

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Jessica Nothern, Chief Financial Officer  
**DATE:** April 28, 2025  
**RE:** Buffalo Jones Marquee Sign

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### **ISSUE:**

The Board of Education is asked to approve the bid to replace the marquee sign in front of Buffalo Jones Elementary School.

### **BACKGROUND:**

Ben Luna requested funds from the Furniture & Equipment Committee to put towards a new marquee as theirs is extremely dated and low functioning. The committee allocated \$15,000 to BJ and Ben has agreed to use his Cost Center and Capital Outlay Funds to pay the remaining balance. The committee discussed the need to start updating these signs around the district as many are in need of repairs. The committee allocated funds to Kenneth Henderson this year as well and will encourage principals next year to go through this process for assistance in updating their signs. We would like to get a rotation started so that we can update a couple a year. Through conversations with Brandon Anderson it is recommended we pay the additional amount for installation.

### **ALTERNATIVES:**

No other alternatives applicable.

### **RECOMMENDATION:**

1. Approve the bid to Signs Plus.
2. Deny all bids.
3. Recommend an alternative solution.

### **FISCAL NOTE:**

Although this purchase wasn't specifically budgeted for this fiscal year, funds are available through the budgeted amount for District Wide Furniture & Equipment and through BJ's Cost Center.

\$15,000 from 016 E 1000 21 0000 002 01 730 DW Furniture & Equipment  
\$9,100 from 016 E 1000 21 7124 124 00 730 BJ Capital Outlay

Total Cost - \$24,100

### **ATTACHMENTS:**

Signs Plus BJES Bid  
75 Creative Sign BJES Bid  
Complete Signs BJES Bid  
Board Packet – BJ Signage