



# Gregory-Portland Independent School District

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## BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS  
FROM: SPECIAL EDUCATION OFFICE  
CC: BOARD OF TRUSTEES  
DR. ISMAEL GONZALEZ III  
DATE: Monday, May 18, 2026

SUBJECT: Consider Renewal of Membership in Richards, Lindsay & Martin, L.L.P. Retainer Program

### PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE

N/A

PRIORITY 2: HIGH PERFORMING AND ENGAGED WORKFORCE

N/A

PRIORITY 3: QUALITY SERVICE AND IMPACTFUL COMMUNITY ENGAGEMENT

N/A

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.1 Annually improve operational processes

4.2 Maintain fiscal viability, stewardship and improve staff knowledge of sustainable budgeting processes

### BACKGROUND INFORMATION:

The District's membership is up for renewal on August 31, 2026, for the Legal Services Retainer Agreement with Richards, Lindsay & Martin, L.L.P. We have partnered with this firm to provide special education legal services for Gregory-Portland I.S.D. for the past 2 years. This service has benefited the district enabling unlimited phone calls for legal guidance to ensure G-P remains within the confines of both federal and state laws governing special education rules and regulations. The only additional costs above the retainer that have been incurred are for reviewing written correspondence, drafting legal documents and responses for the department, and providing training to staff on legal updates in special education. Over the last 2 years \$1,192 (\$596 per year) has been spent above the retainer fee.

### RECOMMENDATION:

It is recommended that the Board of Trustees make a motion to approve the contract renewal of membership with legal services provider Richards, Lindsay & Martin, LLP through a retainer program for a period of one (1) year effective September 1, 2026.

**FINANCIAL IMPACT:**

\$1200 retainer fee

**BOARD RELATED POLICY:**

N/A

**ACTION ITEM SUGGESTED MOTION (if applicable):**

It is recommended that the Board of Trustees make a motion to approve the contract renewal of membership with legal services provider Richards, Lindsay & Martin, LLP through a retainer program for a period of one (1) year effective September 1, 2026.

