

**Notice of Board Work Session
by Videoconference or Telephone Call
Board of Trustees
Thursday, September 5, 2024**

A Board Work Session of the Board of Trustees will be held on Thursday, September 5, 2024, beginning at 6:00 PM, Boardroom of the Mark Henry, Ed.D. Administration Building, 11440 Matzke Road, Cypress, Texas 77429.

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will be conducted by videoconference or telephone call. At least a quorum of the board will be participating by videoconference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access this meeting and or provide public comments as identified below:

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. For more information about public comment, see Policy BED. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

Notice of this meeting was mailed or electronically transmitted to the news media, who previously requested such notice, and a copy was posted in the main/front office window of the Cypress-Fairbanks Independent School District Mark Henry, Ed.D. Administration Building on September 2, 2024, at 4:00 p.m.

AGENDA COMMENTS: Per BED (Local), patrons may address the Board during any Board Meeting under Agenda Comments regarding items listed on the agenda for that meeting. Individuals must register in advance. Registration opens the day the agenda is posted to the district website, and the deadline for registering is 12:00 p.m. on the day of the meeting. To register, individuals must click on the "Register to Speak" link found under each agenda item listed for that meeting on the district website. This electronic speaker form must be completed in its entirety. Agenda Comments will generally be heard before each agenda item to be discussed or considered by the Board unless rearranged by the Board President. Any registered speaker who is absent from the meeting at the time for Agenda Comments forfeits the opportunity to address the Board at that meeting but may submit written comments to the Board.

MEETING OPENING: Call to Order, Invocation and Pledge of Allegiance, District's Vision and Mission Statement.

1. REMARKS AND ANNOUNCEMENTS

- A. The Superintendent will make remarks and announcements regarding the honors and achievements earned by staff and students in recent weeks and provide information regarding district and community events or items of interest.

2. RECOGNITIONS

- A. The Board will recognize ICI Construction for the donation of funds for school supplies.

3. BOARD COMMENTS

- A. Board members may make comments during this portion of the agenda regarding student achievement, district progress and data, community input and concerns, observations from school visits, meetings and conferences attended, district and community events and initiatives, or continuing education. The Board may not take action on items discussed.

4. CITIZEN PARTICIPATION

- A. Per BED (Local), patrons may address the Board during the Regular Board Meeting under Citizen Participation on any matters of interest or concerns that are not posted agenda items. Individuals may only register to speak one time per meeting and must register in advance. Registration opens the day the agenda is posted to the district website, and the deadline for registering is 12:00 p.m. on the day of the meeting. To register, individuals must click on the "Register to Speak" link found under the Citizen Participation heading in the agenda for that meeting on the district website. This electronic speaker form must be completed in its entirety. Any registered speaker who is absent from the meeting at the time for Citizen Participation forfeits the opportunity to address the Board at that meeting but may submit written comments to the Board.

CITIZEN PARTICIPATION WILL BE HEARD AT THE REGULAR BOARD MEETING ON MONDAY, SEPTEMBER 9, 2024.

5. REPORTS

- A. The administration will provide a report on the 2024 STAAR 3-8 and End-of-Course results.

6. CONSENT AGENDA

- A. The Board will consider approving the minutes of the August 12, 2024, Regular Board Meeting.
- B. The Board will consider authorizing the superintendent to execute a memorandum of understanding with Prairie View A&M University for Prairie View A&M students to participate in a school psychology practicum.
- C. The Board will consider approving on second reading additions, revisions, or deletions to district policies:
1. CKE (Local)-Safety Program/Risk Management: Security Personnel (Deletion)
 2. CKEA (Local)- Security Personnel: Commissioned Peace Officers (Revision)
- D. The Board will consider awarding bids and contracts and/or authorizing purchase orders as recommended in the posted agenda item.
1. Ambulance and EMT Services for Athletic Games and Other District Events
 2. College Readiness & Career Interest Tests
 3. Electronic/Technology Equipment Repair Parts and Repair Service
 4. Floor Care Machine Replacement Parts
 5. Groceries and General Merchandise
 6. Refrigerated Truck Class 5 for Nutrition Services
 7. Roof Repair Services
 8. Truck Wraps for Nutrition Services

7. NON-CONSENT AGENDA

- A. The Board will consider approving on first reading additions, revisions, or deletions to district policies:
1. DEA (Local) Compensation and Benefits: Compensation Plan (Revision)
 2. DF (Local) Termination of Employment (Revision)
 3. DFE (Local) Termination of Employment: Resignation (Revision)
 4. FEA (Local) Attendance: Compulsory Attendance (Revision)

5. FFI (Local) Student Welfare: Freedom From Bullying (Revision)

B. The Board will consider approving on dual reading additions, revisions, or deletions to district policies:

1. CQC (Local)-Technology Resources: Equipment (Revise)

C. The Board will consider granting a temporary construction easement to Harris County.

D. The Board will consider authorizing the District to participate in litigation against the Texas Education Agency regarding the public school accountability system. [This item may be discussed in closed session.]

E. The Board will consider making a determination that good cause did not exist as required by law for Priscilla Garza, Bryant Matthews, Emma Hughes, Karen Graham, Walter Ayala, Lorynn Kent, Jasmine Binion, Dana Wagner, Amber Lynch, Jennifer Jenkins, Emily Temofonte, Amy Newton, Bonnie Jones, Brianne Geaslin, Anthony Young, Brad Stanfield, Samantha Juan, Amber Greene, Wendy Lande-Forrester, Jorge Franceschi, Noorulain Thanlho, Tuboris Trotter-Jennings, Brandi Zarate, and Natasha Smith to resign their respective employment contracts. [This item may be discussed in closed session.]

F. The district will consider an appeal of a decision denying an intradistrict student transfer request. [This item may be discussed in closed session]

8. CLOSED

SESSION

If, during the course of the meeting covered by this notice, the Board should determine that a closed session of the Board should be held or is required in relation to any item included in this notice, then such closed session as authorized by Section 551.001 of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 through 551.084, of the Open Meetings Act.

A. There will be a Closed Session in accordance with Government Code Section 551.001 et. seq.

B. Section 551.071	C. For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. For the purpose of consultation with the district's attorney concerning matters on which the attorney's duty to the district under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings laws.
D. Section 551.072	E. For the purpose of discussing the purchase, exchange, lease or value of real property.
F. Section 551.073	G. For the purpose of considering a negotiated contract for a prospective gift or donation.
H. Section 551.074	I. For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
J. Section 551.076	K. To consider the deployment, or specific occasions for implementation, of security personnel or devices.
L. Section	M. For the purpose of deliberating a matter regarding a public-school

551.0821	student if personally identifiable information about the student will necessarily be revealed.
N. Section 551.082	O. For the purpose of considering discipline of a public-school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.
P. Section 551.083	Q. For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by section 13.901 of the Texas Education Code.
R. Section 551.084	S. For the purpose of excluding witness or witnesses from a hearing during examination of another witness.
9. ADJOURNMENT	

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See TASB Policy BEC(LEGAL)]

On September 2, 2024, at 4:00 p.m., this notice was mailed or electronically transmitted to the news media, who previously requested such notice, and a copy was posted in the main/front office window of the Cypress-Fairbanks Independent School District Mark Henry, Ed.D. Administration Building.

For the Board of Trustees

2024 STAAR 3-8 and End-of-Course Data Review

Board of Trustees Meeting

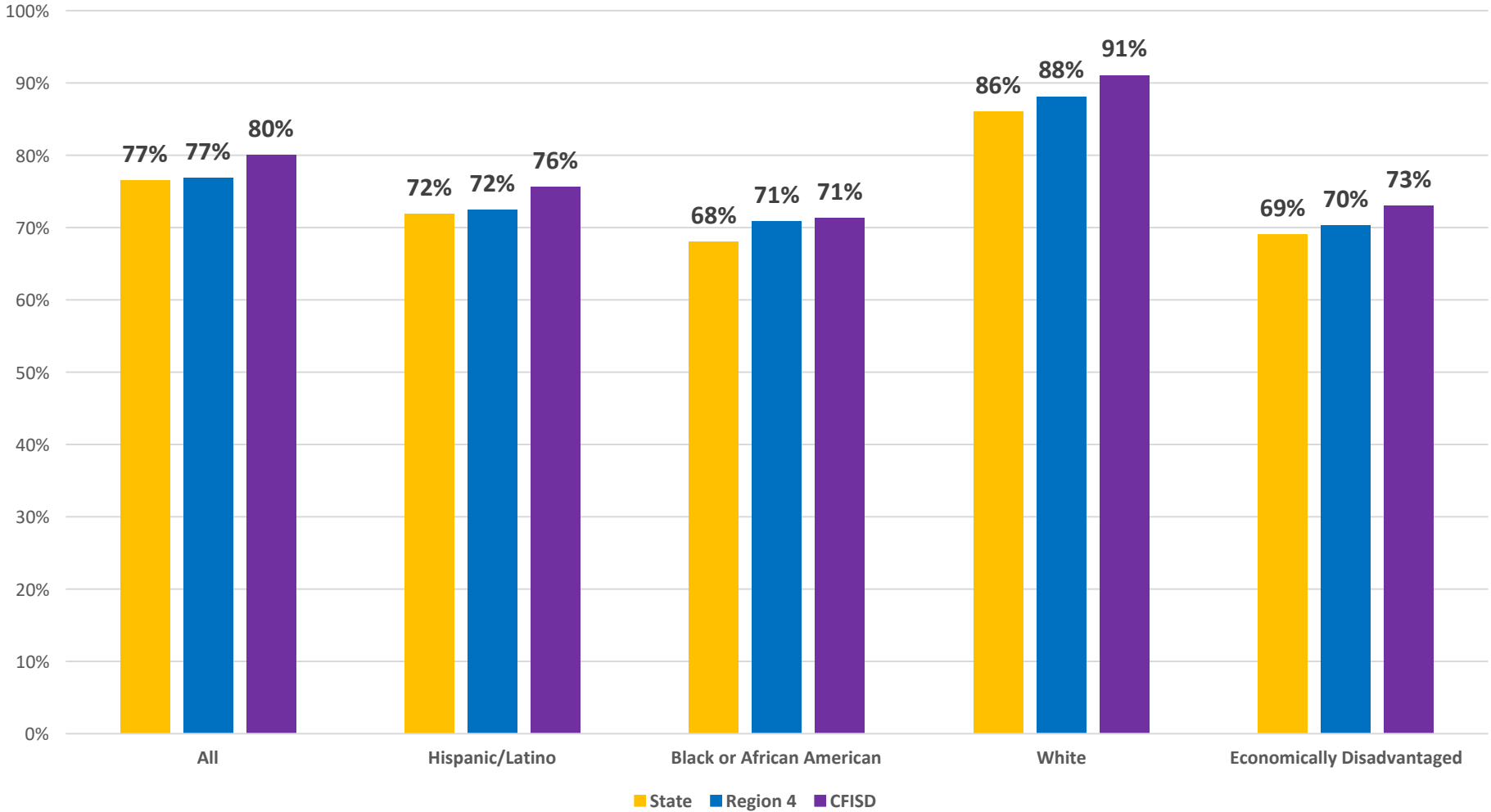


STAAR 3-8 and End-of-Course Data

- Preliminary data were emailed to the board on June 13, 2024, and the final data for the district and all campuses were emailed to the board on August 7, 2024.
- Data for the district and all campuses may be found on the following public website: txresearchportal.com
- Tonight, we will review a summary of the available data.



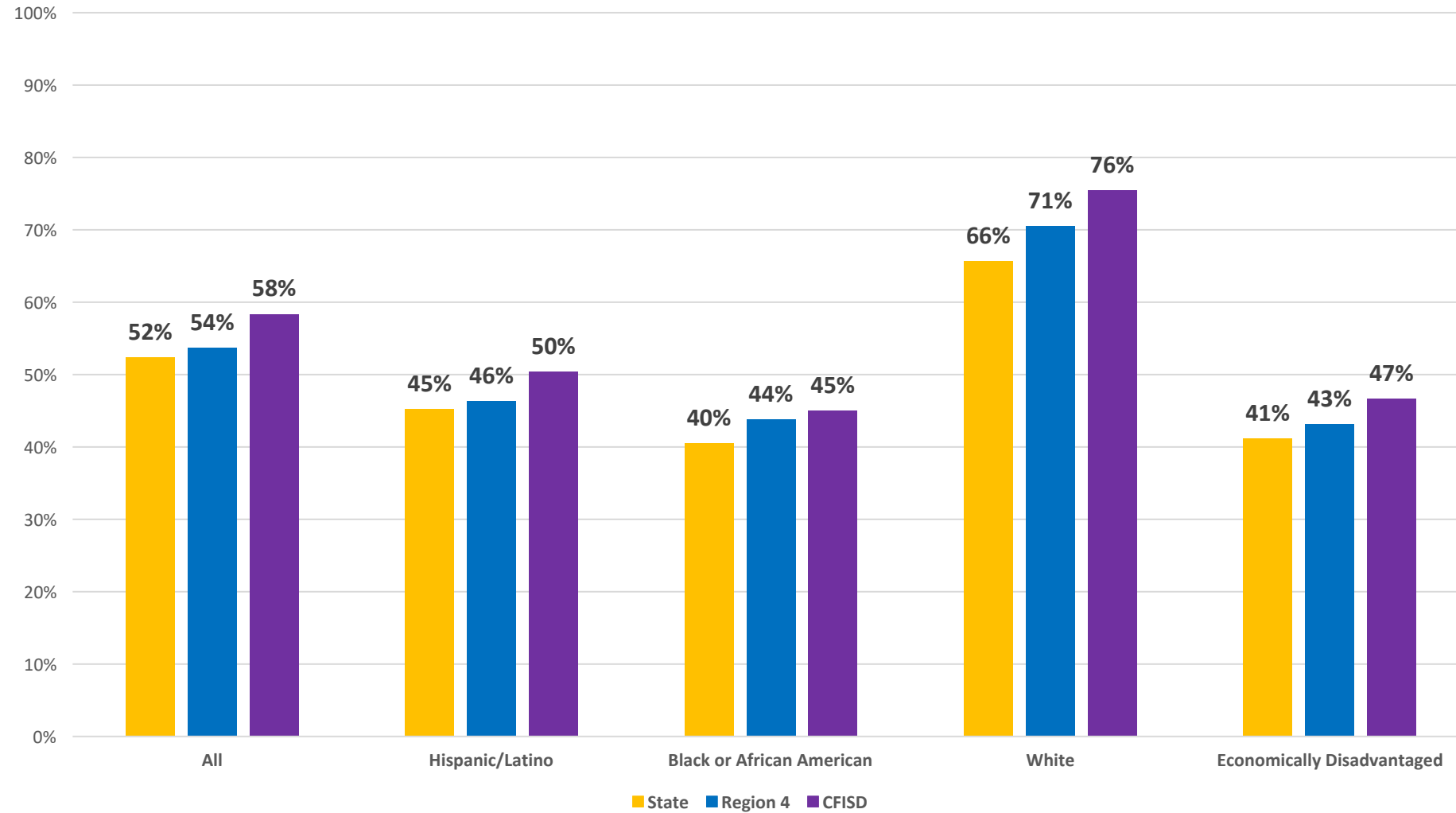
STAAR 3-8 Reading Language Arts: Approaches and Above
(All grade levels combined)



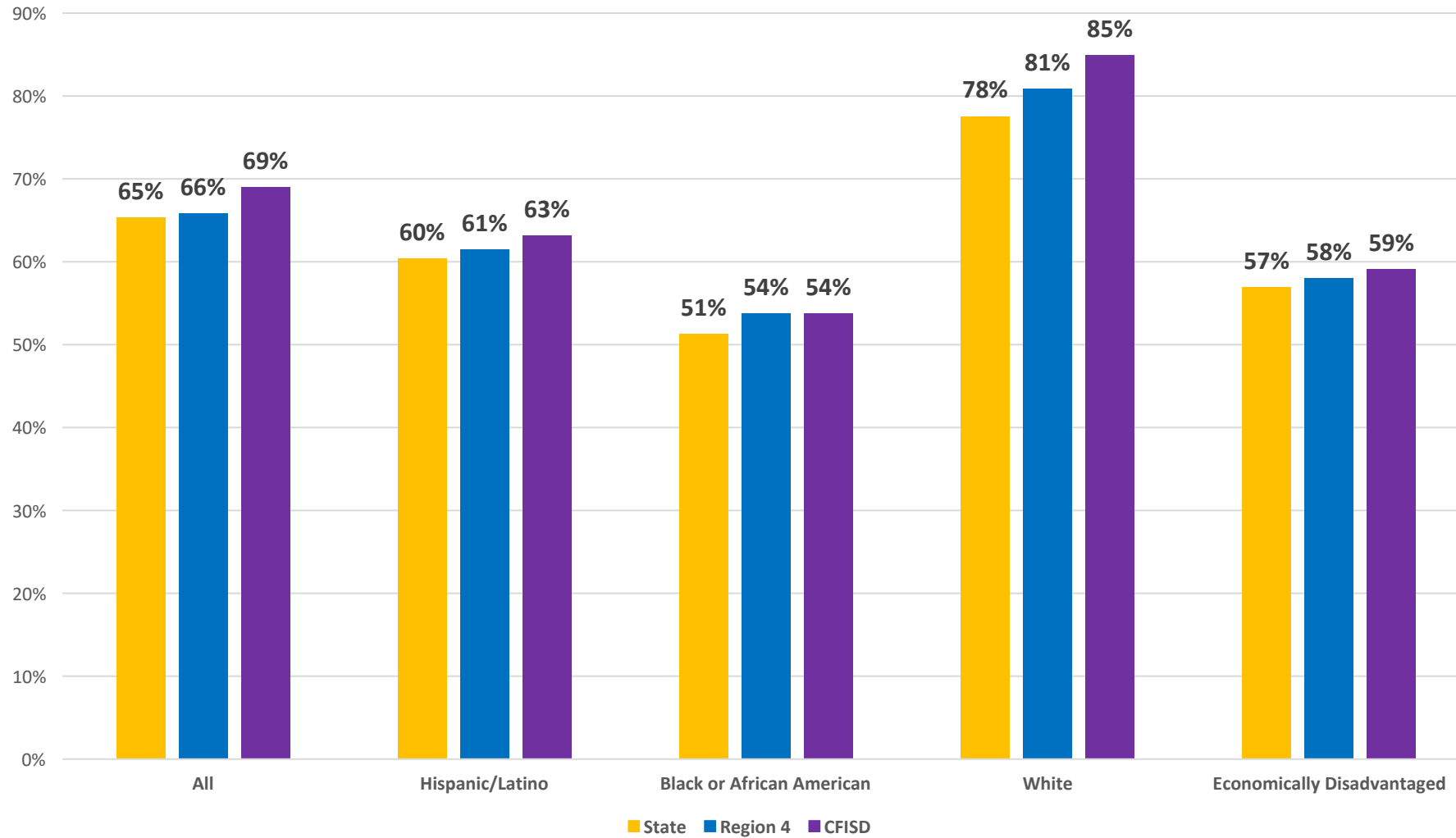
Source: txresearchportal.com



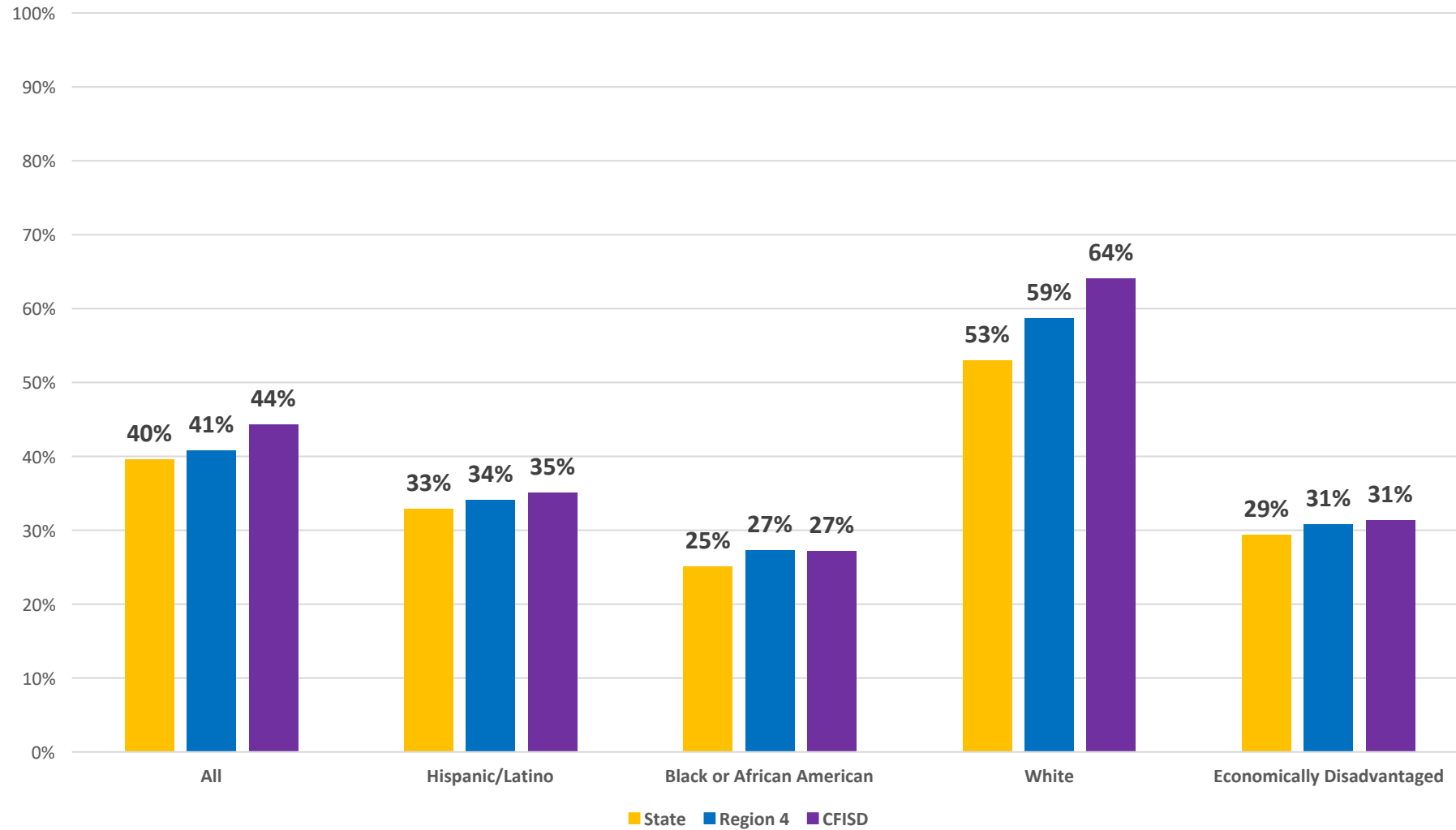
STAAR 3-8 Reading Language Arts: Meets and Above (All grade levels combined)



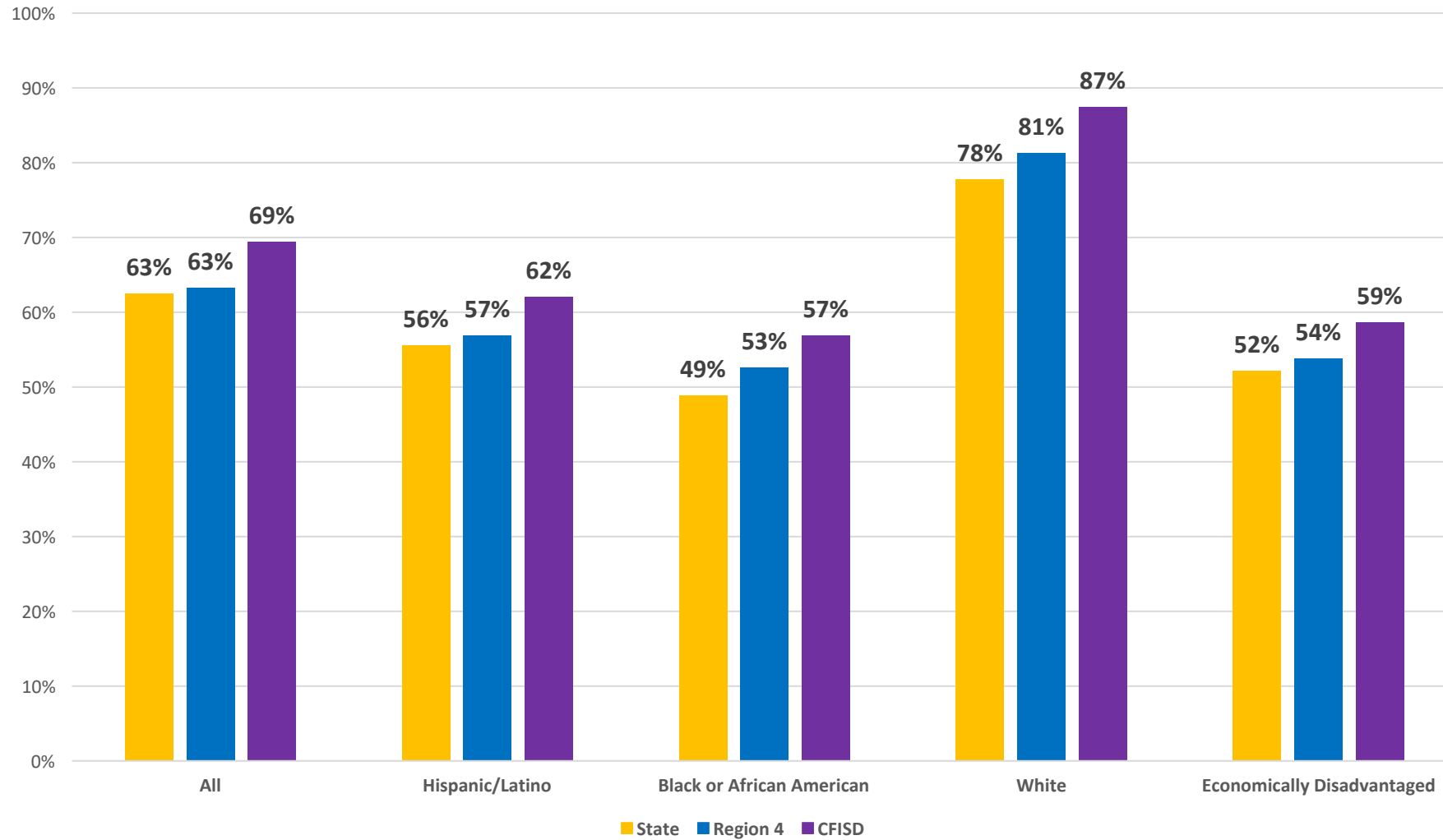
STAAR 3-8 Math: Approaches and Above (All grade levels combined)



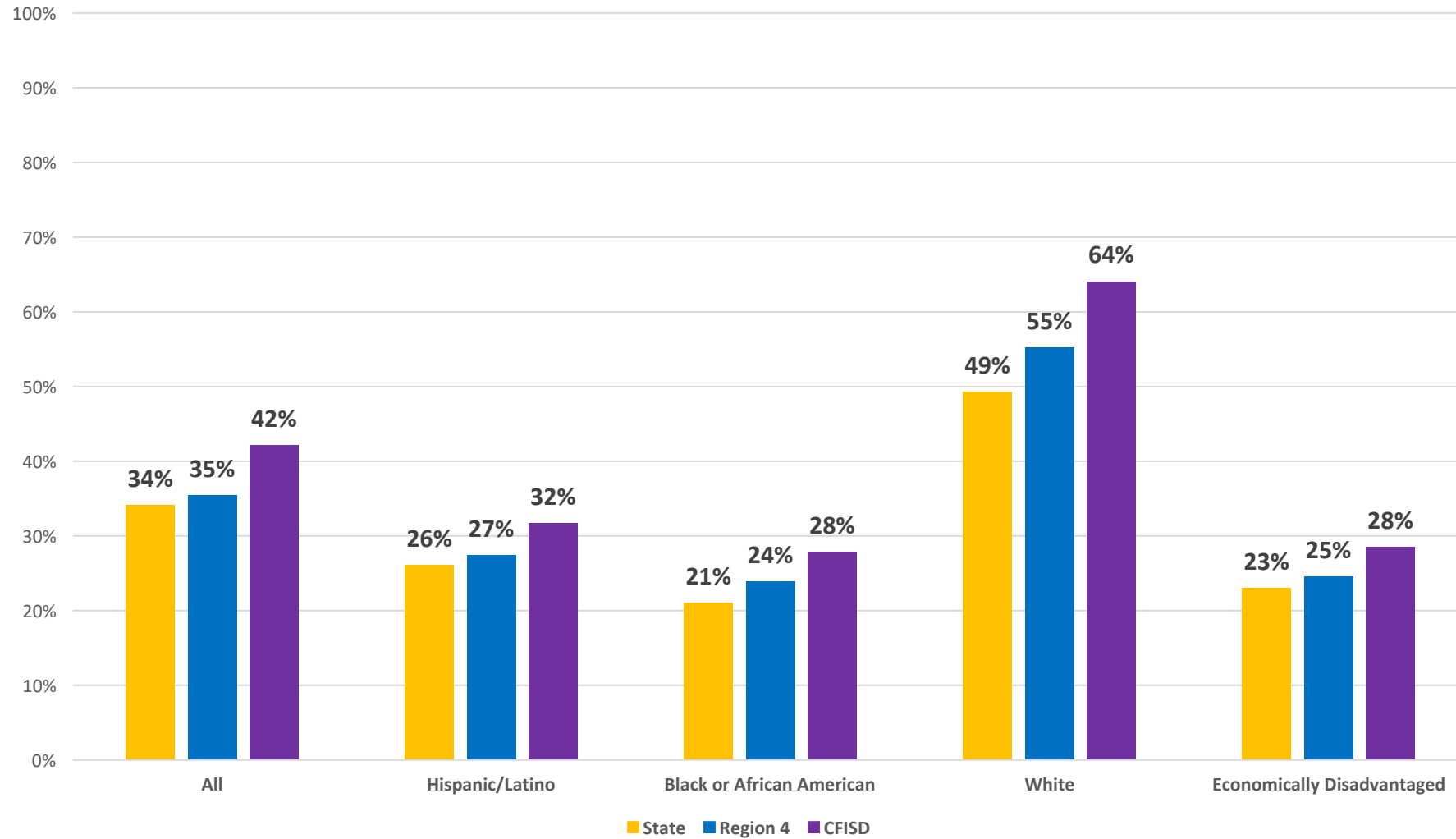
STAAR 3-8 Math: Meets and Above (All grade levels combined)



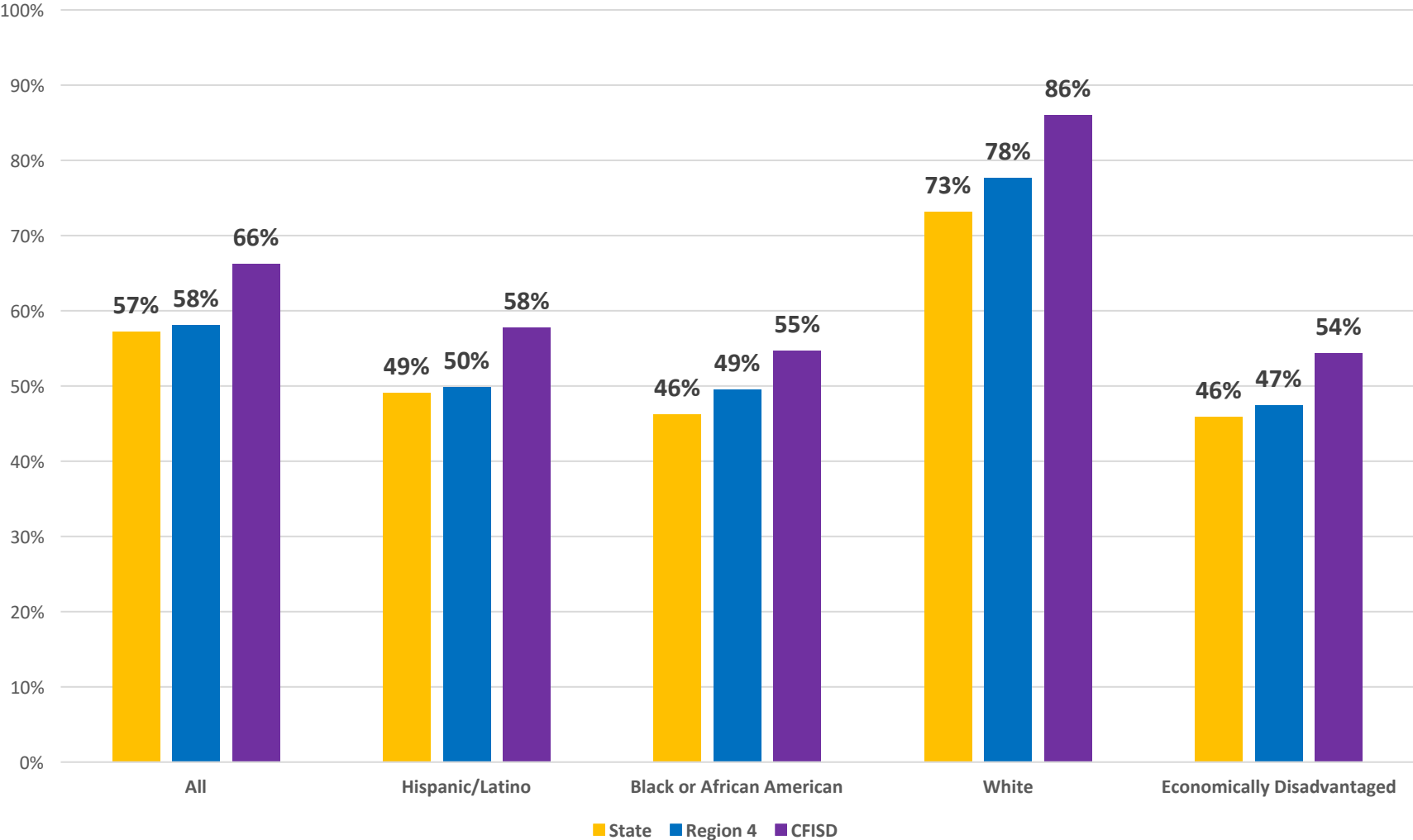
STAAR 3-8 Science: Approaches and Above (Grades 5 & 8 combined)



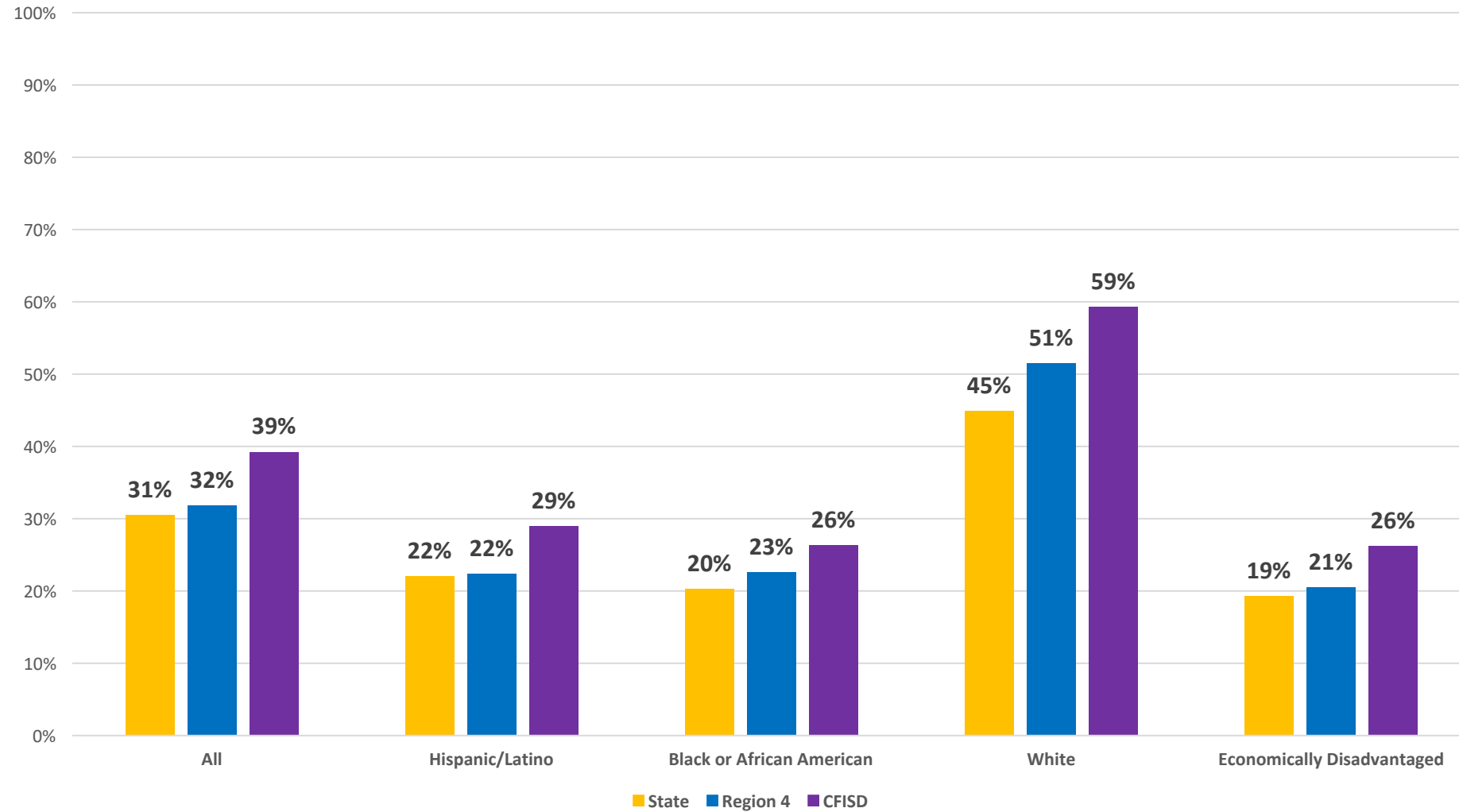
STAAR 3-8 Science: Meets and Above (Grades 5 & 8 combined)



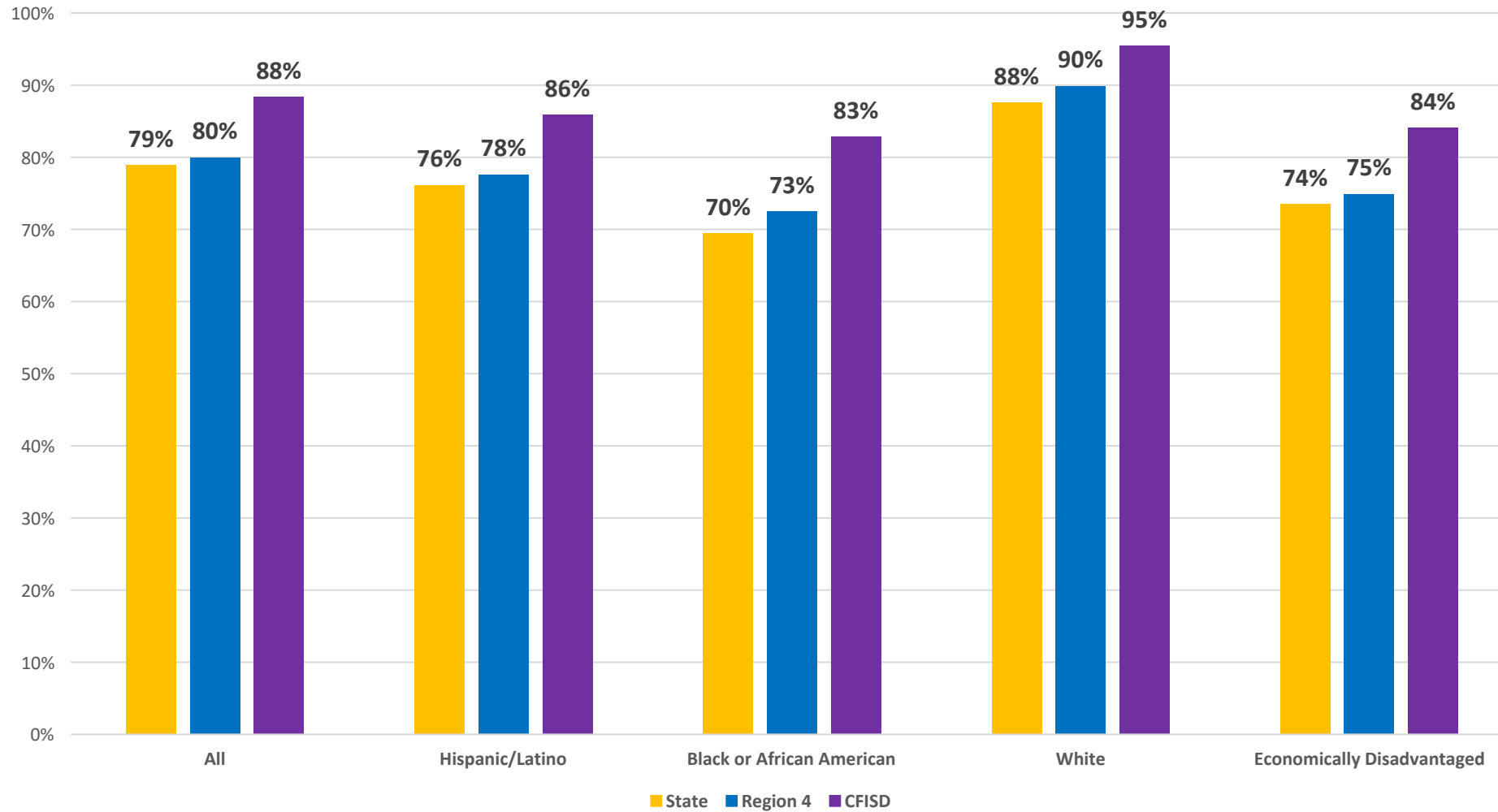
**STAAR Social Studies: Approaches and Above
(Grade 8)**



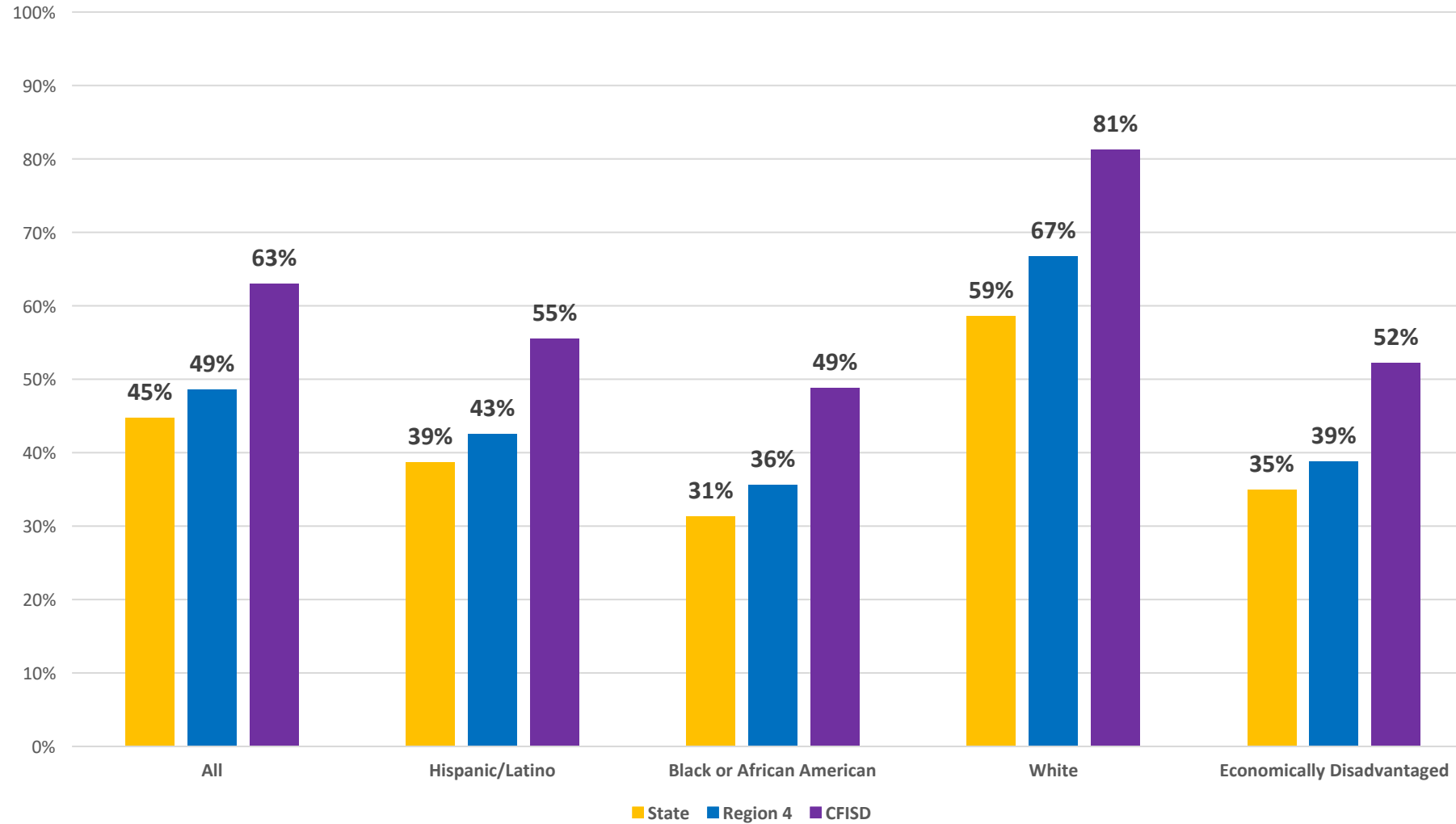
STAAR Social Studies: Meets and Above (Grade 8)



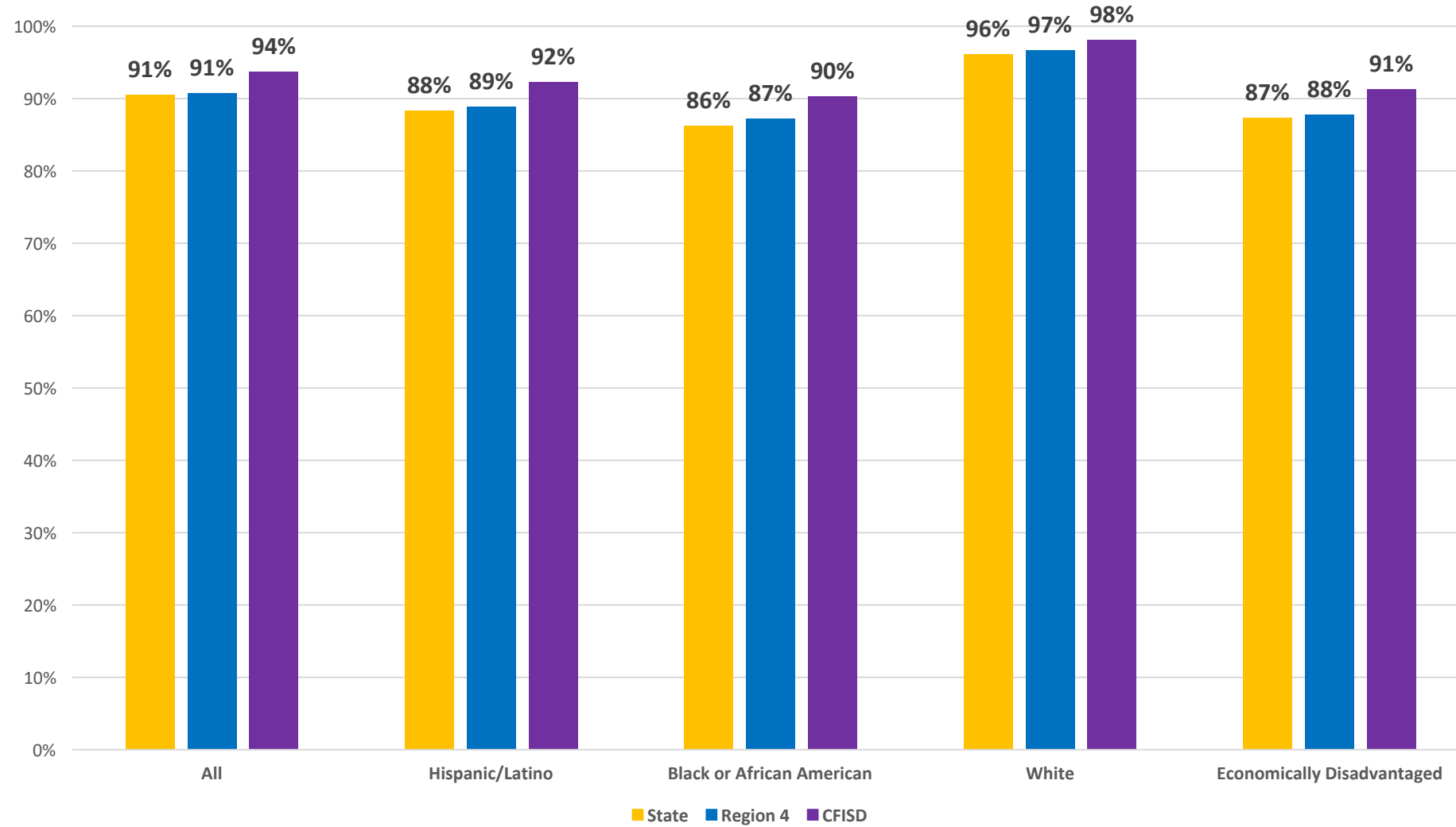
Algebra I EOC: Approaches and Above (All Testers)



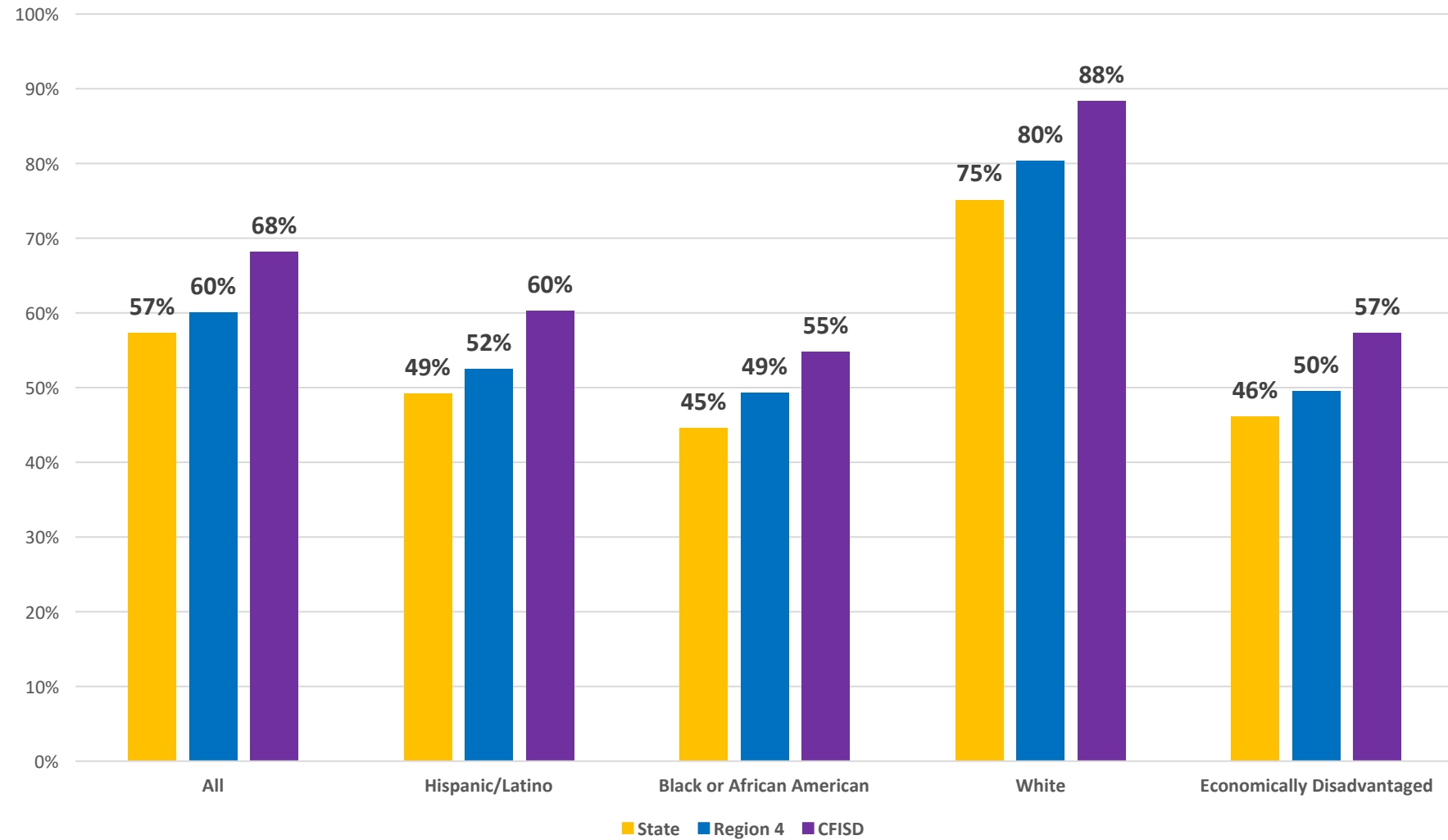
Algebra I EOC: Meets and Above (All Testers)



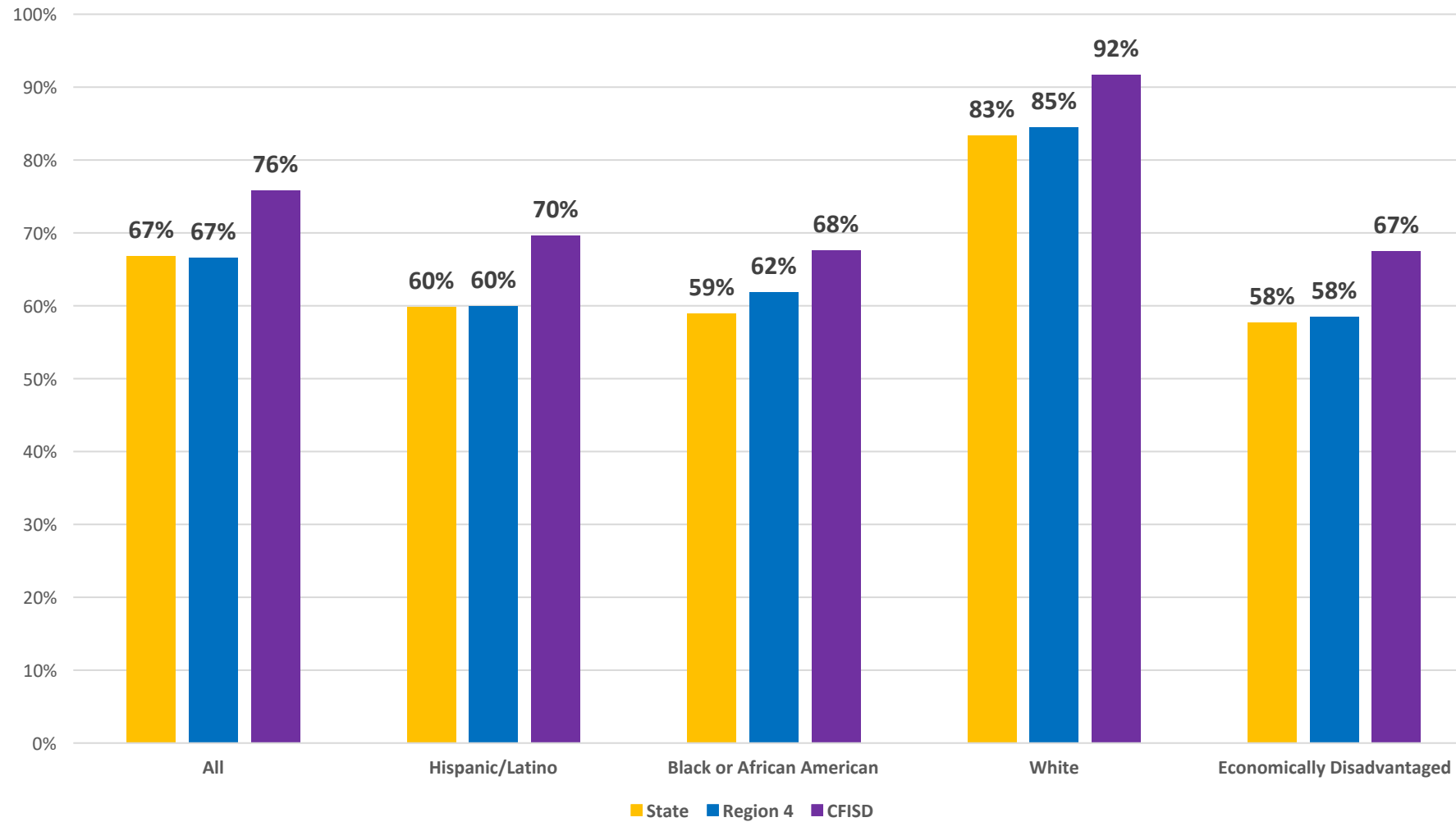
Biology EOC: Approaches and Above (All Testers)



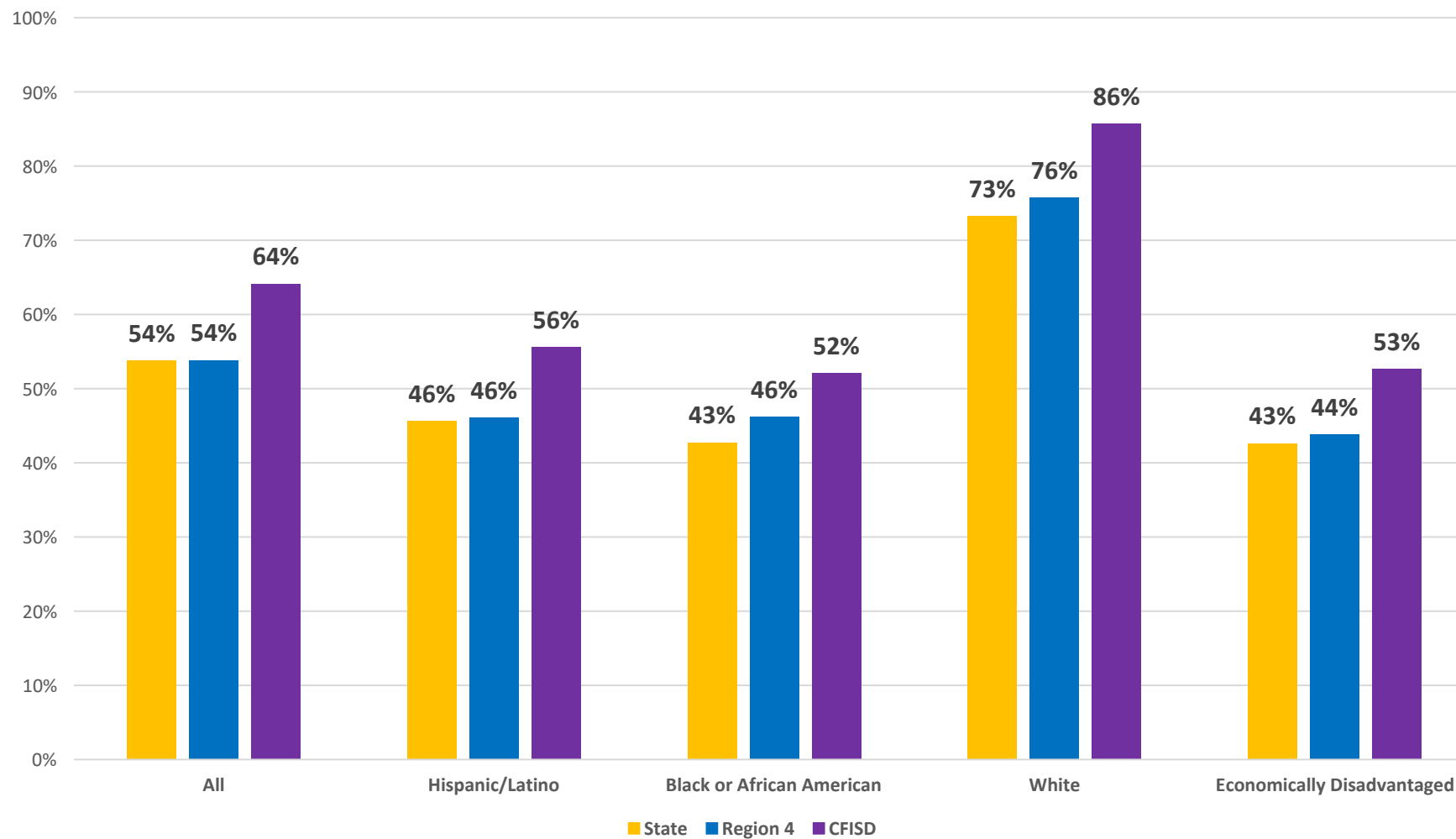
Biology EOC: Meets and Above (All Testers)



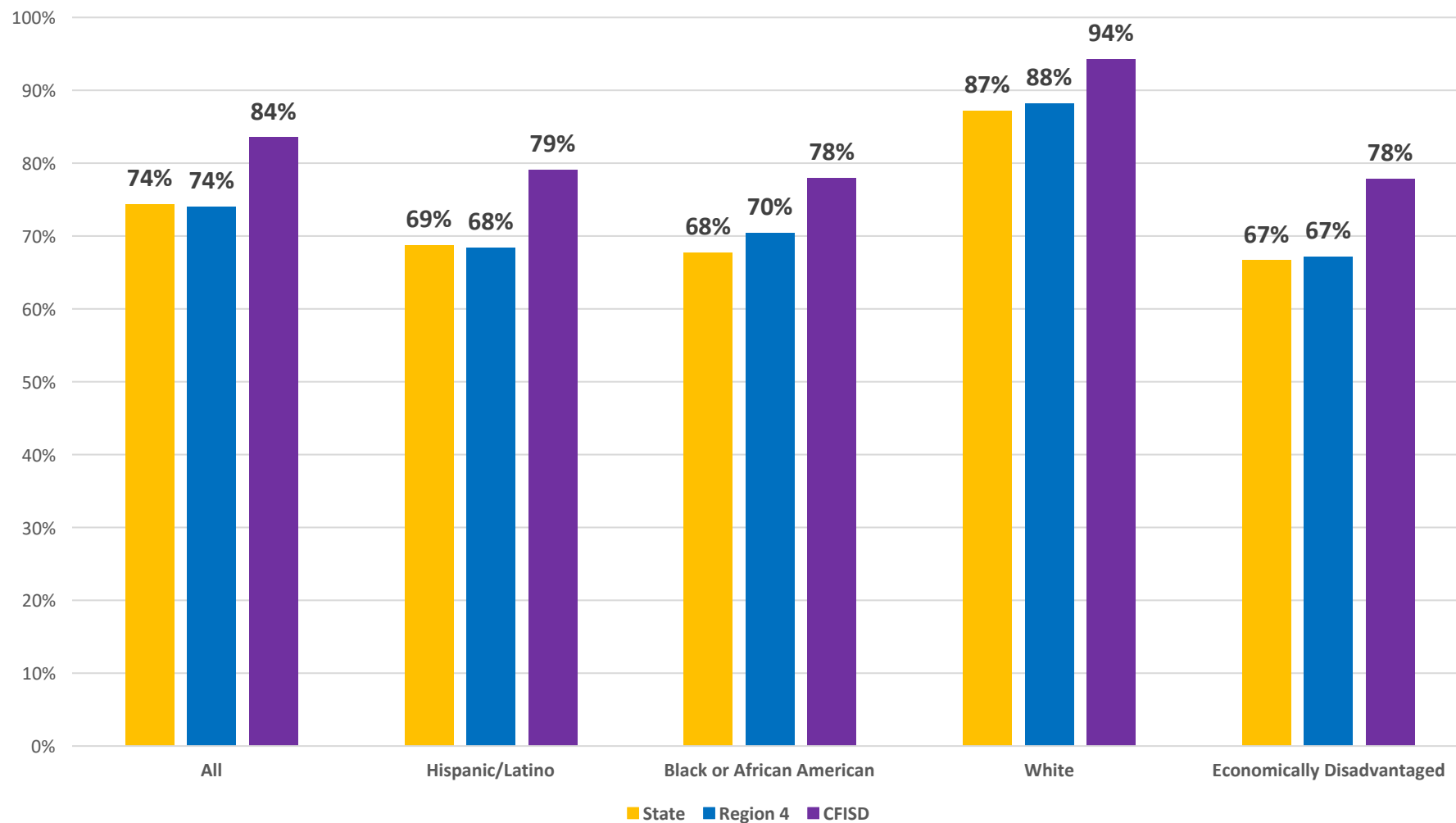
English I EOC: Approaches and Above (All Testers)



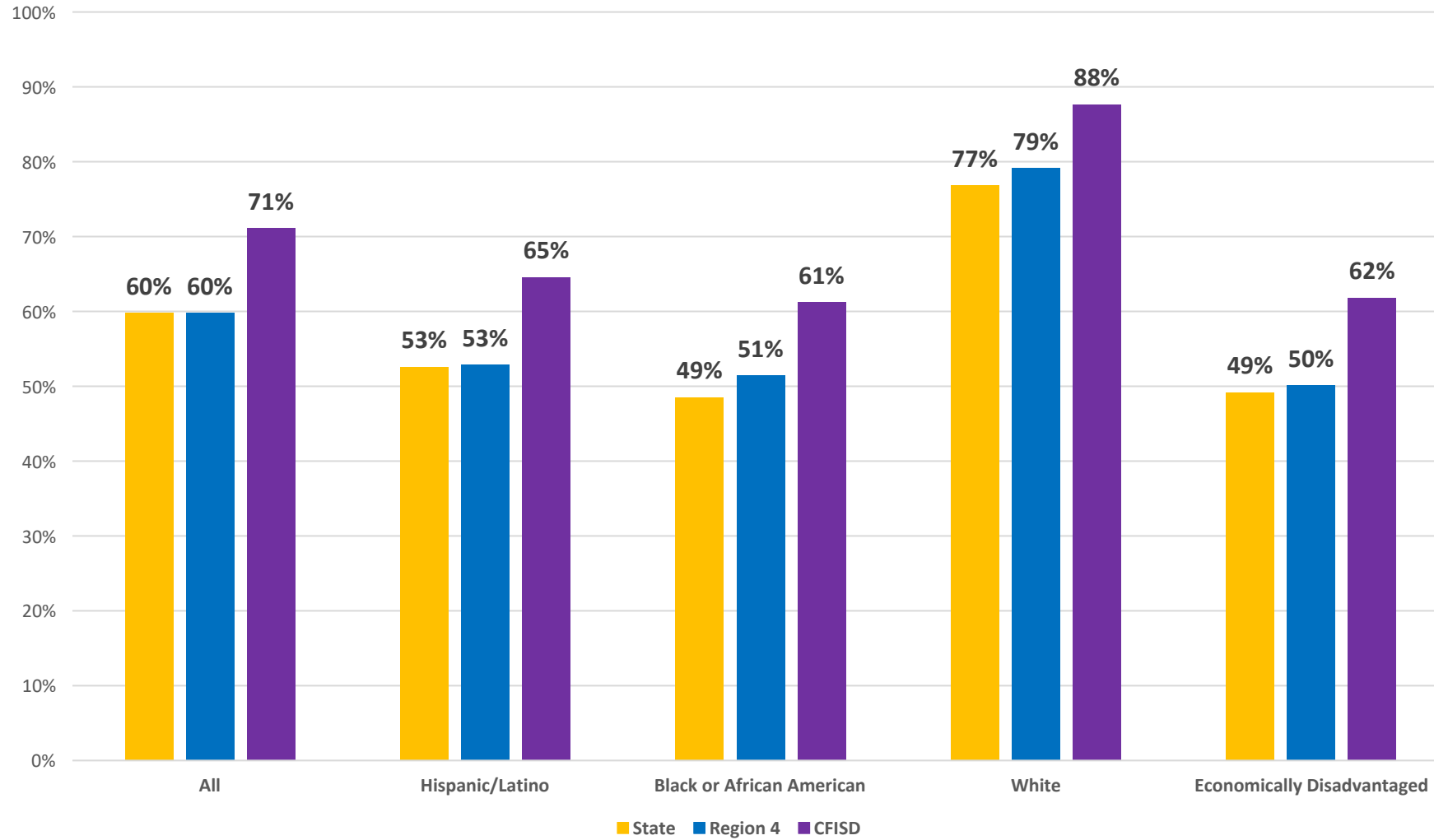
English I EOC: Meets or Above (All Testers)



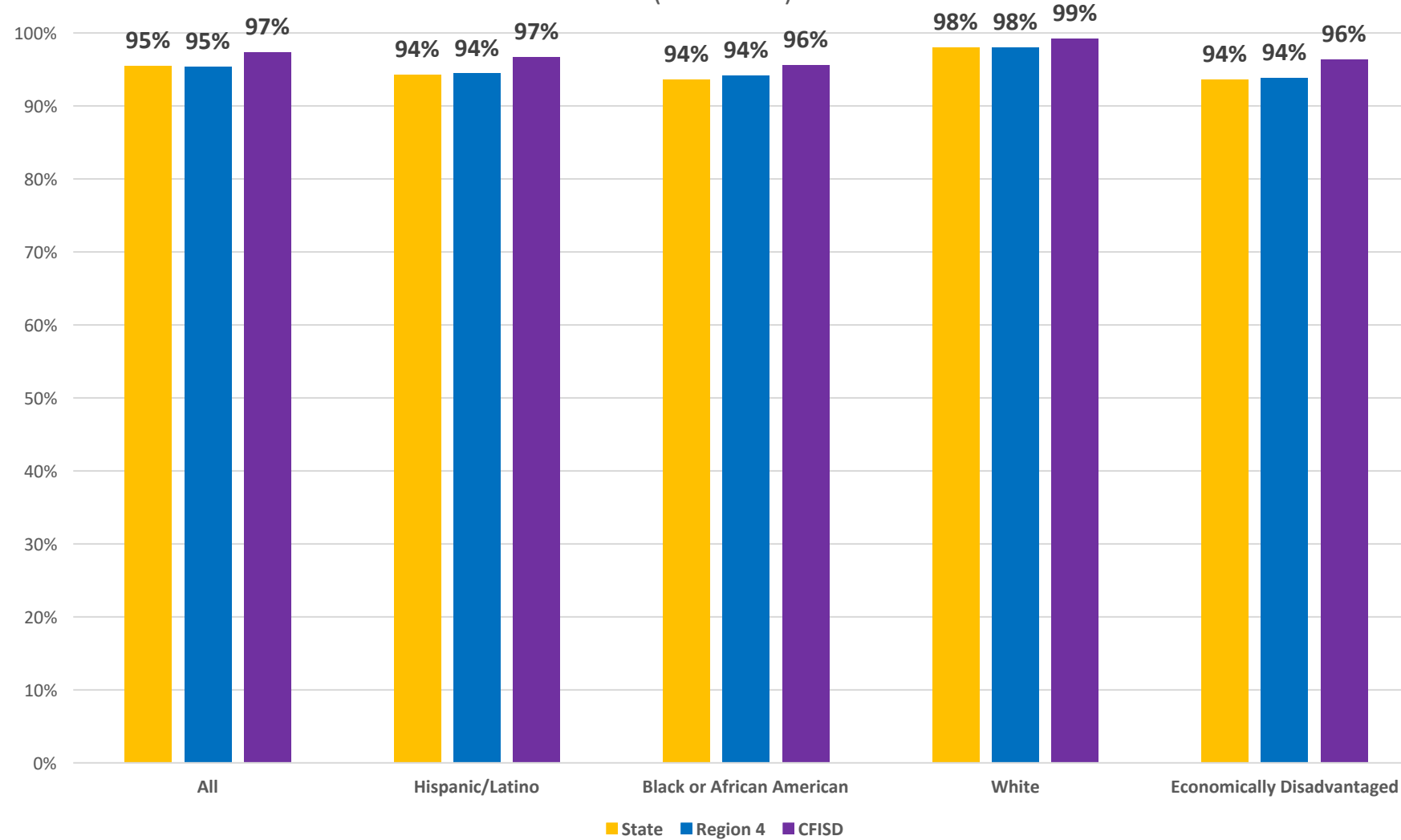
English II EOC: Approaches and Above (All Testers)



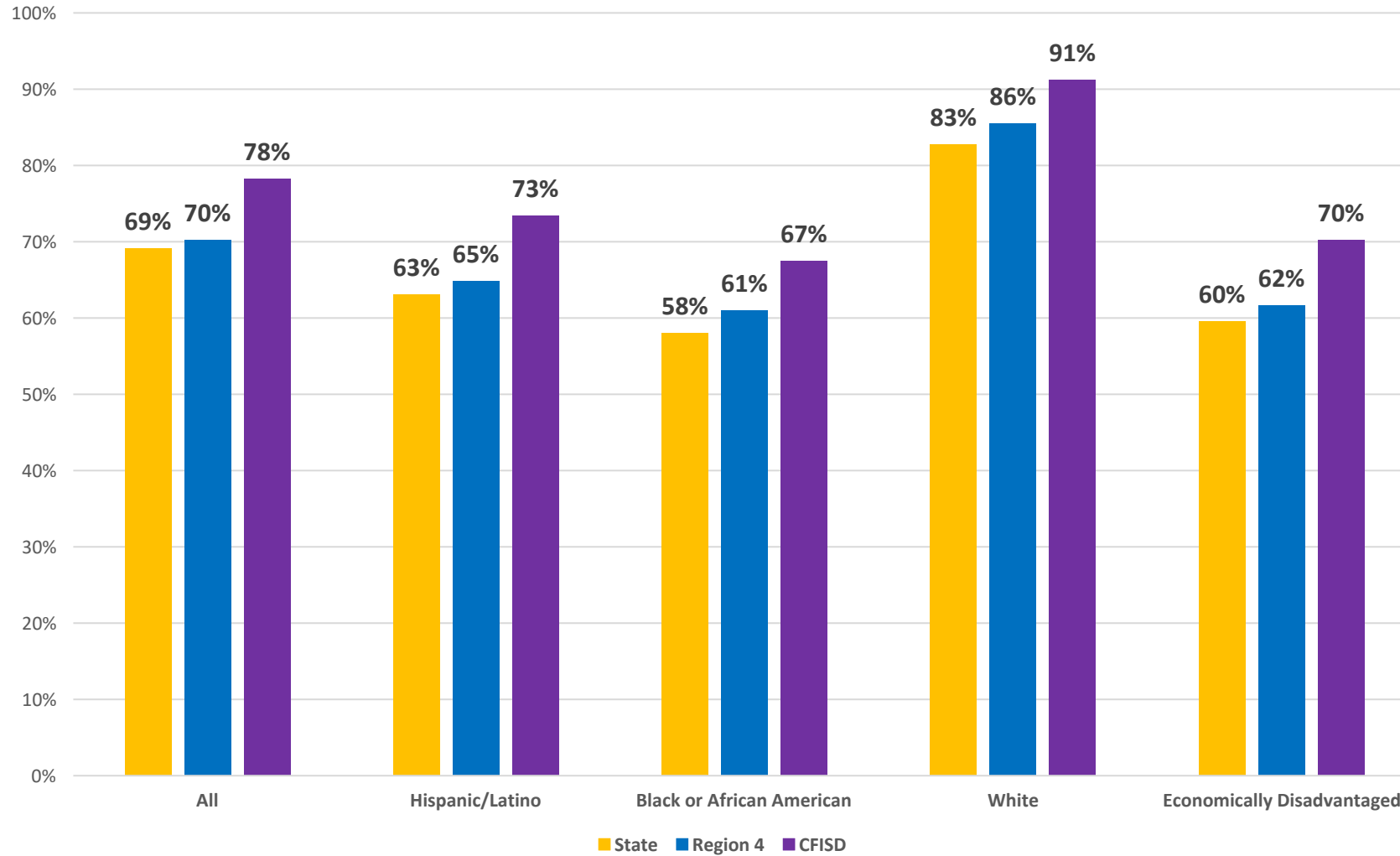
English II EOC: Meets and Above (All Testers)



US History EOC: Approaches and Above (All Testers)



US History EOC: Meets and Above (All Testers)



Moving Forward

- Vertical alignment of best teaching practices between elementary and middle school based on STAAR success rates.
- Provide ongoing and timely professional development and curriculum resources based on data (both STAAR/EOC and DPMs) to better meet the needs of students. This will include the new online question types such as constructive response based on student writing samples.
- Ensure science labs are in place and ongoing.
- Monitor and support the Science of Teaching Reading strategies and skills development for primary students.



Moving Forward

- Provide “Closing the Gap” resources based on recent STAAR/EOC results.
- Administer all district assessments online.
- Differentiate resources provided to campuses to support students and teachers based on data.



2024 STAAR 3-8 and End-of-Course Data Review

Board of Trustees Meeting



CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
AUGUST 12, 2024
REGULAR BOARD MEETING MINUTES

The Cypress-Fairbanks Independent School District Board of Trustees convened in Regular Session on Monday, August 12, 2024, in the Boardroom of the Cypress-Fairbanks Independent School District Mark Henry, Ed.D. Administration Building, located at 11440 Matzke Road, Cypress, Texas 77429.

MEETING OPENING

Board President Scott Henry called the meeting to order at 6:00 p.m.

The following Trustees were present: Scott Henry, Dr. Natalie Blasingame, Justin Ray, Julie Hinaman, Christine Kalmbach, Todd LeCompte, and Lucas Scanlon.

Mr. Henry recognized Grace Handley from State Representative Dr. Tom Oliverson's office and Karina Gonzales from State Representative Jon Rosenthal's office.

Dr. Kevin Pigg, Senior Pastor of Crossbridge Christian Church, delivered the invocation.

Mr. Henry led the Pledge of Allegiance to the U.S. Flag and the Texas Flag.

Trustee LeCompte read the District's Vision and Mission Statement.

1. Remarks and Announcements

- 1.A.** Superintendent Dr. Douglas Killian presented the remarks and announcements regarding the honors and achievements earned by staff and students in recent weeks and provided information regarding district and community events or items of interest.

Dr. Killian turned the floor over to Christina Cole, Chief Officer for School Leadership, who introduced the following new principals: Megan Fernandez, Birkes Elementary School; Kerri Dale, Yeager Elementary School; and Dr. Krystal Love-Hoyer, Labay Middle School.

2. Recognitions

- 2.A.** The Board recognized Anne Gill, teacher at Cy-Fair High School, who received the Kim Foglia AP Biology Service Award.

Board President Henry called for a recess at 6:37 p.m.

Mr. Henry called the meeting back to order at 6:46 p.m. The Board proceeded with Board Comments.

3. Board Comments

Board members may make comments during this portion of the agenda regarding student achievement, district progress and data, community input and concerns, observations from school visits, meetings and conferences attended, district and community events and initiatives, or continuing education. The Board may not take action on items discussed.

- 3.A. Trustee Justin Ray** congratulated the three new principals and shared that he attended the Summer Graduation Ceremony and congratulated the students, parents and teachers for a great accomplishment. Mr. Ray stated that he is looking forward to Bus Buddies, Watchdog, fall sports, campus visits, and much more during the new school year. He discussed the transportation cuts as he sympathized with everyone this has affected in the community. "We hear you, we understand, and we sympathize, and we're working on it. This is going to be a continuous discussion and a continuous program." Mr. Ray addressed both the finance and safety aspects of the revised transportation plan.

Trustee Lucas Scanlon shared his comments on the current transportation plan. Mr. Scanlon stated that the district is committed to making sure families understand what services are available to them, to keeping students safe, and achieving the goal for students to have the best opportunity possible for a great education. "We will continue to communicate, we will continue to work hard for our families, and for the community." Mr. Scanlon shared that he would be on Bus Buddies duty and is looking forward to sports, new schedules, visiting campuses, meeting staff and parents, and helping by simply listening to the needs of the district and the community.

Trustee Todd LeCompte welcomed back students and staff for a productive 2024-2025 school year. Mr. LeCompte stated that he has had read many comments and shared many conversations concerning the changes in transportation, and he sympathizes with parents and students. Mr. LeCompte shared discussions he has had with the administration and parents on these transportation changes. He thanked those who participated in the Budget Reduction Committee and those who gave feedback on surveys, and he asked the community to come together to help solve some of the challenges the district is facing. Mr. LeCompte also shared that the Policy Review Committee met in July and had many in-depth conversations.

Trustee Dr. Natalie Blasingame welcomed everyone back to the 2024-2025 school year. Dr. Blasingame shared how wonderful it was to welcome all the new paras and teachers to CFISD during the New Staff Orientation session. Dr. Blasingame shared how disturbed she is regarding the communication around the district's current transportation plan and the dangers of certain areas where students will be walking. She also voiced her concerns regarding the change to a four-tiered schedule which causes additional transportation issues for certain families. Dr. Blasingame also raised the issue of the need for more bus drivers, she addressed the needs for before and after-school care for students, the gap in literacy and the need for tutoring volunteers.

Trustee Christine Kalmbach updated the community on the Academic, Safety, Vision and Planning committee, specifically regarding the 13 chapters which were removed from the curriculum and are being rewritten to comply with the TEKS, the senior survey exit report, a dual language pilot program, the 25-26 Bible elective course, the safety and transportation plan, a review of the legal proceedings for vaping, and the four-year plans and class ranking. Ms. Kalmbach shared her comments regarding the budget cuts and the transportation plan. She also shared the timeline leading up to the current transportation plan.

Trustee Julie Hinaman gave a "big" shout-out to Facilities, Operations, Nutrition Services, Transportation, Curriculum & Instruction, HR, IT, and the administration for their hard work over the summer. Ms. Hinaman made a request regarding public viewing of policies and policy revisions, and she shared concerns on the new dress code for district employees, requesting that no changes to the employee handbook regarding dress code or hair color be made until key employees have an opportunity to provide input. Ms. Hinaman gave her comments regarding budget cuts and the current transportation plan, the lack of funds from the state, certain areas that are underfunded by the state, i.e. safety, special education and teacher pay.

Trustee Scott Henry wished the new principals well, and he thanked the educators who dedicated their time and energy during the district's summer programs. Mr. Henry shared his comments regarding transportation issues and the lack of communication surrounding the transportation cuts. He stated that this needs to improve and is committed to communications getting better. Mr. Henry shared information on the Budget Reduction Committee which led to cuts within the district. He stated that the district needs to enhance safety measures around high traffic areas by coordinating with law enforcement, increasing CFPD patrol then communicating this plan effectively. Mr. Henry shared ways the district is working to improve CFISD's financial situation.

Mr. Henry turned the floor over to Board Secretary Justin Ray to proceed with **Citizen's Participation**.

4. Citizen Participation

4.A. Per BED (Local), patrons may address the Board during the Regular Board Meeting under Citizen Participation on any matters of interest or concerns that are not posted agenda items. Individuals may only register to speak one time per meeting and must register in advance. Registration opens the day the agenda is posted to the district website, and the deadline for registering is 12:00 p.m. on the day of the meeting. To register, individuals must click on the "Register to Speak" link found under the Citizen Participation heading in the agenda for that meeting on the district website. This electronic speaker form must be completed in its entirety. Any registered speaker who is absent from the meeting at the time for Citizen Participation forfeits the opportunity to address the Board at that meeting but may submit written comments to the Board.

Speakers:

1. Jason Covington addressed the Board regarding the regression of Math scores at Bleyl Middle School and asked the Board for help to avoid the continuation of low scores by looking at his plan for increasing scores.
2. Jennifer Chenette addressed the Board on changes in speaking during Board meetings and the new dress code for district employees.
3. Lesley Guilmart addressed the Board on various items.
4. Kathryn Kohn asked the Board to reconsider the decision to eliminate busses.
5. Mario Rivas asked the Board to reconsider the decision to eliminate busses and explore alternative solutions.
6. Katia Filina addressed the Board on the lack of transportation for students and possibly paying for transportation.
7. Rorie Porter addressed the Board on the lack of transportation for middle school students.

8. Jill Center addressed the Board regarding transparency and establishing parent-driven committees/town hall and an alternate approach to adding electives.
9. Ashley Buckner addressed the Board on public servants.
10. Au Huynh proposed a new curriculum elective of Asian-American studies.
11. Amanda Pallanez addressed the Board on the lack of bus transportation and the dangerous walking areas.
12. Megan Jasper recognized the Board for doing a great job.
13. Kaleb Holmes shared his support for one Board member in particular and thanked the other Board members for their service.
14. Dave Mahon shared general comments on the recent activity in the district.
15. Melinda Abel addressed the Board on the lack of bus transportation and the treacherous walking areas.
16. Carden Truong suggested the implementation of AP Comparative Government and Politics class in CFISD.
17. Brett Robinson addressed the Board on school funding and local neighborhood consequences.
18. Jonathan Taylor addressed the Board on the lack of bus transportation.
19. Mary Ann Jackson expressed her appreciation for the work being done by the current Board.
20. Jarred Hostetler addressed the Board on the lack of bus transportation.
21. Karina Gonzales addressed the Board on state funding to public schools.

Mr. Henry announced that although the Reports portion of the agenda was presented at the Board Work Session on Thursday, August 8, 2024, there were several patrons to speak on this topic.

Speakers:

1. Shannon Thomas shared information on the PACE program and asked the Board not to eliminate PACE as a graduation requirement.
2. Carden Truong suggested the district rework the GPA system to a weighted 4.0 and instead of eliminating K level courses reduce the GPA from 6.5 to 6.25.
3. Tamia Brice advocated for keeping PACE as a required course for CFISD.
4. Michelle Biffle requested that the Board keep PACE as a requirement for high school curriculum.
5. Jacqueline Aguilar expressed how important it is to keep PACE as a required class for all high school students.
6. Lori Lewis addressed the Board about the elimination of PACE as a graduation requirement.
7. Amanda Mahon shared the benefits of supporting students through PACE to prepare them for the future.
8. Jennifer Nobles shared the importance of the PACE curriculum.
9. Madeline Kling expressed how important PACE is for students.
10. Stacy McDaniel advocated for keeping PACE as a required course for CFISD.
11. Bryan Canales shared his comments on PACE.
12. Rachel Moses advocated for keeping PACE as a required course for CFISD.

The Board proceeded with the **Consent Agenda Items** portion of the agenda.

6.A. The Board will consider approving the minutes of the June 17, 2024, Regular Board Meeting.

6.B. The Board will consider approving the Agreement for the Purchase of Attendance Credits for the 2024-2025 school year.

For the 2024–2025 school year, we delegated contractual authority to obligate the school district under Texas Education Code (TEC) §11.1511(c)(4) to the superintendent, solely for the purpose of obligating the district under TEC, §48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.006. This included approval of the Agreement for the Purchase of Attendance Credit or the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding).

Speaker:

1. Satara Henry addressed the Board on attendance credits and transportation.

6.C. The Board will consider a resolution approving the individual authorized to calculate the no-new-revenue tax rate, the voter-approval tax rate, and other truth-in-taxation requirements.

6.D. The Board will consider approving the annual contract with Aveanna Healthcare.

6.E. The Board will consider authorizing the superintendent to execute a Memorandum of Understanding with Texas Woman’s University and Idaho State University for Speech Pathology Field Placement.

6.F. The Board will consider approving an Interlocal Agreement with the University of Houston.

- 6.G.** The Board will consider approving the Harris County road drainage easement near Cypress Ridge High School. [This item may be discussed in closed session.]
- 6.H.** The Board will consider approving the second amendment to the Water, Sewer and Drainage Services contract between Harris County Municipal District No. 264 and Cypress-Fairbanks I.S.D.
- 6.I.** The Board will consider awarding bids and contracts and/or authorizing purchase orders as recommended in the posted agenda item.
 - 6.I.1. Distributors & Purveyors Catalog Bid for Banquet, Catering and Concessions
 - 6.I.2. Group Term Life AD&D Insurance Renewal
 - 6.I.3. Map Growth (Northwest Evaluation Association (NWEA))

Mr. Henry asked if any Board member wished to remove one or more of these items for further discussion. Upon hearing no further discussion or comments, Mr. Henry asked for a motion to approve the consensus action items as recommended or amended.

Trustee Dr. Natalie Blasingame made a motion.
Trustee Christine Kalmbach seconded.
Motion passed by a 7 to 0 vote.

Mr. Henry proceeded with the **Non-Consent Agenda Items.**

- 7.A.** The Board will consider approving on first reading additions, revisions, or deletions to district policies:

- 7.A.1. CKE (Local) - Safety Program/Risk Management: Security Personnel (Deletion)
- 7.A.2. CKEA (Local) - Security Personnel: Commissioned Peace Officers (Revision)
- 7.A.3. CQC (Local) - Technology Resources: Equipment (Revise)

Mr. Henry called for a motion.

Trustee Justin Ray moved that the Board approve on first reading additions, revisions, or deletions to district policies CKE (Local)-Safety Program/Risk Management: Security Personnel (Deletion); CKEA (Local)-Security Personnel: Commissioned Peace Officers (Revision); and CQC (Local)-Technology Resources: Equipment (Revise).
Trustee Christine Kalmbach seconded.

Trustee Hinaman recommended that Agenda Item 7.A.3. regarding CQC (Local) be removed and be considered when it is complete since the content of what is to be approved is missing.

After explanation from General Counsel Marney Collins Sims and comments from other Board members, Mr. Ray adjusted his motion to approve 7.A.1., 7.A.2., and table 7.A.3. to the next meeting based on Trustee Hinaman's recommendations.

Trustee Christine Kalmbach's second stood on the revised motion.
Motion passed by a 7 to 0 vote.

Trustee Blasingame suggested that 7.A.3. be brought to the Board next month as a dual reading.

Board President Henry called for a vote on the amended resolution.
Motion passed by a 7 to 0 vote.

Board President Henry called for a vote on approving 7.A.1. and 7.A.2. and removing 7.A.3.
Motion passed by a 7 to 0 vote.

- 7.B.** The Board will consider approving on second reading additions, revisions, or deletions to district policies:

- 7.B.1. EFB (Local) - Instructional Resources: Library Materials (Revise)
- 7.B.2. GKD (Local) - Community Relations: Nonschool Use of School Facilities (Revise)
- 7.B.3. FDA (Local) - Admissions: Interdistrict Transfers (Revise)
- 7.B.4.

Speakers:

1. Jill Center addressed the Board regarding the library policy.
2. Dave Mahon addressed the Board regarding decisions made on the library policy.

Mr. Henry called for a motion.

Trustee Lucas Scanlon moved that the Board approve on second reading additions, revisions, or deletions to district policies EFB (Local)-Instructional Resources: Library Materials (Revise); GKD (Local)-Community Relations: Nonschool Use of School Facilities (Revise); and FDA (Local)-Admissions: Interdistrict Transfers (Revise).
Trustee Todd LeCompte seconded.

Trustee Hinaman suggested that the Board vote on 7.B.1. EFB (Local) separately from the other two policies.

Trustee Scanlon withdrew the original motion and President Henry called for a motion on 7.B.1.

Trustee Lucas Scanlon moved that the Board approve on second reading additions, revisions, or deletions to district policy EFB (Local)-Instructional Resources: Library Materials (Revise).
Trustee Todd LeCompte seconded.
Motion passed by a 6-1 vote.

President Henry called for a motion on 7.B.2.

Trustee Lucas Scanlon moved that the Board approve on second reading additions, revisions, or deletions to district policy GKD (Local)-Community Relations: Nonschool Use of School Facilities (Revise).
Trustee Justin Ray seconded.
Motion passed by a 7-0 vote.

President Henry called for a motion on 7.B.3.

Trustee Lucas Scanlon moved that the Board approve on second reading additions, revisions, or deletions to district policy FDA (Local)-Admissions: Interdistrict Transfers (Revise).
Trustee Scott Henry seconded.
Motion passed by a 7-0 vote.

7.C. The Board will consider approving the School Health Advisory Council membership for the 2024-2025 school year.

Speaker:

1. Jennifer Chenette addressed the Board on certain committee members chosen for SHAC.

Superintendent Dr. Killian announced that he would like to withdraw a recommendation made to the SHAC committee to do more research. Dr. Killian asked the Board to approve the Board appointed SHAC members (numbers 17-26 on the list) and give more time for the administration to review the by-laws to make sure all other proposed SHAC members followed the appropriate process.

Mr. Henry called for a motion.

Trustee Justin Ray made a motion that the Board approve the School Health Advisory Council membership as outlined in the proposed roster for positions 17-26 for the 2024-2025 school year.
Trustee Lucas Scanlon seconded.
Motion passed by a 7-0 vote.

7.D. The Board will consider approving the sale of approximately 40 acres of land located at Jack Road and Mound Road in the Dunham Pointe development. [This item was discussed in closed session.]

Mr. Henry called for a motion.

Trustee Lucas Scanlon made a motion that the Board approve the sale of approximately 40 acres of land located at Jack Road and Mound Road in the Dunham Pointe development.
Trustee Scott Henry seconded.

Motion passed by a 6-1 vote.

- 7.E. The Board will consider approving the instructional materials for the SBOE approved Literature and the Bible and Western Civilization and the Bible courses for the ~~2024-2025 school year~~ 2025-2026 school year.

Speakers:

1. Jennifer Chenette addressed the Board regarding a course being offered about the Bible in CFISD.
2. Jill Center addressed the Board regarding the choice of instructional materials on the Bible course being offered by CFISD.
3. Dave Mahon addressed the Board on the execution of the plan to offer curriculum on the Bible within CFISD.
4. Mary Ann Jackson addressed the Board on the Bible and It's Influence course to be offered in CFISD.

Mr. Henry called for a motion.

Trustee Justin Ray made a motion that the Board approve the instructional materials for the SBOE approved Literature and the Bible and Western Civilization and the Bible courses for the 2025-2026 school year.

Trustee Lucas Scanlon seconded.

Motion passed by a 7-0 vote.

- 7.F. The Board will consider approving a Memorandum of Understanding with the Region 4 Education Service Center regarding police patrol services.

Mr. Henry called for a motion.

Trustee Lucas Scanlon made a motion that the Board authorize the superintendent to execute a Memorandum of Understanding with the Region 4 Education Service Center for the provision of police patrol services.

Trustee Dr. Natalie Blasingame seconded.

Motion passed by a 7-0 vote.

- 7.G. The Board will consider approving the superintendent's recommendation to rescind the notice to Angela Tate regarding the proposed termination of her term contract with the District. [This item was discussed in closed session.]

Mr. Henry called for a motion.

Trustee Lucas Scanlon made a motion that the Board of Trustees rescind its notice of proposed termination of her term contract to the person listed here.

Trustee Dr. Natalie Blasingame seconded.

Motion passed by a 7-0 vote.

Board President Henry announced that the following **Addendum** to the August Board meeting was posted on Wednesday, August 7, 2024.

Addendum

- 1.A. The Board will consider approving the renewal agreement with Lone Star College to facilitate the training for Certified Nursing Assistant (CNA) certification for Practicum in Health Science students.

Mr. Henry called for a motion.

Trustee Scott Henry made a motion that the Board will consider approving the renewal agreement with Lone Star College to facilitate the training for Certified Nursing Assistant (CNA) certification for Practicum in Health Science students.

Trustee Dr. Natalie Blasingame seconded.

Motion passed by a 7-0 vote.

- 2.A. Mr. Henry stated, as previously reviewed, 7.E. was corrected to the 25-26 school year.

8. Adjournment

Board President Henry called for a motion to adjourn.

Trustee Justin Ray moved to adjourn.
Trustee Lucas Scanlon seconded.
Motion passed by a 7 to 0 vote.

The August 12, 2024, Regular Board Meeting was adjourned at 9:14 p.m.

Scott Henry
President, Board of Trustees

Justin Ray
Secretary, Board of Trustees

Approved: September 9, 2024

Mr. Henry announced that an Addendum to the June 2024 Board Meeting Agenda was posted on Friday, June 14, 2024.

Addendum

- 1.A.** The district will consider an appeal of a decision denying an intradistrict student transfer request. [This item may be discussed in closed session pursuant to Section 551.0821.]

The Board proceeded with **Information Items**.

9. Information Items

9.A. Board committee updates.

Speakers:

1. Tara Cummings addressed the Board on where the transparency is regarding Board committees.
2. Christina Milan shared her interest in updates from the teacher retention committee and expressed her concerns regarding the modifications made to the "Teaching" textbook.
3. Lisa Abuka addressed the Board on the transparency of Board committees.

Board member Dr. Natalie Blasingame gave an update from the Ad Hoc Teacher Recruitment & Retention Committee. The following items were discussed in the meeting: Analysis of strengths, weaknesses, threats, and opportunities, which explored benefits and values of the teaching profession. An external survey query of why teachers left the district was performed. The committee looked at rehire and retire in Title 1, different incentives within the system for hard to reach and hard to teach, a marketing campaign, training and support, and the calendar and daily schedules. The committee reviewed a report on vacancies provided by a special task force, looked at compensation and providing incentives for hard staffed areas, training and support in certain areas in pre-service preparation, teacher mentorship/leadership opportunities, and working conditions. Teacher time, schoolwide culture and discipline support was discussed. Dr. Blasingame shared that more information from Capstone would be forthcoming. Welcoming and onboarding for new teachers and institute/learning opportunities were reviewed as well as ways to enhance the para to teacher pipeline, which included avenues for financial aid for paras interested in a teaching degree. Other programs such as a teacher ambassador program, student educator prep program, a retired rehire teacher program, the College Academy pathway for an associate degree in teaching program were discussed. Dr. Blasingame concluded her update by sharing the committee would be meeting later this month or at the beginning of July.

Board member Lucas Scanlon addressed rumors pertaining to the Finance and Operations Committee that things were done in the dark. Mr. Scanlon shared who was in every meeting, and regarding the content of the meetings, he shared that every single presentation that the community has received regarding the budget is what was initially reviewed, questioned by Board committee members and answered by the administration so it could be shared with fellow Board members. "No decisions were made in the finance sub-committee, at all, in any scenario." Points were discussed and questions were asked in the sub-committee so the administration/Board could discuss in open discussion. "The goal of the Finance and Operations sub-committee is to give the rest of the administration a first pass at the Board members to understand what questions might be coming so that they can better prepare for discussions with this entire Board and have those answers already available." Mr. Scanlon concluded his comments by sharing the committee's next meeting would be in August.

Board member Christine Kalmbach shared that the Academics, Safety, Vision, and Planning Committee has not held a meeting since the last Board meeting so there would not be an official update. Ms. Kalmbach noted that the committee would be scheduling a meeting soon, perhaps at the end of June or the beginning of July and will have a report to share at the August Board meeting.

9.B. Recap of Board member requests for information. (None)

Speaker:

1. Lisa Abuka questioned the Board on where the committee information and reports are shared with the public.

Board President Henry thanked the audience for attending the meeting, and he also thanked those viewing from home.

10. Closed Session

Board President Henry called for a motion move to closed session.

Board member Lucas Scanlon moved to adjourn.
Board member Dr. Natalie Blasingame seconded.
Motion passed by a 7 to 0 vote.

Board members moved into closed session at 10:05 p.m.

Closed session began at 10:14 p.m. and ended at 10:59 p.m.

Board President Henry called for a motion to reconvene in open session at 11:01 p.m.

Board member Lucas Scanlon moved to adjourn.

Board member Dr. Natalie Blasingame seconded.
Motion passed by a 7 to 0 vote.

The Board proceeded with the Addendum:

Addendum

1.A. The district will consider an appeal of a decision denying an intradistrict student transfer request. [This item was discussed in closed session pursuant to Section 551.0821.]

Mr. Henry called for a motion.

Board member Lucas Scanlon moved that the Board uphold the position of the district to deny the intradistrict transfer request.

Board member Dr. Natalie Blasingame seconded.
Motion passed by a 7 to 0 vote.

11. Adjournment

Board President Henry called for a motion to adjourn.

Board member Justin Ray moved to adjourn.
Board member Dr. Natalie Blasingame seconded.
Motion passed by a 7 to 0 vote.

The June 17, 2024, Regular Board Meeting was adjourned at 11:03 p.m.

Scott Henry
President, Board of Trustees

Justin Ray
Secretary, Board of Trustees

Approved: August 12, 2024



Prairie View A&M University

Clinical Adolescent Psychology

Affiliation Agreement

CLINICAL INTERNSHIP PROGRAM

THIS AFFILIATION AGREEMENT (hereafter, referred to as "Agreement") is entered into as of the date of full and final execution below, by and between Prairie View A&M University, a member of The Texas A&M University System, an agency of the State of Texas, (hereafter referred to as "UNIVERSITY") and Cypress-Fairbanks Independent School District (hereafter referred to as "CY-FAIR ISD").

I. PURPOSE OF AGREEMENT:

Both CY-FAIR ISD and UNIVERSITY acknowledge that this Agreement is desired for completeness of the participating student's academic curriculum and will help foster the missions of CY-FAIR ISD and UNIVERSITY by stimulating those staff and faculty members involved in student clinical education and supervision for the purpose of providing supervised clinical education experiences for the students. Consideration of this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.

II. SCOPE OF THE PROGRAM:

This Agreement does not create a relationship of partnership, joint venture, or principal and agent among or between the parties. In the performance of all work, duties and obligations, CY-FAIR ISD and UNIVERSITY are at all times independent contractors. Neither of the parties hereto, nor any of their respective faculty, staff, employees, or students, will be construed to be the agent or representative of the other.

III. TERM

This Agreement shall be effective as of the date of full and final execution below, and shall expire three (3) years from said effective date. This Agreement may be terminated by either Party at any time without cause by giving the other Party at least thirty (30) days prior written notice. UNIVERSITY students scheduled to participate in the clinical experience at the time of any such termination shall be allowed to complete their assigned rotations, subject to the other provisions of this Agreement.

IV. THE UNIVERSITY AGREES TO:

- A. Select students for the participation in the Psychology Clinical Placement, selecting only those students with a satisfactory record in the Psychology Program and who have met University requirements;
- B. Be responsible for deciding to exclude or remove students from the Psychology Clinical Placement and CY-FAIR ISD will adhere;
- C. Provide CY-FAIR ISD with copies of the course outline and course objectives, evaluation criteria as requested and a tentative list of course instructors and their qualifications before the beginning of each Psychology Clinical Placement;
- D. Maintain full responsibility and control for planning and execution of the Psychology Program, including curriculum, evaluation of students, administration, instructor appointments, and other matters which are normally reserved as UNIVERSITY functions, such as granting degrees and advising students;
- E. Make representatives of UNIVERSITY available to CY-FAIR ISD for assistance and consultation as the need arises and when possible;
- F. Appoint in writing one or more representatives of UNIVERSITY to communicate with CY-FAIR ISD representative(s) during the course of planning for student placement at CY-FAIR ISD;
- G. Advise students of their responsibilities regarding participation in the Psychology Clinical Placement, including the responsibility to exhibit professional conduct and to follow all rules and standards set by CY-FAIR ISD;
- H. Ensure students attend Psychology Clinical Placement orientation if required by CY-FAIR ISD;
- I. Provide CY-FAIR ISD with written Psychology Clinical Program objectives for each level of students assigned to CY-FAIR ISD;
- J. Prepare Psychology Clinical Program schedules; ensure that CY-FAIR ISD receives the student schedule before their assignment;
- K. Provide to CY-FAIR ISD, when requested, the following information regarding students:
 - Proof of student professional liability insurance coverage and personal health or medical insurance to be carried by each student;
 - Proof of each student's current immunizations as required; and
 - Proof of current basic life support (b/s) for health care providers;
- L. Educate students on communicable disease reporting guidelines; and
- M. Notify student, staff and faculty members that CY-FAIR ISD requires a criminal history background check on each and every student, staff and faculty member as a condition for participation in the Psychology Clinical Program. The students, staff, and faculty members from the UNIVERSITY will undergo a criminal background check as deemed necessary by CY-FAIR ISD and will be responsible for any cost associated with the same. In the event a student, staff, or faculty member does not successfully pass the background check, the intake team of CY-FAIR ISD will issue a notification to the UNIVERSITY Department of

Psychology and the student, staff, or faculty member will not be able to participate in the Psychology Clinical Program.

V. CY-FAIR ISD AGREES TO:

- A. Provide an on-site educational experience which is pertinent and meaningful for students;
- B. Designate and inform UNIVERSITY of a liaison to schedule hours for students participating in the Psychology Clinical Program;
- C. Accept from UNIVERSITY a number of students as deemed appropriate by CY-FAIR ISD based on staff availability, space availability, and operations capacity;
- D. Allow authorized representatives of UNIVERSITY to participate in the Psychology Clinical Placement planning;
- E. Make representatives of CY-FAIR ISD available to UNIVERSITY for assistance and consultation as the need arises and when possible;
- F. Encourage and allow students to gain properly supervised Psychology Clinical Placement experience appropriate to each student's level of knowledge and training;
- G. Based on the availability of facilities, allow student access to departments appropriate to each student's level of knowledge and training;
- H. Immediately provide medical care in the event of acute injury or illness experienced by a student while participating in the Psychology Clinical Placement, the cost of such health care to be the sole responsibility of the student;
- I. Initiate the documentation process for student exposures as well as notifying UNIVERSITY for further follow up; draw and process baseline blood samples where appropriate for communicable disease exposures;
- J. Be responsible for making the decision to exclude students from individual patient care; and the UNIVERSITY and students will adhere;
- K. Be responsible for deciding, at any time and consistent with its policies and procedures, to deny a student access to the CY-FAIR ISD site or to suspend or end a student's participation, by sending UNIVERSITY written notice; and the UNIVERSITY and student will adhere;
- L. Provide adequate space for student-faculty conferences; and
- M. Provide training to students regarding the confidentiality requirements of CY-FAIR ISD.

VI. THE UNIVERSITY AND CY-FAIR ISD JOINTLY AGREE:

- A. No student will be discriminated against on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, or gender identity.
- B. This document does not create an exclusive relationship. CY-FAIR ISD and UNIVERSITY may enter into affiliation agreements with other institutions.
- C. There will be meetings of representatives of both the UNIVERSITY and CY-FAIR ISD as often as such meetings are needed to coordinate and improve the

- program, and at the convenience of both parties.
- D. There will be on-going, open communication between the UNIVERSITY and CY-FAIR ISD to ensure understanding of the expectations and roles of both institutions in providing on- site experience for students.
 - E. Upon providing written notification, either the UNIVERSITY or CY-FAIR ISD may drop a student enrolled in the program if, in the opinion of either party, the student is not making satisfactory progress. A participating student dropped from an internship with CY-FAIR ISD may only repeat the clinical experience with CY-FAIR ISD with the prior written approval of CY-FAIR ISD.
 - F. It shall be the sole responsibility of the student to purchase health insurance coverage and provide proof of such coverage to CY-FAIR ISD supervisory staff.

VII. HOLD HARMLESS:

To the extent permitted by Texas law, the UNIVERSITY and CY-FAIR ISD agree to defend, indemnify and hold harmless the other party, their respective agents, officers, and employees from and against any and all liability or damages incurred in connection with claims for damages of any nature resulting from bodily injury, death, personal injury or property damage arising from the negligent or willful acts or omissions of the indemnifying party, its agents or employees, except in all cases to the extent arising from the negligent or intentional misconduct of the indemnified party, or their respective agents, officers or employees. Under no circumstances shall either party be liable to the other party for any special, indirect or consequential damages, including without limitation lost profits or cost of capital.

VIII. STUDENT SCHEDULES

Schedules for students including instruction, participation and use of each institution's facilities will be agreed upon by the officially designated representative of the institution and the student. UNIVERSITY shall notify participating students that they must appear in appropriate attire acceptable to the institution for instruction of all kinds. Permission may be included to attend seminars, conferences and clinics which are of interest, and to participate in other pertinent institutional activities.

IX. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), the UNIVERSITY hereby designates CY-FAIR ISD as a school official with a legitimate educational interest in any education records of the students who participate in the Psychology Clinical Placement to the extent that access to the records are required by CY-FAIR ISD to carry out the Psychology Clinical Placement. CY-FAIR ISD agrees to maintain the confidentiality of the education records in accordance with the provisions of FERPA and is prohibited from re-disclosure of the education records except as provided for in this Agreement or otherwise authorized by FERPA. CY-FAIR ISD is only permitted to use the education records for the purpose of fulfilling its obligations under this Agreement and shall

restrict disclosure of the education records solely to those employees, subcontractors or agents who have a need to access the education records for such purpose. CY-FAIR ISD shall require any such subcontractors or agents to comply with the same restrictions and obligations imposed on CY-FAIR ISD in this Section, including without limitation, the prohibition on re-disclosure. CY-FAIR ISD shall implement reasonable administrative, technical, and physical safeguards to secure the education records from unauthorized access, disclosure or use.

X. NOTICES

All notices required to be given hereunder shall be in writing and shall be served on the other party either personally or by United States Certified Mail, postage prepaid, return receipt requested as follows:

Cypress-Fairbanks Independent School District
Mark Henry Administration Building – 4th Floor
11440 Matzke Road,
Cypress, TX 77429
Traci D. Schluter, Ph.D., LSSP
Director, Department of Psychological Services
281-517-6394
Traci.schluter@cfisd.net

Prairie View A&M University:
Department of Psychology
Psychology Clinic, Rm 112
Prairie View, Texas 77446
Rahsheda D. Perine, Ph.D.
Clinic Director
936-261-5238
rdperine@pvamu.edu

Copy to: Contracts Office,
PO Box 519, MS1311,
Prairie View TX 77446.
Email: contracts@pvamu.edu

XI MISCELLANEOUS PROVISIONS

- a. Execution and modification. This Agreement is binding only when signed by both parties. Any modifications or amendments must be in writing and signed by both parties.
- b. Assignment. This Agreement, with the rights and privileges it creates, is assignable only with the written consent of both parties.
- c. Force Majeure. Each party shall be excused from any breach of this Agreement which is proximately caused by government regulation, war, strike, act of God, or other similar circumstance normally deemed outside the control of well-managed businesses.
- d. Entire Agreement. This Agreement contains the entire understanding of the parties with respect to this Field Practicum Program and supersedes all other written and oral agreements between the parties with respect to the Field Practicum Program. It is acknowledged that other contracts may be executed. Such other agreements are not intended to change or alter this Agreement unless expressly stated in writing.

- e. Governing Law and Venue. This Agreement is to be construed in accordance with, and governed by, the laws of the State of Texas. Pursuant to Section 85.18(b), Texas Education Code, venue for a suit against University is in the county in which the primary office of the chief executive officer of University is located. At the execution of this Agreement, such county is Waller County, Texas.
- f. Independent Contractor Status. This Agreement will not be construed as creating an employer/employee relationship between UNIVERSITY and CY-FAIR ISD or the students.
- g. Headings. Headings appear solely for the convenience of reference. Such headings are not part of this Agreement and shall not be used to construe it.
- h. Severability. If any provision or provisions of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- i. Non-Waiver. CY-FAIR ISD expressly acknowledges that UNIVERSITY is an agency of the State of Texas and nothing in this Agreement will be construed as a waiver or relinquishment by UNIVERSITY of its rights to claim such exemptions, privileges, and immunities as may be provided by law.
- j. Dispute Resolution. The dispute resolution process provided in Chapter 2260, *Texas Government Code*, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by UNIVERSITY and CY-FAIR ISD to attempt to resolve any claim for breach of contract made by CY-FAIR ISD that cannot be resolved in the ordinary course of business. CY-FAIR ISD shall submit written notice of a claim of breach of contract under this Chapter to the Senior Vice President of Business Affairs & Chief Financial Officer at the UNIVERSITY, who shall examine CY-FAIR ISD's claim and any counterclaim and negotiate with CY-FAIR ISD in an effort to resolve the claim.
- k. Records Retention. The Parties will preserve all contracting information, as defined under Texas Government Code, Section 552.003 (7).

EXECUTED in multiple originals this _____ day of _____, 20____ by
UNIVERSITY and CY-FAIR ISD through their respective duly appointed officers.

PRAIRIE VIEW A&M UNIVERSITY

By: _____

Aashir Nasim, Ph.D.

Provost & Senior VP for Academic Affairs

Date: _____

CY-FAIR ISD

By: _____

Date: _____

EXHIBIT A FORMS

STUDENT CONFIDENTIALITY AGREEMENT

I, _____ (“STUDENT”), agree and acknowledge the statements below, I:

Will be participating in an internship experience at CY-FAIR ISD (hereinafter “CY-FAIR ISD”) pursuant to an agreement between CY-FAIR ISD and Prairie View A&M University.

Acknowledge, understand and agree that in the performance of my duties as an internship student that I may come in contact with, or be provided with confidential or proprietary information.

Agree to maintain the confidentiality of any information deemed confidential by CY-FAIR ISD. I agree not to reveal to any person or persons, except authorized individuals, any specific confidential information including any specific participant or parental information, except as required by law or as authorized by CY-FAIR ISD.

Agree that if a computer network account is made available to me for that such information contained within the computer network may be confidential in nature, and will be treated as such by me. I will not remove, change, delete, modify, or copy any confidential computer records or any other records, without explicit consent from CY-FAIR ISD.

Further agree that all documents, data, reports, research, graphic presentation materials, etc., developed by Student as a part of work under this Agreement, shall become the property of CY-FAIR ISD upon completion of this Agreement, or in the event of termination or cancellation thereof. I acknowledge that any violation of this Confidentiality Agreement is cause for disciplinary action, including administrative removal, and may also result in legal action by the CY-FAIR ISD, participants, other governmental entities, or other individuals.

Dated this _____ day of _____, 202_

STUDENT Signature: _____

Witness Signature: _____

SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

District Police Department

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a District police department and shall employ and commission police officers.

Supervisory Authority

The chief of police shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.

Jurisdiction

The jurisdiction of the District's police officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Police Authority and Duties

Police officers employed by the District shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, the primary duties of District police officers shall be to:

1. Protect the safety and welfare of any person engaged in the educational process within the jurisdiction of the District and protect the property, real and personal, of the District. Police officers shall first attend to protecting persons and assets on District-owned property and, second, shall attend to protecting students, staff, and District assets off District property, but within the jurisdiction of the District police officers.
2. Assist in the enforcement of District policies, rules, and regulations that involve safety and/or disruption in the operation of the District on District property, in school zones, at bus stops, or at District functions.
3. Investigate violations of District policy, rules, and regulations as requested by the chief of police or Superintendent and participate in hearings concerning alleged violations.

The secondary duties of the District police officers shall be guided by relevant articles of the Texas Code of Criminal Procedure and the Texas Education Code, including:

4. Enforcing all laws, including municipal ordinances, county ordinances, and state laws, and investigating violations of law as needed. In doing so, District police officers may serve search warrants in connection with District-related investigations in compliance with the law.

~~SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL~~

CKE
(LOCAL)

- ~~5. Arresting suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.~~
- ~~6. Coordinating and cooperating with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.~~
- ~~7. Carrying out all other duties as directed by the chief of police or Superintendent.~~

~~The District police officers shall not be assigned routine classroom discipline or administrative tasks.~~

~~*Temporary Assignment*~~

~~District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.~~

~~*Nonschool Employment*~~

~~All off-duty, nonschool employment for law enforcement or security services for an outside employer shall be approved in writing by the chief of police.~~

~~*Relationship with Outside Agencies*~~

~~The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The memorandum of understanding shall be approved by the Board.~~

~~*Video and Audio Monitoring*~~

~~The chief of police shall develop and implement regulations and/or departmental policies for the use of mobile and portable audio/video recording devices for District police officers while in the performance of duty.~~

~~*Access to Recordings*~~

~~Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by District policy, the department regulations manual, and law.~~

SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

Training

All District officers shall receive at least the minimum amount of continuing education required by the Texas Commission on Law Enforcement (TCOLE).

Department Regulations Manual

To carry out the provisions in this policy, the police department shall compile and maintain a departmental regulations manual that describes and sets forth departmental regulations, operational procedures, and rules pertaining to the administration of police services. The chief of police shall review the manual annually and make any appropriate revisions.

Racial Profiling

The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

Use of Force

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.

High-Speed Pursuit

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual FO.02.

Complaints

All complaints regarding the District police department, its operations, and its police officers and employees shall be reviewed by the appropriate supervisor(s) in the chain of command.

Complaints that involve allegations of a non-serious nature where the complainant may simply request notification be made to the officer's supervisor regarding an incident and their dissatisfaction with the level of service provided, improper attitude, or improper behavior shall typically be handled as an informal complaint through the chain of command, beginning with the first line supervisor. Informal complaints may be filed in person, by U.S. Mail, by e-mail, or by phone at any time.

Formal Complaints

General Provisions

~~Complaints involving an allegation of misconduct that may be of a potentially serious nature that could warrant discipline and/or departmental corrective action may be investigated as a formal complaint. To proceed with a formal complaint against a District police officer, the complaint must be in writing on a form provided by the District and shall be signed by the person making the complaint and notarized. In accordance with the law, the District shall provide to the police officer a copy of the formal complaint. [See Complaints Against Peace Officers at CKEA(LEGAL)]~~

Filing

~~Complaint forms may be filed by hand delivery, by electronic communication, including e-mail and fax, or U.S. Mail. Hand-delivered filings shall be considered timely filed if received by the appropriate supervisor by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if received by the appropriate supervisor on or before the close of business by the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate supervisor no more than three days after the deadline.~~

~~The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a complainant fails to schedule or appear at the conference, the District may dismiss the complaint. If the complaint is dismissed, it may be refiled, but only if within the time period for filing a complaint.~~

Response

~~At Levels One, Two, and Three, "response" shall mean a written communication to the complainant from the appropriate supervisor. Responses may be hand-delivered or sent by U.S. Mail to the complainant's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.~~

Days

~~"Days" shall mean District business days as specified on the District's calendar. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."~~

Representative

~~“Representative” shall mean any person or organization that is designated by the complainant to represent the complainant in the complaint process.~~

~~The complainant may designate a representative through written notice to the District at any level of this process. If the complainant designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process regardless of the complainant’s representation.~~

Consolidating Complaints

~~Complaints arising out of an event or a series of related events shall be addressed in one complaint. A complainant shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.~~

Untimely Filings

~~All time limits shall be strictly followed unless modified by mutual written consent.~~

~~If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the complainant, at any point during the formal complaint process. The complainant may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.~~

Costs Incurred

~~Each party shall pay its own costs incurred in the course of the complaint process.~~

Complaint Form

~~Formal complaints under this policy shall be submitted in writing on a form provided by the District and shall be signed by the person making the complaint and notarized.~~

~~Copies of any documents that support the complaint should be attached to the complaint form. If the complainant does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the complainant unless the~~

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(LOCAL)

~~complainant did not know the documents existed before the Level One conference.~~

~~A complaint form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a formal complaint.~~

Level One

~~Formal complaints shall be filed with the office of the chief of police. If the complaint is not filed with the office of the chief of police, the individual receiving the complaint form shall note the date and time the form was received, place the complaint in a sealed envelope, and immediately forward the complaint to the office of the chief of police.~~

~~The chief of police shall assign a Level One complaint to the lowest level administrator who has the authority to remedy the alleged problem. In most cases this will be the lieutenant in the police officer's chain of command.~~

Violation of Law

~~A complaint alleging a specific violation of the law shall be filed within the time frame established by the statute of limitations based on the action giving rise to the complaint.~~

~~In such cases, the supervisor shall hold a conference with the complainant within ten days after receipt of the formal complaint. The supervisor may set reasonable time limits for the conference. The supervisor shall then conduct an investigation in a timely manner, but shall not exceed 30 days from receipt of the written complaint. The supervisor shall also provide the complainant a written response within 30 days from receipt of the written complaint. The written response shall set forth the basis of the decision. In reaching a decision, the supervisor may consider information provided at the Level One conference and any relevant documents or information from the supervisor's investigation.~~

No Violation of Law

~~A complaint shall be filed within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint regarding a police officer or law enforcement operation that is not a violation of the law.~~

~~In such cases, the appropriate supervisor shall hold a conference with the complainant within ten days after receipt of the formal complaint. The supervisor may set reasonable time limits for the conference. The supervisor shall investigate as necessary and provide the complainant a written response within ten days~~

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~~following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the supervisor may consider information provided at the Level One conference and any relevant documents or information from the supervisor's investigation.~~

Level Two

~~If the complainant did not receive the relief requested at Level One or if the time for a response to the formal complaint has expired based on the type of complaint filed (violation of law or no violation of law), the complainant may file a Level Two appeal notice with the office of the chief of police.~~

~~The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.~~

~~After receiving notice of the appeal, the Level One supervisor shall prepare and forward a record of the Level One complaint to the office of the chief of police. The complainant may request a copy of the Level One record.~~

~~The Level One record shall include:~~

- ~~8. The original complaint form and any attachments.~~
- ~~9. All other documents submitted by the complainant at Level One.~~
- ~~10. The written response issued at Level One and any attachments.~~
- ~~11. All other documents relied upon by the Level One supervisor in reaching the Level One decision.~~

~~The chief of police or designee shall hold a Level Two conference within ten days after the Level Two appeal notice is filed. The conference shall be limited to the issues presented by the complainant at Level One. At the Level Two conference, the complainant may provide information concerning any documents or information relied on by the administration for the Level One decision. The chief of police or designee may set reasonable time limits for the conference.~~

~~The chief of police or designee shall provide the complainant a written response within ten days following the conference. The written response shall set forth the basis of the decision regarding the complaint. In reaching a decision, the chief of police or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or~~

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~~information the chief of police or designee believes will help resolve the complaint.~~

~~Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.~~

Level Three

~~If the complainant did not receive the relief requested at Level Two or if the time for a response has expired, the complainant may file a Level Three appeal notice with the office of the Superintendent to appeal the Level Two decision.~~

~~The appeal notice of the complaint shall be filed in writing, on a form provided by the District, within ten days of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.~~

~~The complainant may request a copy of the Level Two record.~~

~~The Level Two record shall include:~~

~~12. The Level One record.~~

~~13. The notice of appeal from Level One to Level Two.~~

~~14. The written response issued at Level Two and any attachments, including any audio recordings.~~

~~15. All other documents relied upon by the administration in reaching the Level Two decision.~~

~~The Level Three administrator shall be the Superintendent or designee. The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and Level Two and identified in the Level Three appeal notice. At the conference, the complainant may provide information concerning any documents or information relied upon by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.~~

~~The Level Three administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.~~

Level Four

~~If the complainant did not receive the relief requested at Level Three or if the time for a response has expired, the complainant may appeal the decision to the Board.~~

~~The appeal notice shall be filed in writing, on a form provided by the District, within ten days of the date of the written Level Three response or, if no response was received, within ten days of the Level Three response deadline.~~

~~The Superintendent or designee shall inform the complainant of the date, time, and place of the Board meeting at which the complaint will be on the agenda for submission to the Board.~~

~~The Superintendent or designee shall provide the Board with the record of the Level Three appeal. The complainant may request a copy of the Level Three record.~~

~~The Level Three record shall include:~~

- ~~16. The Level One and Level Two records.~~
- ~~17. The notice of appeal from Level Two to Level Three.~~
- ~~18. The written response issued at Level Three and any attachments.~~
- ~~19. All other documents relied upon by the administration in reaching the Level Three decision.~~

~~The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the complainant notice of the nature of the evidence at least three days before the hearing.~~

~~The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.~~

~~In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the complainant or the complainant's representative, any presentation from the administration, and~~

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~~questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.~~

~~The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three. [See Complaints Against Peace Officers at CKEA(LEGAL)]~~

~~The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

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**District Police
Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a District police department and shall employ and commission police officers.

Supervisory
Authority

The chief of police shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.

Jurisdiction

The jurisdiction of the District's police officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Police Authority and
Duties

~~Police officers employed by the~~ Each District ~~police officer~~ shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, the primary duties of each District police ~~officers~~ officer shall be to:

1. Protect the safety and welfare of any person engaged in the educational process within the jurisdiction of the District and protect the property, real and personal, of the District. Police officers shall first attend to protecting persons and assets on District-owned property and, second, shall attend to protecting students, staff, and District assets off District property, but within the jurisdiction of the District police officers.
2. Assist in the enforcement of District policies, rules, and regulations that involve safety and/or disruption in the operation of the District on District property, in school zones, at bus stops, or at District functions.
3. Investigate violations of District policy, rules, and regulations as requested by the chief of police or Superintendent and participate in hearings concerning alleged violations.

The secondary duties of ~~the~~ each District police ~~officers~~ officer shall be guided by relevant articles of the Texas Code of Criminal Procedure and the Texas Education Code, including:

1. Enforcing all laws, including municipal ordinances, county ordinances, and state laws, and investigating violations of law as needed. In doing so, District police officers may serve search warrants in connection with District-related investigations in compliance with the law.
2. Arresting suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's

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presence or under the other rules set out in the Texas Code of Criminal Procedure.

3. Coordinating and cooperating with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
4. Carrying out all other duties as directed by the chief of police or Superintendent.

~~The~~A District police ~~officers~~officer shall not be assigned routine classroom discipline or administrative tasks.

~~Temporary
Assignment~~

~~District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.~~

Limitations on
Nonschool
Employment

All off-duty, nonschool employment for law enforcement or security services for an outside employer shall be approved in writing by the chief of police. Each District police officer shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while working off-duty or temporarily assigned to another agency.

Relationship with
Outside Agencies

The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into ~~a memo-~~~~randum~~memoranda of understanding and other appropriate interlocal agreements that ~~outlines~~outline reasonable communication and coordination efforts among the department and the agencies. ~~The memorandum of understanding~~All such agreements shall be approved by the Board.

Interlocal
Agreement for
Mutual Aid

While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, each District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.

Video and Audio
Monitoring

The chief of police shall develop and implement regulations and/or departmental policies for the use of mobile and portable audio/video recording devices for District police officers while in the performance of duty.

Access to
Recordings

Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by District policy, the department regulations manual, and law.

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Body-Worn Cameras	A District officers police officer shall use a body-worn cameras camera only when performing official law enforcement duties for the District and in accordance with the provisions of the District police department's body-worn camera program. Officers Each District police officer shall receive training on the program, including proper use and operation of cameras. Any District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.
Training	All Each District officers police officer shall receive at least the minimum amount of continuing education required by the Texas Commission on Law Enforcement (TCOLE).
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a departmental regulations manual that describes and sets forth departmental regulations, operational procedures, and rules pertaining to the administration of police services. The chief of police shall review the manual annually and make any appropriate revisions.
<i>Racial Profiling</i>	The chief of police shall develop and implement regulations to ensure compliance with state law laws regarding racial profiling. Police officers employed by the A District police officer shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.
<i>Use of Force</i>	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
<i>High-Speed Pursuit</i>	Officers A District police officer shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual FO.02.
Complaints	All complaints regarding the District police department, its operations, and its police officers and employees shall be reviewed by the appropriate supervisor(s) in the chain of command. Complaints that involve allegations of a non-serious nature where the complainant may simply request notification be made to the officer's supervisor regarding an incident and their dissatisfaction with the level of service provided, improper attitude, or improper behavior shall typically be handled as an informal complaint through the chain of command, beginning with the first-line supervisor. Informal complaints may be filed in person, by U.S. Mail, by e-mail email, or by phone at any time.

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Formal Complaints

General Provisions

Complaints involving an allegation of misconduct that may be of a potentially serious nature that could warrant discipline and/or departmental corrective action may be investigated as a formal complaint. To proceed with a formal complaint against a District police officer, the complaint must be in writing on a form provided by the District and shall be signed by the person making the complaint and notarized. In accordance with the law, the District shall provide to the police officer a copy of the formal complaint.

[See CKE(LEGAL) and CKEA(LEGAL)]

Filing

Complaint forms may be filed by hand-delivery, by electronic communication, including email and fax, or U.S. Mail. Hand-delivered filings shall be considered timely filed if received by the appropriate supervisor by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if received by the appropriate supervisor on or before the close of business by the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate supervisor no more than three days after the deadline.

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a complainant fails to schedule or appear at the conference, the District may dismiss the complaint. If the complaint is dismissed, it may be refiled, but only if within the time period for filing a complaint.

Response

At Levels One, Two, and Three, "response" shall mean a written communication to the complainant from the appropriate supervisor. Responses may be hand-delivered or sent by U.S. Mail to the complainant's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days as specified on the District's calendar. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person or organization that is designated by the complainant to represent the complainant in the complaint process.

The complainant may designate a representative through written notice to the District at any level of this process. If the complainant designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District

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may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process regardless of the complainant's representation.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A complainant shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the complainant, at any point during the formal complaint process. The complainant may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint process.

Complaint Form

Formal complaints under this policy shall be submitted in writing on a form provided by the District and shall be signed by the person making the complaint and notarized.

Copies of any documents that support the complaint should be attached to the complaint form. If the complainant does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the complainant unless the complainant did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a formal complaint.

Level One

Formal complaints shall be filed with the office of the chief of police. If the complaint is not filed with the office of the chief of police, the individual receiving the complaint form shall note the date and time the form was received, place the complaint in a sealed envelope, and immediately forward the complaint to the office of the chief of police.

The chief of police shall assign a Level One complaint to the lowest level administrator who has the authority to remedy the alleged

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problem. In most cases this will be the lieutenant in the police officer's chain of command.

Violation of Law

A complaint alleging a specific violation of the law shall be filed within the time frame established by the statute of limitations based on the action giving rise to the complaint.

In such cases, the supervisor shall hold a conference with the complainant within ten days after receipt of the formal complaint. The supervisor may set reasonable time limits for the conference. The supervisor shall then conduct an investigation in a timely manner, but shall not exceed 30 days from receipt of the written complaint. The supervisor shall also provide the complainant a written response within 30 days from receipt of the written complaint. The written response shall set forth the basis of the decision. In reaching a decision, the supervisor may consider information provided at the Level One conference and any relevant documents or information from the supervisor's investigation.

No Violation of Law

A complaint shall be filed within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint regarding a police officer or law enforcement operation that is not a violation of the law.

In such cases, the appropriate supervisor shall hold a conference with the complainant within ten days after receipt of the formal complaint. The supervisor may set reasonable time limits for the conference. The supervisor shall investigate as necessary and provide the complainant a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the supervisor may consider information provided at the Level One conference and any relevant documents or information from the supervisor's investigation.

Level Two

If the complainant did not receive the relief requested at Level One or if the time for a response to the formal complaint has expired based on the type of complaint filed (violation of law or no violation of law), the complainant may file a Level Two appeal notice with the office of the chief of police.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One supervisor shall prepare and forward a record of the Level One complaint to the office of the chief of police. The complainant may request a copy of the Level One record.

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The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the complainant at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One supervisor in reaching the Level One decision.

The chief of police or designee shall hold a Level Two conference within ten days after the Level Two appeal notice is filed. The conference shall be limited to the issues presented by the complainant at Level One. At the Level Two conference, the complainant may provide information concerning any documents or information relied on by the administration for the Level One decision. The chief of police or designee may set reasonable time limits for the conference.

The chief of police or designee shall provide the complainant a written response within ten days following the conference. The written response shall set forth the basis of the decision regarding the complaint. In reaching a decision, the chief of police or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the chief of police or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the complainant did not receive the relief requested at Level Two or if the time for a response has expired, the complainant may file a Level Three appeal notice with the office of the Superintendent to appeal the Level Two decision.

The appeal notice of the complaint shall be filed in writing, on a form provided by the District, within ten days of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The complainant may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.

3. The written response issued at Level Two and any attachments, including any audio recordings.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The Level Three administrator shall be the Superintendent or designee. The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and Level Two and identified in the Level Three appeal notice. At the conference, the complainant may provide information concerning any documents or information relied upon by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Level Four

If the complainant did not receive the relief requested at Level Three or if the time for a response has expired, the complainant may appeal the decision to the Board.

The appeal notice shall be filed in writing, on a form provided by the District, within ten days of the date of the written Level Three response or, if no response was received, within ten days of the Level Three response deadline.

The Superintendent or designee shall inform the complainant of the date, time, and place of the Board meeting at which the complaint will be on the agenda for submission to the Board.

The Superintendent or designee shall provide the Board with the record of the Level Three appeal. The complainant may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One and Level Two records.
2. The notice of appeal from Level Two to Level Three.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

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The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the complainant notice of the nature of the evidence at least three days before the hearing.

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the complainant or the complainant's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]



To: Darin Crawford
Assistant Superintendent for Support Services

From: James Briscoe
Director of Procurement Services

Date: May 30, 2024

Re: Ambulance and EMT Services for Athletic Games and Other District Events
Annual Contract #24-06-8020R-RFP

The following proposals were received and opened at 10:00 a.m., Thursday, April 25, 2024, as advertised and specified in documents concerning **Annual Contract #24-06-8020R-RFP Ambulance and EMT Services for Athletic Games and Other District Events**. The proposals received and the final evaluation summary are located on pages 2-3.

Recommendation is based on user department's evaluation of overall best value to the District.

Recommendation:	Event EMS (GSA EMS GROUP, LLC)
Funding:	Multiple Funds
Estimated Expenditure:	\$210,000.00
Contract Term:	September 10 , 2024 - May 31, 2025
Renewal:	2 years

mm

Cost of Service per Game

Line 1 (Include: Two (2) ambulances and six (6) EMT Services personnel.

SUPPLIER	QTY	UOM	PRICE
Event EMS (GSA EMS GROUP, LLC)	1	Per Game	<u>\$1,850.00</u>

Line 2 Cost of One (1) Ambulance

SUPPLIER	QTY	UOM	PRICE
Event EMS (GSA EMS GROUP, LLC)	1	Each	<u>\$150.00</u>

Line 3 Cost of One (1) EMT Services personnel

SUPPLIER	QTY	UOM	PRICE
Event EMS (GSA EMS GROUP, LLC)	1	Hour	<u>\$75.00</u>

Playoff Cost of Service per Game

Line 4 (Include: two (2) ambulances and six (6) EMT Services personnel

SUPPLIER	QTY	UOM	PRICE
Event EMS (GSA EMS GROUP, LLC)	1	Per Game	<u>\$1,850.00</u>

Line 5 Miscellaneous Cost

SUPPLIER	QTY	UOM	PRICE
Event EMS (GSA EMS GROUP, LLC)	1	Per Game	<u>No Bid</u>

24-06-8020R-RFP (Ambulance and EMT Services for Athletic Game and Other District Events)

TEAM SCORE SUMMARY

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
Event EMS (GSA EMS GROUP, LLC)	81.15	80.00	71.50	77.55	1.00

Memo:

To: Darin Crawford, *Assist Superintendent for Support Services*

From: James Briscoe, *Director of Procurement Services*

Subject: *Contract 24-06-8020R-RFP Award Notification for Ambulance and EMT Services*

Date: 08/19/2024

The Cypress Fair Banks Independent School District has awarded Contract 24-06-8020R-RFP for Ambulance and EMT Services for Athletic Games and Other District Events to Event EMS (GSA EMS Group, LLC). The decision to award the contract to Event EMS was based on the procurement department's evaluation of the overall best value to the district.

The Cypress-Fairbanks Independent School District (CFISD) issued a request for proposals for Ambulance and EMT Services for Athletic Games and Other District Events for the 2024/2025 season with options for seasons 2025/2026 and 2026/2027. Approximately sixty (60) games will be played at the Berry Center and Pidgeon Stadiums, mainly on Thursdays, Fridays, and Saturdays from August through November. The final schedule will be available in May 2025, with playoff games, if any, scheduled as needed.

The contract with Event EMS shall remain firm for one (1) year through May 31, 2025, automatically renewing annually for two (2) additional one-year terms through May 31, 2027, unless the vendor or CFISD provides thirty (30) days written notice of non-renewal prior to the renewal date. Proposed prices can also be extended beyond the firm price offer date on a month-to-month basis for up to 6 months upon mutual agreement.

We are pleased to announce that following a thorough solicitation process, GSA EMS Group LLC, operating as Event EMS, emerged as the sole participant and will be our partner in providing the necessary services to ensure the safety and well-being of our students and staff during athletic games and other district events. We have full confidence in Event EMS and anticipate a successful partnership with them.

Thank you for your attention to this matter.
Sincerely,

James Briscoe

Director of Procurement Services Cypress-Fairbanks ISD



To: Darin Crawford
 Assistant Superintendent for Support Services

From: James Briscoe
 Director of Procurement Services

Date: August 27, 2024

Re: College Readiness & Career Interest Tests
 Contract #24-07-1025 (CTPA)

Item Description	Cooperative Purchases
SAT School Day	<u>\$454,977.00</u>
PSAT/NMDQT	<u>\$193,881.60</u>
Adjustments	<u>(\$32,959.87)</u>
	<u>\$615,898.73</u>

Recommendation: The College Board (The College Entrance Examination Board)

Funding: Multiple Funds

Estimated Expenditure: \$615,898.73



Memo

To: James Briscoe

From: Tracy McDaniel

CC: Darin Crawford, Ashley Clayburn

Date: August 27, 2024

Subject: **College Readiness and Career Interest Test**

This purchase recommendation with The College Board is to secure college readiness and career interest testing materials for the 2024-2025 school year.

There will be an estimated total of 11,097 SAT School Day tests to be purchased for Spring in the amount of \$454,977.00 and 12,672 PSAT/NMSQT tests to be purchased for Fall in the amount of \$193,881.60. A discount of \$32,959.87 is given to the district due to the 16.2% poverty rate (rounded up to 17%) bringing down the total cost to \$615,898.73 per the SAT Suite Ordering and Registration site.

Pricing Comparison:

- SAT Regular Rate \$60 per test
- SAT CFISD Texas Discounted Rate \$41 per test
- PSAT Regular Rate \$18 per test
- PSAT CFISD Poverty Discounted Rate \$ 12.70 per test

If you have any questions, feel free to contact me at (281) 517-6594.

Thank you,
Tracy McDaniel

How Many Tests Are You Ordering?

Enter the largest number of tests you might need, then view estimated costs. [Find more information about estimated costs and adjusted pricing here.](https://satsuite.collegeboard.org/digital/educators/in-school-testing/pricing) (<https://satsuite.collegeboard.org/digital/educators/in-school-testing/pricing>).

PLEASE NOTE: To save your progress, you must finish all steps related to ordering, including choosing test dates and confirming billing details.

TESTS	SCHOOL ORDER	DISTRICT/STATE ORDER	DISTRICT ESTIMATED COST
SAT School Day			
FALL	0	0	—
SPRING	0	11097	\$454,977.00
PSAT/NMSQT (Fall only)			
FALL - 11th grade	0	0	—
FALL - All other grades		12672	\$193,881.60
PSAT 10 (Spring only)			
SPRING	0	0	—
PSAT 8/9			
FALL	0	0	—
SPRING	0	0	—

Totals

ESTIMATED SUBTOTAL	\$648,858.60	
ADJUSTMENTS		-\$32,959.87
ESTIMATED TOTAL		\$615,898.73

[Cancel and Exit](#)[Complete Order](#)



SAT Suite of Assessments 2024–25 Pricing

List pricing for the SAT Suite of Assessments is not changing in 2024–25:

SAT School Day

\$60

PSAT/NMSQT and PSAT 10

\$18

PSAT 8/9

\$14



To: **Darin Crawford**
 Assistant Superintendent for Support Services

From: **James Briscoe**
 Director of Procurement Services

Date: **May 30, 2024**

Re: **Electronic/Technology Equipment Repair Parts and Repair Service**
 Annual Contract #24-06-7100R-RFP

The following proposals were received and opened at 10:00 a.m., Thursday, April 25, 2024, as advertised and specified in documents concerning **Annual Contract #24-06-7100R-RFP Electronic/Technology Equipment Repair Parts and Repair Service**. The proposals received and the final evaluation summary are located on pages 2-3.

^aAward contracts to each of the vendors listed at the discounts and prices noted,
 Recommendation is based on user department's evaluation of overall best value to the District.

Recommendation:	ACCO Brands AGIRepair, Inc Aves Audio Visual Systems, Inc Ford Audio Video IFIXYOURI Corp Prime Systems Stargel Office Solutions
Funding:	Multiple Funds
Estimated Expenditure:	\$175,000.00
Contract Term:	September 10 , 2024 - May 31, 2025
Renewal:	2 years

mm

Line 1 List Hourly Rate for Audio Video Equipment Repair

SUPPLIER	QTY	UOM	PRICE	SUPPLIER NOTES
<u>IFIXYOURI CORP</u>	1	Hour	<u>\$30.00</u> ^a	
<u>Prime Systems (R.L.S. Interests Inc)</u>	1	Hour	<u>\$65.00</u> ^a	
<u>Ford Audio Video</u>	1	Hour	<u>\$135.00</u> ^a	

Line 2 List Hourly Rate for Computer/Laptop Equipment Repair

SUPPLIER	QTY	UOM	PRICE	SUPPLIER NOTES
<u>AGiRepair, Inc.</u>	1	Hour	<u>\$0.00</u> ^a	Inclusive price lists attached
<u>IFIXYOURI CORP</u>	1	Hour	<u>\$30.00</u> ^a	
<u>Prime Systems (R.L.S. Interests Inc)</u>	1	Hour	<u>\$40.00</u> ^a	
<u>FTG International, LLC</u>	1	Hour	<u>\$44.00</u>	

Line 3 List minimum percent discount for Computer Monitor Parts

SUPPLIER	QTY	UOM	PERCENT OFF	SUPPLIER NOTES
<u>Prime Systems (R.L.S. Interests Inc)</u>	1	Percent Discount	<u>10.0%</u> ^a	
<u>Ford Audio Video</u>	1	Percent Discount	<u>10.0%</u> ^a	
<u>AVES AUDIO VISUAL SYSTEMS, INC.</u>	1	Percent Discount	<u>2.0%</u> ^a	
<u>IFIXYOURI CORP</u>	1	Percent Discount	<u>0.0%</u> ^a	

Line 4 List Hourly Rate for Interactive Display Repair

SUPPLIER	QTY	UOM	PRICE	SUPPLIER NOTES
<u>IFIXYOURI CORP</u>	1	Hour	<u>\$40.00</u> ^a	
<u>Prime Systems (R.L.S. Interests Inc)</u>	1	Hour	<u>\$55.00</u> ^a	

Line 5 List Hourly Rate for LCD Projector Equipment Repair

SUPPLIER	QTY	UOM	PRICE	SUPPLIER NOTES
<u>IFIXYOURI CORP</u>	1	Hour	<u>\$30.00</u> ^a	
<u>Prime Systems (R.L.S. Interests Inc)</u>	1	Hour	<u>\$55.00</u> ^a	
<u>Ford Audio Video</u>	1	Hour	<u>\$135.00</u> ^a	

Line 6 List minimum percent discount for Fax Machine Parts

SUPPLIER	QTY	UOM	PERCENT OFF	SUPPLIER NOTES
<u>Stargel Office Solutions (Stargel Office Systems, Inc.)</u>	1	Percent Discount	<u>40.0%</u> ^a	
<u>IFIXYOURI CORP</u>	1	Percent Discount	<u>0.0%</u> ^a	

Line 7 List minimum percent discount for Laminator Parts

SUPPLIER	QTY	UOM	PERCENT OFF	SUPPLIER NOTES
<u>IFIXYOURI CORP</u>	1	Percent Discount	<u>0.0%</u> ^a	
<u>ACCO Brands Corporation (ACCO Brands USA LLC)</u>	1	Percent Discount	<u>0.0%</u> ^a	

Line 8 List Hourly Rate for Printer and Plotter Equipment Repair

SUPPLIER	QTY	UOM	PRICE	SUPPLIER NOTES
<u>IFIXYOURI CORP</u>	1	Hour	<u>\$40.00</u> ^a	
<u>Prime Systems (R.L.S. Interests Inc)</u>	1	Hour	<u>\$50.00</u> ^a	
<u>Stargel Office Solutions (Stargel Office Systems, Inc.)</u>	1	Hour	<u>\$95.00</u> ^a	

Line 9 List Hourly Rate for Scanner Equipment Repair

SUPPLIER	QTY	UOM	PRICE	SUPPLIER NOTES
<u>IFIXYOURI CORP</u>	1	Hour	<u>\$30.00</u> ^a	
<u>Prime Systems (R.L.S. Interests Inc)</u>	1	Hour	<u>\$50.00</u> ^a	
<u>Stargel Office Solutions (Stargel Office Systems, Inc.)</u>	1	Hour	<u>\$95.00</u> ^a	

Line 10 List Hourly Rate for Security Product Equipment Repair

SUPPLIER	QTY	UOM	PRICE	SUPPLIER NOTES
<u>IFIXYOURI CORP</u>	1	Hour	<u>\$40.00</u> ^a	
<u>Prime Systems (R.L.S. Interests Inc)</u>	1	Hour	<u>\$100.00</u> ^a	
<u>Ford Audio Video</u>	1	Hour	<u>\$135.00</u> ^a	

Line 11 Percent Discount for all other Electronic/Technology Equipment Repair Parts

SUPPLIER	QTY	UOM	PERCENT OFF	SUPPLIER NOTES
<u>Stargel Office Solutions (Stargel Office Systems, Inc.)</u>	1	Percent Discount	<u>40.0%</u> ^a	
<u>Prime Systems (R.L.S. Interests Inc)</u>	1	Percent Discount	<u>10.0%</u> ^a	
<u>Ford Audio Video</u>	1	Percent Discount	<u>10.0%</u> ^a	
<u>AVES AUDIO VISUAL SYSTEMS, INC.</u>	1	Percent Discount	<u>2.0%</u> ^a	
<u>AGiRepair, Inc.</u>	1	Percent Discount	<u>0.0%</u> ^a	
<u>ACCO Brands Corporation (ACCO Brands USA LLC)</u>	1	Percent Discount	<u>0.0%</u> ^a	

24-06-7100R-RFP (Electronic/Technology Equipment Repair Parts and Repair Service)

TEAM SCORE SUMMARY

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
ACCO Brands Corporation	100.00	94.00	50.10	81.37	4.00
AGIRepair, Inc	100.00	100.00	50.60	83.53	3.00
Aves Audio Visual Systems, Inc	80.00	94.00	52.90	75.63	5.00
Ford Audio Video	60.00	76.00	76.60	70.87	7.00
FTG International, LLC	60.00	76.00	26.60	54.20	8.00
IFIXYYOURI Corp	60.00	76.00	84.50	73.50	6.00
MicroReplay	0.00	76.00	10.20	28.73	10.00
Pine and Bear Productions	60.00	76.00	7.50	47.83	9.00
Prime Systems	100.00	94.00	88.90	94.30	1.00
Stargel Office Solutions	100.00	100.00	71.80	90.60	2.00

Award Supplier(s) scoring 70.00 and above.

Memo:

To: Darin Crawford, *Assist Superintendent for Support Services*

From: James Briscoe, *Director of Procurement Services*

Subject: *Award of 24-06-7100R-RFP for Electronic/Technology Equipment Repair Parts and Repair Service*

Date: 08/19/2024

The following suppliers have been awarded contracts for Electronic/Technology Equipment Repair Parts and Repair Services: ACCO Brands, AGI Repair INC, Aves Audio Visual Systems INC, Ford Audio Video, IFXYYOURI Corp, Prime Systems, and Stargel Office Solutions. This decision is the result of a rigorous evaluation of the overall best value to the district by the procurement department, considering the discounts and prices offered by the vendors.

The contract is firm for one (1) year through May 31, 2025, and will automatically renew annually for two (2) additional one-year terms through May 31, 2027, unless the vendor or CFISD provides thirty (30) days' written notice of non-renewal prior to the renewal date. Additionally, upon mutual agreement, proposed prices can be extended beyond the firm price offer date on a month-to-month basis for up to 6 months.

The appointed vendors will provide repair parts and services for various equipment used by the district, including audio video equipment, computers/laptops, computer monitors, interactive displays, LCD projectors, office equipment, printers and plotters, scanners, and security products.

Should further information be required, do not hesitate to reach out.

Sincerely,

James Briscoe

Director of Procurement Services Cypress-Fairbanks ISD



To: **Darin Crawford**
Assistant Superintendent for Support Services

From: **James Briscoe**
Director of Procurement Services

Date: **May 30, 2024**

Re: **Floor Care Machine Replacement Parts**
Annual Contract #24-06-6370RFP

The following proposals were received and opened at 10:00 a.m., Thursday, April 25, 2024, as advertised and specified in documents concerning **Annual Contract #24-06-6370RFP Floor Care Machine Replacement Parts**. The proposals received and the final evaluation summary are located on pages 2-3.

^aAward contracts to each of the vendors listed at the discount noted.

Recommendation is based on user department's evaluation of overall best value to the District.

Recommendation: **Buckeye Cleaning Center-Houston**
 Guardian Repair & Parts (Scrubber Doctor LLC,)
 Ridleys Vacuum and Janitorial Supply (cordell Inc)

Funding: **Multiple Funds**

Estimated Expenditure: **\$75,000.00**

Contract Term: **September 12 , 2024 - May 31, 2025**

Renewal: **2 years**

mm

Line 1 ADVANCE brand Floor Care Replacement Parts

<u>SUPPLIER</u>	<u>PERCENT OFF</u>	<u>SUPPLIER NOTES</u>
<u>Guardian Repair & Parts (Scrubber Doctor LLC.)</u>	<u>30.0%</u> ^a	
<u>Buckeye Cleaning Center-Houston</u>	<u>30.0%</u> ^a	
Batteries Plus (Kingdom Alliance LLC)	30.0%	Batteries only
<u>Ridleys Vacuum and Janitorial Supply (cordell Inc)</u>	<u>21.0%</u> ^a	
Pollock Investments DBA Pollock Paper Distributors	10.0%	discount range of 10-20%
Miner Material Handling	10.0%	
HD Supply Facilities Maintenance, Ltd. (HD Supply Inc.)	10.0%	

Line 2 CLARKE brand Floor Care Replacement Parts

<u>SUPPLIER</u>	<u>PERCENT OFF</u>	<u>SUPPLIER NOTES</u>
<u>Guardian Repair & Parts (Scrubber Doctor LLC.)</u>	<u>30.0%</u> ^a	
<u>Buckeye Cleaning Center-Houston</u>	<u>30.0%</u> ^a	
Batteries Plus (Kingdom Alliance LLC)	30.0%	Batteries only
<u>Ridleys Vacuum and Janitorial Supply (cordell Inc)</u>	<u>21.0%</u> ^a	
Pollock Investments DBA Pollock Paper Distributors	10.0%	discount range of 10-20%
Miner Material Handling	10.0%	
HD Supply Facilities Maintenance, Ltd. (HD Supply Inc.)	10.0%	

Line 3 PRO TEAM brand Floor Care Replacement Parts

<u>SUPPLIER</u>	<u>PERCENT OFF</u>	<u>SUPPLIER NOTES</u>
<u>Guardian Repair & Parts (Scrubber Doctor LLC.)</u>	<u>40.0%</u> ^a	
Batteries Plus (Kingdom Alliance LLC)	30.0%	Batteries only
<u>Ridleys Vacuum and Janitorial Supply (cordell Inc)</u>	<u>21.0%</u> ^a	
Pollock Investments DBA Pollock Paper Distributors	10.0%	discount range of 10-20%
Miner Material Handling	10.0%	
HD Supply Facilities Maintenance, Ltd. (HD Supply Inc.)	10.0%	

Line 4 TORNADO brand Floor Care Replacement Parts

<u>SUPPLIER</u>	<u>PERCENT OFF</u>	<u>SUPPLIER NOTES</u>
Batteries Plus (Kingdom Alliance LLC)	30.0%	Batteries only
<u>Ridleys Vacuum and Janitorial Supply (cordell Inc)</u>	<u>21.0%</u> ^a	
<u>Guardian Repair & Parts (Scrubber Doctor LLC.)</u>	<u>20.0%</u> ^a	
Pollock Investments DBA Pollock Paper Distributors	10.0%	discount range of 10-20%
Miner Material Handling	10.0%	
HD Supply Facilities Maintenance, Ltd. (HD Supply Inc.)	10.0%	

Line 5 VIPER brand Floor Care Replacement Parts

<u>SUPPLIER</u>	<u>PERCENT OFF</u>	<u>SUPPLIER NOTES</u>
<u>Guardian Repair & Parts (Scrubber Doctor LLC.)</u>	<u>30.0%</u> ^a	
<u>Buckeye Cleaning Center-Houston</u>	<u>30.0%</u> ^a	
Batteries Plus (Kingdom Alliance LLC)	30.0%	Batteries only
Ridleys Vacuum and Janitorial Supply (cordell Inc)	<u>21.0%</u> ^a	
Pollock Investments DBA Pollock Paper Distributors	10.0%	discount range of 10-20%
Miner Material Handling	10.0%	
HD Supply Facilities Maintenance, Ltd. (HD Supply Inc.)	10.0%	

Line 6 Other manufacturers floor care replacement parts not listed above

<u>SUPPLIER</u>	<u>PERCENT OFF</u>	<u>SUPPLIER NOTES</u>
<u>Buckeye Cleaning Center-Houston</u>	<u>30.0%</u> ^a	
Batteries Plus (Kingdom Alliance LLC)	30.0%	Batteries only
<u>Ridleys Vacuum and Janitorial Supply (cordell Inc)</u>	<u>21.0%</u> ^a	
<u>Guardian Repair & Parts (Scrubber Doctor LLC.)</u>	<u>20.0%</u> ^a	
Pollock Investments DBA Pollock Paper Distributors	10.0%	discount range of 10-20%
Miner Material Handling	10.0%	
HD Supply Facilities Maintenance, Ltd. (HD Supply Inc.)	10.0%	

24-06-6370RFP Floor Care Machine Replacements Parts

TEAM SCORE SUMMARY

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
Batteries Plus (Kingdom Alliance LLC)	20.00	12.00	91.00	41.00	5.00
Buckeye Cleaning Center-Houston*	100.00	95.00	89.50	94.83	1.00
Guardian Repair & Parts*	60.00	36.00	92.50	62.83	3.00
HD Supply Facilities Maintenance, Ltd. (HD Supply Inc.)	40.00	6.00	58.00	34.67	6.00
Miner Material Handling	6.00	6.00	51.00	21.00	7.00
Pollock Investments DBA Pollock Paper Distributors	6.00	73.00	57.00	45.33	4.00
Ridleys Vacuum and Janitorial Supply*	80.00	73.00	57.00	70.00	2.00

Award Responders Ranking 1 to 3*

Memo:

To: Darin Crawford, *Assist Superintendent for Support Services*

From: James Briscoe, *Director of Procurement Services*

Subject: *Awarding of 24-06-6370RFP Flooring Vendors for Floor Care Machine Replacement Parts*

Date: 08/19/2024

The Operations Department is in the process of procuring replacement parts for the floor care machines. Upon thorough evaluation, the procurement department has recommended the following vendors for providing the best value to the district: Buckeye Cleaning Center-Houston, Guardian Repair & Parts (Scrubber Doctors LLC), and Ridleys Vacuum and Janitorial Supply (Cordell Inc).

The Cypress-Fairbanks Independent School District (CFISD, the District, and/or Owner) is seeking to establish an annual contract, on an as-needed basis, for floor care machine replacement parts. This contract is intended to remain firm for one (1) year through May 31, 2025, with automatic annual renewal for two (2) additional one-year terms through May 31, 2027, unless the vendor or CFISD provides thirty (30) days written notice of non-renewal prior to the renewal date. Upon mutual agreement, proposed prices may be extended beyond the firm price offer date on a month-to-month basis for up to 6 months.

Should you require any clarifications or further information, please do not hesitate to contact the procurement department. We appreciate your attention to this matter.

Sincerely,

James Briscoe

Director of Procurement Services Cypress-Fairbanks ISD



To: Darin Crawford
 Assistant Superintendent for Support Services

From: James Briscoe
 Director of Procurement Services

Date: August 21, 2024

Re: Groceries and General Merchandise
 Annual Contract #24-10-4840RFP

The following proposals were received and opened at 10:00 a.m., Wednesday, July 31, 2024, as advertised and specified in documents concerning **Annual Contract #24-10-4840RFP Groceries and General Merchandise**. The proposals received are located on page 2.

Recommendation: Award contracts to each of the vendors listed per line item based on the evaluation of overall best value to the District.

Funding: Multiple Funds

Estimated Expenditure: \$585,000.00

Contract Term: October 1, 2024 - September 30, 2025

Renewal: 4 Years

td

Line 1 \$0.00 - \$100.00			
<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PERCENT OFF</u>
Labatt Food Service	1	Minimum Percentage Off	0.0%
<u>HEB GROCERY CO</u>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
<u>The Kroger Co. & Affiliates (Kroger Texas LP)</u>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
Eats Mesquite Grill	1	Minimum Percentage Off	0.0%
Line 2 \$101.00 - \$500.00			
<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PERCENT OFF</u>
Labatt Food Service	1	Minimum Percentage Off	0.0%
<u>HEB GROCERY CO</u>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
<u>The Kroger Co. & Affiliates (Kroger Texas LP)</u>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
Eats Mesquite Grill	1	Minimum Percentage Off	0.0%
Line 3 \$501.00 - \$1,000.00			
<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PERCENT OFF</u>
Labatt Food Service	1	Minimum Percentage Off	0.0%
<u>HEB GROCERY CO</u>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
<u>The Kroger Co. & Affiliates (Kroger Texas LP)</u>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
Eats Mesquite Grill	1	Minimum Percentage Off	0.0%
Line 4 Over \$1,000.00			
<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PERCENT OFF</u>
Labatt Food Service	1	Minimum Percentage Off	0.0%
<u>HEB GROCERY CO</u>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
<u>The Kroger Co. & Affiliates (Kroger Texas LP)</u>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
Eats Mesquite Grill	1	Minimum Percentage Off	0.0%

Memo:

To: Darin Crawford, *Assist Superintendent for Support Services*

From: James Briscoe, *Director of Procurement Services*

Subject: *Award for Annual Contract #24-10-4840RFP Groceries and General Merchandise*

Date: 08/19/2024

The Cypress-Fairbanks Independent School District (CFISD), hereinafter referred to as the District or Owner, is commencing a procurement process to establish an annual contract, as required, for the procurement of groceries and general merchandise. It is essential to note that contracts will be granted to multiple vendors per line item based on the comprehensive assessment of the best value to the district.

I wish to draw your attention to the significant elements of the contract renewal and specifications recently negotiated with our suppliers. The contract will remain operative for one (1) year until September 30, 2025, and will have the potential for automatic annual renewal for four (4) additional one-year terms until September 30, 2029, unless either party provides a written notice of non-renewal thirty (30) days prior. Furthermore, by mutual agreement, proposed prices can be extended beyond the firm price offer date on a month-to-month basis for up to 6 months.

One of the specific requirements delineated in the contract specifications is the establishment of a physical store location in the Houston area. This store will facilitate access to groceries and general merchandise for educational purposes by our district personnel. Our employees will have the opportunity to collect products at the awarded physical store.

We expect that these contract terms and specifications will foster a successful partnership with the vendors and ensure the delivery of quality products and services to our district. The driver of the \$100,000 plus increase is due to the Kroger company being procured under a separate contract in the last contract term (CTPA). Please do not hesitate to contact us if you need further information or have inquiries regarding the contract award. Thank you for your attention to this matter.

Sincerely,

James Briscoe

Director of Procurement Services Cypress-Fairbanks ISD



To: Darin Crawford
 Assistant Superintendent for Support Services

From: Suzy Hunter
 Nutrition Services Director

Date: August 7, 2024

Re: Refrigerated Truck Class 5 for Nutrition Services
 Annual Contract #24-09-3076

The following bids were received and opened at 1:00 p.m., Monday, July 29, 2024, as advertised and specified in documents concerning **Annual Contract #24-09-3076 Refrigerated Truck Class 5 for Nutrition Services**. The bids received are located on page 2.

^a Overall best value to the District.

Recommendation: International Trucks of Houston LLC

Funding: Multiple Funds

Estimated Expenditure: \$243,790.00

Contract Term: September 10, 2024 - September 09, 2025

Renewal: 1 Year

pm

Line 1 Refrigerated Truck Class 5 - 19500 GVWR
Class 5 chassis regular cab; 4x2 DRW; 7.3L 2V DECVT V8 Gas or Diesel; Color: White.
Insulated cargo box 12' length; reverse camera; smooth box-type extruded-aluminum
floor; load capacity 6,000 lbs.
Refrigerated body with QuickTemp technology.
Power rail liftgate 42"x 89"; platform steel; capacity 2,000 lbs.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<u>International Trucks of Houston LLC</u>	<u>2</u>	<u>EA</u>	<u>\$121,895.00</u>	<u>\$243,790.00</u> ^a
Triple Crown Ford Lincoln	2	EA	\$126,488.95	\$252,977.90
Southwest International Trucks Inc.	2	EA	\$129,140.00	\$258,280.00

**Cypress-Fairbanks Independent School District
Nutrition Services Department**

11355 Perry Road
Houston, Texas 77064
281-897-4543

TO: James Briscoe, Director of Procurement Services
FROM: Suzy Hunter, Nutrition Services Director
DATE: 8/7/2024
RE: Refrigerated Truck Class 5 for Nutrition Services 24-09-3076

The purpose of this memo is to explain the evaluation scoring for the Refrigerated Truck Class 5 for Nutrition Services 24-09-3076 bid. The vendor awarded has the highest score per line based on the weighted criteria included in the solicitation. The weighted criteria were developed to maintain compliance with the United States Department of Agriculture regulations for federal programs.

Weighted criteria include purchase price, reputation of the vendor and vendor's goods or services, quality of the vendor's goods or services, extent to which the goods or services meet the needs of the District, and any other relevant factors specifically listed in the request for bid or proposal. The evaluating committee was comprised of our own internal procurement professionals and other relevant Nutrition Services staff.

If you have any questions, please contact the Nutrition Services Department.

Sincerely,

Suzy Hunter

Suzy Hunter

Nutrition Services Director



To: **Darin Crawford**
 Assistant Superintendent for Support Services

From: **James Briscoe**
 Director of Procurement Services

Date: **August 8, 2024**

Re: **Roof Repair Services**
 Annual Contract #24-09-6890R-RFP

The following proposals were received and opened at 10:00 a.m., Wednesday July 31, 2024, as advertised and specified in documents concerning **Annual Contract #24-09-6890R-RFP Roof Repair Services**. The proposals received and the final evaluation summary are located on pages 2-10.

^a Primary Vendor Award

^b Secondary Vendor Award

^c No Award

Recommendation: **Award contracts to each of the vendors listed per line item based on the evaluation of overall best value to the district.**

Funding: **Multiple Funds**

Estimated Expenditure: **\$87,600.00**

Contract Term: **September 1, 2024 - August 31, 2025**

Renewal: **2 years**

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Line 1 Smooth Surfaced Built-up Membrane Flashings

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$7.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$8.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$9.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$60.00

Line 2 Smooth Surfaced Built-up Membrane Flashings

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$8.50</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$9.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$10.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$70.00

Line 3 Smooth Surfaced Built-up Membrane Flashings

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$12.00
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$12.50</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$13.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$80.00

Line 4 Granulated Surfaced Modified Bitumen Flashings

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$7.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$8.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$10.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$65.00

Line 5 Granulated Surfaced Modified Bitumen Flashings

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$8.50</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$9.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$11.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$75.00

Line 6 Granulated Surfaced Modified Bitumen Flashings

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$12.00
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$12.50</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$13.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$85.00

Line 7 Seal Reglet Joints

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$3.50</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$4.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$4.00
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$30.00

Line 8 Repair joints in MASONRY parapet wall coping

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$2.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$4.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$4.00
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$30.00

Line 9 Repair joints in METAL parapet wall coping

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$2.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$4.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$4.00
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$35.00

Line 10 Seal Scupper

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$28.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	EA	\$29.00
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$30.00</u> ^b
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	EA	\$250.00

Line 11 Repair flat flanges of a metal edge system

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$7.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$8.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$9.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$52.00

Line 12 Repair metal edge gravel stop

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$9.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$9.50
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$11.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$54.00

Line 13 Seal metal flange joints

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Joint	<u>\$5.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Joint	<u>\$6.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	Joint	\$6.50
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Joint	\$50.00

Line 14 Repair of low profile expansion joints

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$8.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$8.50
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$9.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$150.00

Line 15 Repair of expansion joint neoprene

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Joint	<u>\$9.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Joint	\$11.00
<u>Marton Roofing Industries, LTD</u>	1	Joint	<u>\$13.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Joint	\$150.00

Line 16 Install new expansion joint over existing expansion joint neoprene gasket type cover

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$17.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$21.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$22.50</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$210.00

Line 17 Install new metal expansion joint over existing raised curb

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$25.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$26.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$26.50
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$210.00

Line 18 Repair roof material blisters and surface breaks

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Square Ft.	<u>\$2.50</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Square Ft.	\$4.50
<u>Marton Roofing Industries, LTD</u>	1	Square Ft.	<u>\$5.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Square Ft.	\$50.00

Line 19 Seal existing roof drains and/or overflow drains

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$300.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	EA	\$350.00
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$400.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	EA	\$1,200.00

Line 20 Replace existing roof drains and/or overflow drain flashings

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$550.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$575.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	EA	\$600.00
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	EA	\$3,000.00

Line 21 Remove and replace drain line leader

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$100.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$100.00</u> ^a

Line 22 Remove and replace drain bowl

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	EA	\$1,000.00
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$1,500.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	EA	\$1,900.00
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$2,000.00</u> ^a

Line 23 Install new retro-fit drains at all existing roof drains

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$750.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$1,000.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	EA	\$1,400.00
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	EA	\$3,000.00

Line 24 Repair bases of vertical projections

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
Corey Construction (H&S Building Material, L.P.)	1	EA	\$250.00
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$300.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$325.00</u> ^a

Line 25 Replace vertical projections covers

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$100.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$130.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	EA	\$130.00

Line 26 Fill all pitch pans

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
Corey Construction (H&S Building Material, L.P.)	1	EA	\$60.00
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$75.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$80.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	EA	\$500.00

Line 27 Re- saturation of roof material

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Square Ft.	<u>\$2.50</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Square Ft.	\$3.50
<u>Marton Roofing Industries, LTD</u>	1	Square Ft.	<u>\$4.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Square Ft.	\$50.00

Line 28 Coat flashing with an aluminum coating

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Square Ft.	<u>\$2.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Square Ft.	\$2.50
<u>Marton Roofing Industries, LTD</u>	1	Square Ft.	<u>\$3.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Square Ft.	\$50.00

Line 29 Seal sheet metal joints, caulk joints and vertical wall joints - SHEET METAL JOINT

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$3.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$4.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$4.50
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$30.00

Line 30 Seal sheet metal joints, caulk joints and vertical wall joints - WALL JOINTS/VERTICAL

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$3.50</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$5.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$5.00
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$40.00

Line 31 Seal sheet metal joints, caulk joints and vertical wall joints - WALL JOINTS/HORIZONTAL

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$4.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$4.50
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$5.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$40.00

Line 32 Repair and coat vertical walls

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Square Ft.	<u>\$3.75</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Square Ft.	<u>\$4.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	Square Ft.	\$4.50

Line 33 Provide and install new small electrical, condensation etc. conduit pipe supports

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$75.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$75.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	EA	\$75.00

Line 34 Provide and install new small gas line, conduit etc. pipe supports / PORTABLE PIPE HANGER

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$100.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	EA	\$125.00
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$130.00</u> ^a

Line 35 Provide and install new small gas line, conduit etc. pipe supports / 4 x 4 PRESSURE TREATED

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$25.00</u> ^b
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	EA	\$25.00
Corey Construction (H&S Building Material, L.P.)	1	EA	\$25.00
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$30.00</u> ^a

Line 36 Provide and install new duct supports

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$375.00</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$375.00</u> ^a
Corey Construction (H&S Building Material, L.P.)	1	EA	\$400.00

Line 37 Provide and install new equipment supports

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$550.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	EA	\$600.00
<u>Marton Roofing Industries, LTD</u>	1	EA	<u>\$625.00</u> ^a

^c **Line 38 Provide and install new rooftop steel walkway system**

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$500.00

Line 39 Provide and install new OSHA approved wall mounted roof access ladders

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	EA	<u>\$6,500.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	EA	\$7,500.00

Line 40 Percentage added to contract if performance bond is required

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Percent Off</u>
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Percent	2.1%
Corey Construction (H&S Building Material, L.P.)	1	Percent	2.0%
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Percent	<u>2.0%</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Percent	<u>2.0%</u> ^a

Line 41 Percentage added to contract if payment bond is required

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Percent Off</u>
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Percent	2.1%
Corey Construction (H&S Building Material, L.P.)	1	Percent	2.0%
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Percent	<u>2.0%</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Percent	<u>2.0%</u> ^a

Line 42 Remove and replace deteriorated wood nailer/blocking (No initial quantity allowance included in the

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$3.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$3.50
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$5.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$12.00

Line 43 Remove and replace deteriorated wood nailer/blocking (No initial quantity allowance included in the

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$3.50</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$4.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$5.50</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$14.00

Line 44 Remove and replace deteriorated wood nailer/blocking (No initial quantity allowance included in the

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$4.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$5.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$6.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$12.00

Line 45 Remove and replace deteriorated wood nailer/blocking (No initial quantity allowance included in the

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$5.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$5.50
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$7.00</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$14.00

Line 46 Remove and replace deteriorated wood nailer/blocking (No initial quantity allowance included in the

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$6.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$6.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$7.50</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$16.00

Line 47 Remove and replace deteriorated wood nailer/blocking (No initial quantity allowance included in the

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$5.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$5.50
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$7.50</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$16.00

Line 48 Remove and replace deteriorated wood nailer/blocking (No initial quantity allowance included in the

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$6.00</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$6.50
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$8.50</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$18.00

Line 49 Remove and replace deteriorated wood nailer/blocking (No initial quantity allowance included in the

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Linear Ft.	<u>\$3.25</u> ^b
Corey Construction (H&S Building Material, L.P.)	1	Linear Ft.	\$4.00
<u>Marton Roofing Industries, LTD</u>	1	Linear Ft.	<u>\$4.50</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Linear Ft.	\$30.00

Line 50 Miscellaneous related roof repair materials and services

<u>Supplier</u>	<u>QTY</u>	<u>UOM</u>	<u>Percent Off</u>
<u>Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)</u>	1	Percent	<u>25.0%</u> ^b
<u>Marton Roofing Industries, LTD</u>	1	Percent	<u>15.0%</u> ^a
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	1	Percent	8.0%
Corey Construction (H&S Building Material, L.P.)	1	Percent	0.0%

#24-09-6890R-RFP Roof Repair Services

TEAM SCORE SUMMARY

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
Corey Construction (H&S Building Material, L.P.)	38.00	32.00	20.00	30.00	4.00
Marton Roofing Industries, LTD	92.00	92.00	100.00	94.67	1.00
PRC Roofing Co., Inc. (PRC Roofing and Sheet Metal)	44.00	37.00	40.00	40.33	3.00
Walton Roofing & Sheetmetal Company (F. W. Walton, Inc.)	82.50	79.00	80.00	80.50	2.00

Memo:

To: Darin Crawford, *Assist Superintendent for Support Services*

From: James Briscoe, *Director of Procurement Services*

Subject: *Awarding of Contract 24-09-6890R-RFP for Roof Repair Services*

Date: 08/19/2024

The contract 24-09-6890R-RFP for Roof Repair Services has been awarded to multiple vendors after a thorough evaluation by the procurement department to ensure the overall best value to the district. This will be a one-year contract, commencing on September 9, 2024 and concluding on August 31, 2025.

Please take note of the following contract terms: The initial contract period will span one year, ending on August 31, 2025, and will automatically renew for up to two additional one-year terms until August 31, 2027, unless either party provides a thirty-day notice of non-renewal. Additionally, proposed prices can be extended beyond the firm price offer date on a month-to-month basis for up to six months upon mutual agreement.

The contractor is responsible for providing all the necessary labor, materials, tools, equipment, and facilities to carry out the work and services required for the construction and completion of appointed projects as defined by the Maintenance Department. The contractor is expected to carry out the work to the extent necessary and be available for requests for on-demand service.

For any inquiries concerning this contract award, please do not hesitate to contact the procurement department.

Sincerely,

James Briscoe

Director of Procurement Services Cypress-Fairbanks ISD



To: Darin Crawford
Assistant Superintendent for Support Services

From: Suzy Hunter
Nutrition Services Director

Date: August 7, 2024

Re: Truck Wraps for Nutrition Services
Contract #24-09-4528

The following bids were received and opened at 1:00 p.m., Monday, July 29, 2024, as advertised and specified in documents concerning **Contract #24-09-4528 Truck Wraps for Nutrition Services**. The bids received are located on page 2.

^a Overall best value to the District.

Recommendation: Bayou Graphics

Funding: Multiple Funds

Estimated Expenditure: \$135,965.99

Contract Term: September 10, 2024 - September 9, 2025

Renewal: 1 Year

ca

Line 1 Truck Wrap: for Refrigerated Box Truck 24'

<u>SUPPLIER</u>	<u>BRAND AND PRODUCT CODE</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<u>Bayou Graphics</u>	<u>Arlon 4600/3170</u>	<u>13</u>	<u>EA</u>	<u>\$3,096.05</u>	<u>\$40,248.65</u> ^a
Worldwide Enterprise, Inc.	3M IJ280CV3/8519	13	EA	\$3,969.00	\$51,597.00
Cline Wraps	Avery 1105/1360	13	EA	\$5,200.00	\$67,600.00
Apex Procurement Solutions	3M IJ180/8519	13	EA	\$8,968.00	\$116,584.00
Signarama Magnolia	ORAJET® 3971RA®+ ProSlide™	13	EA	\$9,471.72	\$123,132.36

Line 2 Truck Wrap: for Refrigerated Box Truck 26'

<u>SUPPLIER</u>	<u>BRAND AND PRODUCT CODE</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<u>Bayou Graphics</u>	<u>Arlon 4600/3170</u>	<u>10</u>	<u>EA</u>	<u>\$3,498.85</u>	<u>\$34,988.50</u> ^a
Worldwide Enterprise, Inc.	3M IJ280CV3/8519	10	EA	\$4,261.00	\$42,610.00
Cline Wraps	Avery 1105/1360	10	EA	\$4,700.00	\$47,000.00
Apex Procurement Solutions	3M IJ180/8519	10	EA	\$8,732.00	\$87,320.00
Signarama Magnolia	ORAJET® 3971RA®+ ProSlide™	10	EA	\$10,123.90	\$101,239.00

Line 3 Truck Wrap: for Refrigerated Box Truck 30'

<u>SUPPLIER</u>	<u>BRAND AND PRODUCT CODE</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<u>Bayou Graphics</u>	<u>Arlon 4600/3170</u>	<u>7</u>	<u>EA</u>	<u>\$3,970.65</u>	<u>\$27,794.55</u> ^a
Worldwide Enterprise, Inc.	3M IJ280CV3/8519	7	EA	\$4,829.00	\$33,803.00
Cline Wraps	Avery 1105/1360	7	EA	\$5,200.00	\$36,400.00
Apex Procurement Solutions	3M IJ180/8519	7	EA	\$9,558.00	\$66,906.00
Signarama Magnolia	ORAJET® 3971RA®+ ProSlide™	7	EA	\$11,428.17	\$79,997.19

Line 4 Truck Wrap: for Small Hot Shot Truck 9'

<u>SUPPLIER</u>	<u>BRAND AND PRODUCT CODE</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<u>Bayou Graphics</u>	<u>Arlon 4600/3170</u>	<u>3</u>	<u>EA</u>	<u>\$1,349.82</u>	<u>\$4,049.46</u> ^a
Cline Wraps	Avery 1105/1360	3	EA	\$1,760.00	\$5,280.00
Worldwide Enterprise, Inc.	3M IJ280CV3/8519	3	EA	\$2,089.00	\$6,267.00
Apex Procurement Solutions	3M IJ180/8519	3	EA	\$2,596.00	\$7,788.00
Signarama Magnolia	ORAJET® 3971RA®+ ProSlide™	3	EA	\$3,459.33	\$10,377.99

Line 5 Truck Wrap: for Small Hot Shot Truck 12'

<u>SUPPLIER</u>	<u>BRAND AND PRODUCT CODE</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<u>Bayou Graphics</u>	<u>Arlon 4600/3170</u>	<u>5</u>	<u>EA</u>	<u>\$1,648.34</u>	<u>\$8,241.70</u> ^a
Cline Wraps	Avery 1105/1360	5	EA	\$2,200.00	\$11,000.00
Worldwide Enterprise, Inc.	3M IJ280CV3/8519	5	EA	\$2,507.00	\$12,535.00
Apex Procurement Solutions	3M IJ180/8519	5	EA	\$3,304.00	\$16,520.00
Signarama Magnolia	ORAJET® 3971RA®+ ProSlide™	5	EA	\$4,216.20	\$21,081.00

Line 6 Truck Wrap: for Trailer 48'

<u>SUPPLIER</u>	<u>BRAND AND PRODUCT CODE</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<u>Bayou Graphics</u>	<u>Arlon 4600/3170</u>	<u>2</u>	<u>EA</u>	<u>\$6,895.00</u>	<u>\$13,790.00</u> ^a
Cline Wraps	Avery 1105/1360	2	EA	\$7,750.00	\$15,500.00
Worldwide Enterprise, Inc.	3M IJ280CV3/8519	2	EA	\$7,955.00	\$15,910.00
Apex Procurement Solutions	3M IJ180/8519	2	EA	\$14,160.00	\$28,320.00
Signarama Magnolia	ORAJET® 3971RA®+ ProSlide™	2	EA	\$18,998.50	\$37,997.00

Line 7 Truck Wrap: for Trailer 53'

<u>SUPPLIER</u>	<u>BRAND AND PRODUCT CODE</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<u>Bayou Graphics</u>	<u>Arlon 4600/3170</u>	<u>1</u>	<u>EA</u>	<u>\$6,853.13</u>	<u>\$6,853.13</u> ^a
Cline Wraps	Avery 1105/1360	1	EA	\$8,000.00	\$8,000.00
Worldwide Enterprise, Inc.	3M IJ280CV3/8519	1	EA	\$8,467.00	\$8,467.00
Apex Procurement Solutions	3M IJ180/8519	1	EA	\$17,698.82	\$17,698.82
Signarama Magnolia	ORAJET® 3971RA®+ ProSlide™	1	EA	\$21,307.00	\$21,307.00

**Cypress-Fairbanks Independent School District
Nutrition Services Department**

11355 Perry Road
Houston, Texas 77064
281-897-4543

TO: James Briscoe, Director of Procurement Services
FROM: Suzy Hunter, Nutrition Services Director
DATE: 8/7/2024
RE: Truck Wraps for Nutrition Services 24-09-4528

The purpose of this memo is to explain the evaluation scoring for the Truck Wraps for Nutrition Services 24-09-4528 bid. The vendor awarded has the highest score per line based on the weighted criteria included in the solicitation. The weighted criteria were developed to maintain compliance with the United States Department of Agriculture regulations for federal programs.

Weighted criteria include purchase price, reputation of the vendor and vendor's goods or services, quality of the vendor's goods or services, extent to which the goods or services meet the needs of the District, and any other relevant factors specifically listed in the request for bid or proposal including but not limited to film, overlamine, ink, graphics, adhesive, warranty, and completion time. The evaluating committee was comprised of our own internal procurement professionals and other relevant Nutrition Services staff.

If you have any questions, please contact the Nutrition Services Department.

Sincerely,

Suzy Hunter

Suzy Hunter

Nutrition Services Director

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The ~~Superintendent or designee shall classify~~classification of each job title within the compensation plan ~~shall be~~ based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal ~~semimonthly~~semi-monthly payments, beginning with the first pay period of the school year.

Method of Payment

All District employees shall be paid semimonthly. Semimonthly pay dates shall be on the 15th and on the last working day of the month; however, exceptions to these dates shall be made for bank holidays and weekends, which shall result in early payments.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. ~~The Superintendent or designee shall determine~~Any pay adjustments for individual employees, ~~shall be determined~~ within the approved budget following established procedures.

No employee with less than a satisfactory performance evaluation shall receive a pay increase. In the District's appraisal system, a less than satisfactory performance shall be an evaluation with two or more domains scored at the lowest performance rating or the lowest performance rating in the same domain for two consecutive years.

Midyear Pay Increases

Contract Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements.]

Noncontract Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity.

Pay During an Emergency Closure

In the event the Superintendent has closed the District, individual campus(es), or facilities in accordance with EB(LOCAL), employees eligible for emergency closure leave pursuant to DEC(LOCAL) and DEC(REGULATION) shall be paid using their available emergency closure leave.

Pay Rate During Closure

Non-exempt employees who do not use emergency closure leave and work during an emergency closure of the District or their respective campus(es) or facility shall be compensated for actual hours worked at the pay rate designated for emergency closures in accordance with DEA(REGULATION).

Exempt employees who are required to work during an emergency closure of the District or their respective campus(es) or facility may earn compensatory time in accordance with DEA(REGULATION).

TERMINATION OF EMPLOYMENT

DF
(LOCAL)

**Board's Designee for
Certain Termination
Actions**

The Superintendent shall serve as the Board's designee to suspend a contract employee without pay, provide written notice that the person's contract is void, and terminate employment as soon as practicable when the District:

1. Receives notice that an individual's certificate has been revoked by the State Board for Educator Certification (SBEC) for reasons that require immediate action by the District; or
- ~~2.~~ Becomes aware that a contract employee has been convicted of or has received deferred adjudication for a felony offense.
- ~~2.3.~~ Receives notice that an individual fails to fulfill the requirements necessary to renew or extend a temporary or emergency certificate or permit.

[See also DFAA, DFBA, and DFCA, as appropriate.]

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

**General
Requirements**

All resignations shall be submitted in writing to the Superintendent, Chief of Employee and Student Services, or the Assistant Superintendent of Human Resources or other person designated authorized by Board action in accordance with this policy~~designee~~. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

**At-Will or Annual
Contract Employees**

The Superintendent ~~or designee~~, Chief of Employee and Student Services, or the Assistant Superintendent of Human Resources shall be authorized to accept the resignation of an at-will or annual contract employee at any time. The Superintendent, Chief of Employee and Student Services, or the Assistant Superintendent of Human Resources may delegate to other administrators the authority to accept a resignation of an at-will or annual contract employee.

Contract Employees

The Superintendent, ~~or Chief of Employee and Student Services, or the Assistant Superintendent of Human Resources~~ other person designated by Board action~~designee~~ shall be authorized to receive a probationary, term, or continuing contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent, Chief of Employee and Student Services, or the Assistant Superintendent of Human Resources or other person designated by Board action. The resignation requires no further action by the District and is accepted upon receipt by the Superintendent, Chief of Employee and Student Services, or the Assistant Superintendent of Human Resources or other person designated by Board action.

The Superintendent, Chief of Employee and Student Services, or the Assistant Superintendent of Human Resources ~~or other person designated by Board action~~ shall be authorized to accept a probationary, term, or continuing contract emp

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

	employee's resignation submitted or effective at any other time. <u>If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent, Chief of Employee and Student Services, or the Assistant Superintendent of Human Resources or other person designated by Board action. The Superintendent, Chief of Employee and Student Services, or the Assistant Superintendent of Human Resources or other person designated by Board action</u> The Superintendent or other Board designee shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.
Withdrawal of Resignation	Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Superintendent.
Reemployment After Resignation	An employee who resigns and later seeks reemployment in the District shall: 1. Be <u>considered for employment</u> employed in accordance with state law and applicable policies; 2. Be placed on the <u>then-current</u> salary schedule in accordance with state law, applicable policies, and the District's compensation manual <u>if rehired</u>; 3. Have no entitlement to seniority and accumulated unused <u>local</u> leave at time of resignation <u>if rehired</u>; and 4. Be subject to the personnel policies or any settlement agreements pertaining to the reemployment of former employees. An employee who resigns <u>or retires</u> after the District has initiated an investigation of alleged misconduct may be eligible for reemployment only after review and approval by the assistant superintendent of human resources. An employee who resigns or retires to avoid District-initiated termination or nonrenewal shall not be eligible for reemployment with the District. <u>A certified employee who is determined by the Board to have resigned without good cause is not eligible for reemployment with the district for a period of 5 years after the school year in which the employee resigns or retires.</u> <u>An employee determined by the Superintendent, Chief of Employee and Student Services, or the Assistant Superintendent of</u>

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

Human Resources to have resigned without good cause is not eligible for reemployment with the District for a period of 5 years after the school year in which the employee resigned.

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

Excused Absences

In addition to excused absences required by law, the District shall excuse absences for the following purposes. A student shall be required to submit verification of these absences in accordance with administrative regulations.

Higher Education or
Career Investigation
Visits

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to:

- visit a professional's workplace for a career investigation day for the purpose of determining the student's interest in pursuing a career in the professional's field (career investigation) OR
- visit an accredited institution of higher education.

Armed Services
Enlistment

The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard.

Early Voting or
Election Clerk

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk.

Learner or Driver's
License

The District shall excuse a student 15 years of age or older for one day during his or her enrollment in high school for each of the following:

- Visiting a driver's license office to obtain a learner license; or
- Visiting a driver's license office to obtain a driver's license.

[For extracurricular activity absences, see FM.]

Military Dependents

The District shall excuse a student visiting the student's parent, stepparent, or guardian who is an active member of the uniformed services and has been called to duty for, is on leave from, or has recently returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. The absences may not be for more than five days in a school year and shall be taken not earlier than the 60th day before the date of deployment nor later than the 30th day after the date of return from deployment.

Taps at Military
Funeral

The District shall excuse a student in grades 6–12 who is sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.

Commented [JSB1]: Revision in line with SB 68 from the 88th Legislative Session and changes in the current CFISD FEA (Legal)

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

**Withdrawal for
Nonattendance**

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

**Students Attending
Homeschools**

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing
Compulsory
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

Textbooks

The District shall not provide current state-adopted textbooks to students who are not enrolled in one of the District's schools.

Dual Enrollment

A student who is homeschooled or who is enrolled in a private school shall not be permitted to enroll part-time for instruction in individual courses or to participate in extracurricular activities.

Students with disabilities, ages 3 and 4, may be enrolled under a dual enrollment arrangement. Special education and related services may be provided to a disabled homeschooled student. The IEP shall specify the amount of time the student shall attend a school in the District.

Entry or
Re-entry

When a student enters or re-enters the District's public schools from homeschooling or a private school, the District shall assess

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

the student for placement by administering valid and reliable assessment instruments.

Assessments to be used at the elementary level to assist in the instructional placement of a homeschooler who enters or re-enters the District's public schools may include, but shall not be limited to:

- District benchmarks (kindergarten–grade 5) (language arts and mathematics);
- District credit by examination tests (kindergarten–grade 5);
- Kindergarten development profile; and
- Previously released state-mandated assessments (grades 3–5).

A secondary school student may take the District's credit by examination tests, District-developed TEKS exams, and/or placement tests. High school credit shall be awarded based on a score of at least 70 on the exams. The student shall be given adequate and reasonable time to prepare for the tests.

A homeschooled student entering from a private school, a foreign country, or a nonaccredited school shall be tested in the District only when the student is enrolled. To assist schools in proper instructional placement, the parent is encouraged to maintain a portfolio of student work and academic records and present it to the counselor when the student is enrolled.

Exception

A student who has been homeschooled and enrolled in either the Texas Tech High School program or the University of Texas High School program and who presents an official transcript from one of these schools shall not be assessed to re-enter a public school program.

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to

immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Periodic Monitoring

The Superintendent or designee shall periodically monitor the reported counts of bullying incidents ~~and that declines in the count may represent not only~~ A decrease in these numbers may indicate an improvements in the campus culture due to reduced bullying. because bullying declines but also declines in the campus culture because of Also, a decrease in these numbers could indicate a decline in openness to report incidents.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited

conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District official, principal, or designee shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District official, principal, or designee may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

1. Data collection conducted on students, including personally identifiable information, through electronic devices and software applications shall be minimized;
2. Direct and informed parental (or person standing in parental relation) consent is required for a student's use of software applications other than a software application necessary for the administration of an assessment instrument or an assessment relating to college, career, or military readiness for which student performance is considered in evaluating a school district's performance;
3. Software applications must not conduct mental health assessments or other assessments unrelated to educational curricula that are intended to collect information about students without direct and informed parental (or person standing in parental relation) consent;
4. Parents or persons standing in parental relations shall be provided all resources necessary to understand cybersecurity risks related to their student's use of electronic devices before the student may use an electronic device at their school;
5. Districts shall deactivate an electronic device transferred to a student if school system staff are made aware of searches or activities that pose a risk to student safety (e.g. when internet search history indicates a query regarding violent topics, self-harm, etc.). Access to a device may be restored after the event has been appropriately addressed, including consultation with the district's Safe and Supportive School Program Team and discussions with the student or parents, as appropriate;
6. Districts should consider necessary adjustments, by age level, to the use of electronic devices in the classroom to foster the development of student's abilities regarding spending school time and completing assignments without the use of an electronic device;
7. Districts should consider appropriate restrictions on student access to social media websites or applications with an electronic device transferred to a student;
8. Before using a social media application for an educational purpose, districts must evaluate alternative applications in an effort to determine whether they are more secure and provide the same educational purpose;

9. Districts must consider the use of an internet filter capable of notifying appropriate school administrators, who are then required to notify the student's parent or person standing in parental relation if a student accesses inappropriate or concerning content or words, including, but not limited to, content related to self-harm, suicide, violence to others, or illicit drugs. When a student accesses content involving harmful, threatening, or violent behavior, the school system must follow notifications to the Safe and Supportive Schools Program Team, as applicable.
10. Districts must assign appropriate personnel with the duty to receive complaints or concerns regarding student use of electronic devices, including cybersecurity and online safety concerns, from district or school staff, other students, or parents (or persons standing in parental relation); and
11. Districts shall consult with district information technology staff and legal counsel, as appropriate, to ensure an operator that contracts with the school system to provide software applications complies with Texas Education Code Chapter 32, Subchapter D.



OFFICE OF THE COUNTY ENGINEER
DR. MILTON RAHMAN, P.E., PMP, CFM, ENV SP
REAL PROPERTY DIVISION

RECEIVED

JUL 22 2024

FACILITIES
AND CONSTRUCTION

VIA CERTIFIED MAIL NO. 70220410000286527073
RETURN RECEIPT REQUESTED

July 2, 2024

Cypress Fairbanks ISD
PO BOX 692003
Houston, TX 772696

Re: Temporary Construction Easement for Driveway Reconstruction
Project: Sidewalk - N. Eldridge Pkwy – 2022.
Tract: Driveways 4, 5, 6
Property address: 0 N. Eldridge Parkway, Houston, TX 77041

Dear Cypress Fairbanks ISD,

Harris County anticipates later this year to begin construction on the expansion of Eldridge Parkway. As a result, in order that your driveway may be properly sloped to meet the proposed elevation of the new roadway, it will be necessary for Harris County's contractor to enter upon a portion of your property for construction purposes.

This permission can only be granted by execution of the attached Temporary Construction Easement. Please note, should you decline to sign, Harris County cannot tie-in your driveway to achieve an ideal slope that allows for a smooth transition from your property to the roadway and may result in damage to low-clearance vehicles.

Thank you for reviewing this easement and forwarding the signed document to us in the enclosed envelope. Should you have any questions, please do not hesitate to call.

Sincerely,

Kristin Williams
Right of Way Agent
kristin.williams@harriscountytexas.gov

Enclosures: Property Description/Survey
 Conveyance Document

TEMPORARY CONSTRUCTION EASEMENT

THE STATE OF TEXAS §

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS §

THAT **Cypress Fairbanks ISD**, of the County of Harris, State of Texas (hereinafter "**Grantor**", whether one or more), for and in consideration of Grantor's intent of making a gift to be used by Grantee (hereinafter defined) for the use and benefit of the public, has granted and conveyed and by these presents does grant and convey unto the **COUNTY OF HARRIS, a body corporate and politic under the laws of the State of Texas** (hereinafter "**Grantee**" or "**County**"), a temporary easement for the purpose of re-sloping the driveway in, over along, upon, and across a tract of land situated in Harris County, Texas, as depicted as TCLs #4-6 on the attached survey, situated in the County of Harris, State of Texas.

This conveyance is made subject to the following agreements and understandings by and between Grantor and Grantee:

1. This instrument does not convey title in or to any part of land herein described or minerals therein or thereunder.
2. This conveyance is made subject to all prior rights of record granted by Grantor or Grantor's predecessors in title affecting the land covered hereby.
3. Improvements placed on the land covered hereby will be made at the sole cost and expense of Grantee, and no special charge or assessment will be made by Grantee for installation of such improvement.
4. This conveyance and the rights granted to Grantee hereunder shall commence and be effective on the date the above described consideration is paid to Grantor, and shall terminate two (2) years from and after said date.

5. This conveyance shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

TO HAVE AND TO HOLD the said easement unto Grantee, to be used for said purpose, in accordance with the provisions hereof.

EXECUTED this the _____ day of _____, 2024.

GRANTOR: _____

ACKNOWLEDGEMENT

THE STATE OF TEXAS §

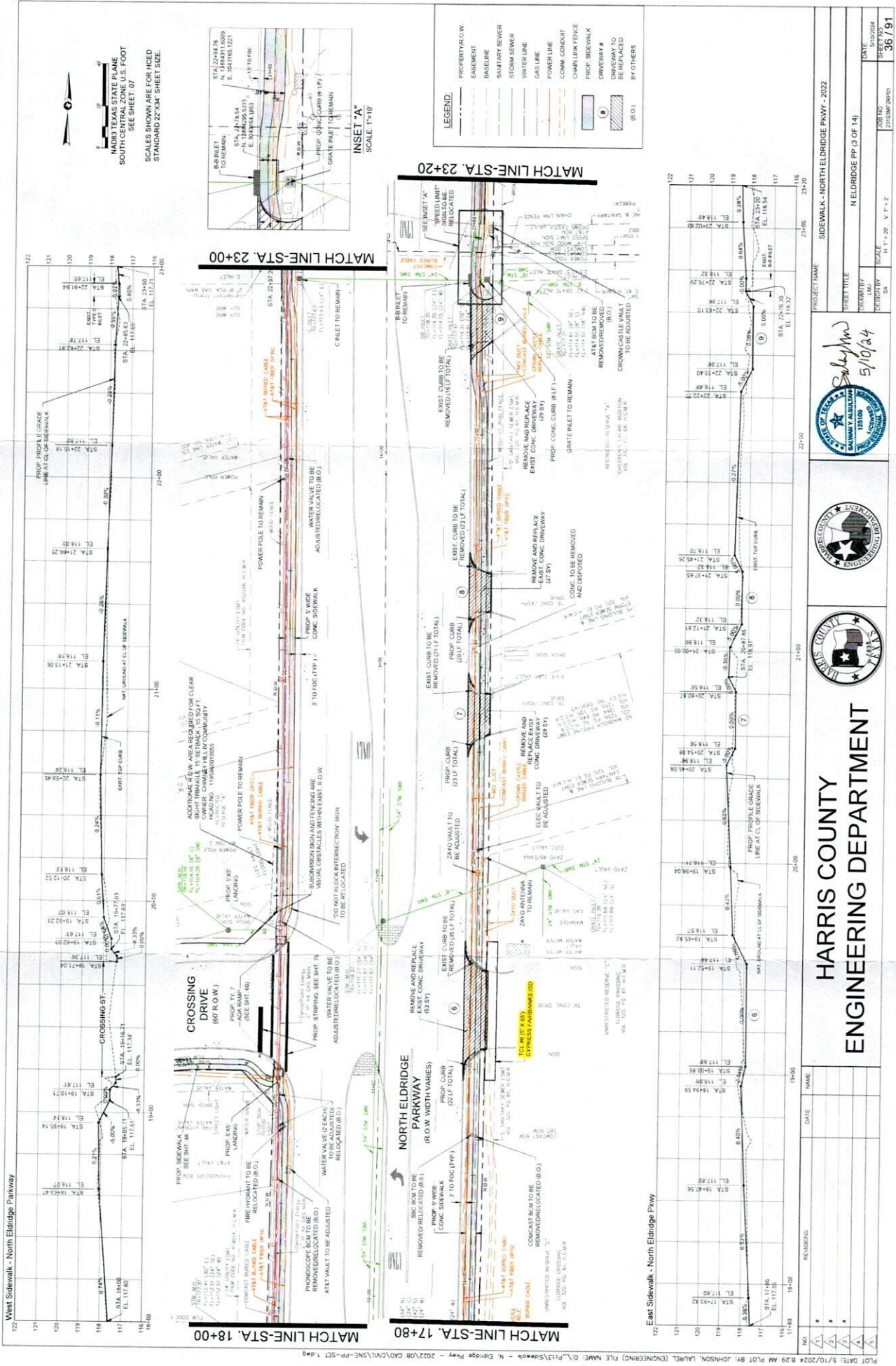
COUNTY OF HARRIS §

This instrument was acknowledged before me on _____, 2024 by

_____, _____ of

_____, on behalf of _____.

Notary Public Signature



Plot Date: 5/10/24 AM Plot: PLOT 18+00 to 23+20 File Name: D:\Projects\SideWalk - N. Eldridge Pkwy - 2022\00\CAV\DWG\18+00-23+20.dwg

HARRIS COUNTY ENGINEERING DEPARTMENT



Sallym
5/10/24



Sallym
5/10/24

PROJECT NAME	SIDEWALK - NORTH ELDRIDGE PKWY - 2022
SHEET TITLE	N ELDRIDGE PP (3 OF 14)
DATE	5/10/24
SCALE	H 1" = 20' V 1" = 2'
BY	SA
CHECKED	SA
DATE	5/10/24
36 / 91	



RECEIVED

JUL 22 2024

FACILITIES
AND CONSTRUCTION

OFFICE OF THE COUNTY ENGINEER
DR. MILTON RAHMAN, P.E., PMP, CFM, ENV SP
REAL PROPERTY DIVISION

VIA CERTIFIED MAIL NO. 9589071052700853052512
RETURN RECEIPT REQUESTED

July 2, 2024

CYPRESS FAIRBANKS ISD C/O MARTIN ANDING
PO BOX 692003
Houston, TX 77269

Re: Temporary Construction Easement for Driveway Reconstruction
Project: Sidewalk - N. Eldridge Pkwy – 2022.
Tract: Driveway 9
Property address: 7600 N. Eldridge Parkway, Houston, TX 77041

Dear CYPRESS FAIRBANKS ISD,

Harris County anticipates later this year to begin construction on the expansion of Eldridge Parkway. As a result, in order that your driveway may be properly sloped to meet the proposed elevation of the new roadway, it will be necessary for Harris County's contractor to enter upon a portion of your property for construction purposes.

This permission can only be granted by execution of the attached Temporary Construction Easement. Please note, should you decline to sign, Harris County cannot tie-in your driveway to achieve an ideal slope that allows for a smooth transition from your property to the roadway and may result in damage to low-clearance vehicles.

Thank you for reviewing this easement and forwarding the signed document to us in the enclosed envelope. Should you have any questions, please do not hesitate to call.

Sincerely,

Kristin Williams
Right of Way Agent
kristin.williams@harriscountytexas.gov

Enclosures: Property Description/Survey
Conveyance Document

TEMPORARY CONSTRUCTION EASEMENT

THE STATE OF TEXAS §

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS §

THAT CYPRESS FAIRBANKS ISD, of the County of Harris, State of Texas (hereinafter "**Grantor**", whether one or more), for and in consideration of Grantor's intent of making a gift to be used by Grantee (hereinafter defined) for the use and benefit of the public, has granted and conveyed and by these presents does grant and convey unto the **COUNTY OF HARRIS, a body corporate and politic under the laws of the State of Texas** (hereinafter "**Grantee**" or "**County**"), a temporary easement for the purpose of re-sloping the driveway in, over along, upon, and across a tract of land situated in Harris County, Texas, as depicted as TCL #9 on the attached survey, situated in the County of Harris, State of Texas.

This conveyance is made subject to the following agreements and understandings by and between Grantor and Grantee:

1. This instrument does not convey title in or to any part of land herein described or minerals therein or thereunder.
2. This conveyance is made subject to all prior rights of record granted by Grantor or Grantor's predecessors in title affecting the land covered hereby.
3. Improvements placed on the land covered hereby will be made at the sole cost and expense of Grantee, and no special charge or assessment will be made by Grantee for installation of such improvement.
4. This conveyance and the rights granted to Grantee hereunder shall commence and be effective on the date the above described consideration is paid to Grantor, and shall terminate two (2) years from and after said date.

5. This conveyance shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

TO HAVE AND TO HOLD the said easement unto Grantee, to be used for said purpose, in accordance with the provisions hereof.

EXECUTED this the _____ day of _____, 2024.

GRANTOR: _____

ACKNOWLEDGEMENT

THE STATE OF TEXAS §

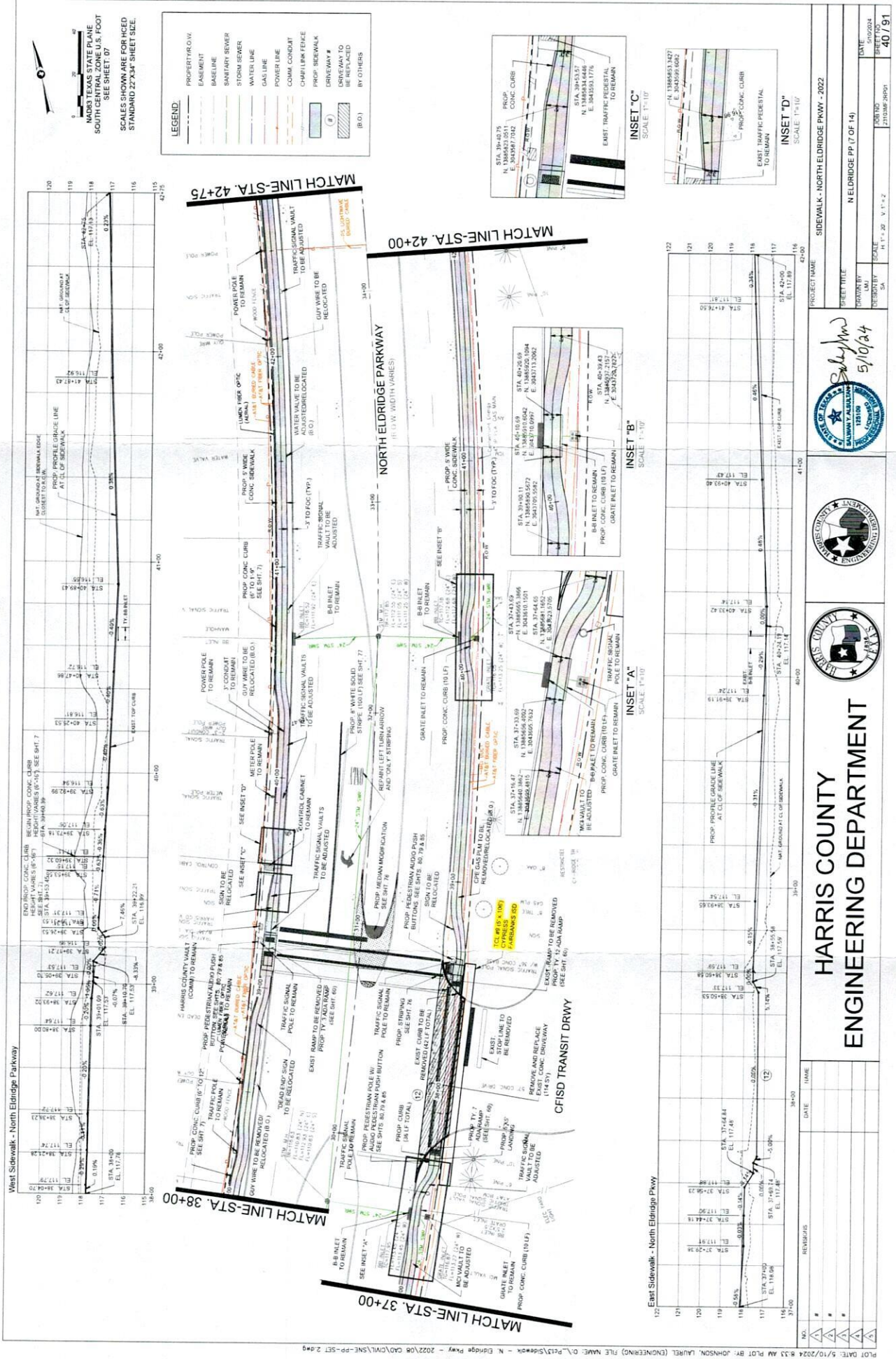
COUNTY OF HARRIS §

This instrument was acknowledged before me on _____, 2024 by

_____, _____ of

_____, on behalf of _____.

Notary Public Signature





OFFICE OF THE COUNTY ENGINEER
DR. MILTON RAHMAN, P.E., PMP, CFM, ENV SP
REAL PROPERTY DIVISION

RECEIVED

JUL 22 2024

FACILITIES
AND CONSTRUCTION

VIA CERTIFIED MAIL NO. 9589071052700853052499
RETURN RECEIPT REQUESTED

July 2, 2024

CYPRESS FAIRBANKS ISD
PO BOX 692003
Houston, TX 77269

Re: Temporary Construction Easement for Driveway Reconstruction
Project: Sidewalk - N. Eldridge Pkwy – 2022.
Tract: Driveway 10
Property address: 0 N. Eldridge Parkway, Houston TX 77041

Dear CYPRESS FAIRBANKS ISD,

Harris County anticipates later this year to begin construction on the expansion of Eldridge Parkway. As a result, in order that your driveway may be properly sloped to meet the proposed elevation of the new roadway, it will be necessary for Harris County's contractor to enter upon a portion of your property for construction purposes.

This permission can only be granted by execution of the attached Temporary Construction Easement. Please note, should you decline to sign, Harris County cannot tie-in your driveway to achieve an ideal slope that allows for a smooth transition from your property to the roadway and may result in damage to low-clearance vehicles.

Thank you for reviewing this easement and forwarding the signed document to us in the enclosed envelope. Should you have any questions, please do not hesitate to call.

Sincerely,

Kristin Williams
Right of Way Agent
kristin.williams@harriscountytexas.gov

Enclosures: Property Description/Survey
Conveyance Document

TEMPORARY CONSTRUCTION EASEMENT

THE STATE OF TEXAS §

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS §

THAT CYPRESS FAIRBANKS ISD, of the County of Harris, State of Texas (hereinafter "**Grantor**", whether one or more), for and in consideration of Grantor's intent of making a gift to be used by Grantee (hereinafter defined) for the use and benefit of the public, has granted and conveyed and by these presents does grant and convey unto the **COUNTY OF HARRIS, a body corporate and politic under the laws of the State of Texas** (hereinafter "**Grantee**" or "**County**"), a temporary easement for the purpose of re-sloping the driveway in, over along, upon, and across a tract of land situated in Harris County, Texas, as depicted as TCL #10 on the attached survey, situated in the County of Harris, State of Texas.

This conveyance is made subject to the following agreements and understandings by and between Grantor and Grantee:

1. This instrument does not convey title in or to any part of land herein described or minerals therein or thereunder.
2. This conveyance is made subject to all prior rights of record granted by Grantor or Grantor's predecessors in title affecting the land covered hereby.
3. Improvements placed on the land covered hereby will be made at the sole cost and expense of Grantee, and no special charge or assessment will be made by Grantee for installation of such improvement.
4. This conveyance and the rights granted to Grantee hereunder shall commence and be effective on the date the above described consideration is paid to Grantor, and shall terminate two (2) years from and after said date.

5. This conveyance shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

TO HAVE AND TO HOLD the said easement unto Grantee, to be used for said purpose, in accordance with the provisions hereof.

EXECUTED this the _____ day of _____, 2024.

GRANTOR: _____

ACKNOWLEDGEMENT

THE STATE OF TEXAS §

COUNTY OF HARRIS §

This instrument was acknowledged before me on _____, 2024 by

_____, _____ of

_____, on behalf of _____.

Notary Public Signature

