WICHITA FALLS ISD BOARD OF TRUSTEES
November 16, 2026

Agenda Item:	Approval of Disaster Recovery Master Service Agreement
Administrator Responsible:	Leah Horton, Chief Financial Officer
Attachments:	Master Service Agreement

__X____Action Needed _____ Future Action _____Information _____Report

Administrative Recommendation:
That the Wichita Falls Independent School District Board of Trustees approve the recommendation to enter a five-year Master Service Agreement with Cotton Commercial, USA, Inc. (operating through its subsidiary, Target Solutions), as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:
The District is requesting approval of a Master Services Agreement (MSA) with Cotton Commercial USA, Inc. to establish pre-negotiated terms and conditions for emergency disaster recovery services. Approval of this MSA does not obligate the district to purchase any services or guarantee any minimum level of work. Instead, it establishes a contractual framework that allows the district to immediately engage the contractor if emergency services become necessary, and to the degree outlined by the district.

Establishing this agreement in advance enables the district to respond immediately to emergencies such as flooding, severe weather, fire, or water damage without the delays of negotiating contract terms during a crisis. The MSA provides pre-established pricing and legal protections, ensures access to specialized disaster recovery resources, supports rapid restoration of District operations, and creates no financial obligation unless the district authorizes services under the agreement. Having a pre-event disaster recovery agreement is considered a best practice in emergency preparedness because it allows the district to respond quickly to unforeseen events while maintaining appropriate contractual protections and oversight.

Fiscal Note:
Emergency projects that would potentially be completed under this agreement would be funded by the general fund, unless adequate budgeted funds were otherwise available. This is a five-year agreement requiring Board of Trustees approval per Policy CH (Local).