Regular

Monday, February 10, 2014 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order - 5:00 PM - GISD Board Room**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.**
   a. Chapter 551.074 - Personnel
   1. Consider staff appointments
   2. Consider Contract Recommendations for Administrative Staff
   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**
6. **Achievement Spotlight**
   a. GHS Student Briggs Berry
   b. Secondary District Science Fair Best of Show Winners: Kaylee Brawner, Alexandria Inbody, and Rayni Skaggs, AMS and Crossland Students
   c. District History Fair Best of Show Winners: Lauren Berry, Robert Faaborg, Payton Freeman, Lejla Gregory, Bryce Leonard, Taylor Sherrell, Reagan Wilkinson, and Tara Wynne, AMS and Crossland Students
7. **Public comments/audience participation**
8. **Discussion/Action**
   a. Consider Consent Agenda Items
   1. Minutes of the January 20, 2014, Regular Meeting
   2. Consider Budget Amendments
   3. Consider Renewal of HVAC Supplies & Equipment 2012-04
   4. Consider Renewal of Athletic Supplies - Catalog Bid 2013-06
   5. Consider Renewal of Instructional Tools, Professional Books & Teaching Aids 2013-09
   b. Consider Budget Assumptions and Calendar
9. **Reports**
   a. Superintendent's Report
   1. Facilities Report
   b. Financial Statements for December 31, 2013
10. **Consider action on items discussed in closed session**
    a. Consider staff appointments
    b. Consider Contract Recommendations for Administrative Staff
    c. Consider purchase, exchange, lease or value of real property
11. **Adjourn**

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
January 20, 2014

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, January 20, 2014 at 5:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas.

Presiding Officer ..... Mark A. Jackson, President

Board Members Present

Nancy Alana
Barbara Herrington
Joe Jones
Micky Shearon
B.J. Wallace
Don Walton

Board Members Absent

School Officials Present

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

Others Present

School Employees
Media
Community Members

Meeting Called to Order

Mark A. Jackson, President, called the meeting to order at 5:00 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 5:02 p.m. under the Texas Open Meeting Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel.

Reconvened

The Board of Trustees reconvened in open session at 6:03 p.m.

Moment of Silence/Invocation

Micky Shearon led the invocation.

Pledge - U.S. Flag and Texas Flag

Oak Woods Elementary Students, Kylie Hagan and Lolo Schroeder, led the Pledges.

Achievement Spotlight

Mark Eastin, GHS Band Director, presented Cameron Hastings, All-State Band member to the board.

Joy Hope, GHS Choir Director, presented Kiersten Mathis, All-State Choir member to the board.

Cindy Leatherman, GHS Teacher presented We the People State Champions, Austin Berry, Demi Bogan, Jessica Browning, Jaden Charbonnet, Chance Clyce, Nate Colley, Summer Dawson, Ryan Garland, Jacob Garza, Alexandra Hammond, Hailey Hart, Abby Hartman, Hannah Hiler, Kevin Horn, Courtney Howze, Chelsea Judge, Mitchell Knox, Justin Kochis, Maggie McKenna, Mason Meek, Macaul Montgomery, Joel Reid, Ty Robertson, Randy Sillivent, Jordan Watson, Jack Wiley, and Guy Wright to the board.

Dr. James M. Largent and GISD Campuses and Departments recognized the GISD School Board in honor of School Board Recognition Month.

Public comments/audience participation

None

Consider Consent Agenda Items

A motion was made by Barbara Herrington and seconded by Micky Shearon to approve consent items as presented: 1. Minutes of the December 16, 2013, Regular Board Meeting; 2. Consider Budget Amendments; 3. Consider adoption of CCA(Local); 4. Consider Printing & Copying Services CSP 2013-07; 5. Consider purchase of Band Uniforms - Buy Board Purchase; 6. Consider Geotechnical Engineering and Construction Materials Engineering Inspection and Testing Services as presented.
MOTION CARRIED: Yes 7 – No 0

Consider Construction Manager at Risk Services

A motion was made by Micky Shearon to select Buford-Thompson Company as the most qualified and best value provider of Construction Management at Risk Services for the Granbury ISD 2013 Bond Program based on demonstrated competence and qualifications, and to authorize the Administration to negotiate a contract with Buford-Thompson Company for a fair and reasonable fee. Motion seconded by Nancy Alana.
MOTION CARRIED: Yes 7 – No 0

Consider Approval of Annual Audit Report

A motion was made by Don Walton and seconded by Barbara Herrington to approve Annual Audit Report as presented. **MOTION CARRIED**: Yes 7 – No 0

Consider Campus Improvement Plans

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve Campus Improvement Plans as presented. **MOTION CARRIED**: Yes 7 – No 0

Consider District Improvement Plan

A motion was made by Micky Shearon and seconded by Barbara Herrington to approve District Improvement Plan as presented. **MOTION CARRIED**: Yes 7 – No 0

Consider Classroom Size Waivers

A motion was made by Micky Shearon and seconded by B.J. Wallace to approve Classroom Size Waivers for campuses Acton Elementary and Oak Woods as presented.
MOTION CARRIED: Yes 7 – No 0

Consider Resolution in Support of Granbury High School Student Briggs Berry

A motion was made by Barbara Herrington and seconded by Don Walton to approve a Resolution in Support of Granbury High School Student Briggs Berry as presented. **MOTION CARRIED**: Yes 7 – No 0

Reports

Superintendent's Report -Facilities Report

Lance Melton of the Huckabee architectural firm presented to the board the revised plans for the construction of secure campus entrances. These projects will be done during Summer 2014 with expected completion before the first day of school.

Carol Howard, Assistant Superintendent, presented the Texas Academic Performance Report to the board.

Sharay Boynton, Executive Director of Finance, presented the Investment and Financial Statement Report for November 30, 2013, to the board.

Action on Items Discussed in Closed Session

Staff Appointments

Dr. Largent recommended accepting the Staff Appointments as presented. A motion was made by Micky Shearon and seconded by Don Walton to approve Staff Appointments as presented.
MOTION CARRIED: Yes 7 – No 0

Consider Superintendent Formative Evaluation

The Board completed the Formative Evaluation.

Consider purchase, exchange, lease or value of real property

None

Adjournment

There being no further business, the meeting was adjourned at 8:33 p.m.

_____ _____

Mark A. Jackson, President Micky Shearon, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 10, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: February 3, 2014
RE: Budget Amendments

SUMMARY:

Attached are budget amendments that are for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: January 15, 2014

Revenue & Expense

Fund 199, Ms. Dana Goode, Originator
This amendment recognizes funds in the amount of $26,765 allocated to function 11 (Instruction). These funds are donated by the PTO for the purpose of future technology purchases for the campus to be coordinated with the bond technology projects.

Fund 199, Ms. Stacie Brown, Originator
This amendment recognizes funds in the amount of $1,065 allocated to function 11 (Instruction). These funds were generated as student payments the 4th grade Austin, Tx field trip.

Fund 199, Mr. Dwight Butler, Originator
This amendment recognizes funds in the amount of $822 allocated to function 36(Extra/Co-Curricular). These funds were generated as a donation from the Girls Golf Booster Club for student travel.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 10, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: February 3, 2014
RE: HVAC Supplies CSP 2012-04 - Renewal

SUMMARY:

A bid was let to provide vendors for HVAC supplies on an "as needed" basis. Vendors were asked to quote a fixed price on certain supplies (filters) and a percentage discount on other supplies. The current award will expire on March 31, 2012. The original term of award was April 1, 2012 to March 31, 2013 with the option to renew for two additional one-year terms. Parties had to notify within 90 days of expiration date of the intent to not renew. The current bid will expire on March 31, 2014. This will be the first renewal option available on this bid.

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

Mr. Randy Leach, Facilities Director, was contacted regarding the renewal of the bid. It is his recommendation to renew as awarded. The awarded vendors have not notified the District within the time period to non-renew the award.

Anticipated annual expenditure is $60,000 to $80,000.

RECOMMENDATION:

It is recommended that the Board award the purchase of HVAC Supplies to the highlighted vendors on the attached tabulation along with Tex-Air Filters/Air Relief Technologies, Inc. for filters the period of April 1, 2014 to March 31, 2015.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

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

Date Submitted: February 3, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: March 5, 2012 **Bid Number:** 2012-04

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

2. **Brief description:** A bid was let to provide vendors for HVAC supplies for the 2011-12 school year. Vendors were asked to quote a fixed price on certain supplies and a percentage discount on other supplies

3. **Period of time bid covers:** April 1, 2012 to March 31, 2013 with the option to renew for two additional years in one-year increments. Automatic renewal unless either party notifies the other 90 days prior to contract expiration.

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

5. **Number of bid notification letters sent to vendors:** 65

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

7. **Listing of recommended vendors and total prices:** This bid was divided into 3 categories. Approximate expenditure on HVAC supplies will be $53,000 to $85,000.

   Baker Distributing
   Granbury Winnelson Co.
   Tex-Air Filters/Air Relief Technologies, Inc.

   Filters (Firm Price) – Tex-Air Filters/Air Relief Technologies, Inc.

8. **Explanation of other than low recommendations:** Recommendation based on evaluation score of 90 or above.

9. **Last bid date (bid of comparable nature within last 5 years):** 7/21/09

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

11. **Budget information:** Expenditures for HVAC supplies will come from account code(s) 199.51.6316.00.951.0.99.0.57 and 199.51.6316.00.951.0.99.0.01

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 10, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: February 3, 2014
RE: Athletic Supplies –Catalog Discount – 2013-06 - Renewal

SUMMARY:

A bid was let to provide vendors for catalog purchases of athletic supplies. Vendors were to quote a fixed rate percentage discount from catalog or list prices that would be held firm for the duration of the contract, and any renewal periods, for items not identified in the line item bids for spring and fall sports. The original term was from written notification to March 31, 2014 with automatic renewal for up to two one-year increments unless 90 day notice is exercised by parties. The current award will expire March 31, 2014. This will be the first renewal option.

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

There was an automatic renewal process unless the District was notified 90 days before expiration of a vendor's intent not to renew. No vendor made such notice. Mr. Dwight Butler, Director of Athletics, was contacted and would like to renew all vendors.

Estimated expense will be $35,000 to $45,000 for the award year.

RECOMMENDATION:
That the Board renew the award to all responding vendors on the attached tabulation for the purchase of catalog items not included on line-item bids for the period of April 1, 2014 to March 31, 2015.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Dwight Butler
Coaches

Date Submitted: February 3, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: March 4, 2013 **Bid Number:** 2013-06

1. **Item, material or service (specific or classification):** Athletic Supplies – Catalog/Price List Discount

2. **Brief description:** A bid was let to provide vendors for catalog purchases of athletic supplies. Vendors were to quote a fixed rate percentage discount from catalog or list prices that would be held firm for the duration of the contract, and any renewal periods, for items not identified in the line item bids for spring and fall sports.

3. **Period of time bid covers:** From written notification of award through March 31, 2014 with the option to renew for two additional years in one-year increments. Automatic renewal unless either party notifies the other party, prior to 90 days of contract expiration, their intention not to renew.

4. **Person and title responsible for the expenditure:** Dwight Butler - Athletic Director

   The bid stated that when using the catalog discount method for purchasing, "The purchasing office shall recommend to the end user that pricing be compared from more than one catalog. If pricing is not printed in the catalog, it shall be recommended that the item be quoted from more than one vendor." It is the responsibility of the coach, along with the athletic director, to ensure that the district is receiving best value in accordance with the criteria in Texas Education Code §44.031 when making their individual campus/sport purchases.

5. **Number of bids sent to vendors:** 158 to cover all sports

6. **Number of bids received from vendors:** 37 (including one incomplete submission)

7. **Listing of recommended vendors and total prices:** It is recommended that all vendors on the tabulation be approved for purchases of athletic supplies and equipment. Awarding to multiple vendors will provide vendors for the different sports in the athletic program at GISD. Many vendor catalogs only carry items pertaining to a specific sport so a variety of vendors would allow for a better selection to meet the needs of the program. A total expenditure cannot be identified at this time as the purchases will be on an as needed basis. It is estimated the annual expense under this contract will be $35,000 to $45,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 3/8/2010

10. **Percentage increase or decrease from last bid**: Most of the percentages remained the same for vendors that were approved for purchases from the previous contract.

11. **Budget information:** Purchases shall be made from funds budgeted for each sport at the secondary campus level with a total budget for all sports of $154,927.21.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 10, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: February 3, 2014
RE: Instructional Tools, et al Bid No 2013-09 Renewal

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 initial term was from award through March 31, 2014 with the option to renew for two additional one-year terms. Current award will expire on March 31, 2014. This will be the first renewal option.

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

There was an automatic renewal process unless the District was notified 90 days before expiration of a vendor's intent not to renew. No vendor made such notice. Mrs. Sharon Williams, Director of Curriculum, has requested that all vendors be renewed.

Estimated expense will be $50,000 to $80,000 for the award period.

RECOMMENDATION:
It is recommended that the Board approve all vendors highlighted on the attached tabulation for the period of April 1, 2014 through March 31, 2015.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Williams
Sharay Boynton

Date Submitted: February 3, 2014

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:

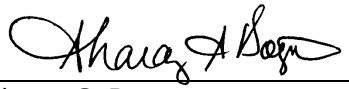
   B. E. Publishing
   Cengage Learning, Inc.
   Conn Education, Inc. dba Classroom Library Company
   Delta Education
   Dynastudy, Inc.
   Education Plus
   Educators Outlet, Inc.
   ETA hand2mind
   First Impact Education
   Follett Educational Services
   Follett Library Resources
   Greenwood Publishing 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: February 10, 2014
For: Information

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: February 3, 2014
RE: 2014-15 Budget Assumptions & Calendar

SUMMARY:

I have attached the budget assumptions that we are proposing to use as we develop the budget for the 2014-15 school year. I have also included the budget calendar. There are a few noted uncertainties that will need your input.

Should you need additional information, please let me know.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 10, 2014
For: Information

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: February 3, 2014
RE: 12/31/13 Financial Statements

SUMMARY:

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

The statements for the period ended December 31, 2013 include only those transactions that occurred between the period of September 1, 2013 and December 31, 2013. Revenue collected to date equal 41.88% of the budgeted amount compared to 39.04% last year. Expenditures to date represent 30.29% of the budget compared to 30.76% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: February 3, 2014