

# Board Consent Item

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Information  
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Board Agenda  
Information

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Action

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Consent

06/15/2026

**Subject:** Donation from PTSA for Motorized Shades at Heritage Middle School

**Contact Person:** Carla Settle, Chief Financial Officer  
Paula Barbaroux, Chief Operations Officer  
Mike Caressimo, Director of Facility Services

**Policy/Code:** Board Policy CDC(LOCAL)

**Priority and Performance Objective:** Priority 3: Parents, Families and Community Satisfaction and Engagement  
Objective 3.2: Community Engagement and Partnerships  
Objective 3.3: Corporate and Business Based Partnerships

Priority 4: Strong Financial Stewardship and Internal System Efficiency  
Objective 4.1: Transparent Financial Stewardship

**Summary:** Board Policy CDC(LOCAL) states, "The Board of Trustees will receive bequests and donations or other monies or funds coming legally into its hands in the name of the District."

The PTSA proposes to fund the purchase and installation of motorized blackout roller shades for four existing cafeteria windows. The project scope includes all necessary electrical work, including the installation of new power connections at each window to support motorized operation. Because the cafeteria windows face west, the setting sun creates significant glare during evening hours. This glare adversely affects visibility and comfort during theater performances, parent meetings, and other school and community events held in the cafeteria. Installing blackout shades will enhance

the functionality of the space by improving viewing conditions and reducing distractions for performers, audience members, and attendees. The total project cost is \$9,009.70. Upon approval, the project will commence immediately.

**Attachments:**

Project Scope

**Recommendation:**

The recommendation is for the Board of Trustees to approve the donation of the Grapevine High School volleyball shower room renovation project.

# APPLICATION FOR FACILITY MODIFICATION/BUILDING-SITE IMPROVEMENT

Campus: Heritage Middle School

## 1. Description of what is to be done.

The PTSA will fund the purchase and installation of motorized blackout roller shades for 4 existing cafeteria windows.  
The project includes all required electrical work, including new power connections at each window for motorized operation. Electrical work will include installing a new dedicated 20A/120V circuit from the kitchen electrical panel, with conduit, MC cable, junction boxes, disconnect switches, and a new labeled breaker.

## 2. Provide justification for the desired modification (building or grounds). Use additional sheet if needed.

The cafeteria windows face the direction of the setting sun, which creates significant glare during evening hours. This negatively impacts visibility and comfort for theatre performances, audience members, parent meetings, and other school events held in the space. Installing blackout window coverings will eliminate this glare, improving the experience and functionality of the room for all users. Additionally, the shades will provide a safe, consistent, and professional solution compared to the current temporary method of taping black trash bags over the windows for events such as school glow dances.

## 3. When is completion needed? ASAP When may work begin? ASAP

## 4. What is the estimated cost of construction? \_\_\_\_\_ of equipment? Coverings/Motor: \$6,470.44 of furniture? \_\_\_\_\_ etc? Electrical work: \$2539.26 TOTAL COST: \$9,009.70

## 5. Who is responsible for long term upkeep, repair or replacement? GCISD

## 6. Is this a one time or continuing cost? One time cost

## 7. How is modification funded? Heritage Middle School PTSA (fundraisers from this year)

\*BUDGET CODE REQUIRED\* \_\_\_\_\_  
(FORM WILL BE RETURNED IF BUDGET CODE NOT INCLUDED)

## 8. Does the modification involve lighting, electrical outlets, HVAC, light switches, carpet, water needs, irrigation, cabinets, shelves, chalk boards, bulletin boards, etc. \_\_\_\_\_ How?

Yes. The modification includes electrical work for motorized blackout shades, including a new dedicated 20A/120V circuit, electrical connections/outlets for the shades, conduit and cabling, junction boxes with disconnect switches, and a new breaker installed at the existing electrical panel. No other systems (HVAC, plumbing, etc.) will be impacted.

## 9. Who is the designated contact person? Shannon Hamilton Phone# 214-284-4242

Principal Requesting: Sheela Sunnich Date: 5/14/2026

Director of Facility Services: Michael Cressimo Date: 5/22/26

Chief Operations Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval if Required: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** All donations in in the amount of \$5,000 and over require Board approval. A donation request form can be found on the Facility Services web page or in Eduphoria.



### BUILDING SITE IMPROVEMENT DONATION FORM

GCISD Board Policy CDC(LOCAL), gives the Superintendent or designee the authority to accept donations that meet the identified criteria and are valued at less than \$5,000. Only the GCISD Board of Trustees may accept donations valued at \$5,000 or greater.

#### Donor Information

Organization or Individual's Name	Heritage Middle School PTSA
Contact Person	Shannon Hamilton, President HMS PTSA
Contact Phone Number	214-284-4242
E-Mail Address	hmspresident@broncoptsa.org
Coach/Sponsor Contact	Sheila Shimmick, Principal
Date Submitted	5/14/20

#### Donation/Purchase Information

Description of Proposed Donation	Motorized window coverings for each of the 4 large windows in the SAC/Cafeteria and electrical work needed to operate
Date Items Were Purchased & Purchase Price	\$9,009.70 total (\$6470.44 window coverings & \$2539.26 electrical)
Has the Building Site Improvement Regulation been reviewed and the Request Form Approved (attach)	<input checked="" type="radio"/> Y <input type="radio"/> N
Does the donation require removal of or the addition of a permanent fixture to buildings or grounds?	<input type="radio"/> Y <input checked="" type="radio"/> N

Please submit this form to:  
 Grapevine-Colleyville ISD  
 Attn: Financial Services  
 Department  
 3051 Ira E. Woods Ave  
 Grapevine, TX 76051  
 Fax 817-424-3138