



**Meeting Date:** September 19, 2024

**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

September 6, 2024

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
The Docentus Group	Fine Arts	JISD 21-09	Title II	\$171,000

The Docentus Group specializes in optimizing organizational operations through comprehensive administrative and management services; from conducting systems and process reviews to overseeing specialized engagements and project management. In the summer 2024, the Docentus Group worked with our music students on building student leadership. During those sessions, it was identified that the teachers need ongoing professional learning and coaching to grow within their craft to continue supporting students involved in Fine Arts. Research shows arts education improves motivation, concentration, confidence and teamwork. This is in addition to the relationship of arts associated with improvements in math, reading, cognitive ability and critical thinking. Contracted instructional coaches will work alongside our Orchestra educators to seek improvement in instructional methodology and program management. This intentional level of coaching will support the teachers and elevate the quality of the fine arts program. A pre-planning session involving setting goals will start the coaching cycle then evolve to on-site coaching visits. Coaching journaling and surveys will be used to communicate and collect information between the coaches, educators and the Fine Arts Director. In addition, coordinated meetings will take place every semester to review the coaching impact and for the planning of future steps. The anticipated impact on the program includes improved program management, standards and best practices, sustainable program development, increased satisfaction, accelerated skill development, and increased achievement.

TASA- Texas Association of School Administrators	Curriculum & Instruction	Membership Agreement	Local	\$114,815
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The Texas Association of School Administrators (TASA) offers cost-effective audit services to school districts; providing research-based training on examining and evaluating curriculum related processes to optimize teaching and learning with the goal of improving student achievement. The TASA-Curriculum Management Audit (TASA-CMSi) will be conducted on the curriculum in grades K – 12. This audit is designed to reveal the extent to which officials and professional staff of the district have developed and implemented a sound, valid, and operational system of curriculum management. It will examine all levels of the district system impacting student learning: curriculum design and delivery, alignment to State Standards (TEKS), assessments, special programs, facilities, staff development initiatives, and resource allocation. Once the audit is completed, the auditors will recommend specific, research-based action steps to address any opportunities for growth identified in the findings. The TASA-CMSi audit findings are developed under five standards: governance control, direction & clientele expectations, equity & consistency, assessment & feedback, and productivity & efficiency.



<b>Perdue, Brandon, Fiedler, Collins &amp; Mott LLP</b>	<b>Business &amp; Finance</b>	<b>CTPA 17-014V</b>	<b>Local</b>	<b>\$213,266</b>
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Perdue, Brandon, Fiedler, Collins & Mott LLP is a law firm providing customized services exclusively to governmental entities; working to maximize school districts revenue. The property value study (PVS) is conducted to help ensure that state funding for public education is distributed equitably analyzing certain property categories to estimate their legally required value, which is usually market value. As per Government Code Section 403.302(h) and Comptroller Rule 9.103 allows the Comptroller's office to audit the total taxable value of property in a school district and to revise the final School District PVS (property value study) findings based on the audit findings. The Comptroller's office certifies the audit findings to the commissioner of education. The district retained the services of Perdue, Brandon, Fiedler, Collins & Mott LLP to complete and submit the audit results of the Property Value Study to the Comptroller's Office for the 2022 tax year. As a result of the audit, the district's state funding was increased by \$2,843,548 for the 2024-2025 fiscal year. The cost of the services provided by Perdue, Brandon, Fiedler, Collins & Mott LLP are based on 7.5% of the amount of increased state revenue to the district. The amount is not to exceed \$250,000. \*This approval of an item over \$50K requires a budget amendment."

# 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.