

# Commercial Lease Agreement for Adult Education and Literary Plano Site

April 11, 2017

## SUMMARY:

- This item requests approval of a lease agreement between J Place Ltd (Landlord) and Denton Independent School District (Tenant), and will be referred to throughout the document as the Lease.

## PREVIOUS BOARD ACTION:

- N/A

## BACKGROUND INFORMATION:

- The Adult Education and Literacy department needs office space near their instructional site in Plano, Texas. Currently, the Plano School District is not offering Adult Education administration any office space on site.

## SIGNIFICANT ISSUES:

Currently, the Plano AEL site does not afford any office space for AEL administration. This is impeding the day to day function of the AEL program in Plano, TX. The purchase of office space through the approval of this lease will allow our program to house the necessary AEL administrators and enhance the opportunities to provide much needed support to continue providing adult education classes in the Plano area.

## FISCAL IMPLICATIONS

- For fiscal year(s) April 10, 2017 to April 9, 2018 and the cost(s) will be \$9,000 total, which shall be paid in installments every month on the 1<sup>st</sup> of the month, in the amount of \$750.

- Costs will be borne by the Adult Education and Literary Grant.

## BENEFIT OF ACTION:

- Passage will allow AEL administrators to conduct proper business and oversee the Plano AEL site.

- Landlord will be responsible for the following utilities: Electricity, Water, Gas, and Internet. Tenant will notify Landlord of any malfunction of utility. Landlord will be responsible for any repairs needed on or about the leased premises.

## PROCEDURAL AND REPORTING IMPLICATIONS:

- None

## PUBLIC COMMENT RECEIVED:

- None

## ALTERNATIVES:

- No alternative actions are proposed ...

## OTHER COMMENTS:

- The named office space will allow AEL administration the necessary space to conduct productive business and administer the necessary procedures to continue a successful Plano AEL program.

**SUPERINTENDENT'S RECOMMENDATION:** The superintendent recommends the approval of the Adult Education and Literary commercial lease package agreement as presented to the Board of Trustees.

## STAFF PERSONS RESPONSIBLE:

- Dr. Jamie Wilson, Superintendent

- Dr. Richard Valenta, Deputy Superintendent

- Dr. David Gerabagi, Executive Director of AEL, Grants, and Community Development

## ATTACHMENT:

- Commercial Lease Agreement Package

- Texas Risk Pool Certificate of Liability Coverage

## APPROVAL:

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_