of space standards. The facility space standards provide a consistent and unified basis of accounting for variations between differing building configurations. Without the standards, the calculation and definition of the word "capacity" has little relevance since each campus will interpret the use of their facility differently.

Second, using available floor plans, Huckabee will identify all spaces (both classroom and smaller support spaces as well) within a given facility that are available for instructional purposes. This data will be used to establish the upper limit of the building's capacity or the "Maximum Capacity."

Next, we will survey/interview the administrator at each campus to establish the functional utilization of the facility based on:

1. How each space is currently used, and;
2. How efficiently the space is used.

This data is used to establish the "Program Capacity" of the building and reflects the current day-to-day capacity of the facility. We will consider many standard classroom spaces as well as support functions, such as early childhood development, Pre-K, science, bi-lingual programs, ESL, special education, counseling, resource programs for math and reading, Gifted and Talented programs, RTI and Title 1, etc. These "pull out" activities often use full classrooms but at a much lower occupancy rating than TEA standards for a typical classroom. This "functional utilization" directly affects the overall capacity of the building.

Next, Huckabee will review district-wide initiatives (macro level functionalities) and their impact on each campus. In order to maximize the overall efficiency of teacher and facility resources, a district may choose to identify certain campuses to provide a limited curriculum application or special service such as Pre-K or Special Education. These programs are often not captured in the space standards but directly affect the campus capacity plan.

Using all of the collected data, along with demographic and growth projections, Huckabee will then create a table that shows each campus and its Maximum Capacity, Program Capacity and Classroom Ratios relative to yearly enrollment projections. This tool can be instrumental to the District in its master planning for attendance boundaries, feeder plans, and bond planning for future facilities.

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Step 4 – Capital Planning

Now that all of the necessary data has been collected, the next step is to put costs to the identified deficiencies. As the specialist teams are reviewing the facilities, they will include opinions of probable costs (OPCs) of the work that would be involved in correcting a specific deficiency. The OPCs will then be reviewed by our in-house cost team in detail and against the quantities identified to provide checks and balances of those numbers and also to make sure that different reviewers provided similar assessment of costs for like work. All costs will be presented in current dollar values.

	LEVEL	CAMPUS	SITE	ARCH	KITCHEN	ROOF	SPORTS	TECH	FFE	TOTAL PROJECT COST	New	Addition	Renovation	FFE (All FFE Included.)	TOTAL PROJECT COST
1.00	**ELEMENTARY**														
E1	ELEM	Bear Creek	$0	$2,335,448	$39,519	$24,750	$0	$8,215	$69,520	$3,230,585	$0	$2,216,711	$936,140	$77,734	$3,230,585
E2	ELEM	Bransford	$2,382	$235,163	$217,308	$20,077	$0	$0	$32,856	$884,688	$0	$0	$851,832	$32,856	$884,688
E3	ELEM	Cannon	$0	$16,191	$36,373	$1,729,154	$0	$248,561	$25,326	$2,076,162	$0	$0	$1,802,276	$273,887	$2,076,162
E4	ELEM	Colleyville	$125,437	$149,815	$0	$0	$0	$0	$14,557	$309,888	$0	$0	$295,331	$14,557	$309,888
E5	ELEM	Dove	$0	$222,512	$71,557	$561,598	$0	$0	$44,910	$967,583	$0	$0	$942,673	$44,910	$967,583
E6	ELEM	Grapevine	$0	$179,741	$217,308	$55,440	$0	$237,075	$74,187	$926,770	$0	$0	$615,507	$311,262	$926,770
E7	ELEM	Glenhope	$152,328	$24,535	$71,557	$1,418,243	$0	$250,602	$59,570	$2,082,383	$0	$0	$1,772,211	$310,172	$2,082,383
E8	ELEM	Heritage	$0	$160,726	$185,270	$56,410	$0	$0	$65,856	$630,802	$0	$0	$564,947	$65,856	$630,802
E9	ELEM	G.C. Taylor	$0	$353,433	$39,519	$93,549	$0	$12,296	$57,210	$919,332	$0	$291,603	$558,223	$69,506	$919,332
E10	ELEM	Silver Lake	$0	$2,381,809	$119,643	$1,388,844	$0	$255,364	$47,651	$4,271,712	$0	$2,290,407	$1,678,291	$303,015	$4,271,712
E11	ELEM	Timberline	$0	$354,827	$280,699	$2,586,814	$0	$268,995	$96,023	$4,437,857	$0	$0	$4,072,839	$365,018	$4,437,857
E12	ELEM	Early Childhood	$0	$764	$0	$911	$0	$0	$0	$339,643	$0	$0	$339,643	$0	$339,643
	ELEMENTARY SCHOOL TOTAL		**$280,148**	**$6,414,963**	**$1,278,755**	**$7,935,790**	**$0**	**$1,281,107**	**$587,666**	**$21,097,405**	**$0**	**$4,798,720**	**$14,429,012**	**$1,868,773**	**$21,097,405**
2.00	**MIDDLE SCHOOLS**														
M1	MIDDLE	Colleyville	$0	$850,241	$318,067	$931,477	$2,494,907	$12,322	$72,213	$6,260,167	$0	$593,809	$5,581,823	$84,535	$6,260,167
M2	MIDDLE	Cross Timbers	$0	$947,538	$268,437	$5,382,024	$335,323	$21,467	$248,765	$9,185,443	$0	$0	$8,915,211	$270,232	$9,185,443
M3	MIDDLE	Grapevine	$0	$45,301	$0	$1,657,786	$2,648,902	$0	$65,676	$4,747,526	$0	$0	$4,681,849	$65,676	$4,747,526
M4	MIDDLE	Heritage	$662	$299,755	$830,359	$2,020,159	$2,376,272	$53,995	$119,994	$6,179,169	$0	$111,339	$5,893,841	$173,989	$6,179,169
	MIDDLE SCHOOL TOTAL		**$662**	**$2,142,835**	**$1,416,863**	**$9,991,447**	**$7,855,405**	**$87,784**	**$506,648**	**$26,372,304**	**$0**	**$705,148**	**$25,072,723**	**$594,432**	**$26,372,304**
3.00	**HIGH SCHOOLS**														
H1	HIGH	Colleyville	$2,647	$647,085	$123,991	$5,194,673	$317,401	$30,717	$697,674	$9,156,443	$0	$248,127	$7,979,925	$928,391	$9,156,443
H2	HIGH	Grapevine	$99,265	$6,220,403	$0	$2,955,556	$440,268	$3,918	$881,587	$14,052,524	$0	$229,041	$12,937,978	$885,506	$14,052,524
	HIGH SCHOOL TOTAL		**$101,912**	**$6,867,487**	**$123,991**	**$8,150,228**	**$757,669**	**$34,635**	**$1,779,261**	**$23,208,968**	**$0**	**$477,168**	**$20,917,903**	**$1,813,897**	**$23,208,968**
4.00	**ALTERNITAVE SCHOOLS**														
A1	ALT	Bridges	$0	$0	$0	$0	$0	$0	$21,877	$21,877	$0	$0	$0	$21,877	$21,877
A2	ALT	Vista	$0	$0	$0	$0	$0	$7,836	$0	$7,836	$0	$0	$0	$7,836	$7,836
	ALTERNATIVE SCHOOL TOTAL		**$0**	**$0**	**$0**	**$0**	**$0**	**$7,836**	**$21,877**	**$29,713**	**$0**	**$0**	**$0**	**$29,713**	**$29,713**

The next step is to begin to evaluate the needs with Granbury ISD leadership to determine an appropriate phasing of the work to be accomplished and to begin to prioritize the work. From there, a proposed timeline is developed for the projects to be undertaken. These base costs can then be inflated to reflect when a particular work item would fall in the timeline to reflect a budget number for a potential bond program. Inflation factoring will be built into the software, allowing different phasing scenarios to play out while accurately reflecting the inflated base costs.

Educational Programming

At Huckabee, we assist our clients in developing Educational Specifications (Ed Specs) to the extent that you deem necessary. We know the desired end result, but there are different ways to achieve that desired outcome. Some clients require detailed documentation and extensive community involvement. Huckabee can provide the leadership and expertise to create hands-on meetings that focus on staff, peer and community input to create a comprehensive Ed Spec and Programming document. In contrast, other clients assess their programmatic requirements independently and need only minimal assistance from Huckabee in translating the information into a space program document. Whether it is touring the latest educational facilities or developing capacity models; from managing the impact of split-campus programs to establishing detailed program area matrices documenting furniture, building systems, security and technology requirements; we are here to assist you in creating a solution that focuses on meeting the needs and requirements of your campus. We understand the complexities of preparing Ed Specs and the importance of this vital process to the success of your project.

Final Document Production

5

Data Summary/Reports will include the development of an executive summary along with several standard reports, including costs by facility and costs by category. The study may identify areas of high risk or items requiring immediate action or other functional facility requirements to be reviewed by administration in the development of a Master Facility Plan. The final document will be presented as a hard copy, but the database may be presented to the district as a management tool they may use and maintain going forward. The parts that may be of particular interest to the district are those related to existing building systems and the lifecycle information related to those areas. For instance, part of the survey will be look at floor finishes. The date of installation of those finishes should be available. With that information, a typical lifecycle can be determined such that the database produced by the program can produce a planned date for finish replacements. This program developed date can be used for budgeting and project planning purposes by Granbury ISD for projects undertaken as part of a district M&O replacement project.







"WHEN YOU HAVE THE PRIVILEGE OF WORKING WITH HUCKABEE, YOU GET MUCH MORE THAN AN ARCHITECT. YOU GET A TRUSTED PARTNER THROUGHOUT THE ENTIRE LIFECYCLE OF PROJECT – FROM PLANNING TO BOND ELECTION SUPPORT, FROM DESIGN TO PERMITTING, FROM CONSTRUCTION TO WARRANTY. ONE THAT ALWAYS PUT YOUR BEST INTERESTS FIRST AND CONTINUOUSLY EXCEEDS YOUR EXPECTATIONS. THEY ARE IN A CLASS OF THEIR OWN, AND I STRONGLY RECOMMEND THEM."

DR. ROB HART, LIBERTY HILL ISD

Mansfield ISD 2006 Bond Program



Project Description: Huckabee has been serving Mansfield ISD since 1989. Since that time, we've conducted numerous facility studies as part of an overall Master Facilities Plan, resulting in seven bond programs, 72 projects and over $1.5 billion in construction costs.

For purposes of this RFQ, we are highlighting the recently completed 2006 bond program, which originally included a new intermediate school, new middle school, new high school and various minor projects across the district. The high school, originally budgeted at $85 million, was constructed for around $60 million. Because of these savings, plus other project savings over the course of our tenure, the district was able to add scope to other projects **(done through the change orders as shown in the chart below)** as well as construct a new $40 million performing arts center for the entire district.

PROJECT NAME	ORIGINAL CONTRACT SUM	FINAL CONTRACT SUM	NO. CHANGE ORDERS	CHANGE ORDER AMOUNT
Mansfield ISD New Intermediate School #6	$16,545,670	$17,111,752	3	$566,082
Mansfield ISD New Middle School #6	$25,874,656	$26,000,258	3	$125,602
Mansfield ISD New High School #5	$59,400,000	$60,685,146	7	$1,285,146
Mansfield ISD New Sixth Avenue Bus Transportation Facility	$1,569,000	$1,607,354	1	$38,354
Mansfield ISD Brooks Wester Field	$2,300,000	$2,426,015	1	$126,015
Mansfield ISD Auditorium and Professional Development Center	$40,400,000	$42,064,008	7	$1,664,008

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Project References

Grapevine-Colleyville ISD 2005 Bond Program



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Project Description: Huckabee was hired by GCISD in 2004 to develop a multi-phase Master Facilities Plan. The first phase, a $98 million bond program, was passed by voters in 2005 and consisted of extensive renovations and additions across the district and the construction of a new elementary school. The bond program originally included over 4,000 individual line item projects. The entire program was completed in 2010 – one year ahead of schedule, $3 million under budget and with a 30 percent smaller tax increase than originally proposed. Today, Huckabee is assisting the district with the second phase of the Facilities Plan, a $124.5 million program consisting of extensive renovations and additions across the district.

PROJECT NAME	ORIGINAL CONTRACT SUM	FINAL CONTRACT SUM	NO. CHANGE ORDERS	CHANGE ORDER AMOUNT
Bear Creek Elementary School Addition/Renovation	$3,438,751	$3,438,751	0	$0
Colleyville Middle School Addition/ Renovation	$7,292,095	$7,292,095	0	$0
Heritage Middle School Addition/ Renovation	$5,436,305	$5,436,305	0	$0
New Elementary School	$11,225,201	$11,225,201	0	$0
Cross Timbers Middle School Addition/Renovation	$6,035,084	$6,035,084	0	$0
Mustang-Panther Stadium Addition/ Renovation	$1,084,209	$1,084,209	0	$0
Multi-Campus Field Improvements	$3,273,302	$3,273,302	0	$0
Silver Lake Elementary School Addition/Renovation	$2,047,467	$2,047,467	0	$0
Timberline Elementary School Addition/Renovation	$3,445,132	$3,445,132	0	$0
Bransford Elementary School Addition/Renovation	$1,789,677	$1,789,677	0	$0
Existing Colleyville Elementary School Renovations	$4,246,821	$4,246,821	0	$0
Glenhope Elementary School Addition/Renovation	$1,285,415	$1,285,415	0	$0
O.C. Taylor Elementary School Addition/Reno	$2,609,014	$2,609,014	0	$0
Colleyville Heritage High School Addition/Renovation	$5,103,468	$5,103,468	0	$0
Cannon Elementary School Addition/ Renovation	$2,037,816	$2,037,816	0	$0
Dove Elementary School Addition/ Renovation	$2,482,194	$2,482,194	0	$0
Grapevine Elementary School Addition/Renovation	$2,686,110	$2,686,110	0	$0

8

PROJECT NAME	ORIGINAL CONTRACT SUM	FINAL CONTRACT SUM	NO. CHANGE ORDERS	CHANGE ORDER AMOUNT
Heritage Elementary School Addition/ Renovation	$2,222,128	$2,222,128	0	$0
Grapevine Middle School Addition/ Renovation	$1,543,365	$1,543,365	0	$0
Grapevine High School Addition/ Renovation	$10,625,574	$10,625,574	0	$0
Instructional Support Center Renovations	$370,563	$370,563	0	$0
Swim Center Renovations	$771,888	$771,888	0	$0
Grapevine-Colleyville ISD CCHS Parking Lot Expansion	$362,400	$362,400	0	$0
Grapevine Colleyville ISD Bid Package 6	$13,792,877	$12,810,898	1	-$981,979
Grapevine Colleyville ISD Bid Package 7	$2,968,437	$2,939,051	1	-$29,386
Grapevine Colleyville ISD Bid Package 8	$3,335,777	$3,360,484	2	$24,707
Colleyville Middle School Roof Restoration	$116,136	$111,136	1	-$5,000
Multi-Campus SPED Renovations	$114,266	$114,266	0	$0

Waxahachie ISD 2010 Bond Program

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Project Description: In 2005, Huckabee worked with Waxahachie ISD to develop a multi-phase Facility Study and Master Plan. The first phase, consisting of new construction and additions and renovations, totaled $59 million and was passed by voters in 2006. In 2010, voters passed the second phase of the Master Plan; this $32 million program consisted of renovations across the district and a major renovation and additions to Lumpkins Stadium. Currently, Huckabee is working with the district on the next phase of their master facilities plan and developing a new bond program to address its high school campus and additional projects in the district.

PROJECT NAME	ORIGINAL CONTRACT SUM	FINAL CONTRACT SUM	NO. CHANGE ORDERS	CHANGE ORDER AMOUNT
Lumpkins Stadium Paving	$1,206,892	$1,196,657	2	-$10,235
Lumpkins Stadium Bleacher Additions	$1,151,300	$1,151,300	0	$0
Lumpkins Stadium Additions and Renovations	$18,484,335	$18,289,468	1	-$194,867
Finish Renovations for Four Elementary Schools	$639,762	$627,182	1	-$12,580
Marvin Elementary School Renovations	$82,873	$82,873	0	$0
Dunaway Elementary Renovations	$673,740	$673,740	0	$0
Wedgewood Elementary Renovations	$125,802	$125,802	0	$0
Shackelford Elementary Renovations	$359,362	$359,362	0	$0
Felty Elementary Renovations	$56,055	$56,055	0	$0
Northside Elementary Renovations	$265,461	$265,461	0	$0
Finley Seventh Grade Renovations	$309,107	$309,107	0	$0
Howard Eighth Grade Renovations	$137,180	$137,180	0	$0
Ninth Grade Renovations	$134,802	$134,802	0	$0
Global High Renovations	$213,272	$213,272	0	$0
Waxahachie High School Renovations	$756,359	$756,359	0	$0
Realignment Project Additions and Renovations to Howard Finley and Clift Campuses	$5,882,000	$5,672,105	1	-$209,895
Freezer/Cooler Addition at Support Services	$568,000	$568,000	0	$0

Huckabee

GRANBURY INDEPENDENT SCHOOL DISTRICT

600 W. BRIDGE, SUITE 6

GRANBURY, TX 76048

CERTIFICATE OF RESIDENCY

The state of Texas has passed a law concerning non-resident bidders. This law can be found in Texas Government Code under Chapter 2252, Subchapter A. This law makes it necessary for the Granbury Independent School District to determine the residency of its bidders. In part, this law reads as follows:

"Section:2252.001
(3) 'Non-resident bidder' refers to a person who is not a resident.
(4) "Resident bidder' refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident bidder underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

I certify that Huckabee is under Section 2252.001(3) and (4), a
(Name of Company Bidding)

Resident Bidder Non-resident Bidder

My or our principal place of business under Section: 2252.001 (3) and (4), is in the city of Fort Worth

in the state of Texas

(a) Does your "resident state" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? Yes_____ No ✓
(b) If yes, what is that amount or percentage? _____

Signature of Authorized Company Representative

Thomas Lueck
Printed Name of Authorized Company Representative

Chief Operations Officer 4-22-13
Title/Position with company Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL

CRIMINAL BACKGROUND CHECK AND FELONY CONVICTION NOTIFICATION

(a) Criminal Background Check Bidder/Proposer shall obtain history record information that relates to an employee, applicant for employment, or agent of the Bidder/Proposer if the employee, applicant, or agent has or will have continuing duties related to the contracted services; and the duties are or will be performed on school property or at another location where students are regularly present.

The Bidder/Proposer certifies to the Granbury ISD before beginning work, and at no less than an annual basis thereafter that criminal history record information has been obtained.

Bidder/Proposer shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas law, from Granbury ISD's property or other location where students are regularly present.

Granbury ISD shall be the final decider of what constitutes a "location where students are regularly present."

Bidder/Proposer's violation of this section shall constitute a substantial failure.

(b) Terms and Conditions Vendors (owners, officers, employees, volunteers, etc.,) may not work on district property where students may or may not be present when they have charges pending, have been convicted, received probation or deferred adjudication for the following;

1. Any offense against a child
2. Any sex offense
3. Any crimes against persons involving weapons or violence
4. Any felony offense involving controlled substances
5. Any felony offense against property
6. Any other offense the District believes might compromise the safety of students, staff, or property

All contractors, subcontractors and their employees must submit to the Granbury ISD upon request proof of a satisfactory criminal record history of all individuals working on District property through background checks conducted as required by Senate Bill 9. The criminal record history must be obtained by the successful bidder before any work is performed. The information regarding the requirements for conducting a criminal records check is posted on The Texas Department of Public Safety's website, www.txdps.state.tx.us by clicking open Crime Records and reading School District Guide to Senate Bill 9. The cost for each criminal records check is approximately $100.00.

Submission of a response to this bid certifies that Bidder/Proposer is aware and complies with the above requirements.

Signature of Company Official: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL

GRANBURY INDEPENDENT SCHOOL DISTRICT

600 W. BRIDGE, SUITE 6

GRANBURY, TEXAS 76048

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection(a), states a person or business entity that enters into a contract with a school district must give advance notice to the district if a person or an owner or operator of the business entity has been convicted of a felony. This notice must include a general description of the conduct resulting in the conviction of a felony.

NOTE: This notice is not required of a publicly held corporation.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME:

Authorized Company Official's Name (printed):

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction: _____

_____

_____

Signature of Company Official: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of person who has a business relationship with local governmental entity.**

Huckabee

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

None

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☑ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☑ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☑ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

4-22-13

Date

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Huckabee and Associates, Inc.

Business name/disregarded entity name, if different from above
Huckabee

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)
4521 S. Hulen St., Ste. 220

Requester's name and address (optional)

City, state, and ZIP code
Fort Worth, TX 76109

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
			-			-				

Employer identification number
7	5	-	2	4	0	6	6	4	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶ 4-22-2013

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

GRANBURY INDEPENDENT SCHOOL DISTRICT
600 W. BRIDGE, SUITE 6
GRANBURY, TEXAS 76048
817-408-4015
FAX 817-408-4033

Notice to Vendors

ADDENDUM #1

Date: April 8, 2013

This addendum forms a part of and modifies the original request for qualification document, issued by the Granbury Independent School District.

Invitation for RFQ titled:	**Architectural/Engineering Services** **Granbury Independent School District, Granbury, TX**
Proposal Number:	**2013-15**
Proposal Deadline:	**April 23, 2013 @ 2:00 p.m.**

Please make the following additions, revisions and/or deletions to the RFQ document and respond accordingly.

Revisions:

8. Project References:

Please list three completed projects similar to the one requested by Granbury ISD (~~multi use facility~~ Facility Study and Construction Project Planning) that would be representative of your firm's work and services provided within the last five years.

Sharay S. Boynton
Executive Director of Finance

ACKNOWLEDGMENT:

Thomas Lueck
Chief Operations Officer, Huckabee











4521 South Hulen Street, Suite 220
Fort Worth, Texas 76109
www.huckabee-inc.com









GRANBURY INDEPENDENT SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS 2013-15
ARCHITECTURAL/ENGINEERING SERVICES

April 23, 2013

VLK | ARCHITECTS

People . Service . Solutions

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DON R. DANIEL 9TH GRADE CENTER, ALEDO ISD

1. GENERAL INFORMATION

Firm Name: VLK Architects, Inc.
Address: 2821 West 7th Street, Suite 300
City: Fort Worth **State:** Texas **Zip:** 76107

Contact Person(s) - limited to two persons per firm/application

Name: Leesa Vardeman, AIA **Title:** Principal
Telephone: 817.633.1600 **Fax:** 817.633.9600
Internet/Email address: lvardeman@vlkarchitects.com
Texas/Registration Number: 12185

Name: Sloan Harris, AIA, LEED® AP **Title:** Principal
Telephone: 817.633.1600 **Fax:** 817.633.9600
Internet/Email address: sharris@vlkarchitects.com
Texas/Registration Number: 19443

Type of Organization:

_____ Sole proprietorship (individual)
_____ Partnership
_____ Other _____
__✓__ Corporation
_____ Joint Venture

"We value *relationships.* For us, each design is a chance to deepen a client relationship. And that is most *rewarding* to us."



LEESA VARDEMAN, AIA

Principal

A valued member of the VLK team since its inception, Leesa has led the firm through the design and production of numerous educational projects. Her focus on People, Service, Solutions has helped shape the firm's core philosophy of providing exemplary customer service to its clients. As Principal of VLK, Leesa builds valuable relationships, presents quality architectural service and maintains a high level of accountability to the clients, contractors, staff and community she serves. Her passion for designing relevant learning environments is evident from the first time she meets the Client until the project completion.

Education:
Bachelor of Environmental Design, Texas A&M University, 1981

Registration:
Registered Architect, Texas Reg. No. 12185, 1987

Affiliations:
American Institute of Architects

CEFPI/TEXO, Chairman of the DFW Chapter Legislative Committee

DFW Chapter Council of Education Facility Planners International

Fort Worth Chapter AIA, Vice President Membership, 2003; Secretary, 2004

GFWREC - Education Committee

Safe Haven, Board Member & Chairman of the Facilities Committee

Texas Association of School Administrators

Texas Society of Architects - Government Affairs Steering Committee

Leesa's relevant experience includes:

Midlothian ISD Facility Planning Services, 2003: This study included a detailed review of each campus in the District. Goals of the study were to analyze existing facility usage, identify any available capacity within the existing buildings and to identify campuses which were overcrowded. A floor plan for each school was generated and color coded to identify capacity generating spaces, enrichment spaces, special programs and administration. Utilizing class schedules and the generated floor plans, VLK identified the maximum and functional capacity at each campus. This data provided the framework for future bond planning and projected District growth. The Physical Condition Assessment involved a review of each campus by the team to evaluate the status of fire protection systems, communications / PA systems, life safety equipment, interior and exterior building repair, flooring, accessibility, roofing, paving and HVAC systems. The final report included a list of deficient items and supporting photographs. This report allowed the District to comprehensively identify and budget for District-wide maintenance and repairs.

Aledo ISD Bond Planning, 2007: Provided cost estimates for Propositions I & II, which included a new elementary school, various elementary school additions & upgrades and a new District stadium. Assisted the District with Bond promotions and community information.

Denton ISD Bond Planning, 2007: Developed conceptual plans and estimated total project costs that included construction cost, professional fees, F.F. & E., technology and anticipated inflation depending upon the start of construction after the date of the bond election. VLK toured existing facilities and met with principals and staff from each campus to discuss the needs of their facilities and develop a program to be reviewed by the Bond Committee.

Midlothian ISD Bond Planning Services, 2010: Assisted the Growth Management Committee by evaluating functional capacity of each existing campus, evaluating scheduling options at the high school and working with the District's demographer and financial adviser to develop a long-range facilities plan in preparation for an upcoming bond.

Award winning projects:
Bearcat Stadium, Aledo ISD
Dora E. Nichols Junior High School, Arlington ISD
John H. Guyer High School, Denton ISD
Central High School, Keller ISD
Trinity Springs Middle School, Keller ISD
Timber Creek High School, Keller ISD
Midlothian High School Additions and Renovations, Midlothian ISD
Joe M. Tison Junior High School, Weatherford ISD
Stephen F. Austin Elementary School, Weatherford ISD
Elizabeth Hoggatt Whatley Agriculture Complex, Northeast Texas Community College

LEED® certified / registered projects:
Elizabeth Hoggatt Whatley Agriculture Complex, Northeast Texas Community College (LEED® Platinum)
Ridgeview Elementary School, Keller ISD



SLOAN HARRIS, AIA, NCARB, LEED®AP

Principal

Since joining VLK in 2003, Sloan has led the company through the design of numerous commercial projects. His drive and leadership capabilities allowed him to quickly excel within the company. As a Principal, Sloan manages the project team's efforts and actively engages with not only the Owner, but also consultants and internal staff, to achieve the Client's vision. In addition, he directs business development and client relations within VLK. Sloan's active participation in civic and professional organizations in the Tarrant County area proves he's not only a leader in the office, but also within the community.

Education:
Master of Business Administration, University of Texas at Arlington, 2003

Master of Architecture, University of Texas at Arlington, 2002

Bachelor of Science in Architecture, University of Texas at Arlington, 2000

Registration:
Registered Architect, Texas Reg. No. 19443, 2006

Registered Architect, Kentucky Reg. No. 7029, 2012

NCARB Registration, No. 61437, 2006

LEED® Accredited Professional, 2006

Sloan's relevant experience includes:

Mineral Wells ISD Facilities Assessment, 2012: Mineral Wells ISD hired VLK Architects to conduct a District-wide facilities assessment involving nine campuses, including a high school, a high school stadium and field house complex, a junior high school, three elementary schools, an Academy, the District alternative education center and the Administration/Maintenance complex. A team reviewed more than 850,000 s.f. of space to provide a detailed summary to the district for their use in determining and prioritizing long-range needs.

White Settlement ISD Facilities Assessment, 2012: White Settlement ISD was in need of architectural services for small projects that had been identified by the District as priorities. As the District's needs and visions evolved, it was discovered a facility condition assessment was needed to enable the creation of a long-term strategy for all existing facilities. Through the assessment, we were charged with identifying immediate energy upgrade opportunities that could be encumbered by the District's maintenance budget as well as technology upgrades. Then the capital improvement needs were scheduled in a time line that cross-pollinated their I&S debt payment schedule so the board could begin their strategy of when to target bond campaigns as part of the long-range plan.

Azle ISD Facilities Assessment, 2008: Azle ISD hired us to perform a district-wide long-range facility plan with a 10-year cycle. This included a facility condition assessment on all the existing facilities in the district that identified capital improvement needs versus annual maintenance tasks. By categorizing the maintenance items against the capital improvement needs with priority ratings, the district's maintenance personnel became much more effective and efficient in their operations, and they were able to implement a much more proactive strategy. The net result was decreased maintenance costs and improved operations efficiencies long term. The other half of the plan that prioritized the capital improvement needs gave the board and staff a very clear picture of how to separate maintenance projects and capital projects and formulate a time line on how to achieve both.

Award winning projects:
Mac Bernd Professional Development Center, Arlington ISD
Calhoun Middle School Additions and Renovations, Denton ISD
Harrington Elementary School Additions and Renovations, Plano ISD
Williams High School Additions and Renovations, Plano ISD
Elizabeth Hoggatt Whatley Agriculture Complex, Northeast Texas Community College

LEED® certified / registered projects:
Elizabeth Hoggatt Whatley Agriculture Complex, Northeast Texas Community College (LEED® Platinum)
VLK Corporate Headquarters
New Cadillac Dealership for Frank Kent, Frank Kent Company

2. FIRM BACKGROUND AND STAFF

Year present firm was established: 1984
Name of parent company, if any: Not Applicable
List Principals of Firm:

Steve Aloway, AIA, LEED® AP
Stephen Hafer, AIA, LEED® AP
Kenneth Hutchens
Richard Jaynes, AIA, NCARB, LEED® AP
Todd Lien, AIA
Leesa Vardeman, AIA
Sloan Harris, AIA, NCARB, LEED® AP

Former company name(s) if any, and year(s) established:
Name: Vestal - Loftis - Kalista, Architects, Inc. **Year:** 1984 - 2002

Number of employees in firm: 46 Employees
Who will be the designated representative assigned to Granbury ISD? How long have they been with your firm?

Leesa Vardeman, AIA; 28 years

Who will be the senior member of the firm assigned to Granbury ISD? How long have they been with your firm?

Leesa Vardeman, AIA; 28 years

Leesa Vardeman, a firm Principal, will serve as both the primary contact for Granbury ISD and one of the senior representatives for VLK. It is our basic business philosophy that our clients will have a firm Principal as their primary contact for the duration of their project, including the warranty period. This ensures our clients will have an experienced professional in charge that has the authority and the responsibility to make timely decisions and allocate VLK resources and those of our consultants to ensure the success of the project.

Number of the following with the firm: 46 total

24	**Architects**	15	**Draftsmen**
0	**Engineers**	7	**Administration**





RIDGEVIEW ELEMENTARY SCHOOL, KELLER ISD

3. PROFESSIONAL SERVICES PROVIDED BY THE FIRM: (Check all services applicable to your firm)

- ✓ Architectural Planning
- ✓ Design
- ✓ Construction Administration
- _____ Engineering
- _____ Mechanical Engineering
- _____ Electrical Engineering
- _____ Structural Engineering
- _____ Acoustical Engineering
- _____ Civil Engineering
- ✓ Other: Facilities Assessments, Site Studies, Land Acquisition, Bond Planning, Interior Design, District Facility Master Planning and Capacity Studies.

4. SUMMARIZE SERVICES PROVIDED TO THE DISTRICT AS PART OF BASIC SERVICES:

Architectural Services, MEP Engineering, Structural Engineering, Interior Design, Master Planning, Programming, Construction Administration, Warranty and Post Construction Services.





TIMBER CREEK HIGH SCHOOL, KELLER ISD

5. DESCRIBE THE MANNER IN WHICH YOUR FIRM WILL WORK WITH THE DISTRICT TO PERFORM THE FACILITY STUDY AND PLAN FOR FUTURE CONSTRUCTION PROJECTS WITHIN THE DISTRICT.

As prime and the team leader, VLK brings a wealth of experience in the planning, assessment and design of school facilities. Leesa Vardeman, AIA, as Principal-in-Charge, brings over 28 years experience in the planning and design of educational facilities.

LEESA VARDEMAN, AIA, PRINCIPAL-IN-CHARGE

Leesa's responsibility will be to provide overall management of the information received from the District and to proactively seek information to produce the best product and most accurate rendition of the District's needs. She will assign the tasks to VLK design team and be responsible for coordinating and reviewing the product of the design team with the appropriate District personnel. Leesa is a problem solver and will pool information from a career's worth of resources to generate the best solutions for Granbury ISD. Leesa will be your day-to-day contact and will be present at all meetings.

JUSTIN HILES, AIA, LEED® AP, ASSOCIATE - PROJECT MANAGER

Justin will work closely with you to identify your needs, desires and goals relative to this exciting project. He will analyze the constructability, variety of solutions, schedule for execution, and phasing options for employment that will result in the most cost effective solutions for the district. He will also oversee standards and parity are observed in the collective solution. He has worked extensively with the district and has a thorough knowledge of district standards and tendencies.

SLOAN HARRIS, AIA, LEED® AP, PRINCIPAL - QA/QC

Sloan specializes in facility design, assessments and bond planning. Sloan will review and monitor the overall study and bond planning deliverables to ensure scope adequacy in building code, zoning and estimates.

CHAD M. DAVIS, AIA, LEED® AP, SENIOR ASSOCIATE - DIRECTOR OF DESIGN

Chad will oversee the design and planning portion of the study. He will be responsible for testing solutions and defining programming so that accurate cost estimates can be produced. He will also be responsible for ensuring that the proposed pricing incorporates Granbury ISD's standards for aesthetics and durability. Chad will generate graphical solutions used to communicate ideas for the decision makers. He will also be responsible for educational adequacy assessment.

NIKI MANNING & JAMES HINTON

Niki and James shall be responsible for supporting Chad in developing graphic solutions, educational programs, research for design analysis such as building net/gross efficiency, square foot per student and educational adequacy.

CLINTON SCHIVER, AIA, LEED® AP, ASSOCIATE - ASSESSOR/HIGH PERFORMANCE & LIFE CYCLE

Clinton will be responsible for implementing all required sustainable guidelines and requirements for Granbury ISD into the facility assessment. He will also coordinate the same with mechanical, electrical, plumbing and civil engineering standards. Clinton will use his extensive knowledge of sustainable design to lead the effort in life cycle analysis for building systems and equipment.

LAUREN BROWN, AIA, ASSOCIATE - ASSESSOR/SCIENCE SPECIALIST

Lauren is our science specialist. She will be responsible for assessing current science classrooms and laboratories for educational adequacy and life safety and for ensuring that future science classroom and laboratories are appropriately programmed for the planned student capacity. Lauren understands all required infrastructure and life safety systems required so an appropriate cost estimate can be developed.

BRIAN SAHRMANN, AIA; JOHN KLEIN , AIA, LEED® AP AND ROLA FADEL - ASSESSORS

Brian, John, and Rola shall be our "boots on the ground." They are experienced facility assessors responsible for evaluating the current physical conditions, building code conditions and equipment needs of your existing facilities. They will quantify and assist in prioritization of needs.

TRACY LOFTIN, CSI, CDT, ASSOCIATE/SPECIFICATIONS WRITER

As Director of Specifications, Tracy will be responsible for all CSI formatting of company and model number information, and related specifications for the facility study for Granbury ISD.

BARRY LEMONS, AIA, ASSOCIATE/DIRECTOR OF CONSTRUCTION ADMINISTRATION

Barry shall be responsible for developing cost estimates for facility needs. As the Director of Construction Administration for VLK, he maintains a current database of costs from a variety of project sizes, complexity and scope that allows us to more appropriately define costs. He understands the current market for labor and materials and can more closely forecast fluctuations. Barry also has a large pool of construction resources from which to receive cost predictions and to discuss constructability issues

WORKING WITH GRANBURY ISD

One of the strengths of VLK Architects is our ability to work face-to-face with the administration, staff, school board and community. We use our housing information and software to conduct work sessions with the stakeholders. We conduct numerous work sessions and public hearings to involve the community. We take care of the detail work and provide the best information and tools to allow the administration and board to make well educated decisions. We engage a variety of staff members in the decision making process. The facility assessment must be tailored to the specific need of Granbury ISD and the staff's input is essential. Our extensive school design experience brings a unique understanding of the variety of decision makers and roles required in the planning.

We shall employ the following strategies:

- Interview GISD curriculum planners to develop an understanding of the District's educational objectives and programs.
- Interview each individual campus administrator to determine facility needs and facility capacity
- Interview the athletic director to determine program needs
- Interview facilities and maintenance staff to determine maintenance needs for each campus and other District support facilities.
- Interview facilities staff to determine typical systems employed throughout the district to develop a base line cost for future facilities (e.g. mechanical systems, control systems, landscape and irrigation, roofing, etc.)
- Interview technology staff to determine technology needs and objectives

VLK Architects will include stakeholders in the process by:

- Hold numerous work sessions to educate and provide options concerning Granbury ISD's facility needs.
- Engage site-based management teams to determine specific campus needs.
- Present and explain the planning methodology during the design process
- Develop various planning solutions that make optimum use of the District's resources
- Document and present to GISD a final Long-Range Facility Plan

VLK Architects will expect GranburyISD to:

- Identify the individuals that will be involved in the planning and decision making process
- Assist us in arriving at consensus decisions as we move through the planning process
- Authorize funding for testing and surveys if required in the assessment of existing facilities or evaluation of new properties
- Assist us in developing an overall planning schedule and identify benchmark decision-making dates.
- Work closely with us as we move through the planning process to make sure we understand the needs of the District and that the planning process is being responsive to those needs.
- Assist us in scheduling progress meetings that make the most efficient use of GISD personnel's time





PROJECT MANAGEMENT PLAN

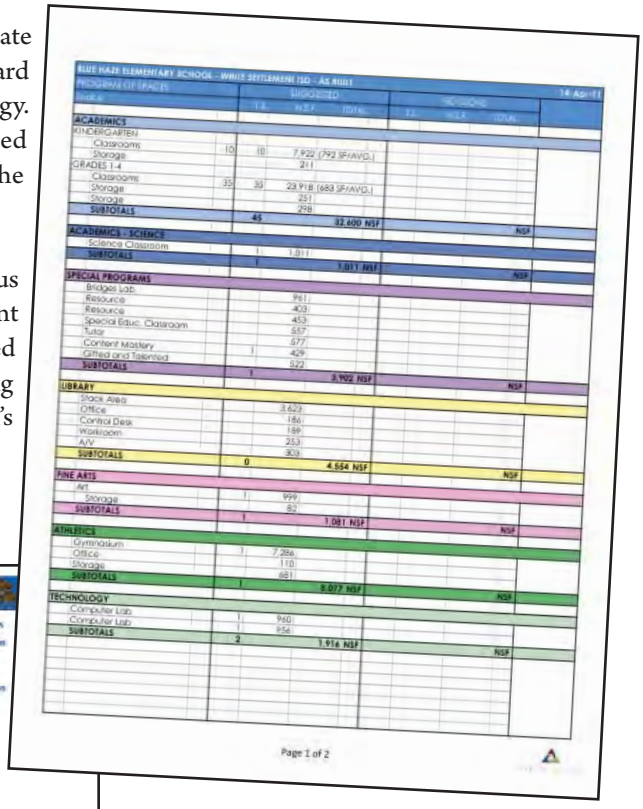
There is a specific system we set in place for our clients when we begin the facility assessment process. We begin with establishing the ultimate goal that you wish to achieve from the assessment and the plan. Will it be used for maintenance? Will it be the tool used for the beginning of a bond campaign? Is it to be used as part of a comprehensive master plan for the next 10 years? All of the above? Then we work backwards in establishing benchmarks and protocol to get to step one with how we begin. The process is different for every district, to a degree. Community, school history, politics, funding mechanisms, etc. all play a role in how we build your plan.

The objective of a facilities planning exercise is to evaluate Granbury ISD's current facilities capacity and plan for the expansion or renovation of current facilities to meet the future growth and programmatic needs of the district. The planning exercise shall include program analysis, demographic analysis and growth projections, capital improvements, budget, time line and bond package promotion.

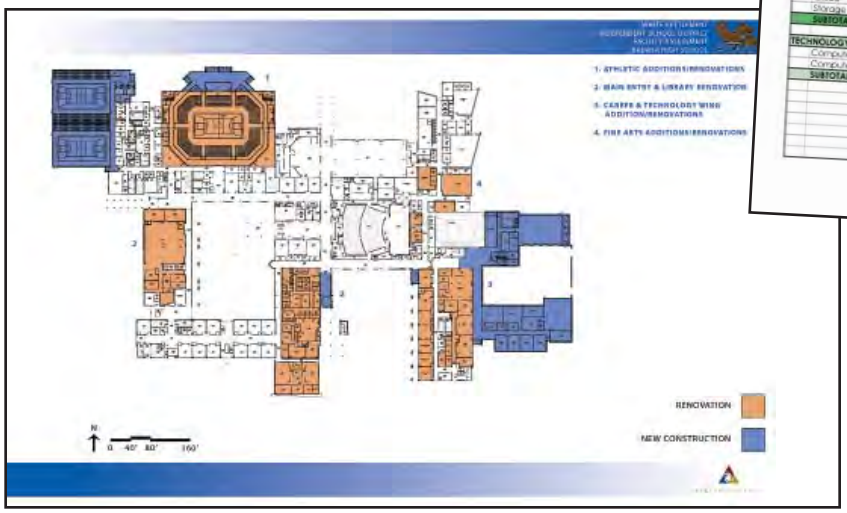
OUR TECHNICAL APPROACH AND MANAGEMENT PLANS SHALL BE AS FOLLOWS:

• PROJECT INITIATION AND MOBILIZATION

The first step in developing the assessment procedure is to facilitate and understand the ultimate use(s) of information and work backward to determine the appropriate assessment and reporting methodology. Key to this effort is development of an understanding of issues related to executing the assessments and the information provided by the assessments.



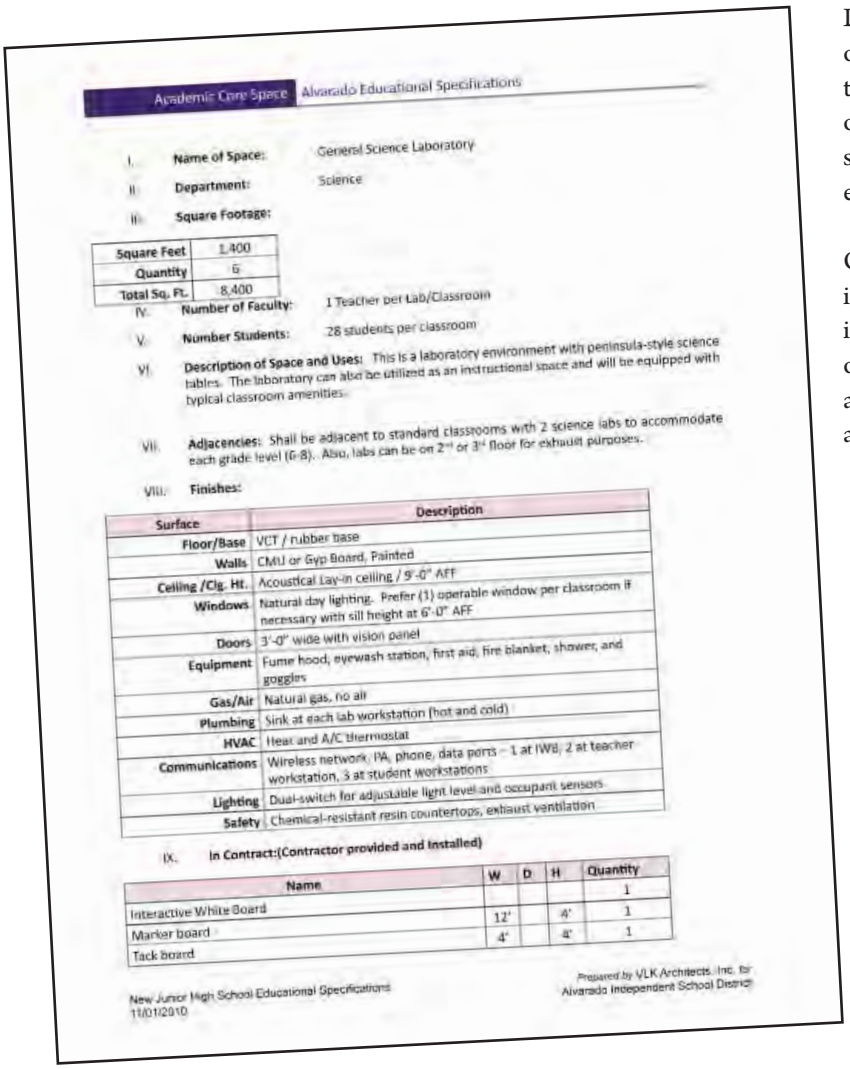
An Educational Adequacy Assessment evaluates how well the campus is equipped to deliver the instructional curriculum. The assessment evaluates things for which building condition assessors are not trained or expected to look for, including classroom size, technology supporting the classroom, use of the correct flooring materials for the classroom's use and adequate storage for teachers.



For the Educational Adequacy Assessment, the team will specifically need:

- A listing of all schools, building names and types within each school campus, approximate areas, addresses and phone numbers
- Site and floor plans for identifying buildings and room numbers
- Available space inventories showing square footage
- Classes taught and room locations
- Class load and section schedules as a way of cross-matching teacher names, subjects taught and room locations
- A listing of all principals' names, phone numbers and email addresses for scheduling and contact purposes
- District calendars so we can schedule assessment visits around testing dates, school functions and holidays
- Existing standards and guidelines used by the district and existing or new construction projects (Construction Standards, Architectural Design Programs, Minimum Areas or Student Ratios, etc.)

The assessment is valuable when campuses are faced with renovation versus replacement decisions, because the assessment indicates how well the renovated campus will support teaching curriculum before and after renovation. Older and/or ill-conceived campuses may very well have low educational suitability scores, even after full renovation.



Academic Core Space | Alvarado Educational Specifications

I. Name of Space: General Science Laboratory

II. Department: Science

III. Square Footage:

Square Feet	1,400
Quantity	6
Total Sq. Ft.	8,400

IV. Number of Faculty: 1 Teacher per Lab/Classroom

V. Number Students: 28 students per classroom

VI. Description of Space and Uses: This is a laboratory environment with peninsula-style science tables. The laboratory can also be utilized as an instructional space and will be equipped with typical classroom amenities.

VII. Adjacencies: Shall be adjacent to standard classrooms with 2 science labs to accommodate each grade level (6-8). Also, labs can be on 2nd or 3rd floor for exhaust purposes.

VIII. Finishes:

Surface	Description
Floor/Base	VCT / rubber base
Walls	CMU or Gyp Board, Painted
Ceiling /Clg. Ht.	Acoustical Lay-in ceiling / 9'-0" AFF
Windows	Natural day lighting. Prefer (1) operable window per classroom if necessary with sill height at 6'-0" AFF
Doors	3'-0" wide with vision panel
Equipment	Fume hood, eyewash station, first aid, fire blanket, shower, and goggles
Gas/Air	Natural gas, no air
Plumbing	Sink at each lab workstation (hot and cold)
HVAC	Heat and A/C thermostat
Communications	Wireless network, PA, phone, data ports – 1 at IWB, 2 at teacher workstation, 3 at student workstations
Lighting	Dual-switch for adjustable light level and occupant sensors
Safety	Chemical-resistant resin countertops, exhaust ventilation

IX. In Contract:(Contractor provided and installed)

Name	W	D	H	Quantity
Interactive White Board				1
Marker board	12'		4'	1
Tack board	4'		4'	1

New Junior High School Educational Specifications
11/01/2010

Prepared by VLK Architects, Inc. for Alvarado Independent School District

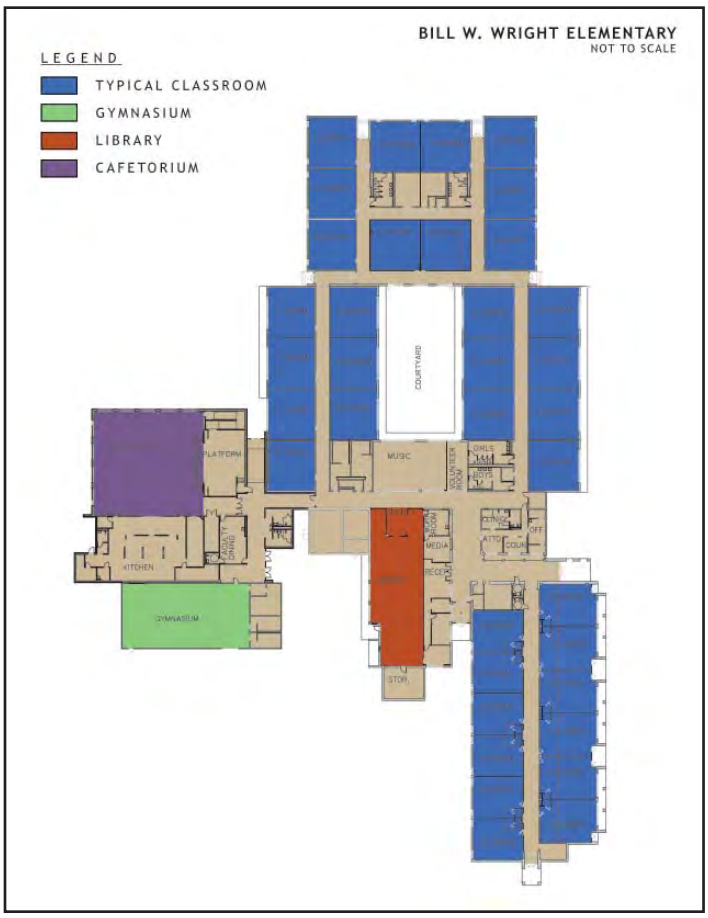
Decision-makers must evaluate the cost trade-off of using an educationally inferior facility for long-term use. No one would want to spend millions of dollars renovating a campus facility with a low suitability score only to have a newly renovated, but educationally obsolete, campus facility.

Once complete, there will be missing data, incomplete data and incorrect data. At this point in the study, a plan will be devised to collect the outstanding data, correct data that is anomalous and work around data that may not be available in any form.

• STANDARDS DEVELOPMENT

The VLK team uses what we call a "Standards-Based Approach." What this means is that we create quantifiable standards for all aspects of educational adequacy, and then we inventory the schools to determine what exists at each location. The findings are put into a database that cross-compares the standards to existing conditions and identifies any deficiencies. Our database prepares both a deficiency listing along with a cost to repair the deficiency. Since the analysis is based on agreed-upon standards, the assessment is very objective. The facilities simply meet the standard, or they don't. And if they don't, they are scored accordingly.

Through this process, VLK Architects will evaluate the existing educational program, current student capacity and grade-level configurations of the existing Granbury ISD schools. This is accomplished by interviewing the Administration and Staff to determine the GISD existing teacher-to-student ratio, identify core curriculum classrooms and support programs and understand the grade-level scheduling of each campus. The analysis shall result in an identifiable program and a facility capacity study that will convey utilization of the existing campuses.



The first thing to do is create standards. We do this by using the VLK standards template that has been created to organize all aspects of adequacy considerations into eight categories. These categories include:

- **Capacity:** Ability of core facilities to meet the needs of the student population. It is critical to consider the programs at a particular campus and the impact these programs have on classroom inventory and student teaching stations.
- **Support for Programs:** Provision of special spaces or classrooms that support specific curriculum offerings and programs.
- **Technology:** Presence of infrastructure, data distribution/storage, and equipment within classroom and laboratory settings. This will also include local area network cabling, video distribution systems, electrical outlets, and projection or video display screens.
- **Supervision and Security:** Extent to which physical configurations help or hinder building operation.
- **Instructional Aids:** Presence of necessary equipment within teaching spaces, including instructor storage, student storage, writing surfaces, sinks, demonstration tables, and fixed audio/video equipment.
- **Physical Characteristics:** Sizes and shapes of individual instructional spaces.
- **Learning Environment:** Degree to which learning areas are comfortable, well-lit, odor free, controllable and quiet.
- **Relationship of Spaces:** Proximity of instructional spaces to support areas, such as libraries, lecture halls, restrooms, student dining and recreational areas.

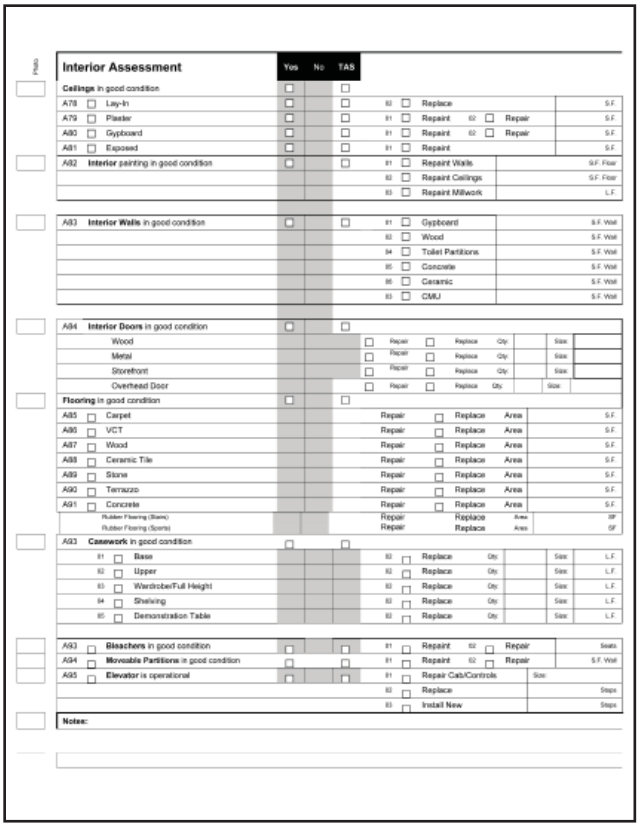
VLK will review the Granbury ISD curriculum objectives and community's preferences for grade-level configurations, boundaries, campus locations, transportation patterns, desirable school size and duplicate grade-level facilities to develop a foundation for the planning process. Philosophical concepts such as "school-within-a-school," "neighborhood schools" and "small schools" will be considered. Application of current TEA standards will also be addressed.

• ENROLLMENT PROJECTIONS

We work with our client's demographer, or bring in third-party demographic analysts, to account for student population fluctuations and community growth. This is important to consider as we cross-reference the standards and educational assessment, to be sure we are continually going to meet the needs of the district over the life of the long-range plan. Providing facilities that accommodate growth is not the only purpose of demographic studies. We also have to correlate the attendance of the District to neighborhood development, birth rates and real estate market movement to maximize the efficiency and performance of all the district facilities long-term.

Once future growth is forecasted and the objectives of Granbury ISD and the community are identified, the information is applied to the district's existing facilities and boundaries. Several options, including altering existing boundaries and campus populations, modifying existing grade-level configurations to maximize use of Granbury ISD resources, considering additions to existing campuses and creative sharing of facilities, can be investigated.

VLK Architects shall assist GISD in property selection for new campuses by evaluating the physical characteristics of the site, environmental impact, drainage issues, transportation issues, infrastructure needs and functional aspects of the potential properties.



Interior Assessment

	Yes	No	TAS
Ceilings in good condition	☐		☐
A78 ☐ Lay-In	☐		☐ 02 ☐ Replace S.F.
A79 ☐ Plaster	☐		☐ 01 ☐ Repaint 02 ☐ Repair S.F.
A80 ☐ Gypboard	☐		☐ 01 ☐ Repaint 02 ☐ Repair S.F.
A81 ☐ Exposed	☐		☐ 01 ☐ Repaint S.F.
A82 **Interior** painting in good condition	☐		☐ 01 ☐ Repaint Walls S.F. Floor
			02 ☐ Repaint Ceilings S.F. Floor
			03 ☐ Repaint Millwork L.F.
A83 **Interior Walls** in good condition	☐		☐ 01 ☐ Gypboard S.F. Wall
			02 ☐ Wood S.F. Wall
			04 ☐ Toilet Partitions S.F. Wall
			05 ☐ Concrete S.F. Wall
			06 ☐ Ceramic S.F. Wall
			03 ☐ CMU S.F. Wall
A84 **Interior Doors** in good condition	☐		☐
Wood			☐ Repair ☐ Replace Qty Size
Metal			☐ Repair ☐ Replace Qty Size
Storefront			☐ Repair ☐ Replace Qty Size
Overhead Door			☐ Repair ☐ Replace Qty Size
Flooring in good condition	☐		☐
A85 ☐ Carpet			Repair ☐ Replace Area S.F.
A86 ☐ VCT			Repair ☐ Replace Area S.F.
A87 ☐ Wood			Repair ☐ Replace Area S.F.
A88 ☐ Ceramic Tile			Repair ☐ Replace Area S.F.
A89 ☐ Stone			Repair ☐ Replace Area S.F.
A90 ☐ Terrazzo			Repair ☐ Replace Area S.F.
A91 ☐ Concrete			Repair ☐ Replace Area S.F.
Rubber Flooring (Stairs)			Repair ☐ Replace Area SF
Rubber Flooring (Sports)			Repair ☐ Replace Area SF
A93 **Casework** in good condition	☐		☐
01 ☐ Base			02 ☐ Replace Qty Size L.F.
02 ☐ Upper			02 ☐ Replace Qty Size L.F.
03 ☐ Wardrobe/Full Height			02 ☐ Replace Qty Size L.F.
04 ☐ Shelving			02 ☐ Replace Qty Size L.F.
05 ☐ Demonstration Table			02 ☐ Replace Qty Size L.F.
A93 ☐ **Bleachers** in good condition	☐		☐ 01 ☐ Repaint 02 ☐ Repair Seats
A94 ☐ **Moveable Partitions** in good condition	☐		☐ 01 ☐ Repaint 02 ☐ Repair S.F. Wall
A95 ☐ **Elevator** is operational	☐		☐ 01 ☐ Repair Cab/Controls Size
			02 ☐ Replace Stops
			03 ☐ Install New Stops
Notes:			

• BUILDING CONDITION ASSESSMENT

The Building Condition Assessment evaluates the general physical health of facilities by identifying and prioritizing deficiencies that require correction for long-term use of the campus. Inspections are typically organized into architectural, mechanical, electrical, plumbing, ADA, roofing, life safety and technological disciplines, and typically include all of the major Construction Specifications Institute (CSI) divisions. At the conclusion of the building condition assessment, renovation requirements are collected into renovation costs for each campus facility.

The assessment can be done at a comprehensive level or at a life-cycle level. Life-cycle analysis typically looks at the ages of the various systems in a building to estimate required improvements. A brief review of the building ages might suggest that some buildings may very well suffice with a life-cycle analysis, while other facilities are old enough to warrant a comprehensive assessment. We typically find that an assessor can assess about 50,000 to 75,000 s.f. per day. We will use teams with our program to conduct and document the assessment, and we can leave this program behind for ongoing management.

• FACILITY CAPITAL PLANNING

Long-range capital planning is critical, and it is this area that very few firms have the ability to adequately address. The district can benefit from a comprehensive facilities master plan that can reasonably accommodate the needs for additional educational space, growth or decline in enrollment and other district education needs, while reducing deferred maintenance backlog within the prescribed funding limitations. So how is this plan developed?

First, we gather all of the facility assessment needs according to campus and priority, look at additional educational adequacy capacity needs and identify needed capital improvements. Once we have assessed needs, additional classroom and core space needs for the current enrollment, and projected capacity needs for increasing enrollment, then it is time to begin to develop planning scenarios for the district. Currently, there is no software that can accomplish this. The truth is that this just takes good, old-fashioned planning. It involves developing some options, testing them with financial models, building consensus within the district and then laying out a long-range comprehensive plan.

Topics the district may be faced with include:

- Are there any new campuses to be constructed?
- Should existing campuses be converted to a different instructional focus?
- What, if any, campuses should be consolidated?
- Are there alternative funding mechanisms?
- What are the trade limitations on construction in the area?
- How do we present the campus needs to the stakeholders and garner their support?

Ultimately, the analysis will result in the identification of a range of feasible alternatives or scenarios, all with their associated cost implications and recommendations for a preferred solution. Good planning, accurate data, facilitated community meetings, board workshops and presentations, as well as strong financial analysis, will all impact the outcome of this effort. When we are done, we will present the data in a summary document that includes the costs of new construction, the cost of repairs and the anticipated long-range capital needs. The document will provide the district with the tools to move forward with a consistent educational facility program that fits a standard and level of quality desired by the district.





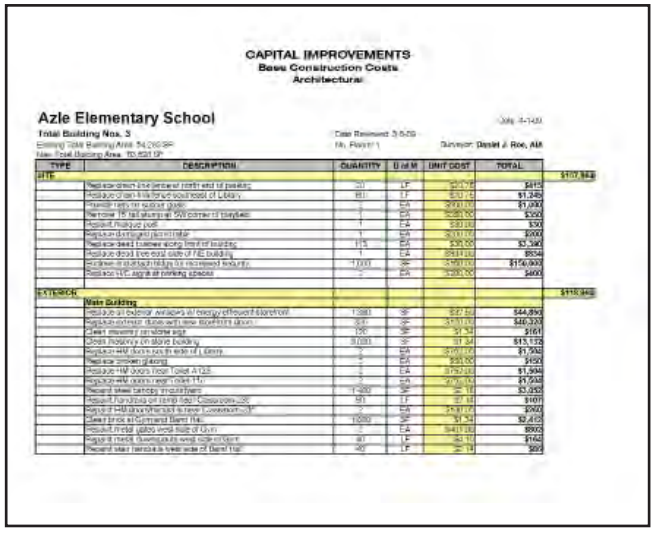


• COSTING

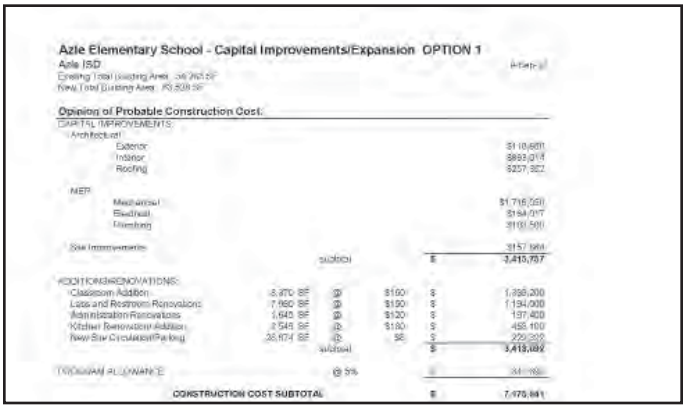
VLK has a proprietary cost database that is built from historical education facility construction costs and constantly updated utilizing RS Means costs data, TEXO economic forecasts and through consulting with industry leaders in construction. We use this database to apply costing to the capital needs identified in the assessment, both from a capital improvement standpoint and facility additions/renovations and new facilities. These costs are applied in a manner that allows the district's facilities department to adequately budget their maintenance needs each year in order to achieve as much of the capital improvements with their own forces as possible outside of a bond program. They are also applied to project budgets so that the district can allocate capital funds from a bond for whole projects. The crucial component of these project budgets is correct allocation of soft costs, inflation and direct costs to the district such as FF&E and technology. The facility maintenance cost sheets and the project sheets are tied together so that as maintenance accomplishes certain capital improvements, they come off the overall project budgets.

• FINAL DOCUMENT

The document that is provided to GISD will be both in hard copy format and digital. The hard copy serves the purpose of quick reference. The digital copy serves the purpose of a tool that will be utilized by the district long term. It is built off an Microsoft Excel platform so it is easily maintained and updated by District personnel for years to come. The template that the assessment capital improvement worksheets are built from our proprietary, but can be edited by the District so continued maintenance and project budgeting can be achieved each year. We have found that Microsoft Excel documents prove to be most valuable to school districts as opposed to other closed path software because of its wide and easy use. It requires very little training and will not become obsolete.

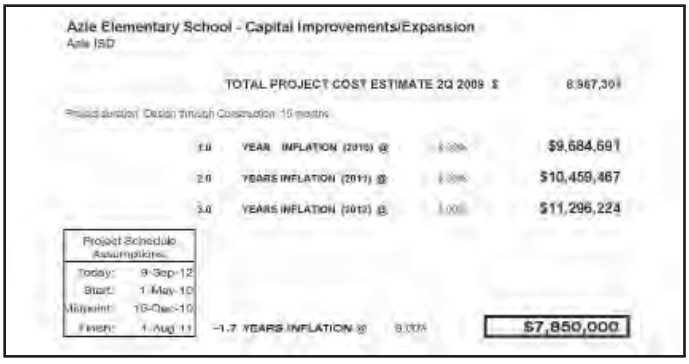

CAPITAL IMPROVEMENTS
Base Construction Costs
Architectural

Azle Elementary School


Azle Elementary School - Capital Improvements/Expansion OPTION 1
Azle ISD

Opinion of Probable Construction Cost:

CONSTRUCTION COST SUBTOTAL


Azle Elementary School - Capital Improvements/Expansion
Azle ISD

TOTAL PROJECT COST ESTIMATE 2Q 2009 $ 8,967,301

1.0 YEAR INFLATION (2010) @ $9,684,691

2.0 YEARS INFLATION (2011) @ $10,459,467

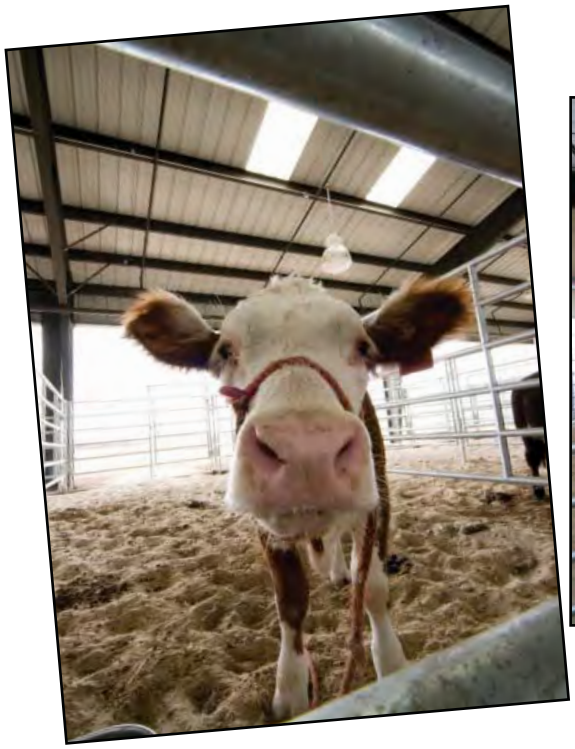
3.0 YEARS INFLATION (2012) @ $11,296,224

Project Schedule Assumptions:	
Today:	8-Sep-12
Start:	1-May-13
Midpoint:	15-Dec-13
Finish:	1-Aug-14

1.7 YEARS INFLATION @ 8.00% $7,850,000

6. PROFESSIONAL LIABILITY INSURANCE:

Describe limits per project: Professional liability policy of $2,000,000 per claim
Describe limits in aggregate: $2,000,000 aggregate
Describe deductible: The deductible for this policy is $75,000
Would any portion of insurance cost be shifted to Granbury ISD? No
Have you had any claims asserted against you within the last five years? No





7. EXPERIENCE PROFILE: LIST THE NUMBER OF PROJECTS FOR THE LAST FIVE YEARS, INCLUDING RENOVATIONS AND ADDITIONS:

Project Type	New Construction	Renovations/Addition
Elementary Schools	20	35
Middle Schools	10	20
High Schools	4	21
Athletic Facilities	31	5
Auditoriums	34	14
Administration Facilities	1	3

Specialized facilities: List any type of educational related facility not listed above.

Early Childhood Schools	1	2
Ninth Grade Centers	2	1
Career and Technology Centers	1	5
Agricultural Barns	5	0

State number of form's school related projects and school construction dollars for the following years:

2012	Number	60 Projects	$178,333,333
2011	Number	133 Projects	$125,000,000
2010	Number	89 Projects	$263,500,000
2009	Number	95 Projects	$260,000,000







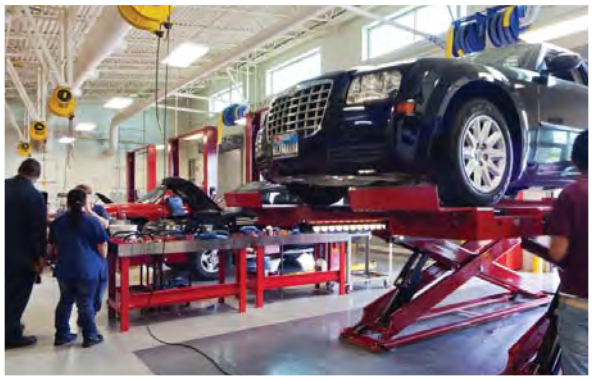
8. PROJECT REFERENCES:

Please list three completed projects similar to the one being requested by Granbury ISD (multi use facility) that would be representative of your firm's work and services provided within the last five years.



Project: SARAH HOLLENSTEIN CAREER & TECHNOLOGY CENTER
District: Eagle Mountain-Saginaw Independent School District
Contact Person/Title: Ms. Dana Eldredge, Director of Career and Technical Education
Phone number: 817.306.1925
Project description: This project was developed using an "inside-out" approach, where designers first looked at the detailed adjacency requirements within each academy. From there, they developed a bubble diagram for the entire building.
Many of the spaces, including the Automotive Technology, Cosmetology and Culinary Arts programs require exterior access, which drove the shape of the facility. Similar programs such as Aerospace Manufacturing, Automotive Technology and Planning & Construction share a back lot and storage space, while computer-related classrooms occupy a quieter portion of the building. Additional programs within the center include Computer Technology, Industrial Electronics, Health Science Technology, Legal Services, Visual Arts and Communications.
Services provided: Full Architectural Services
Original contract sum: $27,809,903
Final contract sum: $25,809,903
Number of change orders?: 1 **Amount of change orders?:** 1: ($1,602,145)
Were the change orders due to conditions created by the owner, architect or other? Explain: Savings returned to Owner at completion of the project.

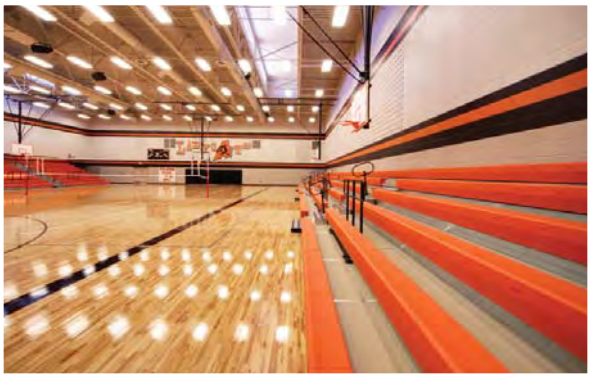


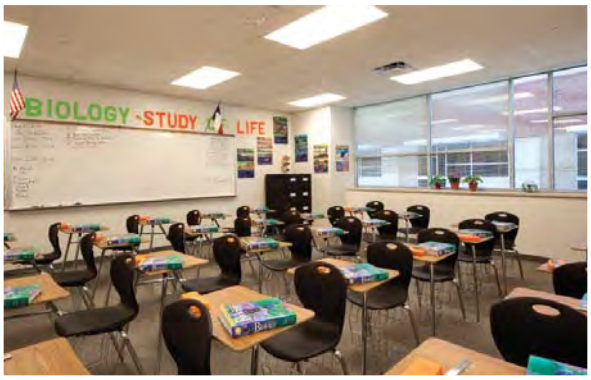


SARAH HOLLENSTEIN CAREER & TECHNOLOGY CENTER



Project: DON R. DANIEL NINTH GRADE CENTER
District: Aledo Independent School District
Contact Person/Title: Mr. Dan Manning, Superintendent
Phone number: 817.306.1925
Project description: Continued growth within the District meant that the existing high school was reaching its capacity. The District wanted to alleviate capacity issues at the high school and provide for a smoother transition of students from a middle school setting to a high school one. It was found that constructing a stand-alone Ninth Grade Campus on the existing site would be more cost effective for the District and provide a "stepping stone" for the transition between middle and high school.
The new 152,000 s.f. Ninth Grade Center is located adjacent to the existing high school. This meant the new Ninth Grade Campus had to integrate into the existing site to become part of the High School fabric. Construction had to be coordinated carefully to avoid reducing the usability of the existing high school and site amenities.
The two-story center features an exterior façade of brick and burnished CMU, which is a durable and local material. Fenestration and clerestories in the center are designed to maximize natural lighting while controlling heat gain and glare. Every corridor has terrazzo flooring to increase durability and longevity, as well as minimize maintenance.
Services provided: Full Architectural Services
Original contract sum: $31,987,802
Final contract sum: $25,809,903
Number of change orders?: 2 **Amount of change orders?:** 1: $3,472,428; 2: ($703,516)
Were the change orders due to conditions created by the owner, architect or other? Explain: The addition was increased project scope to provide an Indoor Practice Facility and the deduction was the savings returned to Owner at completion.





DON R. DANIEL NINTH GRADE CAMPUS



Project: MIDLOTHIAN HIGH SCHOOL ADDITIONS AND RENOVATIONS
District: Midlothian Independent School District
Contact Person/Title: Dr. Jerome Stewart, Superintendent
Phone number: 972.775.8296 ext.102
Project description: The High School's design was the result of connecting two existing campuses, the North Campus Ninth Grade Center and the South Campus with grades 10th through 12th. Connecting the two separate buildings created additional opportunities for collaboration and provide better sharing of resources. Inside the connector building is a new 800-seat auditorium, library, administration suite and fine arts area with art studios and a black box theater. A main corridor in the east-west axis joins all of the components, while the "main street" corridor in the north-south axis connects the campuses and houses a new Java City Café, an upscale, state-of-the-art bistro area. In addition, a new 2,500-seat arena and Agricultural Science building replaced the existing undersized facilities.
Services provided: Full Architectural Services
Original contract sum: $39,400,335
Final contract sum: $39,982,126
Number of change orders?: 3 **Amount of change orders?:** 1: $167,147; $367,487; 2: $90,098; 3: ($42,941)
Were the change orders due to conditions created by the owner, architect or other? Explain: 1 - Owner requested - Orchestra Pit Shell/Shell Towers/V-Chips - Additional painting to Unit J - Terrazzo at Rotunda; 2 - Owner Requested changes; 3 - Final Accounting - Credit back to MISD





MIDLOTHIAN HIGH SCHOOL ADDITIONS & RENOVATIONS

9. SPECIALIZED SERVICES/SUPPLEMENTAL SERVICES:

Check the services your firm provides and whether included in basic services or available for an additional fee.

	Basic	Additional
Americans with Disabilities Act audit/review ADA	✓	
Facility Plans	✓	
Acoustical evaluation		✓
Energy audits		✓
Environmental/hazardous materials inspections		✓
Life Safety System	✓	
Communication Systems Design	✓	
Site Planning/Site Selections	✓	
Landscape Design	✓	
Interior Design	✓	
Technology Infrastructure Design		✓

Other: Capacity studies, Bond Assistance/Planning & Coordination, District-wide facilities condition assessment, Feasibility studies (basic services) and Land acquisition assistance (additional fee).



SUMMER CREEK MIDDLE SCHOOL, CROWLEY ISD

10. CURRENT CLIENTS AND PROJECTS:

Please list three of your current school district clients whose projects reflect the scope of your present workload.

MIDLOTHIAN ISD NEW HIGH SCHOOL NO. 2



District: Midlothian Independent School District
Contact Person/Title: Dr. Jerome Stewart, Superintendent
Phone number: 972.775.8296 x 1196
Project description: Due to expanding growth of the District, they are in need of a second high school. This school will be built in two phases, with the first phase including a 1,000-student high school with core classroom spaces, science labs, administration area including counselors suite, library, cafetorium, fine arts area including a black box theater, and athletic areas including three gyms and locker room space. There will also be an eight-lane track with associated field events, synthetic turf field, two practice fields, competition baseball and competition softball fields. A field house will house all outdoor sport locker rooms and will include a training suite, weight room and laundry facilities.
Services provided: Full Architectural Services

KATY HIGH SCHOOL WEST, POOL, AND KITCHEN RENOVATIONS

District: Katy Independent School District
Contact Person/Title: Ms. Lisa Kassman, KISD Construction Project Manager
Phone number: 281.396.7552
Project description: The project scope will provide for the reconstruction of classroom and support space to replace the current West Campus building with a new 113.000 s.f. Ninth Grade Center. The goal is to provide a facility with closer proximity to the main campus of Katy High School, thereby providing a closer functional relationship and allowing the existing facility to remain in operation until the new structure is opened. Programs in the west campus include administration, general academic classrooms, fine arts, athletics, science and technology. The proposed location of the new construction avoids the necessity for the temporary accommodation of students during the construction. Other areas of the existing building that will be renovated as part of this project include creating a main entrance security vestibule at the existing administration area, renovations to the main campus kitchen and natatorium. The kitchen renovation will include new equipment in the serving lines and a new cooler/freezer. The Natatorium will receive a new filtration system, plaster and lane striping of the pool, scoreboard and timing system, and improvements to the ventilation system in the pool area. There will be some modifications to vehicular circulation and parking but without any affect to access from the major roadways or loss of any parking spaces.
Services provided: Full Architectural Services

COMPREHENSIVE HIGH SCHOOL NO. 4

District: Denton Independent School District
Contact Person/Title: Dr. Jamie Wilson, Superintendent
Phone number: 940.369.0030
Project description: A new high school campus for Denton ISD. The project is in the preliminary programming and planning stages.
Services provided: Full Architectural Services

11. CAD CABABILITIES:

Would 100% of construction documents be on CAD?: Yes

If not, what percent of work would be on CAD?: N/A

Describe percentage of work: N/A

What percentage of the construction documents will be produced by your in-house staff? 100%

At the conclusion of the project, would your firm transmit to the district drawings, specifications, CAD software, etc., for the purposes of future maintenance of the building, future alterations to the building, or future additions to the building by another architect, assuming the architect for the addition/renovations would be liable for the addition/renovation?
__✓__Yes _____No

VLK Architects currently produces all construction documents in AutoCad Architecture 2008 and Autodesk Revit Architecture 2011. We recognize that in today's world clients, contractors, energy managers, city officials and the like need access to digital versions of the documents for a variety of efforts. VLK takes the approach of providing up-to-date, conformed documents that incorporate design changes as they occur throughout the process. We will provide GISD copies of all requested digital documents for their use and recommend that Granbury ISD utilize the AIA Document E201-2007, Digital Data Protocol Exhibit document. This identifies the format of all digital documents and defines the version of software used so we can produce the documents in a format that GISD can use.

12. BROCHURE:

Please attach a brochure or material that describes examples of your firm's school projects.
Attachment A

13. EVALUATION AND SELECTION:

Each proposal will be reviewed and evaluated on the basis of the following criteria:

1. Technical Experience of Firm (30 points)
   a. Experience in Texas Public Schools
   b. Experience in other Governmental entities.
   c. Scope of Services offered.

2. Characteristics of staff assigned to Granbury ISD. (30 points)
   a. Size and structure of Firm
   b. Qualifications of assigned personnel.
   c. Firm's management personnel involvement

3. Clear understanding of services requested. (10 points)
   a. Completeness of qualification packet.

Reference Check (10 points)

14. INTERVIEW/PRESENTATIONS:

Based on review of proposals, interviews/presentations will be held by Administration Selection Committee of top 3 to 5 firms on one of the following days. Official appointments will be set and firm will be notified by May 1, 2013.
Monday, May 6, 2013
Tuesday, May 7, 2013
Based on the interview/presentations, the top two (2) firms will be asked to present to the Board for their consideration at the May 20, 2013 Board of Trustee meeting. Official appointments will be set and firm will be notified by May 14, 2013.

15. APPLICATION SIGNATURE:

Until a contract resulting from this process is executed, no employee agent or representative of any professional services provider shall make available or discuss its proposal with the press, any elected official or appointed official or officer of the district, or any employee, agent or other representative of the district, unless given permission to do so in writing by the Granbury ISD Superintendent, Dr. James Largent.

The information provided on this application I believe to be true and representative of the firm for which it is submitted.



Signature

April 23, 2013
Date

Leesa Vardeman, AIA Principal
Printed name of Representative and Title

VLK | ARCHITECTS



■ DESCRIPTION

The 600-student facility houses kindergarten and first grade, along with daycare facilities for district employees. The facility has the capability to convert into a full elementary school campus as student population increases. In addition, the main corridor splits the facility into an academic and public side. Each classroom wing displays a unique color scheme to help students find their way around the facility. The administration reception area has direct and open views of the main entry and a secured vestibule to monitor access into the campus.

The library encourages participation and stimulates interest with a large glass entrance. Storytelling and group presentation opportunities are made possible at the large-stepped read area near the center of the library. The staff circulation desk is centrally located to provide prominent visual access for the students while allowing ease of control for the librarian.





KRUM EARLY EDUCATION CENTER

KRUM ISD

VLK | ARCHITECTS



■ DESCRIPTION

The 62,300 s.f. early education center serves 633 Pre-Kindergarten students in two half day programs on the campus. The site was originally designed for a church building and already had a parking lot on the site when it was acquired by the District. The school's site layout utilized the existing parking lot and also has multiple drop-off/pick-up locations to ease traffic congestion.

The design of the school initially utilized the District's prototypical early childhood school plan with modifications to support the special needs program and additional classrooms and staff support spaces. The additional special program spaces include therapy rooms, motor labs, communication rooms and assessment viewing rooms.





SARA ISAACS EARLY CHILDHOOD SCHOOL

PLANO ISD

VLK | ARCHITECTS



■ DESCRIPTION

To meet the current needs of its students and provide a facelift to the community, Spring ISD elected to replace Bammel Elementary School instead of simply renovating it. The existing school was 40 years old and was not equipped to support current technology and today's teaching style.

The new 111,000 square foot facility was constructed in phases to allow classes to continue throughout the process. Upon completion, 98 percent of the classrooms will receive daylighting, and students will enjoy a more sustainable facility. Bammel Elementary School will house 700 students initially, with a capacity of 850. The new school was completed for the Fall of 2010.





BAMMEL ELEMENTARY SCHOOL

SPRING ISD

■ AWARDS

2011 TASA/TASB Value Award

VLK | ARCHITECTS



■ DESCRIPTION

The project involved the removal and replacement of the entire exterior skin of the existing elementary school due to problems with water infiltration. This included removal of all the brick sheathing and insulation as well as the replacement of deteriorated metal studs and installation of proper flashing and damp proofing to ensure a water tight envelope. A new brick pattern and replacement of the schools canopies gave the school a fresh new facelift. Interior renovations included restroom and ADA modifications as well as upgrades to the school HVAC systems and interior finishes.





BEAR CREEK ELEMENTARY SCHOOL

KATY ISD

VLK | ARCHITECTS



■ DESCRIPTION

Comanche Springs Elementary School is located on a 33-acre site that it shares with Prairie Vista Middle School. Both schools were constructed simultaneously. A two-story plan was developed to minimize the building footprint and separate grade levels. Kindergarten to second grade classrooms are located on the first floor along with the core spaces such as the library, cafeteria and administration. Third to fifth grades are housed on the second floor. The two-story design also allows windows in every classroom introducing natural light into the learning environment. Comanche Springs is the first elementary in the District to employ a geothermal heating and cooling system. The school features sunscreens and solar shading around the perimeter of the building, which introduces natural light into the school and reduces energy costs. This adds versatility and increases site adaptability. Another element that was implemented to improve site adaptability were multiple drop-off locations, which also decreases congestion during arrival and dismissal.





COMANCHE SPRINGS ELEMENTARY SCHOOL

EAGLE MOUNTAIN-SAGINAW ISD

■ AWARDS

2009 Fort Worth AIA Chapter Merit Award with Prairie Vista Middle School

VLK | ARCHITECTS



■ DESCRIPTION

The school's design is based on a concept reflecting the seven geographical regions of Texas. The five grade level pods (kindergarten through fourth grade), the cafetorium, and the library have unique color schemes coordinating with one of the regions of Texas. Each classroom pod has its own student activity area, team room, and student and faculty restroom facilities. The library features a bird watching pavilion that overlooks the courtyard containing native Texas plants, bird feeders, a butterfly garden, and a tiered amphitheater.





FOREST RIDGE ELEMENTARY SCHOOL

COLLEGE STATION ISD

■ AWARDS

2006 TASA/TASB Design and Educational Appropriateness Awards

VLK | ARCHITECTS



■ DESCRIPTION

Grade-level wings were clustered around core, shared learning facilities. Each grade-level wing, a cluster of five classrooms and a flexible learning space, have abundant natural light, views into outdoor learning environments and direct access to individualized parent drop-off and pick-up areas. Grade-level houses are arranged chronologically throughout the academic block to underscore advancement or maturation of the student with individualized color palettes are used in each house as wayfinding elements.

The single story facility incorporated gabled entries and a variety of building massing that fit with the residential neighborhood. The architectural style reflects the Texas Hill Country to fit into cedar filled, rocky, rolling hills of the open ranch areas of the district. Rough cut and smooth face concrete block, traditional red clay brick, clear anodized aluminum and warm grey metal roofs form the palette that enhances the architectural style.





PATRICIA DEAN BOSWELL MCCALL ELEMENTARY SCHOOL

ALEDO ISD

VLK | ARCHITECTS



■ DESCRIPTION

To meet the current needs of its students, Houston ISD elected to replace Piney Point Elementary School instead of simply renovating it. The new 114,000 square foot school will accommodate 1,014 students, pre-kindergarten through fifth grade. However, the existing school will remain occupied throughout construction.

Piney Point is designed in separate masses, each housing its own programmatic elements. Classrooms are divided into two wings with pre-kindergarten, first grade and PPCD grouped together in one wing, and second and third grade in the other. The second classroom wing features a second story, which houses fourth and fifth grade, an art and science classroom, and reduces the building's overall footprint. The classroom wings run east-west in order to optimize natural light. Piney Point opened in August 2010.





PINEY POINT ELEMENTARY SCHOOL

HOUSTON ISD **LEED® REGISTERED**

■ AWARDS

2011 TASA/TASB Value

VLK | ARCHITECTS



■ DESCRIPTION

The key educational philosophy for the design of this new elementary school was collaboration. District and campus administrators asked for an extremely flexible building to accommodate multiple forms of learning. During a two-day, on-site charrette, VLK designers met with user groups to thoroughly dissect how each grade level of classes would operate. The resulting floor plan features pods of classrooms with break-out areas for collaborative work.





RIDGEVIEW ELEMENTARY SCHOOL

KELLER ISD

LEED® REGISTERED

VLK | ARCHITECTS



■ DESCRIPTION

A two-story compact design preserves the five acre site and the mature pine, oak and sycamore trees which occupy the site. The 750-student LEED® certified school design allows for placement of an internal site drive, providing ample parking, vehicle queuing and moves traffic off neighborhood streets.

Academic areas are clearly defined and separate from public areas such as the cafeteria and multipurpose room. The main corridor and organizing wall create a simple transition into the building and join the interior zones of the building for centralized circulation. Salvaged brick from the existing school was used to build a low wall around the entry plaza and create an accent brick in the centralized masonry wall. The school features hands-on learning spaces such as a pond for aquatic life studies and a nature center. Since trees play an integral role in the design, they were specially-constructed and placed inside the building as a means of bringing nature within.





WALNUT BEND ELEMENTARY SCHOOL

HOUSTON ISD LEED® CERTIFIED

■ AWARDS

2008 TASA/TASB Outstanding Primary School
2008 TASA/TASB Design, Innovation, Process of Planning, Value and Sustainablity Awards
2008 USGBC Greater Houston Chapter Honorable Mention

VLK | ARCHITECTS



■ DESCRIPTION

The new 172,000 square foot Benbrook Middle School shares a 31-acre site with the existing Westpark Elementary School. The split level design allows for a three-story academic wing on the south side of the building while shared facilities, such as the cafeteria and auditorium, are located adjacent to the main corridor. The main east-west corridor is a two-story volume provided with clerestory windows to bring natural light into the core of the building. The fine arts suite includes art rooms, band, choir, orchestra, practice rooms and a 600-seat auditorium. The library features generous glazing on the north elevation to provide natural light into the reading area.





BENBROOK MIDDLE SCHOOL

FORT WORTH ISD

CHPS

VLK | ARCHITECTS



■ DESCRIPTION

After evaluating the two-story 1937 building housing classrooms, it was determined that a renovation would be unfeasible and cost prohibitive, therefore a new addition was necessary. The new addition includes 16 classrooms, three science labs and teacher workrooms/staff support space and a flex lab. In order to keep the existing campus 100 percent operational during construction, we created secure temporary walkways to provide student access to fine arts and cafeteria. Classrooms are north facing and receive maximum daylighting, while outdoor gathering areas offer learning opportunities beyond the classroom. The L-shaped building create natural barriers and provides a connection to otherwise free-standing buildings. Sixth graders are housed in their own wing to encourage social development and confidence-building while adhering to the grade-level curriculum model of team teaching. The campus is also home to the only International Baccalaureate Middle Years program in a public middle school in the six-county metro area. The street façade respects the building's historical context while a more contemporary response occurs on the courtyard side.





CALHOUN MIDDLE SCHOOL ADDITIONS & RENOVATIONS

DENTON ISD

■ AWARDS

2010 TASA/TASB Design Award

VLK | ARCHITECTS



■ DESCRIPTION

The building, serving 1,100 students in grades sixth through eighth was designed with the administration and library as the focal point of the building. The library on the second floor, central to the academic block symbolically embraces learning and the community. The school is designed to separate the academic areas from shared public spaces, such as the gymnasium and cafetorium. The two-story academic wing incorporates classrooms, science labs, technology lab, art classrooms, and special education classrooms.

The gentle curve featured on the front façade of the building is articulated by the simple massing of the music suite and highlights major spaces such as the library and the cafetorium. Separate bus and parent drop-off areas are provided as well as ample parking for visitors, faculty, staff, and extracurricular events. Prairie Vista Middle School is located on a 33-acre site that is shares with Comanche Springs Elementary School. Both schools were constructed simultaneously.





PRAIRIE VISTA MIDDLE SCHOOL

EAGLE MOUNTAIN-SAGINAW ISD

■ AWARDS

2009 Fort Worth AIA Chapter Merit Award with Comanche Springs Elementary School

VLK | ARCHITECTS



■ DESCRIPTION

This 184,000 square foot prototype middle school accommodates 1,200 students in grades seven and eight. Core facilities have a design capacity of 1,600. The two-story academic wings allow for natural light in the typical classroom and provide for future expansion with a minimal building footprint increase and site disruption.

The library is located on the second floor away from the high traffic area of the ground level and adjacent to the academic wings. A bank of six science labs on the second floor share preparation and chemical storage areas and support the team teaching concept utilized at the campus.





SUMMER CREEK MIDDLE SCHOOL

CROWLEY ISD

VLK | ARCHITECTS

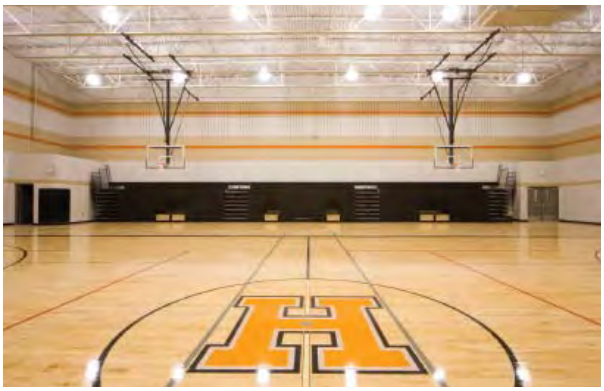


■ DESCRIPTION

Tom Harpool Middle School is the sixth middle school for Denton ISD. It is a two story 161,252 s.f. building. The middle school is sited with an elementary school in the Lantana Development near the southern edge of the school district's boundaries.

The school will host three grade levels and the floor plan was developed with three educational wings, fine arts, athletics, and vocational facilities. The campus also includes a football game field, tennis courts, and track.

The two-story articulated floor plan allows for natural lighting in every classroom and reflects activity zones defined by the educational program. The building massing and exterior facade reflects a hill country feel found in the surrounding community, while the interior draws from earth tones found in the landscaping.





TOM HARPOOL MIDDLE SCHOOL

DENTON ISD

VLK | ARCHITECTS



■ DESCRIPTION

The prototype middle school serves sixth, seventh, and eighth grade students in which each grade is housed in a separate two-story wing. Shared spaces such as the cafeteria, gymnasium, and administration are located on the second level opposite the classroom wings and accessible to each grade. The strong definition of grade level teaching spaces enhances the team teaching philosophy exercised at the school.





TRINITY SPRINGS MIDDLE SCHOOL

KELLER ISD

VLK | ARCHITECTS



■ DESCRIPTION

The middle school is designed for a 1,200-student population, which includes grades sixth, seventh and eighth. The "school within a school" concept was used to produce an independent sixth grade wing. The linear double-loaded corridor in the academic wings allows classrooms to have natural light. A "Main Street" concept defines the main circulation axis, which connects the major components such as academics, athletics, and fine arts.

The cafetorium serves as an early morning gathering space and commons area for students. The school has a 1,200-seat competition gymnasium, a 250-seat practice gym, and a fine arts area, which includes art rooms, band, and choir and theater arts.





WALNUT GROVE MIDDLE SCHOOL

MIDLOTHIAN ISD

VLK | ARCHITECTS



■ DESCRIPTION

The new 152,000 square foot Ninth Grade Campus is located adjacent to the existing high school. The two-story center features an exterior façade of brick and burnished CMU, which is a durable and local material. Fenestration and clerestories in the center are designed to maximize natural lighting while controlling heat gain and glare. Every corridor has terrazzo flooring to increase durability and longevity, as well as minimize maintenance.





DON R. DANIEL
NINTH GRADE CAMPUS

ALEDO ISD

VLK | ARCHITECTS



■ DESCRIPTION

While the Ninth Grade Campus is separate from the High School, it also serves as a connector to D-Hall and H-Hall allowing students to travel the entire campus without going outside. In addition, the connection between the High School and Ninth Grade Campus provides security for students and makes for convenient travel during inclement weather.

The architecture and finishes of the campus reflect that of the existing High School in order to create continuity and project a single-campus environment. The campus features an athletic wing with a weight room, dance/cheer room, competition-size gymnasium with bleachers, and locker room facilities for football, dance and P.E.





MONTGOMERY ISD NINTH GRADE CAMPUS

MONTGOMERY ISD

VLK | ARCHITECTS



■ DESCRIPTION

The additions and renovations' design at Boswell High School was developed to fulfill the District's two main goals: creating a cohesive campus by connecting existing buildings with new wings as well as focusing on security on the school grounds. The three, secured entry points of the campus welcome students and visitors with dynamic materials such as glazed block, burnished CMU and metal paneling. The complexity in this type of project is maintaining a functional high school while performing construction on various areas of the campus.

This phased project has been broken down into three parts: creating a new science and business wing, demolishing the former academic building, and creating a new double volume academic wing, incorporating the area of the old structure in the process. Safety has played a vital component in the building, as students have remained on campus during much of the construction. Additional renovations will be occurring at the end of the school year within the auditorium, athletic locker rooms, and gymnasium.





BOSWELL HIGH SCHOOL ADDITIONS & RENOVATIONS

EAGLE MOUNTAIN-SAGINAW ISD

VLK | ARCHITECTS



■ DESCRIPTION

The new 430,000 square foot high school will serve 2,500 students in grades 9-12. The site for the new high school is located just north of the TCC Northwest Campus and has view of Marine Creek Lake. Athletic facilities include a 7,500-seat competition stadium with an eight-lane track, 50,000 square foot field house, a two-story press box, a competition and practice baseball/softball complex and an 800-seat minor competition stadium. Core facilities include a 1,000-seat auditorium, a 1,800-seat competition basketball and volleyball gymnasium, and an agricultural facility.





CHISHOLM TRAIL HIGH SCHOOL

EAGLE MOUNTAIN-SAGINAW ISD

VLK | ARCHITECTS



■ DESCRIPTION

A limestone clad entry rotunda marks the entrance to the 356,224 square foot high school. The cafetorium is in the heart of the school, which doubles as a commons area for students. The two-story main corridor balances the academic and administration areas on one side and fine arts, cafeteria and athletics areas on the other.

The building zoning allows the school to be used by the community after hours. A 100-seat lecture hall is accessible from the library after hours. The 700-seat auditorium is accessible from the main entry after hours and is equipped with motorized rigging and a full fly-loft. A 2000-seat competition gymnasium is accessed from both floors of the main corridor. It has adjacent locker facilities for teams and referees as well as a concession stand and public restrooms. The 25,000 square foot field house contains lockers, a weight room, as well as concessions and public restrooms for the competition baseball, softball and football fields.





JOHN H. GUYER HIGH SCHOOL

DENTON ISD

■ AWARDS

2006 TASA/TASB Design, Educational Appropriateness and Process of Planning Awards

VLK | ARCHITECTS



■ DESCRIPTION

The Fine Arts Addition at Krum High School was in response to inadequate performance venues for the District's growing drama/theatrical department, concert band and choir. The new addition is the only performance venue serving the area and will also be utilized for public events. The fine arts addition included an 800-seat auditorium with a full performance stage, dressing rooms, set construction lab, and costume and prop storage.

The auditorium includes state-of-the-art equipment, lighting and fully flown motorized battens for stage sets. A construction shop provides direct access for the development of performance sets. Dressing rooms with 15 make-up stations, costume storage, and toilets are provided for both boys and girls. The lobby serves the dual purpose of the staging area before performance venues and additional seating area for the cafeteria during the day.





KRUM HIGH SCHOOL FINE ARTS ADDITION

KRUM ISD

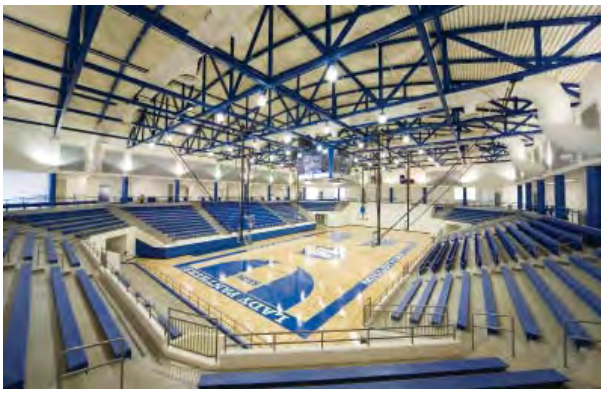
VLK | ARCHITECTS



■ DESCRIPTION

The High School's design was the result of connecting two existing campuses, the North Campus Ninth Grade Center and the South Campus with grades 10th through 12th. Inside the connector building is a new 800-seat auditorium, library, administration suite, and fine arts area with art studios and a black box theater. The library is in the heart of the building serving both students and the community. A main corridor in the east-west axis joins all of the components, while the "main street" corridor in the north-south axis connects the campuses and houses a new Java City Café. In addition, a new 2,500-seat arena and Agricultural Science building replaced the existing undersized facilities.





MIDLOTHIAN HIGH SCHOOL RENOVATIONS & ADDITIONS

MIDLOTHIAN ISD

■ AWARDS

2007 TASB/TASA Design and Value Awards

VLK | ARCHITECTS

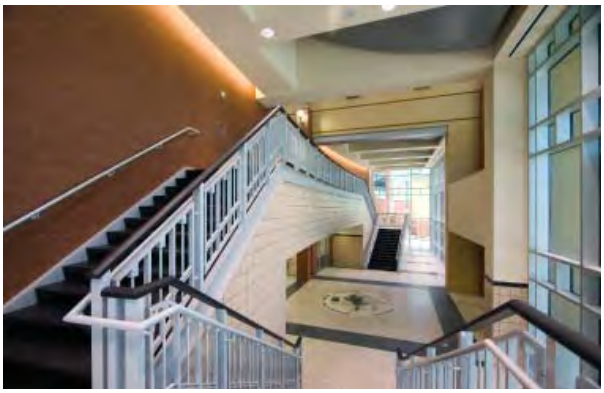


■ DESCRIPTION

The 2,500 student high school was constructed in two phases on an 87-acre site. A "main street" concept is incorporated into the design of a 600-foot long corridor defined by exposed steel structure, terrazzo floors, and clerestory windows. Core facilities include a 1,800-seat competition gymnasium, two practice gymnasiums, a gymnastics facility, an 800-seat auditorium with motorized fly loft and a theatrical stage, band and choir halls, a tiered lecture room, library, and cafeteria.

A free-standing 40,000 square foot indoor practice facility includes artificial turf, weight room, locker rooms, and Ag and shop classrooms. The campus also features a 5,000-seat varsity football/track /soccer stadium with artificial turf with an eight-lane track, a 500-seat varsity baseball and softball complex, practice fields, and a concession building.





SAGINAW HIGH SCHOOL

EAGLE MOUNTAIN-SAGINAW ISD

■ AWARDS

2005 TASA/TASB Design Award

2005 Fort Worth AIA Mayor's Award

VLK | ARCHITECTS



■ DESCRIPTION

Upon entering Timber Creek High School, 9th - 12th grade students are welcomed into a two-story atrium and main corridor, balanced by academic and administration areas on one side and fine arts, a commons area and athletics spaces on the other. The library is located at the front of the school and has exterior doors for after-hour community use. A 100-seat lecture hall is accessible from the library, and the 800-seat auditorium is accessible from the main entry. A 2000-seat competition gymnasium is accessed from both floors of the main corridor. It has adjacent locker facilities for teams and referees as well as a concession stand and public restrooms.

Timber Creek High School was designed with sustainability in mind. The building is sited to maximize north light in the learning spaces, and large clerestory windows in the main corridor and the center of each classroom wing maximize daylighting. The building is conditioned by a geothermal HVAC system.

TIMBER CREEK HIGH SCHOOL

KELLER ISD





■ AWARDS

2010 TASA/TASB Design, Educational Appropriateness, Innovation and Sustainability Awards

VLK | ARCHITECTS



■ DESCRIPTION

The Center is a 185,000 s.f. facility housing academies to encourage in-depth learning of career-specific activities. The lobby features a full-height display space, and commons areas are equipped with furnishings to facilitate collaboration.

Academic zones include Culinary Arts with a full kitchen and lab and a bistro with an outdoor eating area; Audio/Visual/Film with a television control room and editing suites; Cosmetology with two labs and a classroom; Health Science, with two classrooms and a lab featuring four gurney stations; Interior Design; Pre-Engineering/Manufacturing; Architecture/Construction; Law Enforcement, with classrooms, a mock courtroom and a 911 dispatch lab; Web Design/Animation, with tiered computer labs; Child Development with a learning lab; and Marketing.





BILL R. JOHNSON CAREER AND TECHNOLOGY EDUCATION CENTER

CROWLEY ISD

VLK | ARCHITECTS

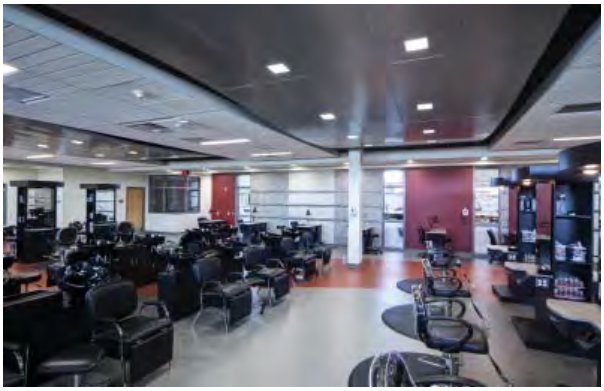


■ DESCRIPTION

The goal of the 126,000 square foot center is to provide leadership in developing an educated, prepared, adaptable and competitive workforce. This project was developed using an "inside-out" approach, where designers first looked at the detailed adjacency requirements within each academy. From there, they developed a bubble diagram for the entire building.

Many of the spaces, including the Automotive Technology, Cosmetology and Culinary Arts programs require exterior access, which drove the shape of the facility. Similar programs such as Aerospace Manufacturing, Automotive Technology and Planning & Construction share a back lot and storage space, while computer-related classrooms occupy a quieter portion of the building. Additional programs within the center include Computer Technology, Industrial Electronics, Health Science Technology, Legal Services, Visual Arts and Communications.

The heart of the career and technology center contains a commons area with a conference center to be utilized by the entire district for staff development, conferences and student activities. As an added bonus, the adjacent culinary arts program can cater for special events.





SARAH HOLLENSTEIN CAREER & TECHNOLOGY CENTER

EAGLE MOUNTAIN-SAGINAW ISD

■ AWARDS

2011 Topping Out Top Ten Award

2012 TASA/TASB Caudill Award - Honorable Mention, Process of Planning, Design, Educational Appropriateness and Innovation Awards

VLK | ARCHITECTS



■ DESCRIPTION

The addition of a new cafeteria at the freshly finished high school campus left the existing cafeteria space available for other uses. The former cafeteria soon became the Technology Village that includes components such as a TV studio, TV control room, radio station, engineering lab and an editing room. A video production class allows students learn various technical aspects including script writing, on-screen graphics, camera handling, on-air presentation and video editing.

The engineering lab utilizes the "Infinity Project," which is a national award-winning high school and early college math- and science-based education initiative. The radio station incorporates six soundproof rooms with voice tracking systems, which allows students to complete six hours of pre-programming for the radio station each class period. Four separate studio host microphones for guest speakers that can be used for live or recorded shows.





TECHNOLOGY VILLAGE AT MIDLOTHIAN HIGH SCHOOL

MIDLOTHIAN ISD

■ AWARDS

2008 TASA/TASB Design, Innovation and Educational Appropriateness Awards

GRANBURY INDEPENDENT SCHOOL DISTRICT

600 W. BRIDGE, SUITE 6

GRANBURY, TX 76048

CERTIFICATE OF RESIDENCY

The state of Texas has passed a law concerning non-resident bidders. This law can be found in Texas Government Code under Chapter 2252, Subchapter A. This law makes it necessary for the Granbury Independent School District to determine the residency of its bidders. In part, this law reads as follows:

"Section:2252.001
(3) 'Non-resident bidder' refers to a person who is not a resident.
(4) "Resident bidder' refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident bidder underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

I certify that VLK Architects, Inc. is under Section 2252.001(3) and (4), a
(Name of Company Bidding)

Resident Bidder Non-resident Bidder

My or our principal place of business under Section: 2252.001 (3) and (4), is in the city of

in the state of Texas

(a) Does your "resident state" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? Yes_____ No ✓
(b) If yes, what is that amount or percentage? _____

Signature of Authorized Company Representative

Leesa Vardeman, AIA
Printed Name of Authorized Company Representative

Princpal
Title/Position with company

April 23, 2013
Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL

CRIMINAL BACKGROUND CHECK AND FELONY CONVICTION NOTIFICATION

(a) Criminal Background Check Bidder/Proposer shall obtain history record information that relates to an employee, applicant for employment, or agent of the Bidder/Proposer if the employee, applicant, or agent has or will have continuing duties related to the contracted services; and the duties are or will be performed on school property or at another location where students are regularly present.

The Bidder/Proposer certifies to the Granbury ISD before beginning work, and at no less than an annual basis thereafter that criminal history record information has been obtained.

Bidder/Proposer shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas law, from Granbury ISD's property or other location where students are regularly present.

Granbury ISD shall be the final decider of what constitutes a "location where students are regularly present."

Bidder/Proposer's violation of this section shall constitute a substantial failure.

(b) Terms and Conditions Vendors (owners, officers, employees, volunteers, etc.,) may not work on district property where students may or may not be present when they have charges pending, have been convicted, received probation or deferred adjudication for the following;

1. Any offense against a child
2. Any sex offense
3. Any crimes against persons involving weapons or violence
4. Any felony offense involving controlled substances
5. Any felony offense against property
6. Any other offense the District believes might compromise the safety of students, staff, or property

All contractors, subcontractors and their employees must submit to the Granbury ISD upon request proof of a satisfactory criminal record history of all individuals working on District property through background checks conducted as required by Senate Bill 9. The criminal record history must be obtained by the successful bidder before any work is performed. The information regarding the requirements for conducting a criminal records check is posted on The Texas Department of Public Safety's website, www.txdps.state.tx.us by clicking open Crime Records and reading School District Guide to Senate Bill 9. The cost for each criminal records check is approximately $100.00.

Submission of a response to this bid certifies that Bidder/Proposer is aware and complies with the above requirements.

Signature of Company Official: 

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL

GRANBURY INDEPENDENT SCHOOL DISTRICT

600 W. BRIDGE, SUITE 6

GRANBURY, TEXAS 76048

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection(a), states a person or business entity that enters into a contract with a school district must give advance notice to the district if a person or an owner or operator of the business entity has been convicted of a felony. This notice must include a general description of the conduct resulting in the conviction of a felony.

NOTE: This notice is not required of a publicly held corporation.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: VLK Architects, Inc.

Authorized Company Official's Name (printed): Leesa Vardeman, AIA

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction: _____

_____

_____

Signature of Company Official: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a)

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of person who has a business relationship with local governmental entity.**

VLK Architects, Inc. / Leesa Vardeman, AIA

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

None
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

None

4

Signature of person doing business with the governmental entity

April 23, 2013
Date

RFQ 2013-15

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
VLK Architects, Inc.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
Individual/sole proprietor | C Corporation | ☑ S Corporation | Partnership | Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▸ S

Other (see instructions) ▸

Exempt payee

Address (number, street, and apt. or suite no.)
2821 West 7th Street, Suite 300

Requester's name and address (optional)

City, state, and ZIP code
Fort Worth, Texas 76107

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
– –

Employer identification number
7 5 – 1 9 9 3 0 9 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▸ [signature] Date ▸ April 23, 2013

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business.
Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 14, 2013
RE: Energy Management Project Final Budget

SUMMARY:

At the November board meeting, the board authorized administration to enter into an agreement related to the Energy Conservation Program with DMI Entegral Solutions Group. As a result they have continued to review our facilities and work with district staff gathering the needed data to present the Stage II scope of work and estimated savings. At the time of the approval they presented that anticipated savings would be between $125,000 and $180,000.

At the January Board meeting, DMI Entegral presented two options for the continuation of this project, option 1 being replacement and funding of only items that can be funded with a note having a payment consistent with the anticipated savings and option 2 replacement of all items found funded with a note and additional capital so that the complete savings could be realized. Action was taken to proceed forward with the project for all projects presented except for the Field Turf.

At the February Board meeting, the turf project was discussed and administration was authorized to proceed with the full energy savings project to include turf to be funded with savings and to utilize fund balance up to $2,800,000.

The final scope and guaranteed savings numbers were presented to the Board at the April Board meeting and the Board approved Superintendent to enter into a contract for the full project and to proceed with issuing of Tax Notes. Due to the reimbursement resolution approved at the March meeting, expenditures prior to funding can be reimbursed with the funding once all finalized. The funding will be handled under a separate agenda item.

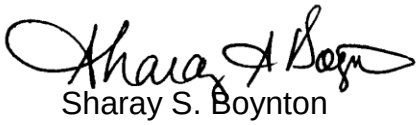
As a result of the projects being done through this project, other projects have been requested to be done. The details of such are included on the attached spreadsheet. The total budget is presented for the Board's consideration. The projected funding is just that, projected, actual numbers will be available at the

meeting on Monday when BOSC, Inc. personnel present the bids received on this funding.

RECOMMENDATION:

That the Board approve the full project budget as presented and commit fund balance as necessary to cover the cost in excess of Tax Notes issued.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Dr. James Largent
Sharay Boynton
Randy Leach

Date Submitted: May 14, 2013

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: February 26, 2013
RE: Maintenance Tax Note Resolution

SUMMARY:

Funding associated with Granbury ISD's Energy Conservation Services Program through Performance contracting includes Maintenance Tax Notes. The exact dollar amount of these notes or the payment terms and conditions are not known at this time but will be later this week after final pricing is determined.

Attached is a draft resolution. The final pricing information and related information will be included in the final draft and presented upon receipt from legal and BOSC, Inc.

Representatives from BOSC, Inc. will be in attendance at the meeting for any discussion that may be needed related to this matter.

RECOMMENDATION:

Recommend that the Board adopt the final Resolution Authorizing the Issuance of Maintenance Tax Note.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: May 14, 2013

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

CURRICULUM AND INSTRUCTION

TO: Dr. James Largent, Superintendent

FROM: Sharon Williams
DATE: May 13, 2013
RE: State Expedited Waivers

SUMMARY:

A school district may apply to the Commissioner of Education for a waiver regarding staff development and early release days. The strategic planning process has defined a need to provide staff time for collaboration. The Early Release Waiver will fill that need. Professional development is critical due to state curriculum changes and the pedagogical shifts with Project Based Learning (PBL). A general staff development waiver and a subject based staff development waiver will be beneficial to address those needs. One day of the subject based staff development waiver will address English Language Arts and then one day will address Math for a total of two days with that waiver.

RECOMMENDATION:

It is recommended that an Early Release Waiver of 7 days, a Staff Development Waiver of 3 days, and a Staff Development Waiver – Subject Based of 2 days be approved.

Respectfully submitted,

Sharon Williams
Director of Curriculum and Instruction



Vision: **All students are equipped with skills to be inspired, contributing citizens excelling in any chosen endeavor within a dynamic global society.**

Beliefs:

We believe students' futures are impacted by access to and use of opportunities to foster their unique capabilities and interests.

We believe partnerships between parents, students, teachers, and the community are vital to the success of our school system.

We believe cultivating positive relationships is essential for successful learning.

We believe adaptable students who are life-long learners will be empowered to shape their world.

We believe providing an optimal environment enables each student to discover his or her full learning potential.

Mission: **Our mission, in collaboration with unique partnerships, is to provide a rigorous academic curriculum along with enriching and individualized opportunities empowering every student to compete in an ever-changing world.**

Objectives:

- Beginning in 2013-2014, every student will participate in a community service project of their choosing each year.
- By 2016, Granbury ISD will have the technology infrastructure required to provide 100% of our learners access to the technology tools necessary to compete in an ever-changing world.
- All students will plan, monitor, and assess their own individualized academic goals.
- In order to enhance academic rigor, project-based learning will be implemented on all campuses (K-12) to enhance critical thinking, problem-solving, and communication in an optimal environment

Goals:

- We will foster an environment where students, their families, staff, and the community provide a unified network of support that integrates positive relationship building and high expectations where every diverse member is valued.
- We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.
- We will provide an optimal technology infrastructure to support the on-going transformation of programs, services, and tools throughout every facet of the district.
- We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.
- We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.
- We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.

Specific Results for Goals:

Goal 1: We will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship building and high expectations where every diverse member is valued.

- Insert a mobile unit into communities, neighborhoods, local festivals and activities, extracurricular events, and summer programs to promote and provide an outreach for the community
- Provide a system-for district initiatives (trainings, programs, etc.) to establish and expand a culture where kindness and compassion are prevalent among all stakeholders
- Establish a liaison to bridge community resources to meet the needs of our families. (cross-referenced in 6.2)
- Promote and celebrate GISD to encourage participation and buy-in o all our stakeholders by expanding connections and communication with families and our community members and utilizing technology to get the information to the public
- Implement in-house campus/district opportunities that bring teachers and administrators together to foster professional relationships

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

- choose a project based learning model based on its proven efficacy at all levels that fosters GISD common language and dynamic classrooms
- implement the chosen project-based learning model by assembling a core group of teachers at each level who will visit successful sites and serve as trainers of teachers
- schedule multiple sessions throughout the school calendar for teacher collaboration, planning, and implementation of our rigorous and engaging curriculum, to include but not be limited to technology, project-based learning, and partnership objectives (cross-referenced in 5.2)
- schedule multiple sessions throughout the school calendar for teacher collaboration, planning, and implementation of our rigorous and engaging curriculum, to include but not be limited to technology, project-based learning, and partnership objectives
- evaluate the implementation of our chosen project-based learning model through the reflection of all stakeholders

Goal 3: We will provide an optimal technology infrastructure to support the on-going transformation of programs, services, and tools throughout every facet of the district.

- Ensure a robust infrastructure able to support a 1:x environment with the ability to grow with increased student needs and technology and the ability to implement ever-changing industry standards.
- Facilitate access to all GISD resources both at and away from school.
- Provide professional development to support all content areas and departments seamlessly incorporating technology
- Develop a minimum standard of available tools for every classroom
- Implement technology offerings in courses at all levels in order to equip students to adapt in a technology driven society

See Design Team Recommendations attached

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

- Provide safe facilities for all current and future GISD programs (including classrooms, co-curricular, extra-curricular, support services and campus administration)
- Provide state-of the-art facilities for all current and future GISD programs (including classrooms, co-curricular, extra-curricular, support services and campus administration)
- Provide state-of-the-art administrative facilities in order to provide support for all current and future GISD programs

See Design Team Recommendations attached

Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.

- Implement flexible scheduling to provide students opportunities for in depth, rigorous and relevant learning
- Provide opportunities for teachers to collaborate throughout the school year (cross-referenced in 2.3)
- Establish specific times dedicated for teacher preparation at the end of each grading period
- Construct a calendar that includes professional development days balanced throughout the school year

Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.

- Establish and maintain a dynamic centralized database of resources available for our students, families and educators to give them the opportunities for success
- Designate a person dedicated to the coordination of resources and support between school personnel, the community, students, and their families (cross-referenced in 1.3)

Design Team Recommendations for Processes (necessary to accomplish goals):

- ***Facilities Committee (reference Goal 4)***
- ***Bond Committee (reference Goals 3 & 4)***

Athletics

For:	**Board of Trustees**
Date:	**5-20-13**
Action:	**Information**

To: **Dr. James M. Largent, Superintendent**	**From:** **Dwight Butler** **Date:** **5-14-13** **RE:** **2012-2013 Athletic / Community Education Overview**

SUMMARY:

Athletic/Community Education Department 2012-2013 summary report.

Respectfully submitted,



Dwight Butler
Director of Athletics

ATHLETIC / COMMUNITY EDUCATION DEPARTMENT
2012-2013

Dwight Butler, CMAA
GISD Athletic Director

May 20, 2013

Athletic / Community
Education Department

Overview

Athletic Opportunities
Athletic Participation
Student Population
Athletic Events
Playoff Representatives
Academic Accolades
Athletic GPA Comparison
Athletic Physical Opportunities
Drug Testing
Driver's Education
Summer Camps
Office Procedures
Special Recognition
The Importance of Coaches
Head Coaches

Athletic Department

Athletic Opportunities

- At the High School / Ninth Grade level, we offer 22 sports, 11 male sports and 11 female sports.

- For those students who want to participate in Athletics but do not want to play, we offer a Sports Medicine program where students can learn injury prevention, first aid, injury care, and injury rehabilitation.

- There are also manager opportunities that include sports statistics and audio visual.

- At the Middle School level, we offer 6 sports, 3 male sports and 3 female sports for both 7th and 8th graders.

Athletic Department

Athletic Participation

- There are approximately 1,697 student athletes in the Athletic Programs here at Granbury ISD in grades 7^{th} – 12^{th}.

- The enrollment for grades 7^{th} – 12^{th} as of May 7^{th} was 2,812.

- That means that 61% of the students enrolled participate in Athletics.

Athletic Department

Student Population

- Caucasian students comprise 81% of all GISD student athletes. This has stayed consistent from the 2011-2012 school year.

- Hispanic students comprise 18.2% of all GISD student athletes. This improved from 14.0% in 2011-2012school year.

- The American Indian, Asian, and African American students combined comprised 1% of all GISD student athletes. This has stayed consistent from the 2011-2012 school year.

- The Economically Disadvantaged students comprise 33.0% of all GISD student athletes. This has stayed consistent from the 2011-2012 school year.

Athletic Department

Athletic Events

Granbury High School / Crossland Ninth Grade Center

Pirate Sports

Sports	Varsity	Sub-Varsity
Football	12	33 (3 teams)
Cross Country	12	10
Team Tennis	17	9
Swimming	12	N/A
Basketball	48	109 (3 teams)
Soccer	36	29 (2 teams)
Powerlifting	5	5
Tennis	13	7
Golf	12	23 (2 teams)
Track	11	7
Baseball	56	93 (2 teams)

Lady Pirate Sports

Sports	Varsity	Sub-Varsity
Volleyball	47	91 (3 teams)
Cross Country	12	10
Team Tennis	17	9
Swimming	12	N/A
Basketball	54	90 (2 teams)
Soccer	35	50 (2 teams)
Powerlifting	5	5
Tennis	14	7
Golf	15	11
Track	10	7
Softball	34	26

Athletic Department

Athletic Events

Acton Middle School

Pirate Sports

Sports	7th Grade	8th Grade
Football	27	27
Basketball	42	33
Track	7	7

Lady Pirate Sports

Sports	7th Grade	8th Grade
Volleyball	39	39
Basketball	51	51
Track	7	7

Granbury Middle School

Pirate Sports

Sports	7th Grade	8th Grade
Football	27	27
Basketball	45	30
Track	7	7

Lady Pirate Sports

Sports	7th Grade	8th Grade
Volleyball	39	39
Basketball	49	42
Track	7	7

Number of games differ because of tournament games, playoff games, and number of teams involved at each level.

Athletic Department

Playoff Representatives

Lady Pirate Volleyball	District Champions , Bi-District Champions, Area Round
Pirate Football	Bi-District Round
Pirate and Lady Pirate Cross Country	Regional Round
Pirate and Lady Pirate Team Tennis	Regional Round
Pirate Powerlifting	Regional Round
Pirate and Lady Pirate Swimming	Regional Round
Pirate Basketball	Bi-District Round
Lady Pirate Basketball	Bi-District Champions, Area Champions, Regional Quarter-Final Round
Pirate Soccer	District Champions, Bi-District Champions, Area Champions, Sectional Round, and Regional Quarter-Final Round
Lady Pirate Golf	Regional Round
Pirate Golf	Regional Round (Team), Regional Gold Medalist Champion, 7th Place Team in State Tournament
Pirate and Lady Pirate Tennis	Regional Round, Girls Doubles Regional Champions, Girls Doubles State Round
Lady Pirate Track	Area Round, Regional Round
Pirate Track	Area Round, Regional Round, State Round
Pirate Baseball	Bi-District Champion, Area Round
Lady Pirate Softball	Bi-District Round

20 of 22 sports represented Granbury and Granbury ISD in the playoffs during the 2012-2013 school year.

Athletic Department

Academic Accolades

ACADEMIC ALL-STATE

Pirate Football	Ashton Guerra, Cameron Hatfield, Kyle Koiner, Brandon Lane, Brady Retz
Lady Pirate Volleyball	Alexis Carpenter, Shelby Cline, Blair Cowden, Shannon Helm, Paige Holt, Amy Mendoza, Jenna Underwood
Lady Pirate Basketball	Ashley Bonugli, Mikayla Carpenter, Shelby Cline, Kali Jones, Lilley Vander Zee
Pirate Soccer	David Barnette, Ryan Hammonds, Patrick Kirby, Matthew Rose
Lady Pirate Soccer	Kim Bantz, Mallory Bersi, Aubrey Caudle, Kaitlin Winkleman
Pirate Baseball	Brady Retz, Daniel Stephens, Tyler Titus, Miles Wagner, Harrison Campbell
Lady Pirate Softball	Kelsey Clarke
Pirate and Lady Pirate Tennis	Alyssa Tigner
Lady Pirate Track	Adrianna Booth, Shelby Cline, Mikayla Carpenter, Alexandra Reid
Pirate and Lady Pirate Swimming	Corissa Decker, Estefania Magallanes, Hannah Morton, Rachael Rodgers, Joel Reid, Blake Ward

Athletic Department

Academic Accolades

ACADEMIC ALL-DISTRICT

Lady Pirate Volleyball	Karis Beasley, Alexis Carpenter, Sydney Carpenter, Shelby Cline, Blair Cowden, Breanna Crain, Aubrey Ezell, Shannon Helm, Hannah Hiler, Paige Holt, Amy Mendoza, Shelby Shade, Jenna Underwood
Lady Pirate Basketball	Ashley Bonugli, Mikayla Carpenter, Shelby Cline, Kali Jones, Lilley Vander Zee
Pirate Basketball	Clay Brawner, Will Brawner, Jimmy Hodges, Klint Keating, Collin McCann, Jacob Taylor
Pirate Baseball	Harrison Campbell, Tristan Fallin, Landon Gray, Kaleb Rankin, Payton Rhodes, Parker Scanlan, Davis Shea, Tyler Titus, Miles Wagner, Landon Weatherly, Tanner Winn
Lady Pirate Softball	Taelyn Beadle, Kelsey Clarke, Breanna Crain, Shelby Hilton, Maci Samuelson, Whitley Tipton

Each individual sport's district determines whether or not they award Academic All-District Honors.

OTHER ACADEMIC ACHIEVEMENTS

American Volleyball Coaches Association	Karis Beasley, Alexis Carpenter, Sydney Carpenter, Shelby Cline, Blair Cowden, Breanna Crain, Aubrey Ezell, Shannon Helm, Hannah Hiler, Paige Holt, Amy Mendoza, Shelby Shade, Jenna Underwood

Athletic Department

Academic Accolades

Top 10 Class of 2013 Student Athletes

Ranked #1	Alyssa Tigner
Ranked #2	Devon DeYoung
Ranked #4	Blair Cowden
Ranked #6	Blake Ward
Ranked #7	Klint Keating
Ranked #8	Ryan Hammonds

2013 PARENTS FOR ACADEMIC EXCELLENCE HONOREES
Top 2% of their class

Current Seniors 5 of the 8	Blair Cowden, Devon DeYoung, Ryan Hammonds, Klint Keating, Alyssa Tigner
Current Juniors 5 of 9	Sydney Carpenter, Chandler Chiappe, Morgan Northcutt, Rachael Rodgers, Riley Summer
Current Sophomores 4 of 10	Matthew McKelvain, Michael Schmelz, Noah Smith, Samuel Sonderer
Current Freshmen 10 of 12	Jennifer Boldenow, Chloe Counts, Taylor DeYoung, Kaylee Keating, Sarah Schloeman, Sarah Spradlin, Jacob Dimmitt, Makenna Martin, Clay Walters, Lauren Wood
Current 8th Graders 9 of 12	Branden Condit, Brynn Deger, Paige Klima, Emma McKelvain, Morgan Molder, Zoe Breeding, Addison Jackson, Katherine Jennings, Kasey Ludwig
Current 7th Graders 10 of 12	Lauren Boleng, Melanie Boleng, Trisha Gryder, Rayni Skaggs, Jacob Cheyne, Breanne Irish, Taylor Parrish, Leslie Price, Trinity Shaum, Lauren Wallace

Athletic Department

Athletic GPA Comparison

The cumulative Grade Point Average for the 2012-2013 school year was calculated through the end of the 5th 6 week grading period. The GPA for the Athletic Student Body was higher at both campuses than the Non-Athletic Student Body.

GHS Athletic Student Body's GPA – 3.05
GHS Non-Athletic Student Body's GPA – 2.76

CNGC Athletic Student Body's GPA – 2.76
CNGC Non-Athletic Student Body's GPA – 2.48

Athletic / Community Education Department

Athletic Physical Opportunities

- Our Sports Medicine department, with the help of Lake Granbury Medical Center, offers opportunities to all students to receive their require Athletic Physical.

- Physical days for the upcoming 2013-2014 school year were held at AMS on May 1st and will be at GMS on May 22nd. There will also be one more physical day prior to the start of the school year at GMS on July 31st. By conducting the physical examinations at the middle schools, we were able to accommodate the junior high students and their parents.

- Lake Granbury Medical Center support with the physical days has been outstanding.

Community Education Department

Drug Testing

- For the 2012-2013 school year, we have had a total of 4 random drug tests.
- The drug testing company sends 2 or more representatives to all 4 campuses on the testing days.
- The test results are received within a week of the testing date.
- During the 2011-2012 school year we tested 115 students. Out of those students that were tested, we had 2 positive tests.
- During the 2012-2013 school year we tested 480 students. Out of those students that were tested, we had 10 positive tests.
- We have 2,879 names on the drug testing list.

Community Education Department

Driver's Education

Class Start Date	Total Enrollment	Instructor
September 4, 2012	36	Curtis Allen
November 12, 2012	36	Curtis Allen
January 14, 2013	36	Curtis Allen
March 4, 2013	36	Curtis Allen
May 20, 2013	36	Doug Barnett

All classes were at full capacity with over 2 students on the waiting list each time. We offer Driver's Education classes to Granbury ISD students as well as students in other school districts.

Community Education Department

Summer Camps

We offer a variety of summer camps during June, July, and August.

Our camps offer children hands on sport specific skill training in a fun atmosphere.

Athletic / Community Education Department

Office Procedures

- Greeting guests by phone and in person
- Answering phones on multiple lines including Athletics and Community Education
- Coaches information updates
- Game updates and schedule changes
- Resume files for potential new coaches
- Update and distribute handbooks including Student Athletes and Coaches
- Bank deposits
- Work Orders for both Technology and Maintenance
- Making and distributing passes including Gold Cards and Student Athlete passes
- Varsity Football Season Ticket Sales including ordering, selling, and distributing
- Varsity Football Home and Away Game Tickets Sales
- Organize home game workers
- Master lists of schedules
- Security and Administrator on Duty schedules for home events
- UIL Eligibility for all varsity sports
- UIL Previous Athletic Participation Forms
- UIL Participation numbers
- Officials pay for all athletic events from grades 7^{th} – 12^{th}
- Game Reports for all athletic events from grades 7^{th} – 12^{th}
- Gate Procedures Training
- Website Postings and Updates

Athletic / Community Education Department

Office Procedures

- Purchasing for all athletic teams, Athletic Office, and Community Education Department
- Complete online travel authorizations for all athletic events, coaches, and clinics
- Payroll for all game workers, coaching bus drivers, summer camps, and driver's education classes
- Budgets for Athletic Department and Community Education Department
- Travel Arrangements for Athletic Director, coaches, and teams including meals, hotels, and registration
- Transportation requests for all athletic teams and coaches
- Bids for Fall and Spring Sports, Athletic Trainer, and collaborate the Catalog, Photography, Letter Jackets, and Drug Testing
- Letter Jacket coordination of fittings, eligibility, ordering, and distribution
- Driver's Education scheduling of classes, receive payments, correspondence and updates of class information, TEA record management
- Drug Testing collection and entering data, correlation with company for testing dates, distribution of random testing lists, and correspondence
- Facility Use scheduling using School Dude to schedule all athletic events and outside guests using school athletic facilities
- Advertising for Sports
- Summer Camps including organizing with coaches, creation and distributing of flyers, receiving payments, and payroll
- Miscellaneous presentations including for coaches and school board meetings

Athletic / Community Education Department

Special Recognition

- We would like to take this opportunity to thank the School Board for allowing us this opportunity to benefit the students and student athletes of Granbury ISD as well as the community.

- We would also to thank the parents for allowing us to be a part of their children's lives.

- We would also like to thank the Granbury ISD Departments and staff that have worked tirelessly to help our coaches and student athletes. This includes:

Dr. Largent
Administrative Support Staff
Maintenance and Facilities Director
Transportation Director
Technology Director
Support Services
Business Office
Campus Administrators

Athletic / Community Education Department

The Importance of Coaches

♦ In today's world, coaching is more important than ever because the landscape of the family structure has changed dramatically in the last half century. Below are some startling statistics that make a strong case for the need of male role models in coaching and teaching. These statistics were gathered by the U.S. Census Bureau in 2009.

♦ There are approximately 13.7 million single parents in the U.S. today.
♦ These single parents are raising 21.8 million children or 26 % of the nations children under 21 years of age.
♦ 84 % of custodial parents are female (approximately 11.5 million) of which 60.9 % are under the age of 40.
♦ 27 % of single mothers have never been married.
♦ 49.8 % of single mothers have full time jobs.
♦ 27 % of single mothers and their children live in poverty.

* Extract from Texas Coach Magazine 2012

♦ At this time I would like to use this opportunity to introduce the head coaches of our programs. Along with all their hard work and dedication to the athletic programs, they also teach our students in the school setting.

Athletic / Community
Education Department

Head Coaches

Pirate Baseball – Brad Hart
Pirate Basketball – David Breazeale
Lady Pirate Basketball – Leta Andrews
Cross Country – Amber Ward
Football – Scotty Pugh
Pirate Golf – Steve Ward
Lady Pirate Golf – Becky Addison
Powerlifting – Jay Pugh
Pirate Soccer – Doug Kissinger
Lady Pirate Soccer – David Winkleman
Softball – Chad Kimberling
Sports Medicine – Andy Rankin
Sports Medicine – Connie Rhodes
Swimming – Nick Vollmer
Tennis – Jeff Bramlett
Pirate Track – Jodie Scott
Lady Pirate Track – Mike Pinkerton
Volleyball – Tammy Clark

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Information

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 13, 2013
RE: 03/31/13 Financial Statements

SUMMARY:

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

The statements for the period ended March 31, 2013 include only those transactions that occurred between the period of September 1, 2012 and March 31, 2013. Revenue collected to date equal 91.57% of the budgeted amount compared to 80.50% last year. Expenditures to date represent 55.61% of the budget compared to 54.46% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: May 13, 2013

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED MARCH 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	49,102,179	47,459,314	1,642,865	96.65%
5800 STATE SOURCES	10,492,023	7,240,199	3,251,824	69.01%
5900 FEDERAL SOURCES	483,600	313,614	169,986	64.85%
TOTAL REVENUES	**60,077,802**	**55,013,126**	**5,064,676**	**91.57%**
EXPENDITURES				
6100 PAYROLL COSTS	42,372,588	24,943,959	17,428,629	58.87%
6200 PROFESSIONAL & CONTRACTED SERVICES	13,021,468	5,385,719	7,635,749	41.36%
6300 SUPPLIES/MATERIALS	2,592,858	1,662,648	930,210	64.12%
6400 OTHER OPERATING	1,098,105	745,249	352,856	67.87%
6500 DEBT SERVICE	0	0	0	#DIV/0!
6600 CAPITAL OUTLAY	1,028,305	689,594	338,710	67.06%
TOTAL EXPENDITURES	**60,113,323**	**33,427,169**	**26,686,154**	**55.61%**
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	**(35,521)**	**21,585,957**	**(21,621,478)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED MARCH 31, 2013

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	48,512,047	47,013,755	1,498,292	96.91%	96.48%
	INVESTMENT INCOME	65,000	23,454	41,546	36.08%	50.48%
	OTHER LOCAL INCOME	525,132	422,105	103,027	80.38%	82.42%
5800	STATE					
	STATE FUNDING	10,492,023	7,240,199	3,251,824	69.01%	32.62%
5900	FEDERAL					
	FEDERAL PROJECTS	483,600	313,614	169,986	64.85%	66.91%
					%	
	TOTAL REVENUES	**60,077,802**	**55,013,126**	**5,064,676**	**91.57%**	**80.50%**
EXPENDITURES						
11	INSTRUCTION	29,416,169	17,522,374	11,893,794	59.57%	58.36%
12	INSTRUCTIONAL RESOURCES & MEDIA	809,416	479,165	330,251	59.20%	65.74%
13	CURRICULUM & STAFF DEVELOPMENT	644,509	335,950	308,559	52.12%	64.34%
21	INSTRUCTIONAL LEADERSHIP	518,737	304,152	214,585	58.63%	58.33%
23	SCHOOL LEADERSHIP	3,466,956	2,033,383	1,433,573	58.65%	57.25%
31	GUIDANCE/COUNSELING	2,117,177	1,265,653	851,524	59.78%	56.73%
32	SOCIAL WORK SERVICES	57,000	54,404	2,596	95.45%	95.45%
33	HEALTH SERVICES	381,623	218,043	163,580	57.14%	61.06%
34	TRANSPORTATION	2,690,624	1,627,008	1,063,616	60.47%	73.45%
35	FOOD SERVICE	1,284	0	1,284	0.00%	91.51%
36	CO-CURRICULAR/EXTRACURRICULAR	1,666,827	1,019,962	646,865	61.19%	59.05%
41	GENERAL ADMINISTRATION	1,814,094	1,108,529	705,565	61.11%	58.82%
51	PLANT MAINTENANCE	5,839,036	3,768,561	2,070,475	64.54%	69.37%
52	SECURITY & MONITORING SERVICES	124,273	93,815	30,458	75.49%	67.78%
53	DATA PROCESSING	904,065	624,067	279,998	69.03%	55.77%
61	COMMUNITY EDUCATION	82,444	21,862	60,582	26.52%	13.79%
71	DEBT SERVICE	0	0	0	#DIV/0!	0.00%
81	FACILITIES CONSTRUCTION & ACQUISITION	40,845	17,800	23,045	43.58%	106.76%
91	CONTR INSTRUCTIONAL SERVICES	8,777,524	2,550,996	6,226,528	29.06%	26.81%
93	PAYMENTS TO FISCAL AGENT					
99	OTHER INTER GOV CHARGES	760,720	381,446	379,274	50.14%	49.32%
	TOTAL EXPENDITURES	**60,113,323**	**33,427,169**	**26,686,154**	**55.61%**	**54.46%**
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**(35,521)**	**21,585,957**	**(21,621,478)**		

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 20, 2013
For: Information

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: May 13, 2013
RE: 04/30/13 Financial Statements

SUMMARY:

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

The statements for the period ended April 30, 2013 include only those transactions that occurred between the period of September 1, 2012 and April 30, 2013. Revenue collected to date equal 92.88% of the budgeted amount compared to 82.36% last year. Expenditures to date represent 59.30% of the budget compared to 63.27% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: May 13, 2013

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED APRIL 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	49,122,614	47,857,470	1,265,144	97.42%
5800 STATE SOURCES	10,492,023	7,601,666	2,890,357	72.45%
5900 FEDERAL SOURCES	483,600	358,186	125,414	74.07%
TOTAL REVENUES	**60,098,237**	**55,817,322**	**4,280,915**	**92.88%**
EXPENDITURES				
6100 PAYROLL COSTS	42,348,883	28,504,337	13,844,546	67.31%
6200 PROFESSIONAL & CONTRACTED SERVICES	14,623,635	6,723,914	7,899,721	45.98%
6300 SUPPLIES/MATERIALS	2,714,075	1,907,038	807,037	70.26%
6400 OTHER OPERATING	1,118,254	851,098	267,156	76.11%
6500 DEBT SERVICE	0	0	0	#DIV/0!
6600 CAPITAL OUTLAY	4,846,293	942,358	3,903,935	19.44%
TOTAL EXPENDITURES	**65,651,139**	**38,928,744**	**26,722,395**	**59.30%**
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	**(5,552,902)**	**16,888,579**	**(22,441,481)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED APRIL 30, 2013

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	48,512,047	47,356,371	1,155,676	97.62%	98.11%
	INVESTMENT INCOME	65,000	23,798	41,202	36.61%	61.52%
	OTHER LOCAL INCOME	545,567	477,300	68,267	87.49%	74.36%
5800	STATE					
	STATE FUNDING	10,492,023	7,601,666	2,890,357	72.45%	34.88%
5900	FEDERAL					
	FEDERAL PROJECTS	483,600	358,186	125,414	74.07%	89.99%
	TOTAL REVENUES	**60,098,237**	**55,817,322**	**4,280,914**	**92.88%**	**82.36%**
EXPENDITURES						
11	INSTRUCTION	29,425,178	20,092,802	9,332,375	68.28%	67.42%
12	INSTRUCTIONAL RESOURCES & MEDIA	816,040	563,628	252,412	69.07%	74.16%
13	CURRICULUM & STAFF DEVELOPMENT	644,509	384,518	259,991	59.66%	62.59%
21	INSTRUCTIONAL LEADERSHIP	518,737	345,022	173,715	66.51%	66.88%
23	SCHOOL LEADERSHIP	3,466,956	2,329,317	1,137,639	67.19%	65.25%
31	GUIDANCE/COUNSELING	2,117,177	1,435,292	681,885	67.79%	63.18%
32	SOCIAL WORK SERVICES	57,000	54,404	2,596	95.45%	95.45%
33	HEALTH SERVICES	381,623	250,738	130,885	65.70%	69.26%
34	TRANSPORTATION	2,692,761	1,875,810	816,951	69.66%	79.24%
35	FOOD SERVICE	1,284	0	1,284	0.00%	93.64%
36	CO-CURRICULAR/EXTRACURRICULAR	1,672,821	1,184,248	488,573	70.79%	68.05%
41	GENERAL ADMINISTRATION	1,814,094	1,261,260	552,834	69.53%	65.28%
51	PLANT MAINTENANCE	7,614,416	4,082,677	3,531,739	53.62%	73.38%
52	SECURITY & MONITORING SERVICES	124,273	105,604	18,669	84.98%	76.76%
53	DATA PROCESSING	904,065	695,607	208,458	76.94%	62.31%
61	COMMUNITY EDUCATION	82,444	24,516	57,928	29.74%	16.34%
71	DEBT SERVICE	0	0	0	#DIV/0!	0.00%
81	FACILITIES CONSTRUCTION & ACQUISITION	3,779,517	35,361	3,744,156	0.94%	98.90%
91	CONTR INSTRUCTIONAL SERVICES	8,777,524	3,826,494	4,951,030	43.59%	40.22%
93	PAYMENTS TO FISCAL AGENT					
99	OTHER INTER GOV CHARGES	760,720	381,446	379,274	50.14%	49.90%
	TOTAL EXPENDITURES	**65,651,139**	**38,928,744**	**26,722,395**	**59.30%**	**63.27%**
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**(5,552,902)**	**16,888,579**	**(22,441,481)**		