



**Meeting Date:** February 20, 2025

**Submitted By:** Cecilia Davis  
**Title:** Deputy Superintendent

**Agenda Item:** Consider and take action regarding approving expenditures equal to or greater than \$50,000.

## CONSENT ITEM

### **RECOMMENDATION:**

It is recommended that the Board of Trustees approve the expenditures listed in the attachment that are equal to or greater than \$50,000 and delegate the authority to the Superintendent or his designee to execute all contracts and related documents necessary to complete this project.

### **IMPACT/RATIONALE:**

Board Policy CH (Local) states that any single, budgeted purchase of goods or services that cost \$50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into a categorical exemption or exception as reflected in the policy.

A categorical exemption shall be defined as:

- Expenditures for utilities including electricity, natural gas, telecommunications, water and wastewater;
- Expenditures for impact and permitting fees imposed by municipalities and county governments;
- Payments to the County Appraisal District.
- Expenditures for vehicle fuels procured through board-approved purchasing cooperatives;
- Expenditures for food service products procured through board-approved purchasing cooperatives.

An exception shall be defined as:

- Emergency expenditures in the event of catastrophe, emergency, or natural disaster affecting the District

The expenditures indicated on the attached document are not covered under the categorical exceptions as contained in Board policy.

### **BOARD ACTION REQUESTED:**

**Approval/Disapproval**



## MEMORANDUM

February 10, 2025

To: Cecilia Davis, Deputy Superintendent

From: Lynne Trevino, Director of Purchasing

RE: Purchases Equal to or Exceeding \$50,000

Board Policy CH (Local) states that any single, budgeted purchase of goods or services at a cost of \$50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into a categorical exemption or exception as reflected in the policy.

A categorical exemption shall be defined as:

- Expenditures for utilities including electricity, natural gas, telecommunications, water and wastewater;
- Expenditures for impact and permitting fees imposed by municipalities and county governments;
- Payments to the County Appraisal District.
- Expenditures for vehicle fuels procured through board-approved purchasing cooperatives;
- Expenditures for food service products procured through board-approved purchasing cooperatives.

An exception shall be defined as:

- Emergency expenditures in the event of catastrophe, emergency, or natural disaster affecting the District.

The expenditures indicated on the attached document are not covered under the categorical exceptions as contained in Board policy.

Once a recommendation to make the purchase was established, the prospective vendor was requested to complete a Texas Ethics Commission Form 1295. This requirement became effective on January 1, 2016 and is related to the passage of House Bill 1295 which is now incorporated into the Texas Government Code 2252.908. The form is attached and identifies all interested parties associated with the vendor as it relates to this procurement. Upon approval by the Board of Trustees and issuance of a district purchase order, the form will be posted on the Texas Ethics Commission's website as required by statute.

All board members, employees and agents involved in the planning, recommending, selecting or contracting of a vendor should be reminded of the conflict of interest reporting requirements as mandated in Chapter 176 of the Local Government Code. A copy of Form CIS has been included as an additional attachment. In the event that a conflict exists, the form should be completed and submitted to the Purchasing Department not later than the 7th day after the conflict is identified.



Vendor	Requesting Department	Procurement Method	Funding Source	Amount
CDW-G	Career & Technical Education	TIPS 230105	CTE Perkins V Grant	\$174,649.75

This request is for the purchase of three computer labs to upgrade existing programs. Computers are designated for Engineering-Robotics and Graphic Design at Wagner High School and Video Game Design at Judson High School. The upgrade is necessary based on the changes in processing needs in the programs required to effectively teach the content in the courses offered.

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

**1** Name of Local Government Officer

**2** Office Held

**3** Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

**4** Description of the nature and extent of employment or other business relationship with vendor named in item 3

**5** List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6** AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, with whom the officer has an employment or other business relationship as described by Section 176.003(a)(2)(A), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship with the vendor in item 3 as described by Section 176.003(a)(2)(A), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Affidavit.** Signature of local government officer.