

Manor Independent School District
Board of Trustees Meeting Agenda Item
May 19, 2025

ACTION ITEM SHEET

RE: Consideration and Approval of Purchases Over \$50,000 and Delegation of Authority

Supporting Documents:

1. List of Commodity Codes and their projected spending amounts requiring approval.

District Goals*:

Goal 2: COMMUNICATION- By 2026, 100% of Manor ISD communication to all scholars, family, staff, & community members will be interactive, accurate, timely, & accessible to ensure the Manor ISD community is routinely informed.

Goal 4: EQUITY & INNOVATION- By 2026, 100% of Manor ISD scholars, staff, campuses, and school communities will have equitable access to innovative academic, human, financial, capital, technological, and all other necessary resources and supports.

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Background Information:

In accordance with Board policy and applicable procurement regulations, any purchase exceeding \$50,000 requires Board approval prior to execution. Several upcoming purchases, based on identified commodity codes, are projected to exceed this threshold. In order to ensure the timely procurement of goods and services necessary for district operations, the staff recommends that the Board authorize the Superintendent or designee to enter into contracts for the listed purchases.

Fiscal Implications:

Funds for these purchases are budgeted for the 2025-2026 fiscal year budget under the appropriate funding sources (e.g., General Fund, Federal Funds, Bond Funds).

Proposed Purchases Include:

- **Commodity Code: 100-012** – e.g., Contracted Services
- **Commodity Code: 700- 008** – e.g., Foods: Staple Grocery & Grocery
- **Commodity Code: 400- 036** – e.g., HVAC Services
- **Commodity Code: 395- 013** – e.g., Software Subscription/License
- **Commodity Code: 180- 011**– e.g., Textbooks for Students
(see supporting document for full commodity code approval list, including spending amounts)

Administrative Recommendation:

That the Board approve the administration's recommendation.

Motion Language:

I move that the Board of Trustees for the Manor Independent School District approve purchases exceeding \$50,000 and delegate contract authority to the Superintendent or designee for the identified goods and services for the 2025- 2026 fiscal year, as recommended.

Moises Santiago

Contact Person

Dr. Robert Sormani

Approved by Superintendent