

Melissa Saenz

From: Carolyn Austin <Carolyn.Austin@tasb.org>
Sent: Friday, August 30, 2019 10:25 AM
To: Martin C. Arambula; Melissa Saenz
Subject: RE: Policy Review

Martin and Melissa --

I've just requested that our business manager develop an agreement to conduct a policy review session for Brownsville ISD. You all are a big district with a complex manual, so we're predicting a fairly lengthy period of time for preparation, our face-to-face meeting, and revising and editing after that meeting.

Here are some rough predictions for cost:

Base cost for a policy review session: \$3,500 Additional hourly costs for consultant preparation, review session, and revision: \$2,000 Consultant travel: \$700 Editing and Printing \$1,000

These are estimates only. Once my business manager and I have a chance to talk about the project, we may adjust this estimate. The estimate of costs we include in the agreement will be more accurate and considered than the rough estimate I'm sending in this email.

I will keep track of the hours I work on your PRS, and we will only charge you for the actual hours worked, so if I work fewer than the estimated hours, your charges will be less than the estimate.

Best wishes,

Carolyn

Carolyn F. Austin
Policy Consultant
Policy Service

Texas Association of School Boards
12007 Research Blvd. . Austin, Texas 78759-2439
512.467.0222 . 800.580.7529

-----Original Message-----

From: Martin C. Arambula <mcarambula@bisd.us>
Sent: Friday, August 30, 2019 9:39 AM
To: Melissa Saenz <msaenz@bisd.us>; Carolyn Austin <Carolyn.Austin@tasb.org>
Subject: RE: Policy Review

Good Morning Ms. Austin,
The Board Members are having a Policy Committee Meeting on Tuesday and want to discuss the "price" of what a TASB District Policy Review will COST.

Can you provide any information you may have at your disposal?

THANK YOU

Martin C. Arambula
BISD Records Management/Policy/Recycle
4330 Morrison Rd
Brownsville, TX
(956) 698-0230

-----Original Message-----

From: Melissa Saenz
Sent: Thursday, August 29, 2019 4:53 PM
To: Carolyn Austin <Carolyn.Austin@tasb.org>
Cc: Martin C. Arambula <mcarambula@bisd.us>
Subject: Policy Review

would you be able to send us a quote if our District would like for a review to be done of all BISD policies? Please advise.
Thanks!

Melissa Saenz Montoya

Administrative Assistant

BISD Records Management, Policy, & Recycle

4330 Morrison Rd.

Brownsville, Tx 78521

(956) 698-0230

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