

**Notice of Agenda Review Meeting**  
**The Board of Trustees**  
**Fort Bend Independent School District**

Wednesday, January 10, 2024

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This is Notice that the Fort Bend Independent School District Board of Trustees will hold a Special Called Agenda Review Workshop on Wednesday, January 10, 2024, beginning at 4:30 PM in the Board Room of the Fort Bend ISD Administration Building, 16431 Lexington Blvd., Sugar Land, TX 77479. The agenda packet for the meeting is available at <https://meetings.boardbook.org/Public/Organization/649>.

Members of the public may view the live stream of the meeting at the following address: <https://www.fortbendisd.com/BoardMeetingLivestream>. Members of the public who wish to address the Board must register to speak no later than 3:00 p.m. on the day of the meeting at the following address: <https://www.fortbendisd.com/cms/lib/TX01917858/Centricity/Domain/83/New%20Regular%20Business%20Address%20Form%201-12-21.pdf>.

1. Call to order
2. Board Committee Reports
  - A. Budget Committee
  - B. Policy Committee
3. Public Comment
4. Convene in closed session under Texas Open Meetings Act, Texas Government Code, Chapter 551 under the following sections: 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law; Section 551.072 - Consider purchase, exchange, lease, or value of real property, Section 551.074 - Personnel matters, Section 551.076 - Security matters, Section 551.082 - Student discipline matter or complaint, or Section 551.0821 - Personally identifiable information about public school student
  - A. Deliberate Bullying Transfer Case
  - B. Deliberate assigning FNG student/parent grievances of Bayode B. to a Board hearing officer, or to schedule a future Board meeting to hear and consider the grievance.
5. Reconvene in Open Session
6. Consider Action on Closed Session Items
7. Information
  - A. 2024-25 Proposed District Instructional Calendar 4
8. Review
  - A. **Fort Bend ISD Board of Trustees Meeting Minutes:** Consideration and approval of the minutes of Fort Bend ISD Board of Trustees meetings and/or public hearings on the following dates: 16
    1. November 06, 2023 - Called Meeting and Agenda Review 17

2. November 13, 2023 - Regular Business Meeting	22
3. November 16, 2023 - Special Called Meeting - Canvassing of Election Results	31
4. November 30, 2023 - Special Called Meeting - GT & Cybersecurity Training	33
<b>B. Fort Bend ISD 2024-25 Proposed District Instructional Calendar:</b> Consideration and approval of the 2024-25 FBISD Instructional Calendar and related staff development waivers.	<b>35</b>
<b>C. Budget Amendment Regarding Use of 2023 Bond Program Contingency Funds:</b> Consideration and approval for the use of 2023 Bond Program Contingency as proposed by the Administration.	<b>39</b>
<b>D. Review of proposed expenses that exceed \$50,000: Specifically for:</b>	
<b>1. Construction Services Agreement and Professional Services Agreement:</b> Consideration and approval of a construction services agreement with Job Order (JOC) JR Thomas Group to perform the necessary repairs needed at Ridgemont Elementary School (ES), for a not-to-exceed amount \$510,000; and approval of a professional service agreement with RDLR Architects, Inc. to provide architectural and structural engineering services, for a not-to-exceed amount of \$63,682; and authorization for the Superintendent to negotiate and execute or terminate the agreements.	<b>41</b>
<b>2. Construction Manager at Risk Guaranteed Maximum Price Phase #1 for Rebuild of Briargate ES:</b> Consideration and approval of a Guaranteed Maximum Price (GMP) Phase #1 for Long Lead Items Allowance, sitework and underground utilities for Briargate Elementary School Rebuild (BP001), for a not-to-exceed amount of \$14,250,000, and authorization for the Superintendent to execute the GMP Phase #1.	<b>43</b>
<b>3. Construction Manager at Risk Guaranteed Maximum Price Phase #2 for the Rebuild of Mission Bend ES:</b> Consideration and approval of a Guaranteed Maximum Price (GMP) Phase #2 for the remainder of construction of Mission Bend Elementary School Rebuild (BP002), for an amount of \$40,006,685 and authorization for the Superintendent to execute the GMP Phase #2.	<b>46</b>
<b>4. Consulting and Auditing Oversight Services:</b> Consideration and approval of firms who have demonstrated competence and expertise to provide consulting and auditing oversight services to the District through December 2028 and authorization for the Superintendent to negotiate and execute the agreements.	<b>49</b>
<b>5. Non-Instructional Software Cooperative Purchase:</b> Consideration and approval for the purchase of Non-Instructional Software from various cooperative contracts in an amount not to exceed \$27,730,883 through February 2029 and authorization for the Superintendent to negotiate and execute the contracts.	<b>53</b>
<b>6. Special Event Production, Rental Equipment and Related Items:</b> Consideration and approval to increase the existing contract awarded under 19-101JB Special Event Productions, Rental Equipment, and Related Items by \$160,000 for a total not to exceed amount of \$756,850 to continue purchasing	<b>56</b>

special event production services, rental equipment, and related items for the Communications Department through July 2024.

**7. District Fleet & Equipment Refresh:** Consideration and approval for the purchase of District fleet vehicles from various cooperative contracts in an amount not to exceed \$5,075,000 through January 2028 and authorization for the Superintendent to negotiate and execute the agreements. **58**

**8. Information Technology Service Management (ITSM) Tool:** Consideration and approval for the purchase of Information Technology Service Management (ITSM) Tool from IFS North America in an amount not to exceed \$584,155 through December 2028 and authorization for the Superintendent to negotiate and execute the contract. **60**

9. Action

**A. Order of Election:** Consideration and approval to order an Election on Saturday, May 4, 2024, for the full terms of Trustee Positions 2 and 6. **66**

10. Adjournment

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*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 or Texas Government Code section 418.183(f). 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. [See BEC (LEGAL)]*

The following Fort Bend ISD Goals may be referenced in agenda items included in this document:

Goal 1: Fort Bend ISD will provide rigorous and relevant curriculum and deliver instruction that is responsive to the needs of all students.

Goal 2: Fort Bend ISD will provide a positive culture and climate that provides a safe and supportive environment for learning and working.

Goal 3: Fort Bend ISD will recruit, develop, and retain high quality teachers and staff.

Goal 4: Fort Bend ISD will engage students, parents, staff, and the community through ongoing communication, opportunities for collaboration and innovation, and partnerships that support the learning community.

Goal 5: Fort Bend ISD will utilize financial, material, and human capital resources to maximize district outcomes and student achievement.

**For: Fort Bend ISD Board of Trustees**  
**Date: January 10, 2024**  
**Action: Information: Fort Bend ISD 2024- 25**  
**Proposed District Instructional Calendar**  
**References: EB (Legal, Local)**

**Summary**

The Administration will provide a presentation on the 2024-25 proposed District Instructional Calendar and development process.

Recommended by:

Beth Martinez  
Acting Superintendent of Schools

Submitted by:

Stephanie Williams  
Executive Director Organizational Development



**FBISD**  
INSPIRE • EQUIP • IMAGINE

# 2024 – 25 Instructional Calendar

January 10, 2024

# Calendar Development

- Overview Development Timeline
- Stakeholder Engagement
- Development Process
- Calendar Guidelines
- Overview of Recommended Calendar

# Calendar Development Timeline

- Legal & local considerations
- Calendar math
- Feedback Process

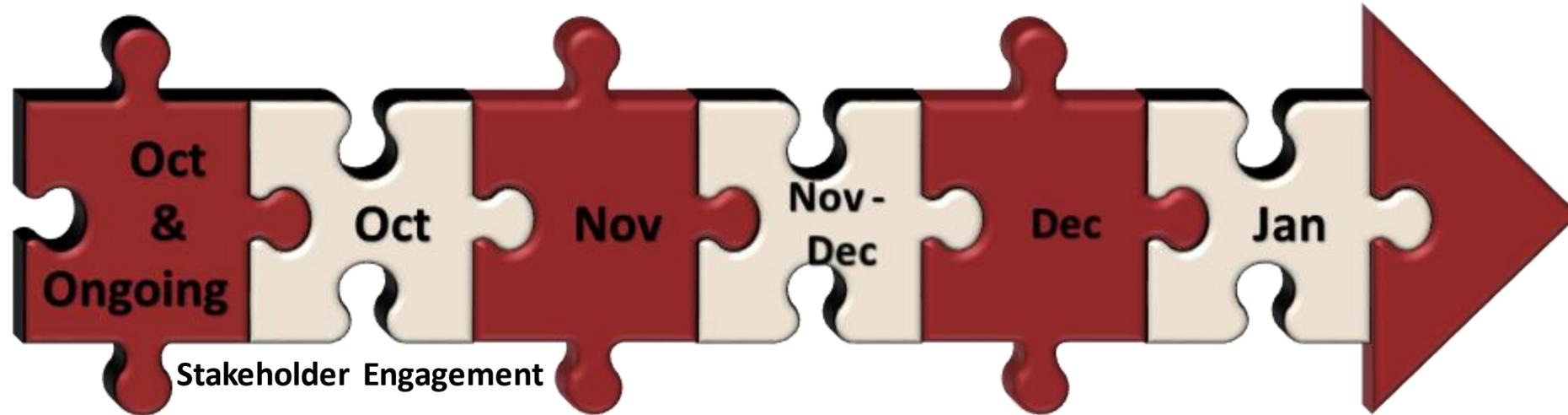
- Align to Guidelines
- Verify calculations
- Select Drafts for public comment

- Analyze feedback
- Make recommendation
- Translate calendar

## Stakeholder Learning

## Draft Calendars

## Final Draft Calendar



## Stakeholder Engagement

- Focus Groups
- Stakeholder input on Calendar Guidelines
- Core Groups
- DPAC
- Teacher Forum

## Public Comment

- Community survey
- Compile Feedback
- Disaggregate findings

## Board Approval

- Board Memo submission
- Posting of calendar
- Alignment to other systems (Work calendars, graduation, etc.)

# Purpose

## Focus Group:

*The purpose of the Focus Groups is to **provide feedback on components of the District calendar** that receive(d) the most comments. (New-Recommended Last Year) (Parents & Community Members, District Staff)*

## Core Team:

*The purpose of the Calendar Core Team is to **provide feedback on guidelines and considerations** to develop a 2024-25 calendar that is designed to support student success and the District's mission. (District Leaders, Principals, Teachers, Teacher Forum)*

## Calendar Committee:

*Collaboratively **consider feedback, finalize guidelines, analyze draft calendars, and recommend a comprehensive school district calendar** to support teaching and learning during the 2024-2025 school year.*

## Community Survey:

*The purpose of the Community Survey is to allow a broader group of stakeholders from the community (both internal and external) to **provide feedback on draft calendars** prior to recommending to the Board of Trustees.*

# Development Process



## Requirements (Calendar Math)

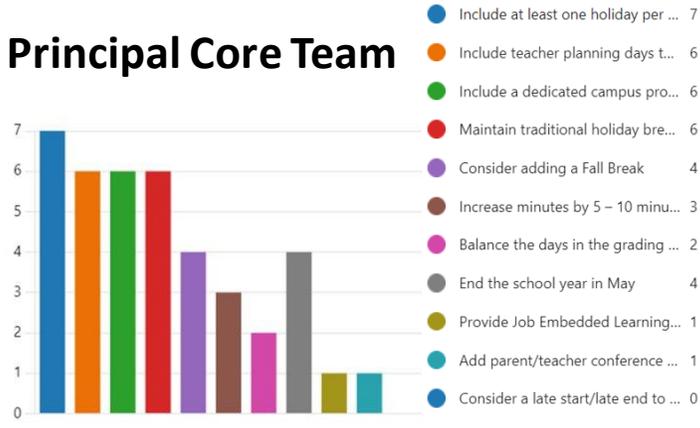
- At least 75,600 operational minutes with a minimum bank of 840 minutes (TEA recommends double this for coastal counties)
  - Up to 2,100 minutes of Professional Learning can count towards these minutes ***if it occurs between the first and last day of the school year***
  - 187 teacher work calendar allocated for
    - Student Learning – school days
    - Teacher Professional Learning – student holidays
    - Teacher Work Days – student holidays
  - Each school day counts for 435 operational minutes per day
    - Early release days count for a minimum of 240 minutes

## DOI

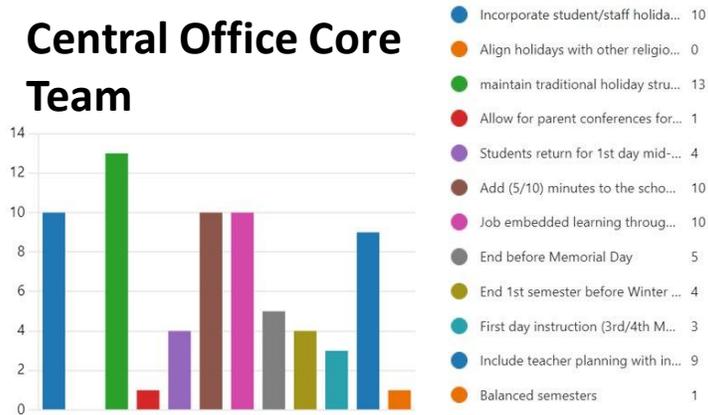
- Allows for the first day of school to be prior to the 4<sup>th</sup> Monday in August

# Guidelines Ranking

## Principal Core Team



## Central Office Core Team



## Teacher Core Team



Guideline	Teacher Core	Principal Core	Central Core	FG Parents	FG Staff
Include teacher planning within school year (1 per grading period)	1	2*	5	58% (suff) 26% (more)	71% (suff) 23% (more)
Include half days for parent conferences (ES)	13*				
Add parent/teacher conference days/time to all grade levels		9*	10*		
Include Job Embedded Professional Learning	6*	9*	2*		
Include dedicated campus professional learning days before school (minimum of 3)		2*			
Midweek start of school ( <i>teachers</i> ) Students return for 1 <sup>st</sup> day midweek ( <i>central</i> )	13*		7*		
Start mid-August	13*				
Start the year later ( <i>teachers/Focus Group</i> ) First day instruction (3/4 <sup>th</sup> Monday) aligned with TEA (Later Start) ( <i>Central</i> ) End before Memorial Day	12*		9	47%	47%
End school year in May/Finish school before June	8	5*		53%	53%
End by 1 <sup>st</sup> week of June	17*				
End 1 <sup>st</sup> semester before winter break	2		7*		
Balance semesters	10	8	10*		
Maintain traditional holiday structure (Thanksgiving, Winter break, Spring Break)	3	2*	1		
Implement a fall break (clump holidays)	13*	5*			
Implement a holiday every month (every 4 weeks)	4*	1	2*		
4-day work week	9				
More full weeks of instruction	17*				
No midweek holidays (holiday on Monday/Friday)	6*				
Consideration of religious holidays ( <i>teachers</i> ) ( <i>that alian with Weekends-central</i> )				84% (weekends)	88% (weekends)
Extend the day by 5 –15 minutes for flexibility	4* (10-15)	7 (5-10)	2* (5-10)	74%	77%
Do not add time to the school day (keep minutes the same)	12*			26%	23%
Early August start					
Year-Round School					

# 2024 – 25 Calendar Guidelines

## 2024 – 25 Calendar Guidelines

Include teacher planning within the school calendar

Maintain a traditional holiday structure (Thanksgiving, Spring Break, Winter Break)

Dedicated PD before the school year (minimum of 3 days)

Job embedded PD throughout the school year

Include a holiday every month (every 4 weeks)

Extend the time in the school day 5 – 15 minutes for flexibility

End the first semester before winter break

No midweek holidays (tie to weekends only)

## Other Considerations – Draft Calendars

More PD before school

Start Later in August

Out Before Memorial Day

Religious Observances

Fall Break

PD Trade Days – within the school year

# Review Draft Calendars

## Guidelines (our commitments)

- Informed by focus groups and core teams
- Defined by Calendar Committee
- Outline parameters for design of draft calendars

## Considerations (our preferences)

- Represent most requested design components
- Must work within 187 day teacher contract and required minutes
- May be integrated

Guideline Alignment			
	A	B	C
Include teacher planning within the calendar			
Maintain traditional holiday structure (Thanksgiving, Winter Break, Spring Break)			
Dedicated PD before school year (minimum 3)	4 days	4 days	
Job embedded PD should be included			
Include a holiday every month (4 weeks)	(5 weeks)		(5 weeks)
Extend the time 5-15 minutes	+5	+5	13
End 1 <sup>st</sup> semester before winter break			
No midweek holidays (tie to weekends)			
Considerations			
More PD before school starts			
Start later in August			
Out before Memorial Day			
Religious observances			
Fall Break		5 Day Weekend	5 Day Weekend
PD Trade Days within School Year			

# Proposed Instructional Calendar

**August**  
July 29th – 30th ..... District Professional Learning Days/  
No Students  
July 31st ..... Teacher Work Day/No Students  
1st – 6th ..... Professional Learning Day/No Students  
7th ..... Teacher Planning Day/No Students  
8th ..... First Day of Classes 1st Semester

**September**  
2nd ..... Holiday/Labor Day  
26th ..... Early Release-Elementary  
27th ..... Professional Learning Day/No Students

**October**  
4th ..... Holiday  
10th – 14th ..... Holiday  
15th ..... Teacher Planning Day/No Students

**November**  
1st ..... Holiday  
11th ..... Holiday/Veterans Day  
25th – 29th ..... Holiday/Thanksgiving Break

**December**  
19th ..... Early Release – MS/HS  
20th ..... Early Release/All Students  
23rd – 31st ..... Holiday/Winter Break

**January**  
1st – 3rd ..... Holiday/New Year's Day  
6th ..... Professional Learning Day/No Students  
7th ..... Teacher Planning Day/No Students  
8th ..... Teacher Work Day/No Students  
9th ..... First Day of Classes 2nd Semester  
20th ..... Holiday/Martin Luther King Jr. Day

**February**  
13th ..... Early Release-Elem.  
14th ..... Professional Learning Day/No Students  
17th ..... Holiday/Inclment Weather Make-Up Day  
28th ..... Teacher Planning Day/No Students

**March**  
10th – 14th ..... Holiday/Spring Break  
31st ..... Holiday

**April**  
18th ..... Holiday/Good Friday  
21st ..... Holiday/Inclment Weather Make-Up Day

**May**  
26th ..... Holiday/Memorial Day  
28th ..... Early Release-MS/HS  
29th ..... Early Release- All Students  
30th ..... Teacher Workday/No Students

**June**  
19th ..... Holiday/Juneteenth Day  
30th ..... District Office and Campuses Closed

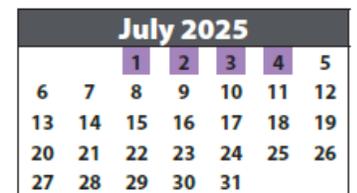
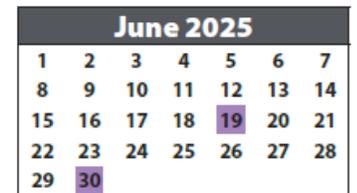
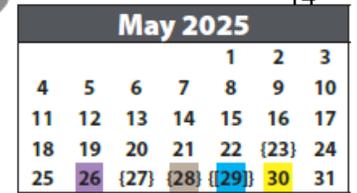
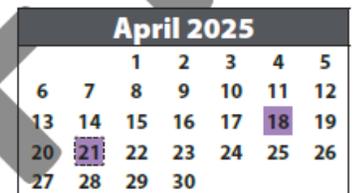
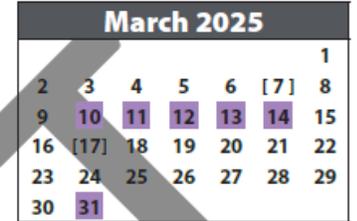
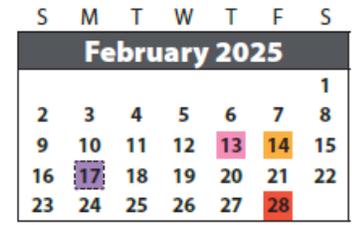
**July**  
1st – 4th ..... District Office and Campuses Closed

**KEY**

<span style="background-color: yellow; border: 1px solid black; padding: 2px;"> </span> Teacher Work Day	<span style="border: 1px solid black; padding: 2px;"> </span> Beginning/End of Nine Weeks
<span style="background-color: orange; border: 1px solid black; padding: 2px;"> </span> Professional Learning	<span style="border: 1px solid black; padding: 2px;"> </span> Exams
<span style="background-color: red; border: 1px solid black; padding: 2px;"> </span> Teacher Planning	<span style="background-color: pink; border: 1px solid black; padding: 2px;"> </span> Early Release ES
<span style="background-color: green; border: 1px solid black; padding: 2px;"> </span> First Day of Semester	<span style="background-color: lightpink; border: 1px solid black; padding: 2px;"> </span> Early Release HS/MS
<span style="background-color: brown; border: 1px solid black; padding: 2px;"> </span> District Professional Learning Day	<span style="background-color: lightblue; border: 1px solid black; padding: 2px;"> </span> Early Release HS/MS/ES
<span style="background-color: purple; border: 1px solid black; padding: 2px;"> </span> Holiday	<span style="border: 1px dashed black; padding: 2px;"> </span> Inclment Weather Make-up Day

This Calendar Reflects the Following	ES	MS	HS
Total Days of Instruction	171	171	171
Total Teacher Contract Days	187	187	187
Operational Minutes per Full Day	440	440	440
Operational Minutes per Early Release Days	240	270	245
Total Operational Minutes Pre-Walver	74,440	74,560	74,460
Walver Minutes for Professional Learning	2,100	2,100	2,100
Total Operational Min. w/ Approved Walvers	76,540	76,660	76,560
Bank of Operational Minutes	940	1,060	960

HB 2442 requires a minimum of 75,600 operational minutes with any applicable walvers and at least a minimum bank of 840 operational minutes. The bank of operational minutes can be used in the event of bad weather and other issues of health and safety. FBISD reserves the right to revise the calendar, pending Board approval, to meet the minimum required operational minutes per law.



1st Semester Grading Period	83 Days	2nd Semester Grading Period	88 Days
1st Nine Weeks	8/8 - 10/9	3rd Nine Weeks	1/9 - 3/7
2nd Nine Weeks	10/16 - 12/20	4th Nine Weeks	3/17 - 5/29
	42		38
	41		50

Cultural and religious observances of families in FBISD can be accessed on the Diversity Calendar at [www.fbisd.com/diversity](http://www.fbisd.com/diversity). Board Approved: XX/XX/XX

## Key Features

- August 8th First Day for Students
- May 29th Last Day for Students,
- Increases daily instructional minutes by 5 minutes,
- Job embedded Professional learning within the school year,
- A Teacher Planning Day prior to each grading period,
- Combines long weekends with other observances (Rosh Hashana, Yom Kippur, Diwali, Easter, and Eid al Fitr), and
- Meets all calendar guidelines.

# F O R T B E N D I S D

16431 Lexington Blvd.

Sugar Land, TX 77479

281-634-1000

[www.fortbendisd.com](http://www.fortbendisd.com)

**For: Fort Bend ISD Board of Trustees**  
**Date: January 10, 2024**  
**Action: Review: Board of Trustees Meeting Minutes**  
**Reference: Board Policy BE (Local)**  
**Department: Legal Services**

**Recommendation**

Consideration and approval of the minutes of Fort Bend ISD Board of Trustees meetings and/or public hearings on the following dates:

- November 06, 2023 – Called Meeting and Agenda Review
- November 13, 2023 – Regular Business Meeting
- November 16, 2023 – Special Called Meeting – Canvassing of Election Results
- November 30, 2023 – Special Called Meeting – GT & Cybersecurity Training

**Summary**

Board Policy BE (Local) states, “Board action shall be carefully recorded by the Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.” Following this policy, the Administration submits the meeting minutes for the Board’s approval.

Recommended by:

Beth Martinez  
Acting Superintendent of Schools

Submitted by:

Coby Wilbanks  
General Counsel

Minutes  
**Fort Bend ISD Board of Trustees**  
Called Meeting and Agenda Review  
November 6, 2023

A Board of Trustees Regular Business Meeting was held on Monday, November 6, 2023, beginning at 6:01 p.m. in the Board Room of the Administration Building located at 16431 Lexington Blvd., Sugar Land, Texas. The Live Stream of the meeting was available at <https://www.fortbendisd.com/boardmeetinglivestream>.

The meeting was recorded as required by law, and the recording is available to the public at: <https://fortbendisd.new.swagit.com/videos/280309>.

The agenda packet for the meeting can be found here: <https://meetings.boardbook.org/Public/Agenda/649?meeting=606199>.

Presiding Officer.....Mrs. Judy Dae, President

Board Members Present

Mr. David Hamilton, Secretary  
Mr. Rick Garcia  
Mrs. Angie Hanan  
Ms. Sonya Jones

School Officials Present

Beth Martinez, Deputy Superintendent  
Kimberly Smith, Chief Communications Officer  
Bryan Guinn, Chief Financial Officer  
Glenda Johnson, Chief Human Resources Officer  
Long Pham, Chief Information Officer  
Damian Viltz, Chief Operations Officer  
Dr. Kimberly Lawson, Chief Academic Officer  
David Rider, Chief of Police  
Coby Wilbanks, General Counsel  
Amanda Bubela, Recording Secretary (virtual)

Others Present

Jonathan Brush, Board Counsel  
FBISD Staff and Employees

1. Meeting Called to Order

President Dae called the meeting to order at 6:01 p.m. announcing the presence of a quorum and that the meeting had been duly called and the notice posted for the time and matter required by law.

2. Board Committee Reports

A. Audit Committee

Mr. Garcia informed Board members that following the recent RFQ for audit services, Board members scored the responses. Mr. Garcia indicated that a meeting with the Audit Committee will be scheduled so that committee members can develop recommendations and then discuss with the entire board during an upcoming meeting. Mr. Garcia expressed appreciation for all of the responses that were submitted and advised that the results of the comprehensive financial audit were also on the evening's agenda.

### 3. Public Comment

There were no public comments. Prior to the first information item, Deputy Superintendent Beth Martinez shared that Dr. Whitbeck and a few members of the executive team were attending the Missouri City Council meeting and would join the FBISD Board meeting later in the evening. President Dae shared that Mrs. Malone and Dr. Gilliam were also attending the council meeting.

### 4 - 5 Closed Session/Reconvene in Open Session

The Board did not convene in closed session.

### 6. Information

#### A. Student Achievement: BoY Data

Staff members from the Department of School Leadership, Teaching and Learning, and Academic Affairs presented information about Beginning of the Year (BOY) student achievement data for grades PreK-6, which was presented as an outcome of the ongoing work with the Board's Student Achievement Committee. Yadi Blessinger, Director of Early Childhood, shared an overview of the District's PreK3 and PreK4 programs, and Melissa Hubbard shared an overview of the academic data as well as data related to the intervention systems in place. Ms. She'nee Young, principal of Arizona Fleming Elementary, also addressed Board members to share information about how BOY data is used to inform student instruction.

Following the presentation, Board members asked clarifying questions and provided feedback.

#### B. Annual Comprehensive Financial Report

Chief Financial Officer Brian Guinn introduced Mr. Lupe Garcia with Whitley Penn to share the results of the annual comprehensive financial report. Mr. Garcia shared a presentation that included the audit results, financial statement highlights, and required communications on the District's fiscal year 2023 financial statement audit and federal single audit. Mr. Garcia shared that the District is following all current accounting pronouncements, that Whitley Penn had the District's full cooperation during the months-long audit process, and their procedures did not identify any material misstatements and no disagreements between the auditors and management on any matters to report to the Board. Mr. Garcia indicated that following the presentation of this report, the District is on schedule to file and submit the report to various agencies as required.

Following the presentation, Mr. Garcia responded to questions from Board members and Board members shared comments and feedback.

## 7. Review

- A. **Fort Bend ISD Board of Trustees Meeting Minutes:** Consideration and approval of the minutes of Fort Bend ISD Board of Trustees meetings and/or public hearings on the following dates:
1. September 11, 2023, Called Meeting and Agenda Review Workshop
  2. September 14, 2023, Special Called Meeting - Teambuilding
  3. September 18, 2023, Regular Business Meeting

No discussion.

- B. **Policies CKE (Local), CKEA (Local), CRF (Local), CVA (Local), CVB (Local), DEA (Local), CFB (Local), DEC (Local), FD (Local) and FFI (Local):** Consideration and approval of proposed revisions to local policies included in TASB Update 121:
1. **Alignment**
    - a. CKE (Local) - Security Personnel: Commissioned Peace Officers
    - b. CKEA - Security Personnel; Commissioned Peace Officers
    - c. CRF: Insurance and Annuities Management; Unemployment Insurance
    - d. CVA: Facilities Construction; Competitive Bidding
    - e. CVB: Facilities Construction; Competitive Sealed Proposals
    - f. DEA: Compensation and Benefits; Compensation Plan
  2. **Compliance**
    - a. CFB: Accounting Inventories
    - b. DEC: Compensation and Benefits; Leaves and Balances
    - c. FD: Admissions
    - d. FFI: Student Welfare; Freedom from Bullying

During discussion, Mr. Hamilton shared an update from the Policy Committee and indicated that there were two categories of policy changes as a result of the latest TASB update and following the recent legislative session. One category was related to alignment-related changes, while the other was based on compliance-related changes. Mr. Hamilton shared that the policies include fairly simple changes driven by state law changes.

- C. **Annual Comprehensive Financial Report:** Consideration and approval of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2023.

No discussion.

- D. **Budget Amendment:** Consideration and approval of a General Fund, National School Breakfast and Lunch Fund, and Debt Service Fund budget amendment for 2023-24.

No discussion.

- E. **Resolution Expressing Intent:** Consideration and approval of a Resolution Expressing the Intent to Finance Expenditures ("Reimbursement Resolution") to be incurred in conjunction with the 2023, 2018 and 2014 Bond Programs and for costs for the assessment of District facilities and related design, construction, acquisition, and equipment activities identified as part of the District's capital improvement planning.

- F. **Conversion Order for Series 2019A Bonds:** Consideration and approval of an order

authorizing the conversion of the Fort Bend Independent School Variable Rate Unlimited Tax Refunding Bonds, Series 2019A to a new rate period; authorizing the preparation of a remarketing memorandum; and enacting other provisions related thereto (the "Conversion Order").

- G. **Conversion Order for Series 2022B Bonds:** Consideration and approval of an order authorizing the conversion of the Fort Bend Independent School Variable Rate Unlimited Tax School Building Bonds, Series 2022B to a new rate period; authorizing the preparation of a remarketing memorandum; and enacting other provisions related thereto (the "Conversion Order").
- H. **Fixed Rate Bond Order for New Money and Refunding Bonds and Commercial Paper:** Consideration and approval for an order authorizing the issuance of Fort Bend ISD Unlimited Tax School Building and Refunding Bonds, which may be issued in one or more series in accordance with specified parameters; and enacting other provisions related thereto (the "Fixed Rate Order").
- I. **Variable Rate Bond Order for New Money and Refunding Bonds and Commercial Paper:** Consideration and approval of an order authorizing the issuance of Fort Bend ISD Variable Rate Unlimited Tax School Building and Refunding Bonds, which may be issued in one or more series in accordance with specified parameters; and enacting other provisions relating thereto (the "Variable Rate Order").

During discussion, Bryan Guinn shared that Agenda Items 7 E-I contain a suite of items that are brought to the Board for consideration each year and set the parameters that the District will use for the upcoming year to handle bond transactions. Mr. Guinn shared that all have been reviewed with the District's bond counsel and financial advisor, and the orders set the district up to be flexible and meet the changing bond market conditions. Jonathan Frels, the District's bond counsel, then provided an overview of each individual item and indicated the suite of orders allows the administration to move forward with financing in the most advantageous way possible for the District.

- J. Review for approval of proposed expenses that exceed \$50,000: Specifically for:
  - 1. **College and Career Planning Platform:** Consideration and approval to increase the existing contract awarded under 23-016AB College and Career Planning Platform by \$75,000 for a total not-to-exceed amount of \$1,200,000 to purchase the College and Career Planning Platform through April 2028.

During discussion, Dr. Kimberly Lawson shared that the \$75,000 requested would be used to allow for an automation in the SchoolLinks system related to student ranking and the college application process. In response to questions from the board, Dr. Lawson confirmed that this \$75,000 would cover the costs of the five-year period. During discussion, Mrs. Hanan asked that the minutes reflect her request for a survey of SchoolLinks users, including students and staff, to gauge their level of satisfaction with the system at the end of the year.

#### 8. – 9. Closed Session/Reconvene in Open Session

The Board did not convene in closed session.

#### 10. Adjournment

Having no further business before the Board, MOTION was made by Mr. Hamilton to adjourn the meeting at 7:34 p.m.

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Judy Dae, President

David Hamilton, Secretary

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Minutes  
**Fort Bend ISD Board of Trustees**  
Regular Business Meeting  
November 13, 2023

A Board of Trustees Regular Business Meeting was held on Monday, November 13, 2023 beginning at 6:02 p.m. in the Board Room of the Administration Building located at 16431 Lexington Blvd., Sugar Land, Texas. The Live Stream of the meeting was available at <https://www.fortbendisd.com/boardmeetinglivestream>. The meeting was recorded as required by law, and the recording is available to the public at:

<https://fortbendisd.new.swagit.com/videos/280878>.

The agenda packet for the meeting can be found here:  
<https://meetings.boardbook.org/Public/Agenda/649?meeting=606916>.

Presiding Officer.....Mrs. Judy Dae, President

Board Members Present

- Dr. Shirley Rose-Gilliam, Vice President
- Mr. David Hamilton, Secretary
- Mrs. Kristen Davison Malone
- Mr. Rick Garcia
- Mrs. Angie Hanan
- Ms. Sonya Jones

School Officials Present

- Dr. Christie Whitbeck, Superintendent of Schools
- Steve Bassett, Deputy Superintendent
- Beth Martinez, Deputy Superintendent
- Dr. Kwabena Mensah, Chief of Schools
- Kimberly Smith, Chief Communications Officer
- Bryan Guinn, Chief Financial Officer
- Glenda Johnson, Chief Human Resources Officer
- Long Pham, Chief Information Officer
- Damian Viltz, Chief Operations Officer
- Dr. Kimberly Lawson, Chief Academics Officer
- David Rider, Chief of Police
- Coby Wilbanks, General Counsel
- Amanda Bubela, Recording Secretary (virtual)

Others Present

- Jonathan Brush, Board Counsel
- FBISD Staff and Employees

### 1.- 3. Meeting Called to Order, National Anthem, Moment of Silence

President Dae called the meeting to order at 6:02 p.m. announcing the presence of a quorum, that the meeting had been duly called and the notice posted for the time and matter required by law. Mrs. Dae asked everyone to stand for the National Anthem, performed by the Hightower High School Choir. Following the performance, President Dae asked for a moment of silence dedicated to four alumni who died during a weekend crash: D.J. Hayden, Zachary McMillan, Ralph Oragwu and Lauren Robinson.

### 4. Recognitions

The Board recognized several students and campuses including:

Members of Hightower High School Choir who performed the National Anthem

- Kaylee Espinoza
- Shaira May Olayon
- Adeola Onasanya
- Hazel Pozo Pineda
- Alyssa Pollock
- Angela Ramirez
- Jayden Redmond
- Jada Ross
- Kambriel Sampson
- Mari Sykes
- Anuli Uzochukwu
- Vincent Verano
- Marion Ross, Director

Fort Bend ISD students who won first place at the National History Day contest

- Gautham Venkatharaman, who was an eighth-grade student at Quail Valley Middle School and is now a freshman at Elkins High School, won first place in the Junior Individual Documentary category.
- Alexandra Hamilton and Danielle Burke, seniors at Travis High School, won first place in the Senior Group Website category.
- The students' teachers, Jose Gonzales from Quail Valley Middle School and Ashley Joseph from Travis High School.

### 5. Superintendent Update

Dr. Whitbeck shared with the Board several district updates, events and celebrations.

- Dr. Whitbeck expressed appreciation to staff, parents and community members who supported FBISD and worked on the recent VATRE information campaign. Dr. Whitbeck shared that Proposition A was approved with 57% of the vote, and as a result, FBISD will be able to pay competitive wages for staff and for armed security at all 50 elementary campuses.
- Dr. Whitbeck recognized two Cornerstone Elementary teachers who were selected as November Impact Award recipients. PreK teacher Jennifer Samoheyl and Special

Education teacher Lea Samoheyl are sisters-in-law and were chose for their guidance, kindness and consistent support of students, parents and colleagues.

- Dr. Whitbeck shared that the recent Fort Bend Education Foundation’s Sugar Shindig was a success, with more than 750 attendees and more than \$56,000 raised to support students and staff. More than half of the event attendees were FBISD staff.
- Dr. Whitbeck reported that extensive archaeological digging and research was recently conducted at the site of a planned elementary school in the Harvest Green community, and the firm hired by FBISD came back with findings consistent with with those of a firm the land seller had hired, finding that no evidence of human remains on the property. Dr. Whitbeck shared the report is now with the Texas Historical Commission for review, and the district will not begin any construction on the site until it receives authorization from the commission.
- Dr. Whitbeck congratulated the Dulles High School Academic Decathlon team, which recently placed first at the Morton Ranch Invitational and took home 63 medals. The team also had nine of the top 15 overall winners at the meet, and has won every meet they have been a part of since 2019.
- Dr. Whitbeck congratulated football teams from Hightower, Marshall, Ridge Point and Travis high schools, which competed in the bi-district high school football playoffs over the weekend. Hightower and Ridge Point won their games are headed to the area playoffs this Friday.
- Dr. Whitbeck congratulated First Colony, Sartartia and Sugar Land middle schools’ football teams for advancing to the 2023 Wheeler Division Football Championships last month. Sugar Land Middle School won, taking home the 7-A and 8-A division titles.
- Dr. Whitbeck recognized the Thornton Middle School One Act Play ensemble, which was named the champion in the 2023 Bi-District One-Act Play Contest. The Thornton ensemble won for their production of “The Audit,” and they are directed by Greg Scurria and Rachel Mendoza. Dr. Whitbeck shared that Thornton was one of three FBISD middle school ensembles that competed against the top three middle school ensembles from Lamar CISD. Fort Settlement Middle School, led by Jason Duga and Reagan Morgan, earned second place for its production of “Anonymous,” and Crockett Middle School, led by Dr. Terrell Davenport and Javier Cervantes, earned 6<sup>th</sup> place for its production of “Lockdown.”
- Dr. Whitbeck congratulated Dr. Shirley Rose Gilliam, who has been selected as the School Board Member of the Year by the Houston Area Alliance of Black School Educators. Dr. Gilliam will be honored at the Annual Outstanding Teacher Awards and Recognitions Ceremony in February.

## 6. Board Activity Report

Mr. Hamilton reported that the Trustees attended or participated in the following activities since the last Regular Board meeting.

- SHAC Meeting
- School Calendar Committee Meetings
- Fort Bend Economic Development Council Membership Meeting
- Bond Oversight Committee Meeting
- Almeta Crawford High School Dedication
- VATRE Community Presentations
- Fort Bend Education Foundation’s 9th Annual Sugar Shindig
- Missouri City Middle School’s 3rd Annual Run/Walk and 2nd Fall Festival Event

- Board President Lunch with Raffle Winner
- FBISD Small Business Enterprise Program's Vendor Workshop
- Campus Visit to Fort Settlement Middle School
- Shared Dreams 35th Anniversary Celebration
- School Security and Safety Committee Meeting

## 7. Public Comment

- Eric Li, a junior at Elkins High School, addressed the Board and expressed concerns about FBISD's class ranking policy related to programs of choice. Li shared that the policy is unfair because student ranks are being taken by students who do not attend the school and there are different course selection procedures between schools. Li asked that the recent policy changes be applied to the classes of 2024-2027, rather than just classes of 2028 and beyond.
- Jay Jenkins, President of the Convict Leasing and Labor Project, expressed concerns about the recent study that concluded there was no evidence of human remains at the site of a planned school in the Harvest Green community, and indicated that the CLP does not believe the conclusions and cannot take the district at its word due to its previous actions.
- Melissa Lee Emerson, a member of the Pebble Brook HOA in Missouri City, addressed Board members regarding a shared retention pond with Glover Elementary School and expressed concerns about the maintenance fees that are reportedly putting the community at a deficit. Emerson asked that the contract be amended so that FBISD contributes payment toward the maintenance fees or allow the HOA to use its own maintenance company so that it can find a cheaper rate.
- Stephanie Brown addressed the Board and expressed concerns about possible transfer policy changes and asked that the district instead focus on bringing performance up at all schools across FBISD. Brown asked that the Board not consider changes to the policy and asked that the Board consider making Marshall High School an open campus.
- John Fletcher addressed the Board and expressed concerns about possible transfer policy changes, and asked that rather than considering transfers, the district give the schools that are underperforming the staff and teachers that are needed.

## 8. Convene in Closed Session

The Board convened in closed session at 6:34 p.m. under Texas Open Meetings Act, Texas Government Code, Chapter 551 under the following sections: 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law; Section 551.072 - Consider purchase, exchange, lease, or value of real property, Section 551.074 - Personnel matters, Section 551.076 - Security matters, Section 551.082 - Student discipline matter or complaint, or Section 551.0821 - Personally identifiable information about public school student.

- Deliberate Director of Health and Wellness recommendation.
- Deliberate Executive Director of Design and Construction recommendation.
- Deliberate hearing officer's recommendation regarding the Level Three employee grievance of Frances K. Mitchell.
- Deliberate assigning FNG parent grievance of Holly N. to a Board hearing officer, or to schedule a future Board meeting to hear and consider the grievance.

- E. Deliberate recommendation to terminate a term employment contract of a certified employee for good cause.

#### 9. Reconvene in Open Session

The Trustees reconvened in open session at 7:29 p.m.

#### 10. Consider Action on Closed Session Items

- **MOTION by Mrs. Hanan and SECONDED by Mr. Garcia** that the Board of Trustees accept the hearing officer's recommendation concerning the Level Three DGBA grievance of Francis K. Mitchell.  
**MOTION CARRIES, 7-0**  
Yea: Dae, Gilliam, Hamilton, Malone, Garcia, Hanan, Jones
- **MOTION by Mr. Garcia and SECONDED by Dr. Gilliam** that the Board of Trustees accept the superintendent's recommendation and appoint Lori Sartain as Director of Behavioral Health and Wellness.  
**MOTION CARRIES, 7-0.**  
Yea: Dae, Gilliam, Hamilton, Malone, Garcia, Hanan, Jones
- **MOTION by Ms. Jones and SECONDED by Mr. Hamilton** that the Board of Trustees propose termination of the term employment contract of Joseph Powers for good cause and authorize the superintendent to provide notice of the Board's action in accordance with law.  
**MOTION CARRIES, 7-0.**  
Yea: Dae, Gilliam, Hamilton, Malone, Garcia, Hanan, Jones
- **MOTION by Dr. Gilliam and SECONDED by Mrs. Hanan** that the Board of Trustees assign the Level Three FNG parent complaint of Holly Njoku to the Board's designated hearing officer under Board policy FNG Local.  
**MOTION CARRIES, 7-0.**  
Yea: Dae, Gilliam, Hamilton, Malone, Garcia, Hanan, Jones
- **MOTION by Mrs. Malone and SECONDED by Dr. Gilliam** that the Board of Trustees accept the superintendent's recommendation and appoint Daniel Bankhead as Executive Director of Design and Construction.  
**MOTION CARRIES, 7-0.**  
Yea: Dae, Gilliam, Hamilton, Malone, Garcia, Hanan, Jones

#### 11. Information

##### A. 2022-23 PSAT Performance Summary

Dr. LeShunda Page, Assistant Director of School Counseling, shared an overview of PSAT student performance data as requested by the Board's Student Performance Committee. Dr. Page provided details about the District's PSAT testing processes for students in grades 8-11 and shared performance data based on their cohorts, as well sliding benchmarks set by the College Board. Dr. Page also shared information about Khan Academy, the only College-Board

approved intervention program that offers free tailored learning for each student and how campuses can use the data provided for content planning purposes and PLC's.

Following the presentation, Dr. Page responded to questions from the Board.

#### B. Special Education Program Evaluation

Dr. Deena Hill, Executive Director of Student Support Services, presented the results of the Special Education Program Evaluation which was conducted by TCASE, a Board-approved vendor. Dr. Hill shared the purpose of the evaluation was to have a third-party look at efficiencies, the quality of services provided, and compliance. The evaluation consisted of school visits, focus groups and staff and parent surveys, as well as a review of IEP folders and other information available from the TEA, FBISD and public websites.

Dr. Hill shared an overview of the findings and the next steps associated with the evaluation, and then answered questions from the Board. During discussion, Mrs. Hanan asked that the minutes include her request that a roadmap and/or action plan be shared with the Board when available and no later than April so that the Board members can better understand priorities. Mrs. Hanan indicated that ideally, this would be shared before the Board approves the budget for next year.

#### C. Intruder Detection Audit Report Findings

Bart Rosebure, Executive Director of Emergency Management and Life Safety Systems, provided an update on the TEA Intruder Detection Audits conducted since the start of the 2023-24 school year. Mr. Rosebure provided an overview of the audit processes, which consist of unannounced visits to campuses and a review required documentation. Mr. Rosebure reported that to date, a total of 14 audits have been conducted at FBISD campuses, and there have been seven findings.

Mr. Rosebure confirmed that FBISD is currently working on corrective actions and documentation as required by the TEA.

### 12. Review

#### A. Student Intradistrict Transfers Discussion

At the request of Mrs. Dae, Mrs. Malone shared background information about her request to put this item on the agenda for Board discussion and asked for an update from the Policy Committee. Mrs. Malone indicated that due to the Texas Open Meetings Act, or TOMA, the Board had not previously had an opportunity to discuss transfers in an open meeting.

During discussion, Policy Committee Chair Mr. Hamilton and Policy Committee member Mrs. Hanan provided information about various policies that the committee has worked on and brought forth since April, and Mr. Hamilton shared that their October committee meeting included discussion about transfers and the current policy providing limited transfers for special circumstances.

During discussion, Board members asked clarifying questions of the administration and shared comments and feedback.

### 13. Consent Agenda

During discussion, the board requested that Items 13D, 13E, and 13J-1 be pulled from the consent agenda.

**MOTION made by Dr. Gilliam and SECONDED by Mrs. Hanan** that the Board approve Consent Agenda, all items as presented, except for 13D, E and J.

**MOTION CARRIES, 7-0.**

Yea: Dae, Gilliam, Hamilton, Malone, Garcia, Hanan, Jones

- A. **Annual Comprehensive Financial Report:** Consideration and approval of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2023.
- B. **Fort Bend ISD Board of Trustees Meeting Minutes:** Consideration and approval of the minutes of the Fort Bend ISD Board of Trustees meetings and/or public hearings on the following dates:
  - 1. September 11, 2023, Called Meeting and Agenda Review Workshop
  - 2. September 14, 2023, Special Called Meeting – Teambuilding
  - 3. September 18, 2023, Regular Business Meeting
- C. **Policies CKE (Local), CKEA (Local), CRF (Local), CVA (Local), CVB (Local), DEA (Local), CFB (Local), DEC (Local), FD (Local) and FFI (Local):** Consideration and approval of proposed revisions to local policies included in TASB Update 121:
  - 1. **Alignment**
    - a. CKE (Local) - Security Personnel: Commissioned Peace Officers
    - b. CKEA - Security Personnel; Commissioned Peace Officers
    - c. CRF: Insurance and Annuities Management; Unemployment Insurance
    - d. CVA: Facilities Construction; Competitive Bidding
    - e. CVB: Facilities Construction; Competitive Sealed Proposals
    - f. DEA: Compensation and Benefits; Compensation Plan
  - 2. **Compliance**
    - a. CFB: Accounting Inventories
    - b. DEC: Compensation and Benefits; Leaves and Balances
    - c. FD: Admissions
    - d. FFI: Student Welfare; Freedom from Bullying
- F. **Conversion Order for Series 2019A Bonds:** Consideration and approval of an order authorizing the conversion of the Fort Bend Independent School Variable Rate Unlimited Tax Refunding Bonds, Series 2019A to a new rate period; authorizing the preparation of a remarketing memorandum; and enacting other provisions related thereto (the "Conversion Order").
- G. **Conversion Order for Series 2022B Bonds:** Consideration and approval of an order authorizing the conversion of the Fort Bend Independent School Variable Rate Unlimited Tax School Building Bonds, Series 2022B to a new rate period; authorizing the preparation of a remarketing memorandum; and enacting other provisions related thereto (the "Conversion Order").
- H. **Fixed Rate Bond Order for New Money and Refunding Bonds and Commercial Paper:** Consideration and approval for an order authorizing the issuance of Fort Bend ISD Unlimited Tax School Building and Refunding Bonds, which may be issued in one or more series in accordance with specified

parameters; and enacting other provisions related thereto (the "Fixed Rate Order").

- I. **Variable Rate Bond Order for New Money and Refunding Bonds and Commercial Paper:** Consideration and approval of an order authorizing the issuance of Fort Bend ISD Variable Rate Unlimited Tax School Building and Refunding Bonds, which may be issued in one or more series in accordance with specified parameters; and enacting other provisions relating thereto (the "Variable Rate Order").

#### Action on Items Removed from the Consent Agenda

- **13-D Budget Amendment:** Consideration and approval of a General Fund, National School Breakfast and Lunch Fund, and Debt Service Fund budget amendment for 2023-24.

**MOTION by Mrs. Malone and SECONDED by Mrs. Hanan** to approve Item 13D as presented.

During discussion, Bryan Guinn provided information about the recommended budget amendment, which implements the results of the November 7, 2023 VATRE. Guinn shared that the amendment will ensure that the \$35 million generated will be incorporated into revenues and appropriate the \$35 million to implement raises as well as the safety and security item included in the VATRE. Guinn also indicated that another change was necessary due to higher than anticipated student debt related to the Child Nutrition fund. In response to questions from the Board, Guinn shared that VATRE-related raises will go into effect on the December 15 payroll and confirmed that Child Nutrition sends families information about the free and reduced lunch program when communicating about lunch balances.

Following discussion, **MOTION CARRIES**, 7-0

Yea: Dae, Gilliam, Hamilton, Malone, Garcia, Hanan, Jones

- **13-E Resolution Expressing Intent:** Consideration and approval of a Resolution Expressing the Intent to Finance Expenditures ("Reimbursement Resolution") to be incurred in conjunction with the 2023, 2018 and 2014 Bond Programs and for costs for the assessment of District facilities and related design, construction, acquisition, and equipment activities identified as part of the District's capital improvement planning.

**MOTION by Mrs. Malone and SECONDED by Mrs. Hanan** that the Board approve Item 13E as presented.

During discussion, Bryan Guinn confirmed that the resolution would not impact FBISD's 90-day fund balance reserve requirement and FBISD will maintain the 90-day operating reserve. Mrs. Malone asked that this information be included in the minutes.

Following discussion, **MOTION CARRIES**, 7-0

Yea: Dae, Gilliam, Hamilton, Malone, Garcia, Hanan, Jones

- **13-J-1 Review of proposed expenses that exceed \$50,000: Specifically for:**
  1. **College and Career Planning Platform:** Consideration and approval to increase the existing contract awarded under 23-016AB College and Career

Planning Platform by \$75,000 for a total not-to-exceed amount of \$1,200,000 to purchase the College and Career Planning Platform through April 2028.

**MOTION by Mrs. Hanan and SECONDED by Dr. Gilliam** to approve Item 13J as presented.

During discussion, Mrs. Hanan asked that her previous request for a survey at the end of the year be amended and do a mini-survey of students to make sure the software is meeting their needs, and Dr. Lawson confirmed that staff already has a plan in place touch base in mid year as well as end of year.

Following discussion, **MOTION CARRIES**, 7-0

Yea: Dae, Gilliam, Hamilton, Malone, Garcia, Hanan, Jones

#### 14. Convene in Closed Session

The Board convened in closed session at 9:52 p.m. under Texas Open Meetings Act, Texas Government Code, Chapter 551 under the following sections: 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law; Section 551.072 - Consider purchase, exchange, lease, or value of real property, Section 551.074 - Personnel matters, Section 551.076 - Security matters, Section 551.082 - Student discipline matter or complaint, or Section 551.0821 - Personally identifiable information about public school student.

#### 15. Reconvene in Open Session

The Trustees reconvened in open session at 12:15 a.m.

#### 16. Consider Action on Closed Session Items

There were no action items following closed session.

#### 17. Action

There were no action items.

#### 18. Adjournment

Having no further business before the Board, MOTION was made by Mrs. Hanan to adjourn the meeting at 12:15 a.m.

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Judy Dae, President

David Hamilton, Secretary

**Minutes**  
**Fort Bend ISD Board of Trustees**  
Special Called Meeting  
Canvassing of the Election Results  
November 16, 2023

A Special Called Meeting of the Fort Bend ISD Board of Trustees to canvass the November 7, 2023 Special Election was held on Thursday, November 16, 2023, beginning at 12:30 p.m. in the Board Room of the Administration Building located at 16431 Lexington Blvd., Sugar Land, Texas.

The Live Stream of the meeting was available for public viewing at the following web address: [www.fortbendisd.com/boardmeetinglivestream](http://www.fortbendisd.com/boardmeetinglivestream). The meeting was recorded as required by law, and the recording is available to the public at: <https://fortbendisd.new.swagit.com/videos/281324>.

The agenda packet for the meeting can be found here: <https://meetings.boardbook.org/Public/Agenda/649?meeting=610614>.

Presiding Officer.....Mrs. Judy Dae, President

Board Members Present

Mr. David Hamilton, Secretary  
Mr. Rick Garcia

School Officials Present

FBISD Staff and Employees  
Coby Wilbanks, General Counsel  
Steven Bassett, Deputy Superintendent  
Amanda Bubela, Recording Secretary (virtual)

1. Meeting Called to Order

President Dae called the meeting to order at 12:30 p.m. and stated that pursuant to Texas Election Code Section 67.004, three trustees were present, which constituted a quorum, and that the notice of the meeting had been posted for the time and manner required by law.

2. Action Item

A. Canvass the votes cast in the VATRE Election of November 7, 2023

Mrs. Dae stated the only business during the meeting was to canvass the returns and declare the results of the November 7, 2023 Special Election. On November 14, 2023, Mr. John Oldham, Elections Administrator for Fort Bend County, delivered the certified statement of the votes cast in the November 7, 2023 Special Election pursuant to the Joint Election Agreement with Fort Bend County. The returns for the election are as follows:

47,487 of the 287,170 registered voters in Fort Bend Independent School District cast ballots.

The returns for Fort Bend Independent School District – Proposition A are as follows:

- 46,249 votes were cast in the Proposition A Election.
- 26,344 votes or 56.96% of the total votes cast were FOR the Proposition.
- 19,905 votes or 43.04% of the total votes cast were AGAINST the Proposition.

The Proposition was approved. Pursuant to the Texas Property Tax Code §26.08 (d), the tax rate for 2023 is \$0.9892 as ordered in the August 21, 2023 Board Resolution Adopting a Tax Rate.

### 3. Adjournment

Having no further business before the Board, the meeting was adjourned at 12:32 p.m.

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Judy Dae, President

David Hamilton, Secretary

Minutes  
**Fort Bend ISD Board of Trustees**  
Special Called Meeting – GT & Cybersecurity Training  
November 30, 2023

A Board of Trustees Special Called Meeting was held on Thursday, November 30, 2023, beginning at 4:31 p.m. in the Board Room of the Administration Building located at 16431 Lexington Blvd., Sugar Land, Texas. The Live Stream of the meeting was available at <https://www.fortbendisd.com/boardmeetinglivestream>.

The meeting was recorded as required by law, and the recording is available to the public at: <https://fortbendisd.new.swagit.com/videos/282381>.

The agenda packet for the meeting can be found here: <https://meetings.boardbook.org/Public/Agenda/649?meeting=609908>.

Presiding Officer.....Mrs. Judy Dae, President

Board Members Present

- Dr. Shirley Rose Gilliam, Vice President
- Mr. David Hamilton, Secretary
- Mrs. Kristen Davison Malone (participating virtually)
- Mr. Rick Garcia
- Mrs. Angie Hanan
- Ms. Sonya Jones

School Officials Present

- Dr. Christie Whitbeck, Superintendent of Schools
- Beth Martinez, Deputy Superintendent
- Dr. Kimberly Lawson, Chief Academic Officer
- Melissa Hubbard, Executive Director of Teaching and Learning
- Dr. Laurie Westphal, Director of Gifted and Talented
- Coby Wilbanks, General Counsel
- Other FBISD Staff
- Amanda Bubela, Recording Secretary (virtual)

1. Meeting Called to Order

President Dae called the meeting to order at 4:31 p.m. announcing the presence of a quorum and that the meeting had been duly called and the notice posted for the time and matter required by law.

2. Public Comment

There were no public comments.

3. Information

- A. Training regarding GT Programming

Dr. Laurie Westphal, Director of Gifted and Talented, and Melissa Hubbard, Executive Director of Teaching and Learning, provided Board members information and training related to state's GT State Plan through a collaborative work structure and protocol that allowed Board members time to process information individually and as a larger group.

During the protocol, Board members worked in small groups and with staff facilitators to process the six sections included in the plan and make note of any questions they had, followed by an opportunity to share out to the larger group. Members of the GT staff and the administration were also available to answer questions.

Board members received an overview of the current FBISD programming, professional learning, identification and community supports in place, as well as the GT Department's priorities for the 2023-24 school year.

#### 4. Convene in Closed Session

The Board convened in closed session at 5:30 p.m. under Texas Open Meetings Act, Texas Government Code, Chapter 551 under the following sections: 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law; Section 551.072 - Consider purchase, exchange, lease, or value of real property, Section 551.074 - Personnel matters, Section 551.076 - Security matters, Section 551.082 - Student discipline matter or complaint, or Section 551.0821 - Personally identifiable information about public school student.

##### A. Cybersecurity training

#### 5. Reconvene in Open Session

The Board reconvened in open session at 6:34 p.m.

#### 6. Adjournment

Having no further business before the Board, MOTION was made by Mr. Garcia to adjourn the meeting at 6:34 p.m.

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Judy Dae, President

David Hamilton, Secretary

**For: Fort Bend ISD Board of Trustees**  
**Date: January 10, 2024**  
**Action: Review: Fort Bend ISD 2024-25 District  
Instructional Calendar**  
**References: EB (Legal, Local)**  
**Department: Deputy Superintendent**

### **Recommendation**

Consideration and approval of the 2024 -25 FBISD District instructional calendar and related staff development waivers.

### **Background**

Annually, the Organizational Development division launches the calendar development process in the fall. FBISD's academic calendar is designed through a collaborative process including all stakeholders.

The 2024 – 25 proposed District instructional calendar was created through the collaboration of Focus Groups including community members, parents, teachers, and district staff. Next, three Core Team stakeholder engagement meetings were facilitated that included teachers, principals, and district leaders. Following input from Focus Groups and Core Teams, the District Calendar Committee comprised of community members, a Board of Trustee representative, teachers, students, and campus and district leaders identified guidelines for the development of draft calendars.

The Calendar Committee guidelines for development of the school calendar are:

- Include teacher planning within the academic calendar,
- Maintain traditional holiday structure (Thanksgiving, Winter Break, Spring Break),
- Dedicated PD prior to the start of the school year (min. 3 days),
- Job embedded professional development throughout the school year,
- Include a holiday every month (every 4 weeks),
- Extend the instructional day by 5 – 15 min,
- End first semester before winter break, and
- No midweek holidays (tie additional days off to weekends).

Using these guidelines, the District Calendar Committee selected three calendars for public comment. In December, the Calendar Committee analyzed public comments, survey responses and feedback to recommend the 2024-25 District Calendar.

Key elements of the 2024-25 proposed District calendar meet all required components and include:

- A minimum of 75,600 operational minutes and at least 840 minutes designated for inclement weather or other issues of health and safety,
- **Increases** daily instructional minutes by 5<sup>35</sup> minutes,
- Begins the school year before the fourth Monday of August and ends in May,

- Traditional holiday structure (a full week off for Thanksgiving, two full weeks for the Winter Break, and a week-long Spring Break),
- Job embedded Professional learning within the school year,
- A Teacher Planning Day prior to each grading period,
- Combines long weekends with other observances (Rosh Hashana, Yom Kippur, Diwali, Easter, and Eid al Fitr), and
- Two inclement weather makeup days.

The additional five instructional minutes will require adjustments to the start and/or end time of each school level. The chart below outlines the planned adjustments.

<b>Adjusted Bell Schedule</b>			
School Level	Start Time	End Time	Teacher Contract Hours
High	7:30	2:50	7:10– 3:10
Elementary	8:00	3:20	7:50 – 3:50
Middle	8:50	4:10	8:20- 4:20

FBISD’s Local Innovation Plan, adopted by the Board in March 2022, provides flexibility to the start and end dates of school. The Administration will submit the staff development waiver through an online process following Board approval of the calendar and waiver submission. The action item includes approval of the Staff Development Minutes Waiver, and the waiver will be for the 2024-25 school year only. The waiver provides for a minimum of 2,100 minutes to use for staff development. Upon Board approval of the 2024 –25 calendar, Human Resources will construct employee work calendars for those employees on contracts with greater than 187 days.

A copy of the 2024 -25 proposed instructional calendar is provided for your review.

Submitted by:

Beth Martinez  
Acting Superintendent of Schools

Recommended by:

Stephanie Williams  
Executive Director Organizational Development

**August**

July 29th – 30th ..... District Professional Learning Days/  
No Students  
July 31st ..... Teacher Work Day/No Students  
1st – 6th ..... Professional Learning Day/No Students  
7th ..... Teacher Planning Day/No Students  
8th ..... First Day of Classes 1st Semester

**September**

2nd ..... Holiday/Labor Day  
26th ..... Early Release-Elementary  
27th ..... Professional Learning Day/No Students

**October**

4th ..... Holiday  
10th – 14th ..... Holiday  
15th ..... Teacher Planning Day/No Students

**November**

1st ..... Holiday  
11th ..... Holiday/Veterans Day  
25th – 29th ..... Holiday/Thanksgiving Break

**December**

19th ..... Early Release – MS/HS  
20th ..... Early Release/All Students  
23rd – 31st ..... Holiday/Winter Break

**January**

1st – 3rd ..... Holiday/New Year's Day  
6th ..... Professional Learning Day/No Students  
7th ..... Teacher Planning Day/No Students  
8th ..... Teacher Work Day/No Students  
9th ..... First Day of Classes 2nd Semester  
20th ..... Holiday/Martin Luther King Jr. Day

**February**

13th ..... Early Release-Elem.  
14th ..... Professional Learning Day/No Students  
17th ..... Holiday/Inclement Weather Make-Up Day  
28th ..... Teacher Planning Day/No Students

**March**

10th – 14th ..... Holiday/Spring Break  
31st ..... Holiday

**April**

18th ..... Holiday/Good Friday  
21st ..... Holiday/Inclement Weather Make-Up Day

**May**

26th ..... Holiday/Memorial Day  
28th ..... Early Release-MS/HS  
29th ..... Early Release- All Students  
30th ..... Teacher Workday/No Students

**June**

19th ..... Holiday/Juneteenth Day  
30th ..... District Office and Campuses Closed

**July**

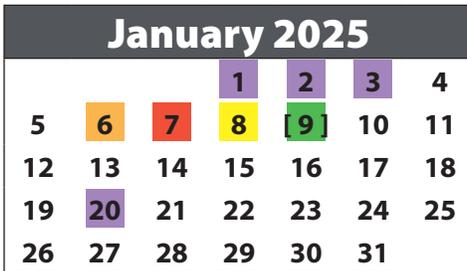
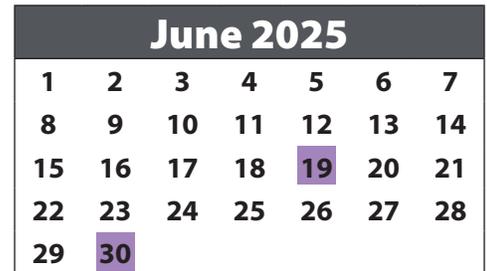
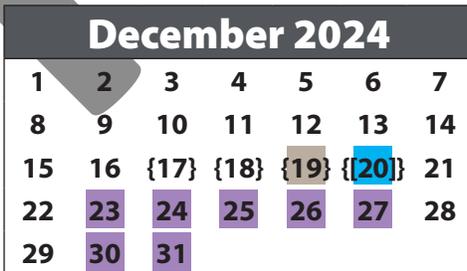
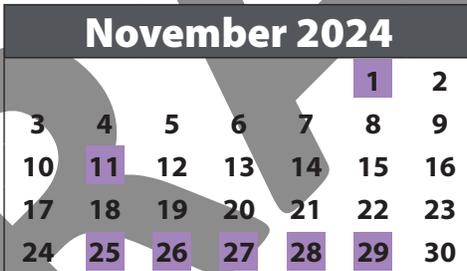
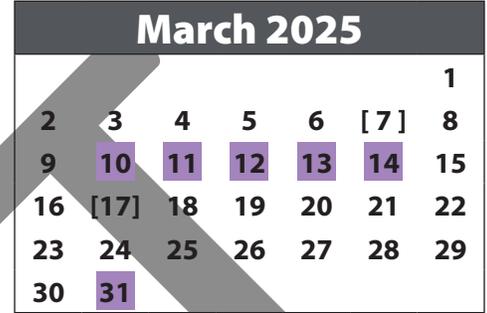
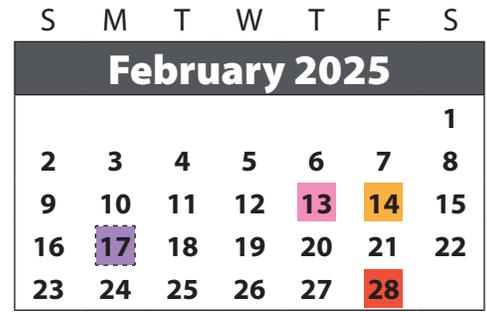
1st – 4th ..... District Office and Campuses Closed

**KEY**

- Teacher Work Day
- Professional Learning
- Teacher Planning
- First Day of Semester
- District Professional Learning Day
- Holiday
- Beginning/End of Nine Weeks
- Exams
- Early Release ES
- Early Release HS/MS
- Early Release HS/MS/ES
- Inclement Weather Make-up Day

This Calendar Reflects the Following	ES	MS	HS
Total Days of Instruction	171	171	171
Total Teacher Contract Days	187	187	187
Operational Minutes per Full Day	440	440	440
Operational Minutes per Early Release Days	240	270	245
Total Operational Minutes Pre-Waiver	74,440	74,560	74,460
Waiver Minutes for Professional Learning	2,100	2,100	2,100
Total Operational Min. w/ Approved Waivers	76,540	76,660	76,560
Bank of Operational Minutes	940	1,060	960

HB 2442 requires a minimum of 75,600 operational minutes with any applicable waivers and at least a minimum bank of 840 operational minutes. The bank of operational minutes can be used in the event of bad weather and other issues of health and safety. FBISD reserves the right to revise the calendar, pending Board approval, to meet the minimum required operational minutes each year.



1st Semester Grading Period	83 Days
1st Nine Weeks	3/8/8 - 10/9 42
2nd Nine Weeks	10/16 - 12/20 41

2nd Semester Grading Period	88 Days
3rd Nine Weeks	1/9 - 3/7 38
4th Nine Weeks	3/17 - 5/29 50

**Agosto**

July 29 - 30 . . . . . Día de capacitación profesional del Distrito/No hay clases  
July 31 . . . . . Día de preparación para maestros/No hay clases  
1 - 6 . . . . . Día de capacitación profesional/No hay clases  
7 . . . . . Día de planificación para maestros/No hay clases  
8 . . . . . Primer día de clases del 1er semestre/  
Comienzo de las 1as nueve semanas

**Septiembre**

2 . . . . . Feriado/ Día del Trabajo  
26 . . . . . Salida temprano para Primaria  
27 . . . . . Día de capacitación profesional/No hay clases

**Octubre**

4 . . . . . Feriado  
10 - 14 . . . . . Feriado  
15 . . . . . Día de planificación para maestros/No hay clases

**Noviembre**

1 . . . . . Feriado  
11 . . . . . Feriado/ Día de los Veteranos  
25 - 29 . . . . . Feriado/Receso de Acción de Gracias

**Diciembre**

19 . . . . . Salida temprano para Intermedia/Secundaria (MS y HS)  
20 . . . . . Salida temprano para todos los estudiantes  
23 - 31 . . . . . Feriado/Receso de Invierno

**Enero**

1 - 3 . . . . . Feriado/Año Nuevo  
6 . . . . . Día de capacitación profesional/No hay clases  
7 . . . . . Día de planificación para maestros/No hay clases  
8 . . . . . Día de preparación para maestros/No hay clases  
9 . . . . . Primer día de clases del 2o semestre/  
Comienzo de las 3as nueve semanas  
20 . . . . . Feriado/ Día de Martin Luther King Jr

**Febrero**

13 . . . . . Salida temprano para Primaria  
14 . . . . . Día de capacitación profesional/No hay clases  
17 . . . . . Feriado/Día de recuperación por mal tiempo  
28 . . . . . Día de planificación para maestros/No hay clases

**Marzo**

10 - 14 . . . . . Feriado/Receso de Primavera  
31 . . . . . Feriado

**Abril**

18 . . . . . Feriado/Viernes Santo  
21 . . . . . Feriado/Día de recuperación por mal tiempo

**Mayo**

26 . . . . . Feriado/ Día de los Caídos  
28 . . . . . Salida temprano para Intermedia/Secundaria (MS y HS)  
29 . . . . . Salida temprano para todos los estudiantes  
30 . . . . . Día de preparación para maestros/No hay clases

**Junio**

19 . . . . . Feriado/Juneteenth  
30 . . . . . Oficinas del Distrito y escuelas cerradas

**Julio**

1 - 4 . . . . . Oficinas del Distrito y escuelas cerradas

**KEY**

- Día de preparación para maestros
- Día de capacitación profesional
- Día de planificación para maestros
- Primer día de clases del semestre
- Día de capacitación profesional del Distrito
- Feriado
- [ ] Principio/Final de nueve semanas
- { } Exámenes
- Salida temprano para Primaria
- Salida temprano para Intermedia/Secundaria (MS y HS)
- Salida temprano para todos los estudiantes
- Día de recuperación por mal tiempo

Este calendario refleja lo siguiente:	Prim.	Int.	Sec.
Total de días de clases	171	171	171
Total de días trabajo para maestros	187	187	187
Minutos de Servicio por día completo	440	440	440
Minutos de servicio en días de salida temprano	240	270	245
Minutos de Servicio sin contar capacitación	74,440	74,560	74,460
Minutos autorizados para capacitación profesional	2,100	2,100	2,100
Minutos de servicio contando capacitación profesional	76,540	76,660	76,560
Reserva de minutos de servicio	940	1,060	960

La ley HB 2442 exige un mínimo de 75,600 minutos de servicio sin contar cualquier permiso vigente y una reserva mínima de 840 minutos de servicio. La reserva puede utilizarse en caso de cancelaciones por mal tiempo o en otros casos por salud y seguridad. FBI SD se reserva el derecho a revisar el calendario, sujeto a aprobación del Consejo Directivo para cumplir con el mínimo de minutos de servicio.

Do Lu Ma Mi Ju Vi Sa

**Agosto 2024**

		29	30	31	1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Do Lu Ma Mi Ju Vi Sa

**Febrero 2025**

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		

**Septiembre 2024**

1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

**Marzo 2025**

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

**Octubre 2024**

		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

**Abril 2025**

		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

**Noviembre 2024**

					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

**Mayo 2025**

				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

**Diciembre 2024**

1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

**Junio 2025**

1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

**Enero 2025**

				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

**Julio 2025**

				1	2	3	4	5
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

1er Semestre de Calificaciones	83 Días
1as Nueve Semanas 8/9 - 10/9	42
2as Nueve Semanas 10/16 - 12/20	41

2do Semestre de Calificaciones	88 Días
3as Nueve Semanas 1/9 - 3/7	38
4as Nueve Semanas 3/17 - 5/29	50

Se puede consultar las prácticas religiosas y culturales de las familias de FBI SD en el [Calendario de Diversidad](http://www.fortbendis.com/diversity) en la página web del Distrito Escolar de Fort Bend www.fortbendis.com/diversity.  
Board Approved XX/XX/XX

**For: Fort Bend ISD Board of Trustees**  
**Date: January 10, 2024**  
**Action: Review: Budget Amendment Regarding Use of 2023 Bond Program Contingency Funds**  
**References: Board Policy CV (Local) District Goal 5**  
**Department: Operations**

**Recommendation**

Consideration and approval for the use of 2023 Bond Program Contingency as proposed by Administration.

**Summary**

BP002 Mission Bend ES Rebuild was identified as project requiring funds. The 2023 Bond Program was established with an initial Program Contingency of \$5,000,000 intended to address unforeseen critical issues. The cumulative program contingency as of October 31, 2023, is \$5,002,039.76.

The Program Contingency discussed above is a “working” program contingency account that fluctuates on a day-to-day basis as surplus budgeted funds are contributed to the account, or as the Board approved the use of available funds.

Administration recommends contributing \$4,000,000 of available funds from the District-Wide Deficiencies (BP098) - D&C Space Planning budget to the Program Contingency. Administration is also requesting approval to use \$3,500,000 of Program Contingency funds to supplement the Mission Bend Elementary School Rebuild (BP002) budget.

**Background**

The Program Contingency is comprised of the initial approved contingency budget and any surplus budget from completed projects or amounts unspent due to a change of scope. The table below includes projects that will be recommended for approval at the January 22, 2024 Board meeting and reflects the projected Program Contingency balance as of January 2024.

<b>Description</b>	<b>Budget (Shortage)/Surplus</b>
Cumulative Program Contingency as of October 31, 2023	\$5,002,039.76
<i>Contributions</i>	
BP098 District Wide Deficiencies-D&C Space Planning	\$4,000,000.00
Contribution Sub-Total	\$4,000,000.00
Cumulative Program Contingency after Board Approval	\$9,002,039.76

<i>Uses</i>	
BP002 Mission Bend ES Rebuild	(\$3,500,000.00)
Use Sub-Total	(\$3,500,000.00)
Cumulative Program Contingency as of January 22, 2024	\$5,502,039.76

Administration is expecting other Bond 2023 projects to come in over budget. Staff is compiling this information for presentation to the Board Budget Committee on January 11<sup>th</sup> and then to the Bond Oversight Committee on January 18<sup>th</sup>. More information will be shared with the full board later this month.

Recommended by:

Beth Martinez  
Acting Superintendent of Schools

Submitted by:

Damian Viltz  
Chief Operations Officer

**For: Fort Bend ISD Board of Trustees**  
**Date: January 10, 2024**  
**Action: Review: Construction Services Agreement and Professional Service Agreement**  
**PKG019 Exterior Envelope**  
**References: Board Policy CV (Local)**  
**District Goal 5**  
**Department: Operations**

**Recommendation**

Consideration and approval of a construction services agreement with Job Order Contractor (JOC) JR Thomas Group to perform the necessary repairs needed at Ridgemont Elementary School (ES), for a not-to-exceed amount of \$510,000; and approval of a professional service agreement with RDLR Architects, Inc. to provide architectural and structural engineering services, for a not-to-exceed amount of \$63,682; and authorization for the Superintendent to negotiate and execute or terminate the agreements.

**Summary**

Renovations of exterior envelopes at multiple schools were funded under Bond 2018.

The scope of work provided Ridgemont ES with necessary upgrades, which included windows and doors replacement. However, after completion of the original scope of work, additional deficiencies were identified.

The previous architect assigned to PKG019, RWS Architects, has made the decision to close their business.

On June 26, 2023, the FBISD Board of Trustees approved the pools of architectural design professional service providers, which includes RDLR Architects, Inc.

RDLR Architects, Inc. has worked at Ridgemont ES on PKG027, and because of RDLR’s history on this campus and experience on similar projects in the district, we have requested them to provide a re-evaluation of the observed areas of distress, provide repair recommendations, and proposed repairs documented for execution under a Job Order Contractor (JOC), JR Thomas Group.

The detailed project budget for PKG019 Exterior Envelope is provided on the attached Exhibit 1.

Package Number	Description	Project Budget
PKG019	Exterior Envelope	\$11,938,449

Upon Board approval, staff will negotiate contracts with RDLR Architects and JR Thomas Group for improvements at Ridgemont ES. Work will begin once the contract is executed.

Recommended by:

Beth Martinez  
Acting Superintendent of Schools

Submitted by:

Damian Viltz  
Chief Operations Officer

**For: Fort Bend ISD Board of Trustees**  
**Date: January 10, 2024**  
**Action: Review: Construction Manager at Risk  
Guaranteed Maximum Price Phase#1 for  
the Rebuild of Briargate ES**  
**References: Board Policy CV (Local)  
District Goal 5**  
**Department: Operations**

### **Recommendation**

Consideration and approval of a Guaranteed Maximum Price (GMP) Phase #1 for Long Lead Items Allowance, sitework and underground utilities for Briargate Elementary School Rebuild (BP001), for a not-to-exceed amount of \$14,250,000, and authorization for the Superintendent to execute the GMP Phase #1.

### **Summary**

The 2023 Bond Program includes the rebuild of Briargate Elementary School.

On March 27, 2023, the FBISD Board of Trustees (BOT) approved Kirksey Architects as the architect of record to facilitate community engagement meetings and prepare construction documents and specifications for the design of Briargate Elementary School as a LEED-certified school.

On June 26, 2023, the district BOT approved the 2023 Bond Program Master Budgets, which included approval of \$48,263,993 for BP001 Briargate Elementary School Rebuild.

On June 26, 2023, the BOT approved a CMAR contract (two-step process) with best value contractor Cadence McShane Construction Company LLC to provide construction services for BP001 Briargate Elementary School Rebuild.

On August 7, 2023, the schematic design for BP001 Briargate Elementary School Rebuild was presented as an update to the BOT while the architect continued with completion of Design Development and Construction Documents.

On September 25, 2023, the District executed the intent to terminate its contract for convenience to Cadence McShane Construction Company LLC.

On October 16, 2023, the BOT approved JR Thomas Group for BP001 Briargate Elementary School demolition. The approved Job Order Contract was in the amount of \$750,000.00.

On October 24, 2023, a CMAR contract was executed with Rogers-O'Brien Construction Company, LLC to provide construction services for BP001 Briargate Elementary School Rebuild.

On January 08, 2024, Rogers-O'Brien Construction Company, LLC submitted the first of two anticipated GMPs for \$14,250,000 which includes a general conditions and Long Lead Items Allowance (that will cover structural steel submittals, food service equipment, elevator, HVAC

equipment, electrical switchgear, generator), underground electrical material, underground storm utilities material and sitework.

The distribution of funds within the project budget for Briargate Re-build is summarized in the attached Exhibit 1, which demonstrates that the proposed GMP phase #1 for Briargate Re-build is within the construction budget.

<b>CMAR Contract</b>	<b>Package Number</b>	<b>Description</b>	<b>Project Budget</b>
RFQ 23-069KB – CMAR Briargate Re-build	BP001	Briargate Re-build	\$48,263,993

Contract amount will be funded with the 2023 Bond Program funds as detailed on the above table.

Upon Board approval, staff will finalize the CMAR Contract for the Briargate Re-build, and work will begin once the contract is executed.

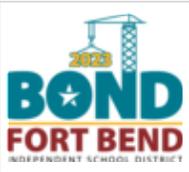
The construction of Briargate Re-build utilizes the Construction Manager at Risk (CMAR) construction contracting method, subject to open-book pricing, and an audit upon project completion. Open-book pricing allows the owner the ability to audit the CMAR’s costs and verify that the contractor charged the proper costs against the Guaranteed Maximum Price (GMP). A financial audit will be performed through a third-party contract upon completion of a project.

Recommended by:

Beth Martinez  
Acting Superintendent of Schools

Submitted by:

Damian Viltz  
Chief Operations Officer



Project Summary  
**BP001 - Briargate Re-Build**  
 Exhibit - 1

Description	A A/E Design Fees & Reimbursables	B Design Contingency	C Other Professional Services	D Construction	E Construction Contingency	F FF&E	G Site Development	H Admin & Other Project Costs	I Project Contingency	TOTAL
<b>BRIARGATE ELEMENTARY</b>	\$2,445,000.00		\$1,869,120.00	\$38,211,878.82	\$1,104,303.18	\$4,158,000.00	\$435,600.00	\$1,000.00	\$39,091.00	\$48,263,993.00
<b>TOTAL:</b>	\$2,445,000.00		\$1,869,120.00	\$38,211,878.82	\$1,104,303.18	\$4,158,000.00	\$435,600.00	\$1,000.00	\$39,091.00	\$48,263,993.00

**For: Fort Bend ISD Board of Trustees**  
**Date: January 10, 2024**  
**Action: Review: Construction Manager at Risk**  
**Guaranteed Maximum Price Phase#2 for**  
**the Rebuild of Mission Bend ES**  
**References: Board Policy CV (Local)**  
**District Goal 5**  
**Department: Operations**

### **Recommendation**

Consideration and approval of a Guaranteed Maximum Price (GMP) Phase #2 for the remainder of construction of Mission Bend Elementary School Rebuild (BP002), for an amount of \$40,006,685 and authorization for the Superintendent to execute the GMP Phase #2.

### **Summary**

The 2023 Bond Program includes the rebuild of Mission Bend Elementary School.

On April 3, 2023, the FBISD Board of Trustees (BOT) approved PBK Architects Inc. as the architect of record to facilitate community engagement meetings and prepare construction documents and specifications for the design of Mission Bend Elementary School.

On June 26, 2023, the district BOT approved the 2023 Bond Program Master Budgets, which included approval of \$48,263,994 for BP002 Mission Bend Elementary School Rebuild.

On June 26, 2023, the BOT approved a CMAR contract (two-step process) with best value contractor Satterfield & Pontikes Construction, Inc. to provide construction services for BP002 Mission Bend Elementary School Rebuild.

On August 7, 2023, the schematic design for BP002 Mission Bend Elementary School Rebuild was presented as an update to the BOT while the architect continued with completion of Design Development and Construction Documents.

On October 16, 2023, the BOT approved a GMP Phase #1 for BP002 Mission Bend Elementary School Demolition and Long Lead Allowance. This was the first of an anticipated two GMPs. The approved GMP Phase#1 was for a not-to-exceed amount of \$3,543,770, which includes a \$1,153,770 for demolition and abatement and \$2,390,000 for Long Lead Allowance, which will include structural steel submittals, food service equipment, elevator, HVAC equipment, electrical switchgear, and generator. The GMP#1 Amendment was executed with Satterfield and Pontikes on November 8, 2023 for \$3,493,315.

On January 04, 2024, Satterfield & Pontikes Construction, Inc. submitted the second of an anticipated two GMPs. Satterfield & Pontikes submitted the proposed GMP Phase#2 for an amount of \$40,006,685, which includes \$39,956,685 for construction and \$50,000 for a Super Graphics Allowance. The total construction budget for the re-build of Mission Bend Elementary School is \$43,500,000 which includes both GMP#1 and #2.

The original budget approved by the Board on June 26, 2023 for BP002 was \$48,263,994. After finalizing the numbers on GMP, the final revised project budget required is \$51,763,994.

On January 22, 2024, staff will request approval to re-allocate available funding within BP002 from various categories and the utilization of \$3,500,000 from Bond 2023 Program Contingency to cover construction for BP002.

The revised detailed project budget for BP002 Mission Bend Re-Build is provided on attached Exhibit 1.

<b>CMAR Contract</b>	<b>Package Number</b>	<b>Description</b>	<b>Revised Project Budget</b>
RFQ 23-068AL – CMAR Mission Bend Re-Build	BP002	Mission Bend Re-Build	\$51,763,994.00

Contract amount will be funded with the 2023 Bond Program Funds as detailed on the above table.

Upon Board approval, staff will finalize the CMAR contract for Mission Bend ES Re-Build, and work will begin once the contract is executed.

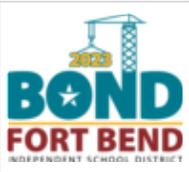
The construction of Mission Bend ES-Rebuild utilizes the Construction Manager at Risk (CMAR) construction contracting method, subject to open-book pricing, and an audit upon project completion. Open-book pricing allows the owner the ability to audit the CMAR’s costs and verify that the contractor charged the proper costs against the Guaranteed Maximum Price (GMP). A financial audit will be performed through a third-party contract upon completion of the project.

Recommended by:

Beth Martinez  
Acting Superintendent of Schools

Submitted by:

Damian Viltz  
Chief Operations Officer



Project Summary  
**BP002 - Mission Bend Re-Build**  
 Exhibit - 1

Description	A A/E Design Fees & Reimbursables	B Design Contingency	C Other Professional Services	D Construction	E Construction Contingency	F FF&E	G Site Development	H Admin & Other Project Costs	I Project Contingency	TOTAL
MISSION BEND ELEMENTARY	\$2,000,250.00	\$168,192.00	\$1,869,360.00	\$43,500,000.00	\$35,600.00	\$4,158,000.00		\$1,000.00	\$31,592.00	\$51,763,994.00
<b>TOTAL:</b>	<b>\$2,000,250.00</b>	<b>\$168,192.00</b>	<b>\$1,869,360.00</b>	<b>\$43,500,000.00</b>	<b>\$35,600.00</b>	<b>\$4,158,000.00</b>		<b>\$1,000.00</b>	<b>\$31,592.00</b>	<b>\$51,763,994.00</b>

<b>BOT Meeting:</b>	<b>January 10, 2024</b>
<b>Solicitation No.:</b>	<b>RFQ 24-010DE</b>
<b>References:</b>	<b>District Goal 5</b>
<b>Description:</b>	<p><b>Consulting and Auditing Oversight Services</b></p> <p><b><u>Recommendation</u></b></p> <p>Consideration and approval of firms who have demonstrated competence and expertise to provide consulting and auditing oversight services to the District through December 2028 and authorization for the Superintendent to negotiate and execute the agreements.</p> <p><b><u>Summary</u></b></p> <p>On September 5, 2023, Fort Bend ISD issued RFQ 24-010DE soliciting qualifications for Consulting and Auditing Oversight Services. The internal audit activity at Fort Bend ISD is established by the Board of Trustees, and its responsibilities are defined by the Board as part of their oversight role. This includes the authority to call for external reviews of systems' integrity and performance by audit firms, in accordance with Fort Bend ISD Board Policy BAA (Local) and Texas law.</p> <p>The purpose of these audits and reviews is to provide independent, objective assurance and consulting services to improve Fort Bend ISD's operations, particularly in terms of governance, risk management, and control processes. The audit and review function will maintain a quality assurance and improvement program, evaluating conformance with professional standards and identifying opportunities for improvement. The audit function's governance is guided by the IIA IPPF, including Core Principles for the Professional Practice of Auditing, the Code of Ethics, International Standards for the Professional Practice of Auditing, and the Definition of Auditing.</p> <p>An evaluation team comprised of Fort Bend ISD Board members reviewed and scored the proposals. Vendors were evaluated based on firm's approach, methodology, qualifications, and vendors' experience to provide consulting and auditing services. The vendors were selected by the evaluation team because they represent the best overall value for the District.</p> <p>The term of this contract is for three (3) years with two (2) optional one-year extensions. The contract term will begin on December 11, 2023, and will run through December 10, 2026. With the two (2) option years, the contract can be extended until December 11, 2028.</p> <p>The first audit planned for 2024 is a Cost Savings Audit. After approval of the pool of audit vendors, the scope for the Cost Savings Audit will be</p>

	sent to the vendors. The vendors will make proposals, including pricing, to the Board Audit Committee for them to select the vendor.  <b><u>Background</u></b>  Expenditures for FY 2022-23 were \$ \$60,576.
Requested By:	Steven Bassett, Deputy Superintendent Bryan Guinn, Chief Financial Officer
Vendor:	Gibson Consulting Group, Inc.*** McConnell Jones RSM US LLP BDO USA Securance LLC
Budget Sources:	General Fund Bond Funds Federal Funds
<b>Other Supporting Information</b>	
Sole Source: General Fund	No
Number of vendors contacted by Purchasing:	13428
Number of vendors downloaded the solicitation:	161
Number of responses received:	15
Number of "no bid" responses received:	4
Length of commitment:	Through December 2028
Last solicitation date:	October 2017
Supporting documents:	Evaluation Summary and Criteria
Disclosure under Board Policy CH, CV, or DBD (Local):	None

\*\*\* Previously awarded a contract of the same scope with the District.

## RFQ 24-010DE Consulting and Auditing Oversight Services

	<b>Evaluation Criteria</b>	<b>Point System</b>
1	<p>Firm's Approach</p> <ul style="list-style-type: none"> <li>• Firm's approach, supporting documentation, evidence of competence to undertake such effort.</li> </ul>	20
2	<p>Methodology</p> <ul style="list-style-type: none"> <li>• Firm's experience as an Internal Auditor, or operational audit/review firm for a Texas public school district. Explanation of methodology, unique challenges, and any other relevant information.</li> </ul>	30
3	<p>Qualifications</p> <ul style="list-style-type: none"> <li>• Qualifications, certifications, and the experience of personnel/team proposed for this task.</li> </ul>	25
4	<p>Past Experience with FBISD and/or other Districts</p> <ul style="list-style-type: none"> <li>• Firm's Past experience with FBISD and/or other Districts.</li> <li>• K-12 Experience, Higher Education or Governmental Experience</li> </ul>	15
5	<p>References</p> <ul style="list-style-type: none"> <li>• Five (5) References from clients for which your firm has provided comparable services.</li> </ul> <p>List of References should come from past project examples listed within this RFQ. References will be contacted via e-mail with a deadline.</p>	10
<b>TOTAL</b>		<b>100 Points</b>

Evaluation Summary  
RFQ 24-010DE - Consulting and Auditing Oversight Services

Vendor	Firm's approach, supporting documentation, evidence of competence to undertake such effort. (20 pts. Max)	Firm's experience as a provider of consulting resources including explanation of project methodology, unique challenges any other relevant information. (30 pts. Max)	Qualifications, certifications, the experience of of key personnel. (25 pts. Max)	Past experience with FBISD and/or other Districts, K-12 Experience, Higher Education or Governmental Experience. (15 pts. Max)	Five (5) References from prior clients for which your firm has provided comparable services. (10 pts. Max)	Proposer's Total Score (100 pts. Max)	Proposer's Ranking
Gibson Consulting Group, Inc.	19.20	27.20	24.00	14.80	7.90	93.10	1
McConnell Jones	16.20	24.80	20.80	12.20	5.60	79.60	2
RSM US LLP	16.60	22.80	21.00	12.20	4.00	76.60	3
BDO USA	17.00	22.40	21.40	11.20	4.33	76.33	4
Whitley Penn, LLP	16.20	22.00	20.20	9.40	5.60	73.40	5
Securance LLC	14.80	21.20	18.20	10.20	5.80	70.20	6
MGT of America, LLC	14.00	20.60	20.80	8.40	3.80	67.60	7
EisnerAmper (EAG Gulf Coast LLC)	13.00	19.20	16.40	10.20	6.00	64.80	8
Weaver and Tidwell, L.L.P.	12.80	18.20	17.00	8.00	5.53	61.53	9
CyberKrush, LLC	10.60	14.20	13.80	6.40	8.00	53.00	10
Recruiting Source International LLC	11.40	16.60	14.80	7.20	2.00	52.00	11
GSFT- School Safety Certification	9.00	12.20	14.00	8.20	5.93	49.33	12
BarKoaH Quality Solutions	11.00	13.50	10.00	4.50	7.70	46.70	13
Jamie R. Wright, LLC	8.40	10.00	11.20	5.80	2.00	37.40	14
PA Online Research & Education LLC	6.00	7.80	6.80	5.40	0.50	26.50	15

<b>BOT Meeting:</b>	<b>January 10, 2024</b>
<b>Solicitation No.:</b>	<b>23-081AC Various Cooperatives</b>
<b>References:</b>	<b>District Goal 5</b>
<b>Description:</b>	<p><b>Non-Instructional Software Cooperative Purchase Renewal</b></p> <p><b><u>Recommendation</u></b></p> <p>Consideration and approval for the purchase of Non-Instructional Software from various cooperative contracts in an amount not to exceed \$27,730,883 through February 2029 and authorization for the Superintendent to negotiate and execute the contracts.</p> <p><b><u>Summary</u></b></p> <p>On February 13, 2023, the Board approved 23-081AC Non-Instructional Software Cooperative Purchase, which expires January 31, 2024. The purpose of this proposed action is to add additional vendors to the list of previously approved vendors and increase the authorized expenditure amount.</p> <p>To meet the needs of the District through February 2029, the Information Technology (IT) Department is requesting a contract increase for non-instructional software packages to provide operational and utility solutions for various departments within the District in an amount not to exceed \$27,730,883.</p> <p>This was previously approved as an annual Board item. IT is requesting approval for a 5-year term due to the complexities of many of these software applications that provide continuity of services for business operations and have provided challenges and risk by alternate systems being put in place annually. Some vendors will not execute a one-year contract for software, and a multi-year contract will allow the District to receive pricing discounts. In addition, managing each of these contracts is quite complex and time-consuming to obtain full execution, so having multiple years is an efficiency for continuity of operations and management of resources.</p> <p>The IT and Purchasing Departments have used the National Institute of Governmental Purchasing (NIGP) Commodity Codes for the last several years to track all software expenditures within the District. These categories now exceed the \$50,000 threshold.</p> <p>This is a proactive approach to include all software with valid procurement sources identified through various cooperatives to support additional growth of license expansions due to increases in student enrollment, new schools opening, or additional functionality that may be needed to support the District operations. This Board item includes a</p>

	<p>combination of operational and utilities software utilized by different business owners in the District. IT has the responsibility to approve, monitor, and manage software contract renewals and payments within the District.</p> <p>This contract seeks approval under relevant statutes, including Chapter 44, §44.031(a) of the Texas Education Code and Chapter 791, Interlocal Cooperation Act, along with Board Policies CH (LEGAL) and CH (LOCAL) for purchasing goods and services. The Board of Trustees must approve proposal awards worth \$50,000 or more.</p> <p>Under the authority granted in the Texas Government Code §791.001, the Interlocal Cooperation Act as amended, allows local governments like Fort Bend ISD the ability to increase the efficiency and effectiveness of local governments by authorizing them to contract, to the greatest possible extent, with one another and with other local government and agencies of the state to perform governmental administrative functions.</p> <p>Renewal options are available through February 2029. Should either contract not be renewed for the full term, staff will return to the Board to request authorization to utilize an alternate cooperative contract, or an alternate procurement method.</p> <p><b><u>Background</u></b></p> <p>Expenditures for FY 2023-24 were \$4,562,355. Expenditures are not expected to exceed \$27,730,883 through 2029 and include anticipated cost escalations due to student enrollment growth. Funding is included in the budget.</p>
Requested By:	Long Pham, Chief Information Officer Bryan Guinn, Chief Financial Officer
Vendor:	806 Technologies, Inc.*** Accudata*** AllPlayers Network, Inc. (Formerly Rank One Sport)*** Bonfire Interactive LTD*** Brightly Software, Inc.*** Carahsoft Technology Corporation*** CDW-G*** Central Square Tech, LLC*** CEV Multimedia, LTD (EduThings)*** E.J. Ward, Inc***. Education Advanced, Inc.*** EqualLevel Follett School Solutions, Inc.*** Frontline Group, LLC (Hayes Software System)*** Microsoft Corporation*** Netsync Network Solutions***

	OpenText*** Oracle*** Presidio Networked Solutions*** Professional Nurses for Software, Inc.*** Region IV ESC*** Ron Turley Associates, Inc*** Severin Intermediate Holdings, LLC*** SHI- Government Solutions*** Skyward, Inc.*** Solid Border*** Transact Communications, LLC (formerly App Garden, LLC)*** Udemy, Inc***
Budget Sources:	General Fund
Amount:	Not to exceed \$27,730,883 through February 2029
Other Supporting Information	
Sole Source:	No
Number of vendors contacted by Purchasing:	N/A
Number of vendors downloaded the solicitation:	N/A
Number of responses received:	N/A
Number of "no bid" responses received:	N/A
Length of commitment:	Through February 2029
Last solicitation date:	N/A
Supporting documents:	Original approved BOT agenda items
Disclosure under Board Policy CH, CV, or DBD (Local):	None

\*\*\* Previously awarded a contract of the same scope with the District.

<b>BOT Meeting:</b>	<b>January 10, 2024</b>
<b>Solicitation No.:</b>	<b>19-101JB</b>
<b>References:</b>	<b>District Goal 5</b>
<b>Description:</b>	<p><b>Special Event Production, Rental Equipment, and Related Items – Communications Department (Increase)</b></p> <p><b><u>Recommendation</u></b></p> <p>Consideration and approval to increase the existing contract awarded under 19-101JB Special Event Productions, Rental Equipment, and Related Items by \$160,000 for a total not to exceed amount of \$756,850 to continue purchasing special event production services, rental equipment, and related items for the Communications Department through July 2024.</p> <p><b><u>Summary</u></b></p> <p>The Communications Department is requesting an increase to the existing contract to purchase special event production services, rental equipment, and related items. Currently, the Communications Department supports a wide range of District and social events held by Fort Bend ISD administration and campuses. Services under this contract include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Provision of audio-visual equipment (speakers, microphones projectors, screens)</li> <li>• Lighting equipment for stage effects and ambiance</li> <li>• Design and setup of event stages</li> <li>• Rigging services for hanging equipment and decorations</li> <li>• Technical support for audio, visual, and lighting systems</li> <li>• IT services for events with digital components</li> <li>• Decors and theming to enhance the event atmosphere</li> <li>• Floral arrangements and centerpieces</li> <li>• Power distribution and electrical services to support equipment</li> <li>• Logistics management for timely setup and dismantling and removal of equipment.</li> </ul> <p>The need for these services increased as a result of utilizing Mercer Stadium for the 2022-23 graduation ceremonies.</p> <p>The approval of this request will enable the District to continue to provide services for, but not limited to, school events such as proms and homecomings, celebrations of special events such as Teacher of the Year banquets, Principal Appreciations, School Board Appreciations, Staff Service Awards, Senior Send-Offs, graduation ceremonies, as well</p>

	<p>as District-sponsored events such as community meetings and focus groups.</p> <p>On August 12, 2019, the Board approved Special Event Production, Rental Equipment and Related Items with an initial expenditure amount not to exceed \$596,850 through 2024. The Communications Department is requesting a contract to increase Special Event Productions, Rental Equipment, and Related Items in the amount of \$160,000 to meet the needs of the District through July 2024.</p> <p><b><u>Background</u></b></p> <p>Expenditures for FY 2022-23 were \$196,617. Expenditures year-to-date are \$17,188. The contract balance remaining under the current Board authorization is \$20,947. Expenditures are not expected to exceed \$756,850 through July 2024.</p> <p>The increase of \$160,000 is included in the budget.</p>
Requested By:	Kimberly Smith, Chief Communications Officer Bryan Guinn, Chief Financial Officer
Vendor:	The Phoenix Design Group Bright Star Productions, Inc. Commercial Audio Video, Inc.
Budget Sources:	General Fund
Amount:	Increase of \$160,000; not to exceed a total of \$756,850 through July 2024
<b>Other Supporting Information</b>	
Sole Source:	N/A
Number of vendors contacted by Purchasing:	N/A
Number of vendors downloaded the solicitation:	N/A
Number of responses received:	N/A
Number of "no bid" responses received:	N/A
Length of commitment:	Through July 2024
Last solicitation date:	N/A
Supporting documents:	N/A
Disclosure under Board Policy CH, CV, or DBD (Local):	N/A

\*\*\* Previously awarded a contract of the same scope with the District.

<b>BOT Meeting:</b>	<b>January 10, 2024</b>
<b>Solicitation No.:</b>	<b>24-007AR BuyBoard Purchasing Cooperative, Houston-Galveston Area Council, The Interlocal Purchasing System</b>
<b>References:</b>	<b>District Goal 5</b>
<b>Description:</b>	<p><b>District Fleet &amp; Equipment Refresh</b></p> <p><b><u>Recommendation</u></b></p> <p>Consideration and approval for the purchase of District fleet vehicles from various cooperative contracts in an amount not to exceed \$5,075,000, through January 2028 and authorization for the Superintendent to negotiate and execute the agreements.</p> <p><b><u>Summary</u></b></p> <p>Fort Bend ISD relies on white fleet vehicles for the day-to-day operations of various departments throughout the District. The lifecycle refresh of these vehicles is determined by various factors such as years in service, overall miles, reliability, and repair frequency. Repairs of older vehicles have been increasingly challenging and expensive due to the availability of parts.</p> <p>The 2023 Bond will fund the planned refresh and addition of new vehicles to close existing gaps. In addition to fleet replacement, staff have identified the need for 24-foot box trucks, semi-trucks, forklifts, and dumpster trucks. The fleet trucks will be used to transport waste materials to dump yards and transfer large items such as materials, furniture, and Fine Arts equipment to and from various Fort Bend ISD locations. Furthermore, this initiative extends beyond standard vehicles to include the procurement of specialized equipment. The Fort Bend ISD Police Department will purchase specialized items and services to outfit the replacement police vehicles.</p> <p>This contract seeks approval under relevant statutes, including Chapter 44, §44.031(a) of the Texas Education Code and Chapter 791, Interlocal Cooperation Act, along with Board Policies CH (LEGAL) and CH (LOCAL) for purchasing goods and services. The Board of Trustees must approve proposed awards of \$50,000 or more.</p> <p>Under the authority of the Texas Government Code §791.001 and the Interlocal Cooperation Act as amended, local governments like Fort Bend ISD are allowed to contract with each other and other government agencies. This ACT exempts the requirement of seeking competitive bids for goods and services, once a school district determines that a local cooperative purchasing program offers the best value, to enhance efficiency and effectiveness.</p>

	<p>Renewal options are available through January 2028. Should either contract not be renewed for the full term, staff will return to the Board to request authorization to utilize an alternate cooperative contract or an alternate procurement method.</p> <p>The term of this contract is for three (3) years with two (2) optional one-year extensions. The contract term will begin on January 22, 2023, and will run through January 21, 2026. With two (2) option years, the contract can be extended until January 21, 2028.</p> <p><b><u>Background</u></b></p> <p>Expenditures for FY 2022-23 were \$95,695. Expenditures are not expected to exceed \$ 5,075,000 through January 2028. Funding is included in the budget.</p>
Requested by:	Damian Viltz, Chief Operating Officer Bryan Guinn, Chief Financial Officer
Vendor:	Performance Truck Caldwell Country Chevrolet* Caldwell Country Ford dba Rockdale Country Ford* Dodge City of McKinney* Grapevine DCJ, LLC* General Truck Body Industrial Power Truck & Equipment Silsbee Ford* Doggett Freightliner of South Texas Houston Mac Haik Dodge Chrysler Jeep Ram LTD dba Mac Haik DCJ Chastang Enterprises-Houston, LLC, dba Chastang Ford * Batterson Truck Equipment Nationwide Trailers, LLC* Cap Fleet Upfitters, LLC * Watch Guard, Inc.* GTS Technology Solutions
Budget Sources:	General Fund Bond Funds
Amount:	Not to exceed \$ 5,075,000
<b>Other Supporting Information</b>	
Sole Source:	N/A
Number of vendors contacted by Purchasing:	N/A
Number of vendors downloaded the solicitation:	N/A
Number of responses received:	N/A
Number of "no bid" responses received:	N/A
Length of commitment:	N/A
Last solicitation date:	March 2019
Supporting documents:	N/A
Disclosure under Board Policy CH, CV, or DBD (Local):	None

\*\* Previously awarded a contract of the same scope with the District.

<b>BOT Meeting:</b>	<b>January 10, 2024</b>
<b>Solicitation No.:</b>	<b>RFP 23-049DE</b>
<b>References:</b>	<b>District Goal 5</b>
<b>Description:</b>	<p><b>Information Technology Service Management (ITSM) Tool</b></p> <p><b><u>Recommendation</u></b></p> <p>Consideration and approval for the purchase of Information Technology Service Management (ITSM) Tool from IFS North America in an amount not to exceed \$584,155 through December 2028 and authorization for the Superintendent to negotiate and execute the contract.</p> <p><b><u>Summary</u></b></p> <p>On May 11, 2023, Fort Bend ISD issued RFP 23-049DE Information Technology Service Management (ITSM) Tool. ITSM platforms facilitate the tasks and workflows associated with the management and delivery of quality Information Technology services. The selected solution (Assyst) will produce better support for all District stakeholders with a modern, efficient, and easy-to-use system for requesting and tracking service requests.</p> <p>Fort Bend ISD currently uses System Center Service Manager (SCSM) from Microsoft as its ticketing solution. This tool lacks many features the Information Technology (IT) Department requires to operate efficiently such as SLA tracking, automation, device/location/analysts reporting, workflows, dashboards, feedback surveys, mobile app access, and much more. Additionally, the existing tool is reaching its end of life, and the updated version is not compatible with the operational model in Fort Bend ISD.</p> <p>The transition to IFS Assyst will be budget neutral while greatly increasing IT capabilities to provide timely services. To manage the district's fleet of 21,000 Apple iPads, FBISD has been using JAMF at a cost of \$225,400 per year. Recent updates to Microsoft InTune to support iPads (included in FBISD's existing Microsoft licensing agreement) have allowed IT to transition the management of the iPad fleet from JAMF to InTune. InTune is part of the Microsoft Suite we already pay for. Combined with the replacement of SCSM as an ITSM tool, this creates budget savings of \$236,400. IFS Assyst is budgeted at \$103,400 per year (\$94,000 with a 10% contingency). Because IFS Assyst brings so many new capabilities and functions to FBISD, it is important to have a full-time employee dedicated to this new enterprise system. The proposed budget allows for up to \$122,000 in funding for an analyst to support the system while remaining budget neutral and returning \$30,000 to the General Fund.</p> <p>Assyst will automate routine tasks, incident management, and change processes, reducing the manual workload on IT staff. This automation not</p>

	<p>only increases productivity but also minimizes the chances of human error, leading to improved service quality and customer satisfaction. Assyst also includes advanced AI to allow end users to more easily find quick resolutions to their issues.</p> <p>An evaluation team comprised of Fort Bend ISD staff members from Business and Finance, Information Technology, and Human Resources Departments evaluated the proposals. The District applied the “Best Value” process in selecting the vendor to be awarded in accordance with Chapter 44, §44.031(b) of the Texas Education Code &amp; CH (Local) CH (Legal) purchasing and acquisition district policies.</p> <p><b><u>Background</u></b></p> <p>Expenditures are not expected to exceed \$584,155 through December 2028. Funding is included in the budget.</p> <table border="1"> <tr> <td>Implementation cost and year one (+10% contingency for implementation)</td> <td>\$170,555 (Bond 2018)</td> </tr> <tr> <td>Years 2-5 (+10% contingency)</td> <td>\$103,400 per year (General Fund)</td> </tr> </table>	Implementation cost and year one (+10% contingency for implementation)	\$170,555 (Bond 2018)	Years 2-5 (+10% contingency)	\$103,400 per year (General Fund)
Implementation cost and year one (+10% contingency for implementation)	\$170,555 (Bond 2018)				
Years 2-5 (+10% contingency)	\$103,400 per year (General Fund)				
Requested By:	Long Pham, Chief Information Officer Bryan Guinn, Chief Financial Officer				
Vendor:	IFS North America				
Budget Sources:	General Fund Bond Funds				
Amount:	Not to exceed \$584,155				
<b>Other Supporting Information</b>					
Sole Source:	No				
Number of vendors contacted by Purchasing:	5046				
Number of vendors downloaded the solicitation:	206				
Number of responses received:	25				
Number of “no bid” responses received:	49				
Length of commitment:	Through December 2028, with (2) two 5-year renewal options				
Last solicitation date:	N/A				
Supporting documents:	Evaluation Summary and Criteria				
Disclosure under Board Policy CH, CV, or DBD (Local):	None				

\*\*\* Previously awarded a contract of the same scope with the District.

**23-049DE Information Technology Service Management (ITSM) Tool**

	<b>Evaluation Criteria</b>	<b>Point System</b>
1	<p>Purchase Price</p> <ul style="list-style-type: none"> <li>• Offer a fair reasonable price for goods and services to be procured by Fort Bend ISD.</li> <li>• Pricing will be evaluated for reasonableness relative to the goods and services offered by each proposer.</li> </ul>	25 points
2	<p>Reputation of the Vendor and of the Vendor's Goods or Services</p> <ul style="list-style-type: none"> <li>• Vendor should have a solid reputation with other ISD's, Government or Collegiate entities that show a high level of customer service, a high level of quality of goods or services.</li> <li>• Experience: Use and success of the product(s) and/or services in school districts or similar entities. (References will be contacted via e-mail with a deadline. If no response is received by the deadline, there will be points deducted in this section.)</li> </ul>	5 points
3	<p>Quality of the Vendor's Goods or Services</p> <ul style="list-style-type: none"> <li>• Service capabilities</li> <li>• Demonstrates competence: experience, etc.</li> <li>• Relevant experience</li> <li>• Experience and competence in dealing with large school districts</li> <li>• Customer service indicative of sound delivery of services</li> <li>• Vendors Experience</li> </ul>	25 points
4	<p>Extent to Which the Goods or Services Meet the District's Needs</p> <ul style="list-style-type: none"> <li>• Proposed solution features align with project scope and requirements</li> <li>• Understanding of the scope of work to be performed</li> <li>• Alignment to the identified priorities</li> <li>• Configuration, integration, implementation, training, on-going support</li> </ul>	25 points
5	<p>Vendor's Past Relationship with the District</p> <p>For reference, the vendor shall list the following:</p> <ul style="list-style-type: none"> <li>• Past projects or contracts of similar service vendor has had with the District.</li> <li>• Past projects or contracts of similar service vendor has had with any K-12 Districts of similar size or larger</li> </ul>	5 points

6	<p>Long-term Cost to the District to Acquire the Vendor's Goods or Services</p> <ul style="list-style-type: none"> <li>• Implementation/setup fee, training cost, maintenance or other fees and other added cost</li> </ul>	5 points
7	Vendor's Principal Place of Business is in the State of Texas or Employs 500 People in this State.	0 points
8	<p>Insurance Requirements</p> <ul style="list-style-type: none"> <li>• Certificate of Insurance as requested in the solicitation.</li> <li>• Certificate of Insurance with the limits outlined, without FBISD listed as the certificate holder</li> <li>• Letter from the vendor's insurance carrier on the insurance carrier's letterhead to Fort Bend ISD</li> </ul>	Pass/Fail
9	<p>Service Agreement</p> <ul style="list-style-type: none"> <li>• Extent to which the vendor agrees to our Standard Form of Agreement. By Signing the Agreement, you assent to the Terms and Conditions of Fort Bend ISD.</li> <li>• Vendor's contract terms and conditions as they align with the</li> </ul>	10 points
10	The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses (HUB).	N/A
	<b>TOTAL</b>	<b>100 points</b>

Evaluation Summary  
RFP 23-049DE Information Technology Service Management (ITSM) Tool

Vendor	Purchase Price (25 pts. Max)	Reputation of Vendor and Vendor's Goods and Services (5 pts. Max)	Quality of Vendors Goods and Services (25 pts. Max)	Extent to which the Goods and Services Meet the Needs of the District (25 pts. Max)	Vendors Past Relationship with the District (5 pts. Max)	Long Term Cost to the District (5 pts. Max)	Agreement to Fort Bend ISD Terms and Conditions (10 pts. Max)	Proposer's Total Score (100 pts. Max)	Proposer's Ranking
IFS North America	25.00	4.90	20.17	20.39	2.07	4.61	5.00	82.15	1
TeamDynamix Solutions LLC	24.48	4.90	16.39	16.00	3.71	5.00	5.00	75.48	2
Freshworks Inc.	15.46	1.00	22.00	22.00	3.71	3.03	3.00	70.20	3
MGG Technologies (dba InvGate)	25.00	3.90	10.29	9.86	3.93	5.00	10.00	67.98	4
Nagarro Inc.	3.66	2.72	18.56	18.50	3.43	0.63	5.00	52.50	5
Fujitsu	6.00	2.88	16.39	17.06	1.86	1.10	5.00	50.29	6
SDI Presence	1.11	1.80	17.29	17.00	2.00	0.42	10.00	49.62	7
Trescope Inc	1.26	5.00	15.00	16.14	1.64	0.43	10.00	49.47	8
Network Consulting Services	0.49	1.00	19.00	15.86	2.14	0.85	10.00	49.35	9
V-Soft Consulting Group	0.93	1.00	16.86	17.43	2.00	0.55	10.00	48.77	10
CDWG	8.71	4.90	12.11	12.39	3.43	1.67	3.00	46.21	11
Virtucom, Inc.	17.52	1.00	6.57	5.07	2.21	3.36	10.00	45.74	12
Wavity, Inc.	6.39	4.90	10.29	9.71	1.21	2.27	10.00	44.78	13
Elevation Solutions	1.13	5.00	12.86	11.57	3.43	0.56	10.00	44.54	14
NVS	3.15	5.00	11.57	11.43	2.14	0.83	10.00	44.12	15
IncidentIQ	2.84	4.80	10.71	10.86	3.29	0.99	10.00	43.48	16
PartnerVP	4.66	1.00	11.43	10.71	2.50	1.56	10.00	41.86	17
22 Nexus	0.82	4.00	12.43	12.14	1.79	0.44	10.00	41.62	18

Glitra Inc	0.69	2.00	12.43	12.14	2.29	0.26	10.00	39.81	19
Bluum	2.90	1.00	12.86	10.00	1.93	1.07	10.00	39.77	20
Keen360, Inc.	1.73	1.00	12.14	10.71	1.57	0.68	10.00	37.84	21
Ibm	0.52	1.00	14.86	15.00	3.21	0.41	1.00	36.00	22
Softek Integrations Systems, inc.	1.04	1.00	15.00	15.14	1.57	0.77	1.00	35.52	23
EXM Cloud Inc.	0.90	2.85	11.43	8.43	1.36	0.28	10.00	35.24	24
Dell Marketing L.P.	0.53	1.00	14.00	11.14	1.29	0.13	5.00	33.09	25

**For: Fort Bend ISD Board of Trustees**  
**Date: January 10, 2024**  
**Action: Consideration and Approval: Order  
of Election of Trustees Pos. 2 and 6**  
**References: Board Policy BBB (LOCAL)**  
**Board Governance**  
**Department: Legal Services**

**Recommendation**

Consideration and approval to order an Election on Saturday, May 4, 2024, for the full terms of Trustee Positions 2 and 6.

**Background**

Texas Election Code §3.001 requires the governing body of a political subdivision to order each general election. Pursuant to Policy BBB (LOCAL), the three-year terms of office for Trustee Positions 2 and 6, currently held by Ms. Judy Dae and Ms. Kristen Davison Malone expire in 2024. Texas Election Code §41.001 establishes the uniform election date for public school districts as the first Saturday in May in an even-numbered year, which is May 4, 2024. The deadline to order an election is 78 days prior to the election, which is Friday, February 16, 2024.

In compliance with the Texas Election Code §141.040, the Notice of Deadline to File Applications for Place on the Ballot for the May 4, 2024 Board of Trustee Election Positions 2 and 6 has been posted at the FBISD Administration Building and on the District website. The period for candidates to apply for a place on the May ballot opens Wednesday, January 17, 2024. The filing period closes Friday, February 16, 2024.

The Order of Election was prepared in accordance with state law and FBISD Policy BBB and BBBA. The election order includes: (1) the dates and times of the early voting, (2) the location of each early voting site, and (3) any other information required by law. Early voting locations are designated by the Fort Bend County Elections Administrator pursuant to a Joint Election Agreement and Contract for Election Services with Fort Bend County that will be prepared after the Board orders the election. The location and number of early voting sites is subject to change.

Recommended by:

Beth Martinez  
Acting Superintendent of Schools

Submitted by:

Coby Wilbanks  
General Counsel

**ORDER OF ELECTION**  
(Orden de Elección)

**An Election is Ordered to be held on Saturday, May 4, 2024 for voting in the Fort Bend Independent School District Trustee Election to elect one person for each position to serve the full terms of Positions 2 and 6.** (Se ordena una elección que será el sábado 4 de mayo 2024 para votar en la Elección de Fideicomisarios del Distrito Escolar Independiente de Fort Bend para elegir una persona para que sirva los términos completos de las posiciones 2 y 6.)

**Early Voting by Personal Appearance will be conducted as follows** (La votación anticipada, solamente en persona, se llevará a cabo de tal manera):

**Main Early Voting Site** (Sitio principal de votación anticipada):

**Fort Bend ISD Administration Building, Lobby  
16431 Lexington Boulevard  
Sugar Land, Texas 77479**

**And such other early voting polling places as may be designated or amended by the early voting clerk (county elections administrator) pursuant to Section 271.006 of the Texas Election Code, which may include, but are not limited to, the following** (*Y otros sitios de votación anticipada que pueda designar o modificar el secretario de votación anticipada (administrador de elecciones del condado) conforme con la Sección 271.006 del Código Electoral de Texas, que pueden incluir, entre otros, los siguientes*):

**Branch Early Voting Sites** (Sitios de votación anticipada):

<b>Hightower High School</b>	<b>3333 Hurricane Ln., Missouri City, TX</b>
<b>James Bowie Middle School</b>	<b>700 Plantation Dr., Richmond, TX</b>
<b>James Reese CT Center</b>	<b>12300 University Blvd., Sugar Land, TX</b>
<b>Ridge Point High School</b>	<b>500 Waters Lake Blvd., Missouri City, TX</b>
<b>Sartartia Middle School</b>	<b>8125 Homeward Way, Sugar Land, TX</b>
<b>Beasley City Hall</b>	<b>319 S. 3<sup>rd</sup> St., Beasley, TX</b>
<b>Chasewood Clubhouse</b>	<b>7622 Chasewood Dr., Missouri City, TX</b>
<b>Cinco Ranch Branch Library</b>	<b>2620 Commercial Center Blvd., Katy, TX</b>
<b>Clayton Oaks Assisted Living Ctr</b>	<b>21175 Southwest Fwy., Richmond, TX</b>
<b>Clyde &amp; Nancy Jacks Conf Center</b>	<b>3232 Austin Parkway, Sugar Land, TX</b>
<b>Commonwealth Clubhouse</b>	<b>4330 Knightsbridge Blvd., Sugar Land, TX</b>
<b>Fort Bend County Rosenberg Annex</b>	<b>4520 Reading Rd., Rosenberg, TX</b>
<b>Four Corners Community Center</b>	<b>15700 Old Richmond Rd., Sugar Land, TX</b>
<b>George Memorial Library</b>	<b>1001 Golfview Dr., Richmond, TX</b>
<b>Jones Creek Ranch Park</b>	<b>7714 FM 359, Richmond, TX</b>

Jordan High School	27500 Fulshear Bend, Fulshear, TX
Kroger Riverstone	18861 University Blvd., Sugar Land, TX
Lost Creek Conference Center	3703 Lost Creek Blvd. Sugar Land, TX
Meadows Place City Hall	1 Troyan Dr., Meadows Place, TX
Missouri City Visitors Center	1522 Texas Pkwy., Missouri City, TX
Pinnacle Senior Center	5525 Hobby St., Houston, TX
Quail Valley Fund Office	3603 Glenn Lakes Ln., Missouri City, TX
Richmond Water Maintenance Facility	110 N. 8 <sup>th</sup> St., Richmond, TX
Road and Bridge (Needville)	3743 School St., Needville, TX
Roberts Middle School	9230 Charger Way, Fulshear, TX
Sienna Annex	5855 Sienna Springs Way, Missouri City, TX
Tompkins High School	4400 Falcon Landing Blvd., Katy, TX
Sugar Land Branch Library	550 Eldridge Rd., Sugar Land, TX

**Schedule for** (*Horario para*): Fort Bend ISD Admin. Bldg. – 16431 Lexington Blvd., Sugar Land, TX

<b><u>Day</u></b> ( <i>Día</i> )	<b><u>Date</u></b> ( <i>Fecha</i> )	<b><u>Hours</u></b> ( <i>Horas</i> )
Monday – Friday ( <i>lunes – viernes</i> )	April 22 – 26, 2024 ( <i>22 – 26 abril, 2024</i> )	7:00 a.m. – 7:00 p.m. ( <i>7:00 a.m. – 7:00 p.m.</i> )
Saturday ( <i>sábado</i> )	April 27, 2024 ( <i>27 abril, 2024</i> )	CLOSED ( <i>CERRADO</i> )
Sunday ( <i>domingo</i> )	April 28, 2024 ( <i>28 abril, 2024</i> )	CLOSED ( <i>CERRADO</i> )
Monday – Tuesday ( <i>lunes – martes</i> )	April 29 – 30, 2024 ( <i>29 – 30 abril, 2024</i> )	7:00 a.m. – 7:00 p.m. ( <i>7:00 a.m. – 7:00 p.m.</i> )

**Applications to vote by mail should be mailed to** (Las solicitudes para votar por correo deben enviarse a):

**John Oldham**  
**Fort Bend County Elections Administrator**  
**301 Jackson St.**  
**Richmond, TX 77469**  
**Phone: 281-341-8670**  
**Email: [vote@fortbendcounty.tx.gov](mailto:vote@fortbendcounty.tx.gov)**  
**Website: [fortbendvotes.org](http://fortbendvotes.org)**

**The last day for an application for a ballot by mail must be received by the close of business on Tuesday, April 23, 2024** (El último día para recibir una solicitud para su papeleta de voto por correo será al final de labores el martes 23 de abril, 2024).

**The deadline for receiving ballots by mail is Saturday, May 4, 2024 no later than 7:00 p.m.** (La fecha límite para recibir por correo su papeleta de votación será el sábado 4 de mayo, 2024 a las 7:00 p.m.)

**Issued this the \_\_\_\_ day of \_\_\_\_\_, 2024** (Emitida este día \_\_\_\_ de \_\_\_\_\_ 2024).

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**Signature of the Presiding Officer** (Firma del Oficial Encargado)  
Judy Dae, President, Board of Trustees, Fort Bend ISD