

Agenda of Working Meeting

The Board of Trustees Splendora ISD

A Working meeting of the Board of Trustees of Splendora ISD will be held September 6, 2022, beginning at 5:30 PM in the Administration Building Boardroom, 23419 FM 2090, Splendora, Texas 77372.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. Strategic Direction - Why We Exist 3
2. ROLL CALL
3. INVOCATION
4. U.S. & STATE OF TEXAS PLEDGE OF ALLEGIANCES
5. GOOD THINGS
6. AUDIENCE
7. WORKSHOP - Review Balanced Scorecard, District Goals
8. ACTION ITEM(S)
 - A. Discussion and Possible action to approve the Proposal for TEA Required Education Specifications and Additional Long Range Facility Planning Scope Services. 4
9. CLOSED SESSION ITEM(S)
 - A. PERSONNEL - SECTION 551.074
 - B. Real Estate - Section 551.072
10. POSSIBLE ACTION ARISING FROM CLOSED SESSION
11. ADJOURN

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on _____, at _____

For the Board of Trustees



STRATEGIC DIRECTION - *why we exist*

VISION Right People. Right Things. Right Way. Right Resources. Right Relationships

MISSION Cultivating Exceptional People

BELIEFS - <i>why we act</i>	PRINCIPLES
<u>Student-Focused</u> : We believe the greatest outcomes result when students come first.	<ul style="list-style-type: none"> • Be accountable. • Live with integrity. • Focus on student needs.
<u>Relationships</u> : We believe positive and supportive relationships create the conditions for students to be advocates in their education.	<ul style="list-style-type: none"> • Value each other.
<u>Culture</u> : We believe a healthy, collaborative culture fosters exploration and innovation in a supportive environment.	<ul style="list-style-type: none"> • Ensure a safe physical, emotional, + social environment.
<u>Servant Leaders</u> : We believe servant leaders and critical thinkers strengthen our community and democracy.	<ul style="list-style-type: none"> • Develop servant leaders.
<u>Learning</u> : We believe all students deserve high-quality, engaging learning experiences that honor the potential in each student.	<ul style="list-style-type: none"> • Create a dynamic learning environment.

LEARNER PROFILE

The Splendor ISD Learner Profile provides an educational setting where every student is empowered to be: Self Motivated, Confident, An Adaptable Learner, A Critical Thinker, A Productive Citizen

STRATEGIC GOALS

Goal 1: Establish a shared commitment to district beliefs, the need for continuous innovation, and a focus on the future.

Goal 2: Ensure the focus of school district activity is on improving the quality of learning experiences for all.

Goal 3: Enhance the capacity to increase student engagement through digital learning.

Goal 4: Enact a communication strategy that results in a common language and a shared commitment to student success.

Goal 5: Establish a culture that promotes social, emotional and physical well-being for all.



**Splendoria ISD Board of Trustees
Agenda Item Information Form**

Board Meeting Date: 09/06/2022

Submitted Date: 09/01/2022

Agenda Business Items:

Consent Agenda Item
(Board has acted on items such as this previously)

X New Action
(Board has not seen information previously and allows for more time to discuss)

Information Only Items:

- Presentation
- Recognition
- Information

Name of Person Responsible: Kevin Lynch

Department or Campus: Chief Financial Officer

Topic: Discussion and Possible action to approve the Proposal for TEA Required Education Specifications and Additional Long Range Facility Planning Scope Services.

Background Information: Schedule, work plan and proposal for the Education Specifications and additional LRFP scope as required by the new TEA Standards. This work plan is based on the assumption that we will take a sample Ed Spec (recently created for a different district) and modify it to customize to the needs of Splendoria ISD.

Attachments: Stantec Proposal

Superintendent's Resolutions: Recommended



Stantec Architecture
910 Louisiana St, Suite 2600
Houston, TX 77002

August 22, 2022

Attention: Jeffrey Burke, Ed.D
Splendora Independent School District
23419 FM 2090
Splendora, TX 77372

Reference: Proposal for TEA Required Education Specifications and Additional Long Range Facility Planning Scope Services

Dear Dr. Burke,

We are pleased to submit the following proposal for professional services for the Splendora ISD Education Specifications and the additional Long Range Facility Plan scope, both of which are required by the updated TEA Facility Standards. Based on previous discussions, we have developed the following scope outline and estimated cost for our professional services. The proposal is presented below for your review and approval.

The Professional Services Lump Sum Fee is based on the projected labor cost to facilitate interactive meetings with Splendora ISD staff, documentation of the meeting outcomes for review/edit by SISD staff in order to create a document to reflect the Education Specifications for the District. The final documentation will be a searchable PDF file given to the District.

Scope Outline & Summary Description of Activities

The total timeline for this project is currently established to occur over a four (4) month timeframe. For this proposal, the project work begins after SISD provides a notice to proceed in late August and concludes at the end of 2022. If the timeline changes significantly from the current plan, the scope will need to be revised appropriately.

The following is a description of the activities that will occur in each phase of the total project to define the level of effort to be provided by the Stantec team:

Project Set-up / Planning

This time frame covers initial conversations and meetings to discuss and define the scope of work for this project. It also includes the activities and meeting needed to finalize project strategy, coordinate SISD staff involvement and meeting dates and finalization of project procurement.

Reference: Proposal for TEA Required Education Specifications and Additional Long Range Facility Planning Scope Services

Education Specification Framework Definition: September 2022

This part of the project begins in September 2022 and is anticipated to span Five (5) weeks. Four (4) key interactive meetings are planned for this phase include:

- One (1) 2-hour Planning Meeting with SISD Steering Committee to verify project timeline + set meeting dates, confirm the SISD Key Participants, establish the communication lines and outline the deliverables of this project.
- One (1) 2-hour Framework Meeting with SISD Steering Committee and SISD Key Participants to communicate the purpose and expectations of this process, and to discuss grade alignment, capacity discussions and flexibility level as necessary for the District Education Specification.
- One (1) 2-hour Finalize Framework Meeting with SISD Steering Committee and SISD Key Participants to form a recommendation for grade alignment, capacity discussions and flexibility level as necessary for the District Education Specification.
- One (1) day of Innovative In-person or Virtual Facility Tours with SISD Steering Committee and Key Participants. Locations to be determined based on feedback received during prior meetings. A discussion to define the Education Specification drivers will be combined with this activity.
- One (1) Board Workshop Presentation to present the committee's Framework Recommendation to the Board of Trustees and confirm alignment to move forward to the next phase.

Education Specification Content Meetings and Content Creation: October 2022

This phase of the project begins after the framework is clearly established, scope of work is defined and the deliverables are outlined. Stantec will build upon and edit a sample education specification as a way to streamline this effort.

- Elementary Level – Several (1-2 hour) Programming Meetings over 1 day to verify district provided program and define Activities, Tools, Finishes with each Department Director and selected campus level representatives.
- Junior High Level – Several (1-2 hour) Programming Meetings over 1 day to verify district provided program and define Activities, Tools, Finishes with each Department Director and selected campus level representatives.
- High School Level (Capacity Add/Classroom Addition Only) – Several (1-2 hour) Programming Meetings over 1 day to verify district provided program and define Activities, Tools, Finishes with each Department Director and selected campus level representatives.

Reference: Proposal for TEA Required Education Specifications and Additional Long Range Facility Planning Scope Services

Education Specification and LRFP Documentation Review and Finalization: November - December 2022

This time frame is designated for the draft and final documentation of the CISD Educational Specifications and additional TEA required information for the Long Range Facility Plan. This phase also has planned “SISD 2-week review periods” for the district to review the deliverable in its entirety at the draft and final stages.

It is understood that some components of the TEA required Education Specification shall be provided to Stantec for incorporation into the final document. Those items include district mission, vision, goals and pedagogy.

Our current understanding of the deliverable at this time is as follows:

- Final Electronic Document will be a “searchable PDF file” with the content organized in chapters. The chapters will have bookmarks in the PDF file.
- If physical printed documents are required, the cost for printing and assembly of such documentation will be defined, estimated and approved by SISD prior to printing.

Attachments

The following attachments provided accompany the professional services proposal:

- Project Work Plan – Outlines labor fee estimated to complete this scope of work

Schedule

Stantec shall start work as soon as the contract is approved and executed. Anticipated scope milestones are below:

- | | |
|--|--------------------------|
| • Project Scope / Planning | August 2022 |
| • Education Specification Framework Definition | September 2022 |
| • Content Meetings and Content Creation | October 2022 |
| • Education Specification and LRFP Documentation Review and Finalization | November - December 2022 |

Reference: Proposal for TEA Required Education Specifications and Additional Long Range Facility Planning Scope Services

Compensation

For the services described above, the Owner shall compensate the Architect as follows:

Project Scope / Planning	\$ 3,746 Lump Sum
Education Specification Framework Definition	\$ 36,178 Lump Sum
Content Meetings and Content Creation	\$ 59,568 Lump Sum
<u>Documentation Review and Finalization</u>	<u>\$ 39,424 Lump Sum</u>
Total Professional Fee	\$138,916 Lump Sum

1. The costs above include labor and travel for Stantec personnel.
2. Professional services fee will be billed monthly based on % complete for each phase of work.

Reimbursables

Items identified outside of the services listed above shall be billed as reimbursable. Examples of reimbursable items are printing, scanning existing drawings, permitting fees, accessibility reviews and other required code reviews. All reimbursable items shall be submitted in writing to Splendora find ISD prior to proceeding with the work.

We would like to thank Splendora ISD for the opportunity to assist you with your Education Specification and the new requirement for the Long Range Facility Plan. We are truly honored to be able to assist Splendora ISD in the project and believe we can bring value to the process and the outcome. Please feel free to call me with any questions you might have regarding this proposal.

Regards,

Stantec Architecture



Laura Flannery Sachtleben AIA, LEED AP BC+C
Vice President | Education Sector Leader
Phone: 713.515.3110
Email: Laura.Sachtleben@Stantec.com

Attachment: Schedule | Work Plan (1 page)

Splendora Independent School District
Educational Specifications Schedule

v. 1

2022
2023

	SEPT					OCT					NOV				DEC				JAN				
wk1	9/1	9/5	9/12	9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/21	11/28	12/5	12/12	12/19	12/26	1/2	1/9	1/16	1/23	1/30
	Scope Definition					Ed Spec Framework					Interactive Content Meetings / Creation				Content Review				Finalization				
GOAL SETTING	ED SPEC - FRAMEWORK DEFINITION																						
	X	Planning Meeting-Define Framework w/ SISD																					
	X	Formalize Schedule Timeline + Leader Participants																					
	Mtg 2: TBD	XXX	Framework Meeting - Communicate Purpose & Expectations Grade Alignment and Capacity Discussion																				
	Mtg 3: TBD	XXX	Framework Meeting - Finalize Grade Alignment, Capacity, Define Flexibility Level																				
		XXX	Document Previous Mtgs / Prep for Future Mtgs																				
	Tours Workshop: TBD	X	Innovative in person or Virtual Facility Tours																				
	Mtg 4: TBD	X	Define Ed. Spec. Drivers																				
		XXXXX	Document Previous Mtgs / Prep for Future Mtgs																				
		★	★ Board Presentation on Grade Alignment, Capacity and Flexibility Level (September or October?)																				
		★	★ Board Presentation on Grade Alignment, Capacity and Flexibility Level (September or October?)																				
CONTENT DEVELOPMENT	ED SPEC - INTERACTIVE MEETINGS W/ SISD																						
	XXX	Mtg1-Ed Spec "Update/Create" (ES - Program + Activities/Tools/Finishes)																					
		XXXXX	XXXXX	Document Previous Mtgs / Prep for Future Mtgs																			
		XXXXX	XXXXX	SISD Internal Program Development - JH																			
		XXX	Mtg2-Ed Spec "Update/Create" (JH - Program + Activities/Tools/Finishes)																				
		XXXXX	XXXXX	Document Previous Mtgs / Prep for Future Mtgs																			
		XXXXX	XXXXX	SISD Internal Program Development - HS ADDITION																			
		XXX	Mtg3-Ed Spec "Update/Create" (HS - Program + Activities/Tools/Finishes)																				
		XXXXX	XXXXX	Document Previous Mtgs / Prep for Future Mtgs																			
DRAFT DOCUMENTATION COMPILATION & REVIEW	DRAFT DOCUMENT REVIEW																						
		Assemble Draft ES Content	XXXXX	XXXXX																			
		SISD ES Draft Review Period - 2 weeks	XXXXX	XXXXX																			
		Assemble Draft MS Content	XXXXX	XXXXX																			
		SISD JH Draft Review Period - 2 weeks	XXXXX	XXXXX																			
		Assemble Draft HS ADD Content	XXXXX	XXXXX																			
		SISD HS ADD Draft Review Period - 2 weeks	XXXXX	XXXXX																			
		Assemble Draft IS Content	XXXXX	XXXXX																			
FINAL COMPILATION ED SPEC	PUBLICATION																						
		Assemble "Updated Sections" into FINAL Document (PDF)	XXXXX	XXXXX																			
		SISD Final Review Period - 2 weeks	XXXXX	XXXXX																			
		Publish Electronic Document for Record			★																		
		Board Presentation for Approval			★																		
BOT Meetings		9/20				10/17				11/21				12/19				1/16					

	AUG	SEPT					OCT					NOV				DEC				JAN				
wk1		9/1	9/5	9/12	9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/21	11/28	12/5	12/12	12/19	12/26	1/2	1/9	1/16	1/23	1/30
STANTEC Personnel	Scope Definition	Ed Spec Framework					Content Meetings/Content Creation					Document Review				Document Finalization								
PIC - Laura		8	4	4	4	8	2	8	4	8	4	4	8	2		2	4	4						
Framework - Diego		4	8	16	16	8	4	8		8			8				8							
Facilitator - KB			4	4	4	8																		
Planner - Meredith		2	4	4	4	8	2	20	8	20	8	20	20	16		16	16	8						
PM - Chris		2	4	4	4	8	2	12	12	12	12	12	4	4		8	8	8	4					
APM - Denise		2		4	4	16	20	20	10	20	10	20	20	20		20	16	16	8					
PA - TBD													4		4	4	4							