

Summary of Gifts

August 2025

	A	B	C	D	E	F	G
1	School/Dept.	Description	Donor	Contact	Address 1	Address 2	Est. Value
2	Spring Branch Middle School	Replacement of fans and the picnic furniture in the outdoor cafeteria area	SBMS PTA	Whitney Janke	1000 Piney Point Rd	Houston, TX 77024	\$ 33,300.00
3	Pine Shadows Elementary	E-Merchandise Gifr card for school supplies for students	Office Deport	Mark Palmer	10217 Katy Freeway	Houston , TX 77024	\$ 12,000.00
4	Cornerstone Academy	15 Colorsouce Par V Zoom Stage Lighting Fixtures/Cables	Cornerstone Academy PTA	Challie Sherrill	9016-C Westvuw Dr,	Houston, TX 77055	\$ 15,000.00
8							
9							
10							
11							
12							
13							

Spring Branch ISD
101920

OTHER REVENUES:
GRANTS FROM PRIVATE SOURCES

CDC
(EXHIBIT A)

Request for Acceptance of Gift

1. School: Spring Branch Middle School

2. Board Policy: CDC (LOCAL)

3. Description of Gift: The SBMS PTA LRP + Landscape/Beautification Committees would like to help complete the update to our "Snack Shack" (outdoor cafeteria) at SBMS by replacing the fans and the picnic furniture, per the districts recommendations. The fans will be installed by the district's electrician and we will assemble + install the tables.

4. Donor:

Name of Donor/Company/Foundation: Spring Branch Middle School PTA, LRP + Landscaping and Beautification

Attention (please supply name): Whitney Janke

Address: 1000 Piney Point Road

City: Houston

State: Texas

Zip: 77024

Telephone: 713-906-2870

5. Where and how will this gift be used: This area is used for lunch, by all grade levels, on a daily basis. Our student population has outgrown the ability to eat in the cafeteria alone. Additionally, fundraisers and student events extend into this area. We have spent time with staff, teachers and students to understand what improvements would be beneficial to keeping children comfortable and safe during time spent in this area.

6. Estimated value (as set by donor): \$33,300.00 (excluding electrical labor)

7. Cost to district (example: pick up, installation, and maintenance):

We only ask that the district provide us with an estimate to remove existing electrical and install new fixtures. The PTA would like to reimburse the district for this labor cost.

8. Principal/department head responsible for adding item to property management inventory system, if applicable:

Acceptance recommended:

Catherine Pavone

(Principal or Department Head signature)

Date approved by Board of Trustees: (if \$5,000 or more)

Property Management Control No.: (if applicable)

In compliance with the Omnibus Budget Reconciliation Act of 1993, this acknowledges the contributions and advises that the district provided no goods or services in consideration, in whole or in part, for any of the contributions described above.

☒ Copy provided to Donor

PROPOSAL FOR ALTERATIONS AND ADDITIONS TO DISTRICT PROPERTY

In an effort to guarantee any alterations or additions to all structures and grounds in the district, appropriate approval must be made prior to any modifications. This form must be filled out by individuals who desire to make such changes and submit to the building principal for consideration.

If the building principal agrees to approve the proposal, he or she must sign the completed form and submit it to the Director of Planning and Construction for review by the Associate Superintendent, who will then coordinate with appropriate departments for consideration.

The plan for alterations and additions will include all structures, athletic fields, courts, and accompanying structures. Also included are alterations or installation of bookcases, cabinets, permanent equipment, anything to be attached to the building (inside and outside), and any other equipment that has not had prior approval for installation in the school building.

*Appropriate policies must be reviewed prior to submitting a proposal. Examples: Policies CLB, FFA, CL, and CDC.

Once the building principal signs off and submits the proposal to the Associate Superintendent, the Director of Planning and Construction will schedule a meeting for all stakeholders required pending scope of the project.

Name of individual submitting Catherine Pavone

proposal: Title: Snack Shack refinish Date: April 22, 2025

Description of Proposal:

To make possible improvements to areas within the SBMS campus to the outdoor Cafeteria. Our end goal is for the students, faculty, and staff to have safe access to additional learning and a more functional outdoor eating facility since the cafeteria is small for our student population. This area lacks grounds maintenance and usable furnishings for desired activities. The improvements will offer sitting areas for various teaching opportunities, lunch times, increase ventilation and lighting.

Specifically how does this proposal support teaching and learning/curriculum and objectives:

SBMS campus lacks space for students during lunch times. In addition, the outdoor spaces are overgrown and not usable for educational practices such as science and art labs.

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

Describe alterations, additions, and the like. Will this take place in a classroom? *If future projected enrollment requires use of this classroom, it will be returned to a classroom as needed.

- Replace fans, in place, materials only- [Fan Link](#)
- Replace dining tables (See attached)
- Complete gravel in bed area

Cost, how will proposal be funded? Campus must follow policy CDC.

The proposed work will be funded by the SBMS PTA and provided as a Gift.

What maintenance and additional costs will be required to support the proposal? How will this be funded?

The PTA is asking that an estimate be prepared by the district for the removal of the current electrical fixtures (lighting and fans) and the installation of the new fixtures. Labor only. Additionally, we would ask that existing tables and benches be removed by the district; Labor covered by the PTA.

Grade Level/Group to utilize proposal:

All grades, all students, teachers, faculty, and staff.

Additional required signatures as appropriate from departmental designees:

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

FOR ADMINISTRATOR REQUESTING ADDITIONS OR ALTERATIONS TO DISTRICT
PROPERTY

*The requesting administrator should submit the completed form to the Director of Planning
and Construction.*

Catherine Pavone/Whitney Janke

Date: 4/22/2025

Individual submitting proposal

Catherine Pavone

Date: 4/22/2025

Administrator making request

Facilities

Date: 8/7/25

Planning and Construction

Date: 8/7/25

Risk Management

Date: _____

Associate Superintendent of Talent & Operations

Date: 08/07/2025

OTHER SIGNATURES REQUIRED IF APPLICABLE:

Purchasing (if cost or project exceeds \$10,000)

Date: _____

Academics

Date: _____

Child Nutrition Services

Date: _____

Athletics

Date: _____

Kennicott 52-Inch Outdoor Ceiling Fan
By Hunter Fans

LUMENS
Call Us (877) 445-4486

Kennicott 52-Inch Outdoor Ceiling Fan
By Hunter Fans

Product Options

Fan Body and Blade Finish: Matte Silver

Details

Number of Blades: 6
Blade Pitch: 13 degrees
Switch on housing
Fan Airflow (at high speed): 4429 CFM
Fan Electricity Use (at high speed): 55 Watts (excludes lights)
Fan Airflow Efficiency (at high speed): 80 CFM/Watt

Dimensions

Blade: Diameter 52"
Canopy: Diameter 6.5"
Fixture: Height 11.79", Weight 22.27Lbs
Housing: Height 4.49", Diameter 8.94"
Maximum Hanging: Length Adjustable From 11.79",
Adjustable To 13.79"

Additional Details

AirFlow: 4429 cfm
AirFlow Efficiency: 80 cfm/watt
Energy Use: 55 watts
Product URL:
<https://www.lumens.com/kennicott-52-inch-outdoor-ceiling-fan-by-hunter-fans-HFN2195824.html>
Rating: ETL Listed Damp

ITEM#: HFN2195824



Notes:

Prepared
by:

Prepared for:
Project:
Room:
Placement:
Approval:



Order summary



Kennicott Outdoor 52 inch
Matte Silver - Matte Silver

\$4,199.88

Discount code

Apply

Subtotal

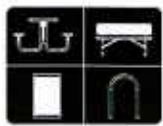
\$4,199.88

Shipping ?



Total

USD **\$4,199.88**



**COATED
OUTDOOR
FURNITURE**

www.coatedoutdoorfurniture.com

Estimate

Date	Estimate #
4/1/2025	66659

Name / Address
Coatedoutdoorfurniture.com

Ship To
Whitney Janke Spring Branch Middle School PTA 1000 Piney Point Road Houston, TX 77024

Project

Item	Description	Top Color	Seat Color	Qty	Rate	Total
T8-P-GRY	8 ft. Rectangular Portable Picnic Table, 1/2" Hole Punched Steel, High Quality Polyethylene Thermo-Plastic Coating. Frames Are made of 2-3/8" Steel Tubing, Galvanized Inside and Out, Super Durable Powder Coat Finish, Gray with Black Frames.	Gray	Gray	8	1,267.30	10,138.40
T8H-P-GRY	8 ft. Rectangular Portable Picnic Table, Handicap Accessible on One End, 1/2" Hole Punched Steel, High Quality Polyethylene Thermo-Plastic Coating. Frames Are made of 2-3/8" Steel Tubing, Galvanized Inside and Out, Super Durable Powder Coat Finish, Gray with Black Frames.	Gray	Gray	2	1,347.10	2,694.20
TSQ-P-GRY	46" Top Square Portable Picnic Table, 1/2" Hole Punched Steel, High Quality Polyethylene Thermo-Plastic Coating. Frames Are made of 2" Steel Tubing, Galvanized Inside and Out, Super Durable Powder Coat Finish, Gray with Black Frames.	Gray	Gray	3	1,364.20	4,092.60
	713.906.2870 whitneyjanke@gmail.com					

				Subtotal	\$16,925.20
				Sales Tax (8.25%)	\$0.00
				Total	\$16,925.20

FACILITY SERVICES COST ESTIMATE

CAMPUS/FACILITY	Spring Branch MS	
CAMPUS DIRECTOR / PRINCIPAL	Katherine Pavone	
CAMPUS PHONE#	713-251-4400	
JOB LOCATION/AREA	Out Door Snack Bar Area	
DEPARTMENT	Electrical	
DEPARTMENT SUPERVISOR	Sergio Estrada	
SUMMARY OF PROJECT REQUEST WORK ORDER # INCLUDED	Install ceiling fans purchased by PTA	
MATERIAL COSTS	\$300.00 The install will require 10 ceiling fan electrical boxes	
LABOR COSTS	Estimated Costs \$650.00. This project will require 6 employees for 3 hours each @ \$36.00 per hour.	
PROJECTED SCHEDULE		
	TOTAL COSTS	\$950.00

ACCEPTANCE OF PROPOSAL

APPROVED BY

DATE

FACILITY SERVICES COST ESTIMATE

CAMPUS/FACILITY	Spring Branch MS	
CAMPUS DIRECTOR / PRINCIPAL	Katherine Pavone	
CAMPUS PHONE#	713-251-4400	
JOB LOCATION/AREA	Out Door Snack Bar Area	
DEPARTMENT	General Maintenance	
DEPARTMENT SUPERVISOR	William Everitt	
SUMMARY OF PROJECT REQUEST WORK ORDER # INCLUDED	Remove oicnice benches and delliver to surplus warehouse. Campus PTA is purchasing new out door furniture	
MATERIAL COSTS	Truck Usage and Dollies.	
LABOR COSTS	Estimated Costs \$650.00. Thos project will require 6 employees for 3 hours each @ \$36.00 per hour.	
PROJECTED SCHEDULE		
	TOTAL COSTS	\$650.00
ACCEPTANCE OF PROPOSAL		
APPROVED BY		DATE

REQUEST FOR ACCEPTANCE OF GIFT

School: Pine Shadows Elementary
Board Policy: CDC(LOCAL)
Description of Gift: e-Merchandise Gift Card

Donor:

Name of Donor/Company/Foundation: Office Depot #15
Attention (please supply name): Mark Palmer (Senior Store Mgr)
Address: 10217 Katy Freeway
City: Houston
State: Tx
Zip: 77024
Telephone: (713)467-7807

Where and how will this gift be used: Quarterly supplies for students and school.

Estimated value (as set by donor): 3,000 quarterly, 12,000 per year

Cost to District (example: pick up, installation, and maintenance): N/A

Principal or department head responsible for adding item to property management inventory system, if applicable: _____

Acceptance recommended: 
(Principal or Department Head signature)

Date approved by Board: (if \$5,000 or more) _____

Property Management Control No.: (if applicable) _____

In compliance with the Omnibus Budget Reconciliation Act of 1993, this acknowledges the contributions and advises that the District provided no goods or services in consideration, in whole or in part, for any of the contributions described above.

☐ Copy provided to Donor



Office Depot Store #15
10217 Katy Freeway
Houston, TX 77024
8/12/2025

Principal Martinez
Pine Shadows Elementary School
9900 Neuens Rd
Houston, TX 77080

Dear Principal Martinez and Pine Shadows Elementary Staff,

We are pleased to inform you that funds have been raised at Office Depot Store #15, located at 10217 Katy Freeway, through the generous support of the Spring Branch ISD community. These contributions reflect our shared commitment to supporting local education and empowering students to succeed.

It is our honor to present these funds as a gift to Pine Shadows Elementary School. We trust that you and your staff will allocate these resources as you see fit, whether for classroom supplies, student needs, or other initiatives that enhance the educational experience at your school.

Thank you for your dedication to the students and families of our community. We are proud to support your efforts and look forward to seeing the positive impact these funds will have at Pine Shadows Elementary.

Sincerely,

Mark Palmer
Store Manager
Office Depot Store #15
10217 Katy Freeway
Houston, TX [713-467-7807
Mark.Palmer@officedepot.com

Spring Branch ISD
101920

OTHER REVENUES
GRANTS FROM PRIVATE SOURCES

CDC
(EXHIBIT)

REQUEST FOR ACCEPTANCE OF GIFT

School: Cornerstone Acadmey

Board Policy: CDC(LOCAL)

Description of Gift: 15 Colorsouce Par V Zoom Stage Lighting Fixtures/Cables

Donor:

Name of Donor/Company/Foundation: Cornerstone Academy PTA

Attention (please supply name): Challie Sherrill

Address: 9016 - C Westview Drive

City: Houston

State: Texas

Zip: 77055

Telephone: 713-251-1600

Where and how will this gift be used: This will be installed in the Cornerstone Academy
auditorium. Band, Theatre and Dance students will all use this.

Estimated value (as set by donor): \$15,000.00

Cost to District (example: pick up, installation, and maintenance): \$0.00

Principal or department head responsible for adding item to property management inventory
system, if applicable: Angel Purdy

Acceptance recommended: 
(Principal or Department Head signature)

Date approved by Board: (if \$5,000 or more) _____

Property Management Control No.: (if applicable) _____

In compliance with the Omnibus Budget Reconciliation Act of 1993, this acknowledges the
contributions and advises that the District provided no goods or services in consideration, in
whole or in part, for any of the contributions described above.

☐ Copy provided to Donor

DATE ISSUED: 5/31/2007
LDU 2007.04
CDC(EXHIBIT)-X

1 of 1

Date: Apr 30, 2025

Quote: CWL25-110685-1

Quote

Page 1/2



CW Lighting
Houston, TX 77040
713.690.9320

CW LIGHTING, LLC
7701 West Little York Rd, Suite 300
HOUSTON TX 77040
Phone: (713) 690-9320
Fax: (713) 690-4805
From: LYNN ZUKLEY
Quoter Ph:
Email: lzukley@cwlighting.com

Project Location Quote **Cornerstone Fixtures - over stage**
CWL25-110685-1

To: **For**
Bid Date Apr 29, 2025
Expires May 9, 2025

QTY	Type	MFG	Part
			COLORSOURCE PAR V ZOOM
15		ETC	CSPARVZMV ColorSource PAR Deep Blue, XLR, black
15		ETC	400CC C-Clamp, black
15		ETC	400SC Safety Cable (30 in / 762 mm), black
15		ETC	CD10-DMX 10' DMX control cable
3		ETC	CD25-DMX 25' DMX control cable
3		ETC	T1PA-A LED ETL PWR SJ CBL BLK Stage-True1 5'
12		ETC	T1PJ-10 LED ETL PWR EXTENSION CABLE True1 10'

Note *OPTIONS DO NOT INCLUDE FREIGHT --- I CAN GET A FREIGHT QUOTE ONCE WE NARROW DOWN WHAT WE WANT*

Note *THIS IS SPECIAL REP PRICING, CW WOULD BUY FROM ETC AND RESELL TO PTA - THIS IS NOT FOR PUBLICATION AND NOT AVAILABLE TO ANYONE ELSE*

Note *CABLES & STUFF ARE ESTIMATED AND I THINK WHAT WE WILL NEED; WE CAN POSSIBLY BUY FEWER CLAMPS AND SAFETY CABLES AND MAYBE DMX CABLES IF WE CHECK WHAT'S ALREADY IN STOCK*

Note *FREIGHT ESTIMATE IS APPROX \$200 (THIS IS JUST AN ESTIMATE)*

Total for: COLORSOURCE PAR V ZOOM

\$12,663.00

Total:

\$12,663.00

Terms and conditions of sale:

Warranty terms and conditions of sale are subject to individual manufacturer's.
Quotations using specified or alternates are subject to approval.
Estimated delivery dates and lead times are subject to change.

LYNN ZUKLEY

Page 1/2



CW Lighting
Houston, TX 77040
713.690.9320

CW LIGHTING, LLC
7701 West Little York Rd, Suite 300
HOUSTON TX 77040
Phone: (713) 690-9320
Fax: (713) 690-4805
From: LYNN ZUKLEY
Quoter Ph:
Email: lzukley@cwlighting.com

Project **Cornerstone Fixtures - over stage**
Location
Quote CWL25-110685-1

**Due to the volatile nature of the current markets, our manufacturers reserve the right to modify the prices of any products at any time based on new or additional tariffs becoming effective in the future.

We value your business and appreciate your partnership as we navigate these changes together.**

Mfg Terms:	Freight	Minimum
ETC	Allowance	Order
ETC	Plus Freight	

Once shop drawings/ submittals have been turned over to distributor, orders are subject to cancellation charges.

Hold for release PO's will only hold pricing for 90 days.
Any HFR PO that is not released before 90 days is subject to price increases per manufacturer.

Hold for release PO's are subject to 25% cancellation charge.

Startup, programming, and training of the lighting control system, if included in this quote, is to take place during normal business hours, from 6am-5pm. Any requested startups, service, commissioning, training, or programming outside of these hours is subject to technician availability and will incur a \$300 per day surcharge.