



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

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**5D. Action**

**Date: April 24, 2006**

**SUBJECT: AUTHORIZE PAYMENT TO SCHOOL BUSINESS GROUP FOR COMPLETION OF TRANSITION ASSISTANCE AND EXTEND DATE FOR COMPLETION OF COMPREHENSIVE REVIEW**

**BOARD GOAL: All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district's mission.**

**FISCAL NOTE: Fund 199 – Funds to provided payment for services rendered were transferred from budget line item for cancelled contract management services**

**ANTICIPATED  
DATE FOR ACTION: April 24, 2006**

**Background Information:**

- The School Business Group was engaged by the district as part of the transition to in-house administration of maintenance and operations to provide personnel to serve in key managerial and supervisory roles until the district was able to fill those positions with its own employees
- It was originally estimated that the district would have its own maintenance and operations directors and supervisors in place by November 30, 2005; however, these positions were not filled until after the first of February, which increased the amount of time required for temporary management and supervisory assistance from School Business Group
- During the transition process, a number of issues emerged which also increased the amount of temporary supervisory assistance required from School Business Group
- The total cost of temporary management and supervisory assistance during the transition period cost \$205,430. To date the district has paid School Business Group \$156,930. The balance due School Business Group for their services is \$48,500.

- The School Business Group was contracted by the district at the same time to perform a scope of work for a Comprehensive Review of the district's maintenance, operations, and warehouse services
  - A fee of \$80,000 was agreed upon by the district and School Business Group for the Comprehensive Review
  - The School Business Group has agreed to reduce their fee for the Comprehensive Review by 10%, or \$8,000, for a revised fee of \$72,000 for this portion of their services.

**Administrative Considerations:**

- A Memorandum of Agreement between the district and School Business Group has been established setting forth the terms for completion of the Comprehensive Review as well as the final payment for temporary assistance during the transition period.
- As with all previous payments made to School Business Group, payment for the balance owed for transition services and the amount for the Comprehensive Review will be made from funds originally appropriated for payment to the prior contract management company.

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**The administration recommends that the Board approve the Memorandum of Agreement between Keller ISD and School Business Group setting forth the terms for completion of the Comprehensive Review and providing for final and full payment for temporary assistance during the transition to in-house maintenance and operations.**

Respectfully submitted,

Bill Stone, Asst. Supt.  
Business Operations