

Summary of Gifts

August 2026

	A	B	C	D	E	F	G
1	School/Dept.	Description	Donor	Contact	Address 1	Address 2	Est. Value
2	Memorial Drive Elementary	18 bulletin boards including installation	SBEF	Thayer Hutcheson	11202 Smithdale Lane	Houston, TX 77024	\$ 14,953.35
3	Memorial Middle School	Lockers/cubbies for instrument storage in the Band Hall	PTA	Lindsey Martin	12550 Vindon	Houston, TX 77024	\$ 10,075.00
4							
8							
9							
10							
11							
12							
13							

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

PROPOSAL FOR ALTERATIONS AND ADDITIONS TO DISTRICT PROPERTY

In an effort to guarantee any alterations or additions to all structures and grounds in the District, appropriate approval must be made prior to any modifications. This form must be filled out by individuals who desire to make such changes and submit to the building principal for consideration.

If the building principal agrees to approve the proposal, he or she must sign the completed form and submit it to the Director of Planning and Construction for review by the Associate Superintendent, who will then coordinate with appropriate departments for consideration.

The plan for alterations and additions will include all structures, athletic fields, courts, and accompanying structures. Also included are alterations or installation of bookcases, cabinets, permanent equipment, anything to be attached to the building (inside and outside), and any other equipment that has not had prior approval for installation in the school building.

*Appropriate policies must be reviewed prior to submitting a proposal. Examples: Policies CLB, FFA, CL, and CDC.

Once the building principal signs off and submits the proposal to the Associate Superintendent, the Director of Planning and Construction will schedule a meeting for all stakeholders required pending scope of the project.

Name of individual submitting proposal: Thayer Hutcheson _____

Title: Principal _____ Date: 03/23/26 _____

Description of Proposal:

We propose adding 18 bulletin boards to the interior hallways at Memorial Drive Elementary. Most of the boards would replace existing tackboard strips that are intended to display student work. The boards come from Steelcase and installation is included in the proposal.

Specifically how does this proposal support teaching and learning/curriculum and objectives:

Students and families will be able to see the work the students at MDE are doing throughout the school. Teachers will have the ability to display student work without causing damage to our new building.

FACILITIES CONSTRUCTION

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(EXHIBIT)

Describe alterations, additions, and the like. Will this take place in a classroom? *If future projected enrollment requires use of this classroom, it will be returned to a classroom as needed.

The only alteration will be removing some of the tackboard strips to create space for the bulletin boards.

Cost, how will proposal be funded? Campus must follow policy CDC.

The MDE Rebuild fund through SBEF will pay for the boards and professional installation from Steelcase.

What maintenance and additional costs will be required to support the proposal? How will this be funded?

None.

Grade Level/Group to utilize proposal:

All grade levels.

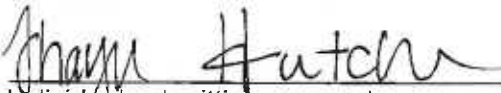
Additional required signatures as appropriate from departmental designees:

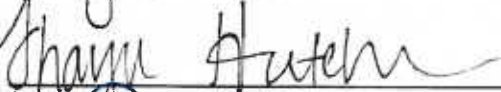
FACILITIES CONSTRUCTION

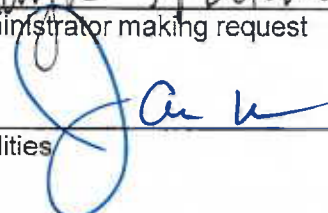
CV
(EXHIBIT)

FOR ADMINISTRATOR REQUESTING ADDITIONS OR ALTERATIONS TO DISTRICT
PROPERTY

*The requesting administrator should submit the completed form to the Director of Planning
and Construction.*

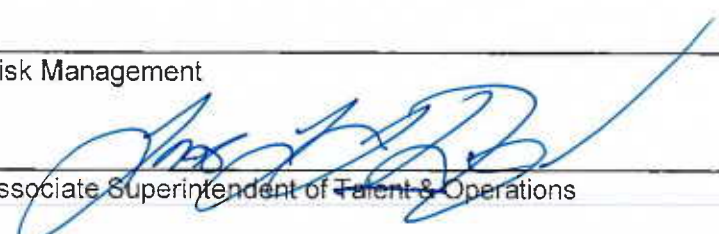
 _____ Date: 3/23/26
Individual submitting proposal

 _____ Date: 3/23/26
Administrator making request

 _____ Date: 5/04/2026
Facilities

_____ Date: _____
Planning and Construction

_____ Date: _____
Risk Management

 _____ Date: 07/15/2026
Associate Superintendent of Talent & Operations

OTHER SIGNATURES REQUIRED IF APPLICABLE:

_____ Date: _____
Purchasing (if cost or project exceeds \$10,000)

_____ Date: _____
Academics

_____ Date: _____
Child Nutrition Services

_____ Date: _____
Athletics

Spring Branch ISD
101920

OTHER REVENUES
GRANTS FROM PRIVATE SOURCES

CDC
(EXHIBIT)

REQUEST FOR ACCEPTANCE OF GIFT

School: Memorial Drive Elementary

Board Policy: CDC(LOCAL)

Description of Gift: 18 bulletin boards including installation

Donor:

Name of Donor/Company/Foundation: SBEF

Attention (please supply name): Thayer Hutcheson

Address: 11202 Smithdale Lane

City: Houston, TX 77024

State: TX

Zip: 77024

Telephone: 713 251 6300

Where and how will this gift be used: Outside classrooms in halls.

Estimated value (as set by donor): _____

Cost to District (example: pick up, installation, and maintenance): None

Principal or department head responsible for adding item to property management inventory system, if applicable: Thayer Hutcheson

Acceptance recommended: Thayer Hutcheson

(Principal or Department Head signature)

Date approved by Board: (if \$5,000 or more) \$14,953.35

Property Management Control No.: (if applicable) _____

In compliance with the Omnibus Budget Reconciliation Act of 1993, this acknowledges the contributions and advises that the District provided no goods or services in consideration, in whole or in part, for any of the contributions described above.

☐ Copy provided to Donor

McCoy ROCKFORD

COMMERCIAL INTERIORS

713.862.4600 / mccoy-rockford.com

REMIT PAYMENT TO:

McCoy Rockford, Inc.
PO Box 1759 Dept. 106
Houston, Texas 77251-1759
FED I.D. 27-4402329

Invoice

Page 1 / 2

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
12119	01/20/26	SQT-LAUREN BARKER	167011		KIM SINGER

Sold To

ACCOUNTS PAYABLE
SPRING BRANCH ISD
955 CAMPBELL ROAD
HOUSTON TX 77024

Ship To

CECILIA THOMPSON
SPRING BRANCH ISD
Memorial Elementary
11202 Smithdale Rd,
HOUSTON TX 77024

Phone +1 (713) 251-2211

ACCOUNTSPAYABLE@SPRINGBRANCHISD.COM;
hedbergsentinvoices@mccoyrockford.com

Due Date 02/19/26

Project PID 49

Terms NET 30 DAYS

SPR002

Quote 265807

Phone +1 (713) 251-2211

Tax 17-74-6001379-4

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
Invoice Messages Pro-Forma Invoice Please contact us using the published numbers on our website or using email addresses you already have in your contact lists. Please do not change our remittance address without verifying in person with at least 2 members of our McCoy Rockford Accounting Staff.				
1	18.00	PWBTKBRD STEELCASE Tackboard-Premium Size: Modular Trim Type: Edge Series Height: 48.25000 Width: 96.25000 Surface Finish: Buzz2 5G64 - ALPINE Trim Finish: Anodized Aluminum 8043 - CLEAR ANODIZED ALUM Mount Option: Wall Mount Fabric Direction: Horizontal	622.20	11,199.60
2	1.00	D&I LABOR TO INSTALL 14 WHITEBOARDS ON SHEETROCK WALLS. WORK TO BE PERFORMED DURING REGULAR BUSINESS HOURS	3,753.75	3,753.75

McCoyROCKFORD

COMMERCIAL INTERIORS

713.862.4600 / mccoy-rockford.com

REMIT PAYMENT TO:
McCoy Rockford, Inc.
PO Box 1759 Dept. 106
Houston, Texas 77251-1759
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Invoice

Page 2 / 2

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
12119	01/20/26	SQT-LAUREN BARKER	167011		KIM SINGER

Invoice Totals

Sub Total	14,953.35
STATE OF TEXAS - TAX EXEMPT	0.00
Total	14,953.35
Pro-Forma Pct	65.00
Please Pay This Amount	9,719.68

End of Invoice

REQUEST FOR ACCEPTANCE OF GIFT

School: Memorial Middle School

Board Policy: CDC(LOCAL)

Description of Gift: lockers/cubbies for instrument storage
in the band hall

Donor:

Name of Donor/Company/Foundation: PTA

Attention (please supply name): Lindsey Martin

Address: 12550 Vindon

City: Houston

State: Tx

Zip: 77024

Telephone: 713 825 6441

Where and how will this gift be used: Storage and protection of
band instruments

Estimated value (as set by donor): \$ 10,075

Cost to District (example: pick up, installation, and maintenance): Ø

Principal or department head responsible for adding item to property management inventory system, if applicable: Ellen Green

Acceptance recommended: Ellen Green
(Principal or Department Head signature)

Date approved by Board: (if \$5,000 or more) _____

Property Management Control No.: (if applicable) _____

In compliance with the Omnibus Budget Reconciliation Act of 1993, this acknowledges the contributions and advises that the District provided no goods or services in consideration, in whole or in part, for any of the contributions described above.

☒ Copy provided to Donor

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

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*Appropriate policies must be reviewed prior to submitting a proposal. Examples: Policies CLB, FFA, CL, and CDC.

Once the building principal signs off and submits the proposal to the Associate Superintendent, the Director of Planning and Construction will schedule a meeting for all stakeholders required pending scope of the project.

Name of individual submitting proposal: Ellen Green
Title: Principal Date: 6-22-26

Description of Proposal:

Purchase and installation of instrument storage cubbies in the band hall.

Specifically how does this proposal support teaching and learning/curriculum and objectives:

Instruments will be safely stored and protected.

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

Describe alterations, additions, and the like. Will this take place in a classroom? *If future projected enrollment requires use of this classroom, it will be returned to a classroom as needed.

See attached invoice.

Cost, how will proposal be funded? Campus must follow policy CDC.

PTA project funded by PTA.

\$10,075.00

What maintenance and additional costs will be required to support the proposal? How will this be funded?

PTA

Grade Level/Group to utilize proposal:

Band

Additional required signatures as appropriate from departmental designees:

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

FOR ADMINISTRATOR REQUESTING ADDITIONS OR ALTERATIONS TO DISTRICT
PROPERTY

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and Construction.*

Ellen Green Date: 6-22-26
Individual submitting proposal

Ellen Green Date: 6-22-26
Administrator making request

[Signature] Date: 6/20/26
Facilities

Date: _____
Planning and Construction

Date: _____
Risk Management

[Signature] Date: 06/20/2026
Associate Superintendent of Talent & Operations

OTHER SIGNATURES REQUIRED IF APPLICABLE:

Date: _____
Purchasing (if cost or project exceeds \$10,000)

Date: _____
Academics

Date: _____
Child Nutrition Services

Date: _____
Athletics

Fwd: JEM Woodworking_Spring Branch Memorial MS



Cortez, Hector <Hector.Cortez@springbranchisd.com>
To: Green, Jane (Ellen)

You replied to this message on 6/17/2026 1:20 PM.

Summarize

Reply Reply All Forward

Wed 6/17/2026 1:13 PM

CAUTION: This email originated from outside of Spring Branch ISD.

Hi Hector,

Below are the cost breakdown and additional notes. I will send a formal quote when you decide which items you'd like to move forward with. Please let me know if you have any questions.

Item	Price Per	QTY	RATE	Amount	Notes
Instrument Storage	Linear Foot	19	\$ 400.00	\$ 7,600.00	We can fit 14 total tubas on the carts. 4 carts toward the back door and outside the practice room. 1 Cart outside the ensemble room.
Beginner Percussion Cubbies	Linear Foot	5	\$ 275.00	\$ 1,375.00	5 cubbies wide x 3 cubbies tall. These cubbies would be about counter height, so the top surface will be usable as a table or further storage.
Demo and disposal of existing shelving	Unit	1	\$600.00	\$ 600.00	Full demolition and removal of the existing shelves/cabinets.
Relocating the Wenger cabinets	Unit	1	\$500.00	\$ 500.00	Movement of the existing Wenger Cabinets to a better location.
			Total:	\$ 10,075.00	

Matching the Wenger color would increase the price of the instrument storage by \$3,000

Jim Matoy
(832) 785-7408
jimwoodworking@gmail.com