Regular

Monday, February 16, 2015 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, Discussion of Employee Evaluation, Reassignment Duties, Discipline, or Dismissal.

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. Area Spelling Bee Winner: Alexander Call, Oakwoods
b. Elementary Science Fair Best of Show Winners: Jace Coffman and Jona Martin, Emma Roberson and Mambrino
c. Secondary Science Fair Best of Show Winners: Rayni Skaggs and Kyla Asante-Wiredu, Crossland and Granbury Middle School
d. History Fair Best of Show Winners: Mason Freeman, Payton Freeman, Samantha Hawley, Ashley Herndon, Zoe Mehall, and Keri Kittleson, Acton Middle School

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

a. Consider Consent Agenda Items

1. Minutes of the January 19, 2015 Regular Meeting
2. Consider Budget Amendments
3. Consider Renewal of Instructional Tools, Professional Books & Teaching Aids Supplies and Equipment Bid #2013-09
4. Consider Auditing Firm for the 2014-15 School Year

b. Consider District and STARS 2015-2016 Calendar
c. Consider Investment Pool Authorized Representatives
d. Consider Resolution Stating Review of Investment Policy, Designation of Investment Officer and Approval of Independent Sources of Investment Training
e. Consider Budget Assumptions and Calendar for the 2015-2016 Budget

9. **Reports**

a. Superintendent's Report

1. Facilities Report

b. Financial Statements for Period Ending December 31, 2014
c. Cash Flow and Investment Report for Period Ending December 31, 2014
d. Bond Expenditures Monthly Update for Period Ending January 31, 2014

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
Minutes of Regular Meeting
January 19, 2015

A Regular of the Board of Trustees of Granbury ISD was held Monday, January 19, 2015, beginning at 6:00 PM in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048.

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

Board Members Present

Nancy Alana
Barbara Herrington
Joe Jones
Micky Shearon
Chris Tackett
B.J. Wallace

Board Members Absent

School Officials Present

Dr. James M. Largent, Superintendent
Carol Howard, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance & Operations
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 5:01 p.m. under the Texas Open Meeting Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel; Texas Government Code Section 551.071, consultation with District's attorney regarding pending, threatened, or possible litigation, Student v. Granbury ISD, TEA Docket No. 015-DM-1114; Texas Government Code 551.0821, including discussion of matters regarding a student or that would reveal personally identifiable information of a student.

Reconvened

The Board of Trustees reconvened in open session at 6:06 pm.

Moment of Silence/Invocation

Barbara Herrington led the invocation.

Pledge - U.S. Flag and Texas Flag
Austin Morgan and Blyss Smith, from Oakwoods School, led the Pledges.

Achievement Spotlight

Dr. James M. Largent, Superintendent acknowledged appreciation to our Board for School Board Recognition Month.

Greg Doss, GHS Choir Directors, presented the All-State Choir members Kiersten Mathis and Zach Zagrocki to the board.

Kellie Lambert, Principal Emma Roberson and Melinda Winterbauer presented the Texas Reading Bee winner, Gavin Gutierrez to the board.

Kellie Lambert, Principal presented the Elementary School - Imagine Learning Top Performing School to Emma Roberson.

Public comments/audience participation
None

Discussion/Action

Consider Consent Agenda Items

A Motion was made by Micky Shearon and seconded by Barbara Herrington to approve Consent Items; Minutes of the December 15, 2014 Regular Meeting; 2. Consider Budget Amendments; 3. Consider Proposal for Wide Area Network Services CSP #2015-05; 4. Consider Bond Technology Purchases as presented.
Motion Carried: 7 Yes - 0 No

Consider Waivers for Early Release and Staff Development
A Motion was made by Barbara Herrington and seconded by B.J. Wallace to approve Waivers for Early Release and Staff Development as presented.
Motion Carried: 7 Yes – 0 No

Consider Approval of Annual Financial Audit Report
A Motion was made by Micky Shearon and seconded by Barbara Herrington to approve the Annual Financial Audit Report as presented by Snow, Garrett & Company for the year ending August 31, 2014.
Motion Carried: 7 Yes – 0 No

Consider TASB Policy Update 101
A Motion was made by Barbara Herrington and seconded by Micky Shearon to approve TASB Policy Update 101 as presented.
Motion Carried: 7 Yes – 0 No

Consider and possible action regarding pending, threatened, or possible litigation, Student v. Granbury ISD, TEA Docket No. 015-DM-1114.
A Motion was made by Micky Shearon stating I move that we approve the Superintendent's action on behalf of the District as discussed in closed session and recommended by the Superintendent and the District's attorney regarding Student v. Granbury ISD, TEA Docket No. 015-DM-1114. Barbara Herrington seconded the motion.
Motion Carried: 7 Yes – 0 No

Reports

Superintendent's Report

Facilities Report
Dr. Largent commented on GHS and how the bond construction is progressing.

Legislature Update
Dr. Largent presented an update on the current state legislative session.

Financial Statements for November 30, 2014
Dobie Williams, Assistant Superintendent presented the Financial Statement for November 30, 2014, to the board.

Cash Flow and Investment Report for Period Ending November 30, 2014
Dobie Williams, Assistant Superintendent, presented Cash Flow and Investment Report for Period Ending November 30, 2014 to the board.

Bond Expenditures Monthly Update for Period Ending December 31, 2014
Dobie Williams, Assistant Superintendent, presented Bond Expenditures Monthly Update for Period Ending December 31, 2014, to the board.

Consider action on items discussed in closed session

Consider Staff Appointments
Dr. Largent recommended accepting the staff appointments as presented. A Motion was made by Micky Shearon and seconded by Barbara Herrington to approve staff appointments as presented. **Motion Carried**: 7 Yes – 0 No

Consider purchase, exchange, lease or value of real property

Consider Interlocal Agreement with City of Granbury Regarding Utility Lift Station on James Rd.
Dr. James M. Largent recommended to accept the Interlocal Agreement with City of Granbury Regarding Utility Lift Station on James Rd.
A Motion was made by Micky Shearon and seconded by Joe Jones to accept the Interlocal Agreement with City of Granbury Regarding Utility Lift Station on James Rd.
Motion Carried: 7 Yes – 0 No

Consider Superintendent Formative Evaluation
President Mark Jackson announced that the board had completed the Superintendents' Formative Evaluation.

11. Adjournment
There being no further business, the meeting was adjourned at 7:08 pm.

_____ _____

Mark A. Jackson, President Micky Shearon, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: February 9, 2015
RE: Budget Amendments

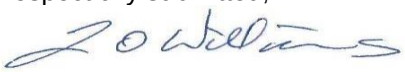
SUMMARY:

Attached are the monthly budget amendments for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments as presented.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: February 9, 2015

Revenue & Expense

Fund 181, Mr. Dwight Butler, Originator

This amendment is to recognize funds in the amount of $4,150 revenue and $4,150 expense allocated to fund 181, function 36 (Extracurricular Activities). These funds are the result of a donation from the Lady Pirates Soccer Booster Club for Girls Soccer supplies and travel.

Fund 181, Mr. Dwight Butler, Originator

This amendment is to recognize funds in the amount of $2,000 revenue and $2,000 expense allocated to fund 181, function 36 (Extracurricular Activities). These funds are the result of a donation from the Pirate Boys Golf Booster Club for boys' golf travel and entry fees.

Fund 199, Ms. Leslie Tewell, Originator

This amendment is to recognize funds in the amount of $2,900.00 revenue and $2,900.00 expense allocated to fund 199, function 11 (Instruction). These funds are the result of a donation from the Baccus PTO for student field trips.

Fund 199, Ms. Pat Yelverton, Originator

This amendment is to recognize funds in the amount of $200 revenue and $200 expense allocated to function 11 (Instruction) to provide funding for GMS students to attend book signing by author.

Function to Function

Fund 199, Mr. Jeremy Ross, Originator

This amendment recognizes funds in the amount of $240 from function 11 (Instruction) to function 13 (Curriculum Development and Instructional Staff Development) to provide funding for HS theater teacher travel to 2015 convention in Houston.

Fund 199, Mr. Jeremy Ross, Originator

This amendment recognizes funds in the amount of $250 from function 11 (Instruction) to function 13 (Curriculum Development and Instructional Staff Development) to provide funding for HS band teacher travel to TMEA conference.

Fund 181, Mr. Dwight Butler, Originator

This amendment recognizes funds in the amount of $5,000 from function 11 (instruction) to function 36 (Extracurricular Activities) for drug testing at GHS ($4,000) and Crossland ($1,000).

Function to Function Continued

Fund 181, Mr. Dwight Butler, Originator

This amendment recognizes funds in the amount of $1,000 from function 52 (Security and Monitoring Services) to function 36 (Extracurricular Activities) for GMS extra-curricular contracted services.

Fund 181, Mr. Dwight Butler, Originator

This amendment recognizes funds in the amount of $1,000 from function 52 (Security and Monitoring Services) to function 36 (Extracurricular Activities) for AMS extra-curricular contracted services.

Fund 199, Ms. Dianne Fullerton, Originator

This amendment recognizes funds in the amount of $414 from function 11 (Instruction) to function 13 (Curriculum Development and Instructional Staff Development) to provide funding for Speech and PPCD Travel for TSHA 2015 conference.

Fund 199, Ms. Amy Wood, Originator

This amendment recognizes funds in the amount of $3,900 from function 23 (School Leadership) to function 11 (Instruction) to correct Xerox funds budgeted in wrong account code for copier expense.

Fund 199, Ms. Anna Roe, Originator

This amendment recognizes funds in the amount of $150 from function 11 (Instruction) to function 51 (Facilities Maintenance and Operations) to provide funds for door lite kits for 2 doors in 100 hallway (for student learning environment areas).

Fund 199, Mr. Ron Holmgren, Originator

This amendment recognizes funds in the amount of $465 from function 11 (Instruction) to function 13 (Curriculum Development and Instructional Staff Development) to provide funding for Crossland theater arts teacher travel.

Fund 199, Mr. Ron Holmgren, Originator

This amendment recognizes funds in the amount of $324 from function 11 (Instruction) to function 51 (Facilities Maintenance and Operations) to provide funds to pay Lone Star invoice.

Function to Function Continued

Fund 199, Ms. Pat Yelverton, Originator

This amendment recognizes funds in the amount of $2,000 from function 13 (Curriculum Development and Instructional Staff Development) to function 23 (School Leadership) to provide funds for admin travel for TASSP and Law Conference.

Fund 199, Ms. Pat Yelverton, Originator

This amendment recognizes funds in the amount of $10 from function 33 (Health Services), $345 from function 52 (Security and Monitoring) and $609 from function 13 (Curriculum Development and Instructional Staff Development) for a total of $964 to function 23 (School Leadership) to purchase printer in front office due to printer/copier that had to be moved at GMS due to fire code.

Fund 199, Ms. Pat Yelverton, Originator

This amendment recognizes funds in the amount of $2,000 from function 13 (Curriculum Development and Instructional Staff Development) to function 11 (instruction) to provide additional funds for social studies and science supplies at GMS.

Fund 199, Mr. Dobie Williams, Originator

This amendment recognizes funds in the amount of $6,249.00 from function 52 (Security and Monitoring) to function 32 (Social Work Service) to correct Truancy Officer budget increase put in incorrect account.

Fund 199, Mr. Dobie Williams, Originator

This amendment recognizes funds in the amount of $23,528.00 from function 99 (Other Governmental Charges) to function 81 (Facilities Acquisition and Construction) to provide funds to pay for concrete sidewalks at Emma Roberson Elementary and Acton Elementary that were a portion of the playground equipment project that was originally approved by the Board in May 2014. The contractor was Play Well. This portion of the project was not finished, receipted in and paid for until September 2014 so this portion of the project was paid out of the 2014-15 budget. Since this expense was not budgeted in 2014-15 funds are being moved to cover the expense in the correct function.

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: February 3, 2015
RE: Instructional Tools, Professional Books & Teaching Aids Bid #2013-09 Renewal

SUMMARY:

A bid was let asking vendors to quote a percentage discount from catalog, shelf and on-line prices to be held firm for the contract period. Purchases were to be made on an as needed basis from the vendors awarded under this contract. The initial award was for the period of written notification of award through March 31, 2014 with the option to renew for two additional years in one-year increments. Extending the contract for an additional year will be the last renewal option.

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 and requested the bid be renewed. The renewal is automatic unless either party notifies the other in writing within 90 days of the expiration of the term. The 90 notification period has passed and there was one notification, First Impact Education is no longer in business.

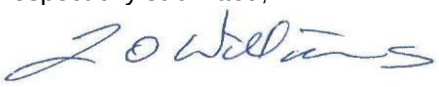
Anticipated annual expenditures are between $50,000 to $100,000. The following is the recommendation of Ms. Williams.

RECOMMENDATION:

It is recommended the Board renew the bid for the period of April 1, 2015 through March 31, 2016 with the following vendors.

B E. Publishing, Cengage Learning, Inc., Conn Education, Inc. dba Classroom Library Company, Delta Education, Dynastudy, Inc., Education Plus, Educators Outlet, Inc., ETA Hand2Mind, 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

Respectfully submitted,



L. O. “Dobie” Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Sharon Williams
Debbie Johnson

Date Submitted: February 3, 2015

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 16, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: February 9, 2015
RE: Engagement of Auditing Firm For 2014-15 School Year

SUMMARY:

Each year TEA requires school districts to have their annual financial statements audited by a licensed independent CPA firm. The District engaged Snow Garret Williams, Certified Public Accounts to perform the Annual Financial and Compliance Report (AFR) for the 2013-14 school year. Snow Garrett Williams has submitted the attached 2014-15 school year engagement letter for consideration by the District. Selecting an auditor early in the school year allows both the District and the Auditor to plan and work together during the year.

RECOMMENDATION:

That the Board of Trustees approve the engagement of Snow Garrett Wiilliams, Certified Public Accounts as the independent auditor for the 2014-15 school year.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: February 9, 2015

GRANBURY ISD
Helping Students Reach New Heights

SCHOOL CALENDAR 2015-16

July 2015

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August 2015

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30	31					

September 2015

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October 2015

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November 2015

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December 2015

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January 2016

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31						

February 2016

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March 2016

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April 2016

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May 2016

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June 2016

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CALENDAR KEYS

- NH — New Hire Orientation
- C/WD — Convocation/Waiver Day
- SD — Staff Development
- W — Work Day/Student Holiday
- WD/SC — Waiver Day/Professional Service and Student Holiday
- ER — Early Release Days
- First & Last Day of School
- H — Student/Teacher Holiday
- Bad Weather Days
- Beginning of six weeks
- End of six weeks
- Graduation/Early Release

DATES AT A GLANCE

Aug New Hire Orientation

Sept 7 Labor Day
Nov 23-27 Thanksgiving Break

Dec 21 - Jan 1 Christmas Break
Jan 18 MLK
Mar 14-18 Spring Break
May 29 Memorial Day
May 27 Graduation/
Last Day of School

Bad Weather Days
March 25 to be used 1st
May 30 to be used 2nd

Grading Periods

First Semester - 78 days
Grading Period - Aug 24 - Oct 2
Grading Period - Oct 6 - Nov 6
Grading Period - Nov 9 - Dec 18

Second Semester - 97 days
Grading Period - Jan 4 - Feb 12
Grading Period - Feb 16 - Apr 8
Grading Period - Apr 11- May 27

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GRANBURY ISD
Helping Students Reach New Heights

STARS Accelerated High School
SCHOOL CALENDAR 2015-16

July 2015

S	M	T	W	T	F	S
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August 2015

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2	3	4	5	6	7	8
9	10	NH	SD	WD/SC	WD/SC	15
16	C/WD	SD	SD	W	W	22
23	24	25	26	27	28	29
30	31					

September 2015

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October 2015

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November 2015

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29	30					

December 2015

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27	H	H	H	H		

January 2016

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February 2016

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March 2016

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April 2016

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May 2016

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June 2016

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26	27	28	29	30		

CALENDAR KEYS

NH	New Hire Orientation
C/WD	Convocation/Waiver Day
SD	Staff Development
W	Work Day/Student Holiday
WD/SC	Waiver Day/Professional Service and Student Holiday
ER	Early Release Days
	First & Last Day of School
H	Student/Teacher Holiday
	Bad Weather Days
	Beginning of six weeks
	End of six weeks
	Graduation/Early Release

DATES AT A GLANCE

Aug New Hire Orientation

Sept 7 Labor Day
Nov 23-27 Thanksgiving Break

Dec. 15- Graduation
Dec 21 - Jan 1 Christmas Break
Mar 14-18 Spring Break
May 29 Memorial Day
June 3 Graduation/
Last Day of School

Bad Weather Days

March 25 to be used
May30 2nd to be used

Grading Periods

First Semester - 78 days

Second Semester - 100 days

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GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: February 5, 2015
RE: Resolution Changing Authorized Representatives for LOGIC Investment Pool

SUMMARY:

Consider updating Investment Pool Authorized Representatives. Attached please find the Resolution Changing Authorized Representatives as well as the Addition/Deletion Form for Authorized Representatives.

RECOMMENDATION:

I recommend that the Board authorize Emmett Whitefield, L. O. "Dobie" Williams, Dr. James M. Largent and Mark Jackson as Authorized Representatives for the LOGIC Investment Pool.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: February 5, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: February 5, 2015
RE: Consider Amending Authorized Representatives for Lone Star Investment Pool

SUMMARY:

Consider adding Investment Pool Authorized Representative. Attached please find the Authorized Representative Add Form which needs to be Passed and Approved by the Board in order to update access to the Lone Star Investment Pool.

RECOMMENDATION:

I recommend that the Board add Emmett Whitefield as an Authorized Representative for the Lone Star Investment Pool.

Dr. James M. Largent, Mark Jackson and L. O. “Dobie” Williams will remain as Authorized Representatives for the Lone Star Investment Pool.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: February 5, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: February 5, 2015
RE: Resolution Amending Authorized Representatives for TexPool Investment Pool

SUMMARY:

Consider updating Investment Pool Authorized Representatives. Attached please find the Resolution Amending Authorized Representatives.

RECOMMENDATION:

I recommend that the Board authorize Emmett Whitefield, L. O. "Dobie" Williams, Dr. James M. Largent and Mark Jackson as Authorized Representatives for the TexPool Investment Pool.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: February 5, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: February 5, 2015
RE: Designation of Authorized Representatives for TexasTerm Investment Pool

SUMMARY:

Updating Investment Pool Authorized Representatives. Attached please find the Designation of Authorized Personnel. This does not require Board action, but I wanted the Board to be aware of the change.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: February 5, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: February 5, 2015
RE: Investment Policy CDA (LEGAL) & CDA (LOCAL)

SUMMARY:

According to the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and Granbury ISD policy CDA (LEGAL), the investment policy and the investment strategy shall be reviewed not less than annually.

Attached are Granbury ISD's adopted CDA (LEGAL) and CDA (LOCAL). These serve as the investment policy and strategy for each fund maintained by the District. CDA (LEGAL) is the standard investment policy for all school districts in the state of Texas. CDA (LOCAL) is the policy of GISD and describes the strategy utilized by the District in investments for GISD funds.

I have reviewed the policies to ensure that they are in compliance with current law and current procedures. The attached policies represent the current law and the current practices of District administration in regard to investments.

In addition, CDA (LEGAL) states that "The Board shall adopt a written instrument stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies." CDA (LOCAL) states that "The Superintendent or other person designated by Board resolution shall serve as the investment officer." And lastly, Texas Government Code Section 2256.008(a) requires that the Board approve independent sources of investment training. In view of these requirements, a resolution is attached for consideration of the Board.

RECOMMENDATION:

That the Board adopt the attached resolution stating that the Board has reviewed the investment policy and strategies, has designated an investment officer and has approved the independent sources of investment training as required by Investment Policy and Texas Government Code.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: February 5, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Information

TO: Dr. James M. Largent, Superintendent

FROM: Dobie Williams
DATE: February 5, 2015
RE: 2015-16 Budget Assumptions & Calendar

SUMMARY:

I have attached the budget assumptions we are proposing to use as we develop the budget for the 2015-16 school year. I have also included the budget calendar. Of course this is a year in which the State Legislature meets so these assumptions are subject to change in relation to legislation that may be passed and/or or in regard to the outcome (or legislative action) in regard to the pending school finance lawsuit.

Should you need additional information, please let me know.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

GRANBURY INDEPENDENT SCHOOL DISTRICT
BUDGET CALENDAR
2015-16

DATE	ACTIVITY	PARTICIPANTS	PERSON RESPONSIBLE
February 2015	Student Projections for 2015-16	Asst Supt for Fin & Ops	Asst Supt for Fin & Ops
February 2015	Budget Parameters set	Supt/Asst Supt Fin & Ops	Asst Supt for Fin & Ops
February 2015	Calendar Established	Asst Supt for Fin & Ops	Asst Supt for Fin & Ops
February 2015	Student:Teacher Ratios established	Board/Superintendent	Asst Supt for Fin & Ops
2/16/2015	Budget Assumptions & Calendar Presented to Board	Supt/Asst Supt Fin & Ops	Asst Supt for Fin & Ops
2/27/2015	Budget Packets Disseminated	Principals/Directors	Asst Supt for Fin & Ops
2/27/2015	Allocations to Department Budget Managers	Budget Managers	Asst Supt for Fin & Ops
2/27/2015	Campus Funds to Budget Managers	Principals/Directors	Asst Supt for Fin & Ops
2/27/2015	Allocations to Campus Budget Managers	Budget Managers	Asst Supt for Fin & Ops
3/2/2015	Skyward Budget Input open to Campus/Departments	Prin/Dir/Bus Ofce	Asst Supt for Fin & Ops
3/27/2015	Maintenance Needs to Facilities Director	Principals/Directors	Facilities Director
3/27/2015	Additional Utility Needs to Facilities Director	Principals/Directors	Facilities Director
3/27/2015	Additional Custodial needs to Support Services Director	Principals/Directors	Support Svcs Director
3/27/2015	Form P to Human Resources	Principals/Directors	Director of HR
4/15/2015	Initiative Packets to Business Office	Principals/Directors	Asst Supt for Fin & Ops
4/15/2015	Budget Development Worksheets due to Business Ofc	Principals/Directors	Asst Supt for Fin & Ops
5/1/2015	Preliminary Property Values Known	Chief Appraisers	HCAD/JCAD/SCAD/PCAD
6/1/2015	Full Budget Presented to Supt	Asst Supt for Fin & Ops	Asst Supt for Fin & Ops
June, 2015	Presentation of 2015-16 Salary Schedule	Board/Superintendent	Director of HR
June, 2015	Staffing Cost Projections to Business Ofc	Hum Res Dir/Asst Supt Fin Ops	Director of HR
July, 2015	Approval of 2015-16 Salary Schedule/Ins Benefits	Board/Superintendent	Superintendent
7/20/2015	Presentation of Preliminary Property Values	Superintendent/Fin Dir	Asst Supt for Fin & Ops
7/20/2015	Budget Workshop (All Day)	Board/Superintendent	Asst Supt for Fin & Ops
7/20/2015	Decide on Public Meeting Date on Budget/Tax Rate	Board/Superintendent	Board/Superintendent
7/24/2015	Certified Tax Base Value Determined	Chief Appraisers	HCAD/JCAD/SCAD/PCAD
8/8/2015	Publish "Notice of Public Meeting…Proposed Tax Rate"	Asst Supt for Fin & Ops	Asst Supt for Fin & Ops
8/8/2015	Publish on website Budget Comparision	Asst Supt for Fin & Ops	Asst Supt for Fin & Ops
8/24/2015	Budget & Tax Rate Meeting, Adopt Budget	Board/Superintendent	Board/Superintendent
8/24/2015	Set Tax Rate	Board	Board/Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED DECEMBER 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	48,621,365	16,994,405	31,626,960	34.95%
5800 STATE SOURCES	10,005,613	2,716,395	7,289,218	27.15%
5900 FEDERAL SOURCES	471,500	112,377	359,123	23.83%
TOTAL REVENUES	**59,098,478**	**19,823,177**	**39,275,301**	**33.54%**
EXPENDITURES				
6100 PAYROLL COSTS	42,189,374	11,937,681	30,251,693	28.30%
6200 PROFESSIONAL & CONTRACTED SERVICES	12,771,638	2,618,975	10,152,663	20.51%
6300 SUPPLIES/MATERIALS	2,538,340	1,134,228	1,404,112	44.68%
6400 OTHER OPERATING	1,176,936	496,562	680,374	42.19%
6500 DEBT SERVICE	0	0	0	#DIV/0!
6600 CAPITAL OUTLAY	1,222,358	458,611	763,747	37.52%
TOTAL EXPENDITURES	**59,898,646**	**16,646,057**	**43,252,589**	**27.79%**
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	**(800,168)**	**3,177,120**	**(3,977,288)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED DECEMBER 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES					
5700 LOCAL					
PROPERTY TAXES	48,234,017	16,695,139	31,538,878	34.61%	42.12%
INVESTMENT INCOME	25,000	5,202	19,798	20.81%	8.02%
OTHER LOCAL INCOME	362,348	294,064	68,284	81.16%	47.02%
5800 STATE					
STATE FUNDING	10,005,613	2,716,395	7,289,218	27.15%	41.55%
5900 FEDERAL					
FEDERAL PROJECTS	471,500	112,377	359,123	23.83%	23.88%
TOTAL REVENUES	**59,098,478**	**19,823,177**	**39,275,301**	**33.54%**	**41.88%**
EXPENDITURES					
11 INSTRUCTION	30,572,192	8,557,926	22,014,266	27.99%	33.50%
12 INSTRUCTIONAL RESOURCES & MEDIA	731,622	196,356	535,266	26.84%	34.58%
13 CURRICULUM & STAFF DEVELOPMENT	737,326	254,285	483,041	34.49%	31.70%
21 INSTRUCTIONAL LEADERSHIP	481,266	159,961	321,305	33.24%	33.52%
23 SCHOOL LEADERSHIP	3,377,900	1,114,210	2,263,690	32.99%	33.68%
31 GUIDANCE/COUNSELING	2,263,063	680,017	1,583,046	30.05%	34.06%
32 SOCIAL WORK SERVICES	58,400	64,648	(6,248)	110.70%	100.00%
33 HEALTH SERVICES	383,928	97,860	286,068	25.49%	32.43%
34 TRANSPORTATION	2,986,261	1,159,551	1,826,710	38.83%	45.41%
35 FOOD SERVICE	0	0	0	0.00%	0.00%
36 CO-CURRICULAR/EXTRACURRICULAR	1,688,508	492,734	1,195,774	29.18%	30.65%
41 GENERAL ADMINISTRATION	2,197,224	782,400	1,414,824	35.61%	34.86%
51 PLANT MAINTENANCE	6,103,864	2,370,356	3,733,508	38.83%	39.86%
52 SECURITY & MONITORING SERVICES	255,555	91,693	163,862	35.88%	45.67%
53 DATA PROCESSING	937,595	392,744	544,851	41.89%	45.61%
61 COMMUNITY EDUCATION	48,053	9,738	38,315	20.26%	10.59%
71 DEBT SERVICE	0	0	0	0.00%	14.88%
81 FACILITIES CONSTRUCTION & ACQUISITION	0	23,527	(23,527)	0.00%	61.92%
91 CONTR INSTRUCTIONAL SERVICES	6,125,889	0	6,125,889	0.00%	0.00%
93 PAYMENTS TO FISCAL AGENT					
99 OTHER INTER GOV CHARGES	950,000	198,051	751,949	20.85%	24.43%
TOTAL EXPENDITURES	**59,898,646**	**16,646,057**	**43,252,589**	**27.79%**	**30.29%**
	0				
OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**(800,168)**	**3,177,120**	**(3,977,288)**		

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Information

TO: Dr. James Largent, Superintendent

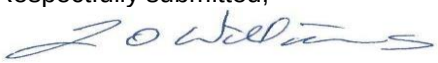
FROM: Dobie Williams
DATE: February 9, 2015
RE: 12/31/2014 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended December 31, 2014 for the general operating fund.

The statements for the period ended December 31, 2014, include only those transactions that occurred between the period of September 1, 2014, and December 31, 2014. Revenue collected to date equals 34.54% of the budgeted amount compared to 41.88% last year. Expenditures to date represent 27.79% of the budget compared to 30.29% last year.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: February 9, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: February 7, 2015
RE: Cash Flow and Investment Report
As of 12/31/2014

SUMMARY:

Attached is the Cash Flow and Investment Report for the period ended December 31, 2014.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: February 7, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

CASH AND INVESTMENT REPORT

FROM DECEMBER 1, 2014 TO DECEMBER 31, 2014

FOR BOARD MEETING FEBRUARY 16, 2015

		FIRST FINANCIAL BANK								INVESTMENTS				CDARs
		GENERAL FUND	DEBT	CAPITAL PROJ	PAYROLL	A/P	WC FUND	EZDENT	CHILD NUTRITION	LOGIC	LONE STAR	TEXPOOL	TEXAS TERM	PROGRAM
BEGINNING BALANCE-DECEMBER 1, 2014		**$ 1,774,508**	**$ 839,782**	**$ 14,674,739**	**$ 1,563,509**	**$ 278,683**	**$ 505,195**	**$ 230**	**$ 41,749**	**$ 3,928,925**	**$ 681,708**	**$ 1,062,858**	**$ 7,478,599**	**$ 56,596,803**
LOCAL REVENUE-RENT, CAFÉ MEALS,ATH		$ 195,576							$ 91,043					
TAX COLLECTIONS		$ 12,747,181	$ 2,747,540											
TEA COLLECTIONS:														
CHILD NUTRITION		$ 157,995							$ 239,098					
FOUNDATION		$ -												
TITLE FUNDS		$ -												
AVAILABLE SCHOOL FUND		$ 183,900												
IDEA-B FUNDS		$ -												
IMA		$ -												
PERKINS														
MAC/SHARS		$ 94,289												
TRANSFERS IN		$ -		$ 9,072	$ 3,644,926	$ 1,787,126	$ 128,860	$ 40,680					$ 22,927,000	
BOND PAYMENT														
OPERATING EXPENSES		$ (1,322,156)		$ (655,047)		$ (1,275,710)	$ (8,744)	$ (5,213)	$ (99,034)	$ -				
PAYROLL		$ (3,463,100)		$ -	$ (4,139,096)				$ (101,272)					
TEA RECAPTURE			$ -			$ -								
TRANSFERS OUT			$ (2,000,000)	$ (12,000,000)									$ (8,927,334)	
MONTHLY INTEREST EARNED AND PAID		$ 860	$ 157	$ 1,376	$ 151	$ 45	$ 103	$ 6	$ 44	$ 325	$ 35	$ 38	$ 657	$ 9,234
ACCRUED INTEREST PAID														$ 18,161
ENDING BALANCE-DECEMBER 31, 2014		$ 10,369,053	$ 1,587,479	$ 2,030,140	$ 1,069,489	$ 790,144	$ 625,414	$ 35,702	$ 171,628	$ 3,929,250	$ 681,744	$ 1,062,896	$ 21,478,922	$ 56,624,198
INTEREST ACCRUED, NOT PAID AT MONTHS END														$ 3,058
WEIGHTED AVERAGE MATURITY		1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	55 Days	38 Days	46 Days	50 Days	166 Days
CURRENT MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.088%	0.050%	0.268%	0.060%	
PRIOR MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.080%	0.050%	0.033%	0.060%	Various
													CDs 0.400%	

I, the approved Investment Officer of Granbury ISD, hereby certify that the above Investment Report represents the investment position of the District (as of the end of the month indicated at the top of this investment form) in accordance with the Board approved Investment Funds Policy, the Public Funds Investment Act (Texas Government Code 2256), and Generally Accepted Accounting Principals (GAAP).

L.O. "Dobie" Williams
Assistant Superintendent for Finance and Operations

2014-15 INTEREST			
ACCRUED (as of 9/1/14)			
Sep-14	$ 30,873.95		Mar-15	
Oct-14	$ 2,771.66		Apr-15	
Nov-14	$ 3,632.79		May-15	
Dec-14	$ 31,192.05		Jun-15	
Jan-15			Jul-15	
Feb-15			Aug-15	
			TOTAL	$ 68,470.45

DEC INTEREST ACCRUED	$ 3,058.15
DEC INTEREST EARNED & PD	$ 31,192.05

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: February 16, 2015
For: Information

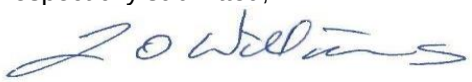
TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: February 5, 2015
RE: Bond Expenditure Update
As of January 31, 2015

SUMMARY:

Attached are bond expenditures through the period ended January 31, 2015. Expenditures are divided into two categories - "Construction" and "Other Areas". The Construction category includes expenditures related to the construction or renovation/remodeling of buildings. The Construction category also includes a breakdown of expenditures by vendor. The Other Areas category includes expenditures for non-construction related expenditures from bond funds.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Karen Johnson

Date Submitted: February, 2015

Bond Project Status

Budget, Commitments, Expenditures, Construction Contracts (thru 01/31/15)

Summary Status - Construction

Description	Budgeted	Committed	Expended
Soft Cost	$ 5,819,639.00	$ 177,103.74	$ 3,549,694.05
Hard Cost	$ 54,186,317.00	$ 48,703,671.80	$ 4,123,091.20
Contingency	$ 3,704,480.00	$ 29,023.56	$ 319,814.71
Total	***$ 63,710,436.00***	***$ 48,909,799.10***	***$ 7,992,599.96***

Construction Vendor Status

Contract / Service	Paid to Date	Description
Alliance Geotech	$ 58,511.51	*Materials Testing*
Buford-Thompson	$ 4,377,715.90	*Construction Mgr*
City of Granbury	$ 176,717.02	*Permits*
DFW Waste Oil	$ 650.00	*Oil Disposal - GHS Auto Shop*
Elliott Electric	$ 9,225.20	*CTE Move to Ag Complex*
ERI Consulting	$ 4,000.00	*Asbestos Abatement Consultant GHS*
HC News	$ 196.50	*Public Notice Ad*
Home Depot	$ 1,049.63	*Ramps to Portables; Misc.*
HD Snow House Moving	$ 13,600.00	*Move Portables*
Huckabee	$ 3,246,690.52	*Architect*
IESI	$ 3,903.22	*Temporary Roll-Off*
JPH Land Surveying	$ 44,900.00	*Survey*
Mobile Modular	$ 3,126.00	*Pods - GHS*
1 Priority	$ 10,100.00	*Abatement - GHS*
Print One	$ 133.25	*Signage - OW*
School Specialty	$ 367.71	*White Board - OW*
TASB	$ 18,632.00	*Asbestos Testing - All campuses*
The Rios Group	$ 22,875.00	*Subsurface Utility*
TX Dept of State Health Svc	$ 124.00	*Asbestos Abatement Notification Fee*
Woodard Builders	$ 82.50	*Glass in Receptionist Door - BES*
Total	***$ 7,992,599.96***	

Summary Status - Other Areas

Description	Budgeted	Committed	Expended
Band Equip	$ 400,000.00	$ -	$ 220,661.97
Bus Replacement	$ 1,600,000.00	$ 476,475.00	$ 758,324.00
Classroom Furniture	$ 1,000,000.00	$ 5,558.27	$ 206,180.40
Furniture, Fixture, Equip	$ 4,461,564.00	$ -	$ -
Technology	$ 10,800,000.00	$ 70,019.67	$ 1,036,912.69
Total	***$ 18,261,564.00***	***$ 552,052.94***	***$ 2,222,079.06***