

**Notice of Public Budget Hearing**  
**The Board of Trustees**  
**Fort Bend Independent School District**

Monday, February 10, 2025

---

This is Notice that the Fort Bend Independent School District Board of Trustees will hold a Public Budget Hearing on Monday, February 10, 2025, beginning at 6:00 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 may also address the Board during public comment.

1. Call to order
2. Pledge of Allegiance
3. Information
  - A. Bond 2023 Update 5
  - B. Targeted Improvement and Monitoring 17
4. Public Comment
5. 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
6. Reconvene in Open Session
7. Consider Action on Closed Session Items
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: 26
    1. December 02, 2024 - Called Meeting and Agenda Review 27
    2. December 09, 2024 - Special Called Meeting - Teambuilding 31
    3. December 16, 2024 - Regular Business Meeting 33

<b>B. District Improvement Plan Performance Objectives 2024-25:</b> Consideration and approval of the District Performance Objectives included in the District Improvement Plan (DIP) for the 2024- 25 year.	<b>40</b>
<b>C. Targeted Improvement Plan for Blue Ridge-Briargate Elementary School:</b> Consideration and approval of the Targeted Improvement Plan (TIP) required by Texas Education Agency for Blue Ridge-Briargate Elementary.	<b>45</b>
<b>D. Targeted Improvement Plan for McAuliffe Middle School:</b> Consideration and approval of the Targeted Improvement Plan (TIP) required by Texas Education Agency for McAuliffe Middle School.	<b>47</b>
<b>E. Targeted Improvement Plan for Marshall High School:</b> Consideration and approval of the Targeted Improvement Plan (TIP) required by Texas Education Agency for Marshall High School.	<b>49</b>
<b>F. International Student Travel:</b> Consideration and approval of international travel by the Stephen F. Austin High School Senior NJROTC cadets to travel to Cozumel, Mexico.	<b>51</b>
<b>G. Proclamation for Professional Buyer's Day:</b> Consideration and approval of a proclamation naming March as National Procurement Month and March 12, 2025, as National Buyer’s Day.	<b>53</b>
<b>H. Annual Financial Audit Engagement Letter:</b> The Administration is seeking Board approval of the Annual Financial Audit Engagement letter with Whitley Penn LLP for fiscal year 2024-25.	<b>56</b>
<b>I. 2nd Quarter 2024-25 Financials:</b> Consideration and approval of the second quarter 2024-25 Financial Report.	<b>69</b>
<b>J. Review of proposed expenses that exceed \$50,000: Specifically for:</b>	
<b>1. Internet Hotspot Services:</b> Consideration and approval for the purchase of internet hotspot services from Verizon and T-Mobile USA, Inc. in an amount not to exceed \$200,000 and authorization for the Superintendent to negotiate and execute the agreements through June 2031.	<b>70</b>
<b>2. Fine Arts Consultants and Clinicians:</b> Consideration and approval for the purchase of Fine Arts consultant and clinician services from multiple vendors and authorization for the Superintendent to negotiate and execute the agreements through January 2028.	<b>75</b>
<b>3. OEM Kitchen Equipment Parts, Preventative Maintenance, Repairs, and Related Items:</b> Consideration and approval for the	<b>81</b>

purchase of Original Equipment Manufacturer (OEM) Kitchen Equipment Parts, Preventative Maintenance, Repairs, and Related Items from multiple vendors in an amount not to exceed \$5,000,000 and authorization for the Superintendent to negotiate and execute the agreement through February 2030.

**4. Maintenance, Repair, & Operations Supplies and Related Services** **85**

Consideration and approval for the purchase of maintenance, repair, and operations (MRO) supplies & related services from multiple vendors through multiple cooperative contracts in an amount not-to-exceed \$2,000,000 and authorization for the Superintendent to negotiate and execute the agreements through March 2030.

**5. Janitorial Chemical Supplies, Equipment, Repair, and Related Items** **88**

Consideration and approval for the purchase of janitorial chemical supplies, equipment, repair, and related items from multiple vendors through multiple cooperative contracts in an amount not-to-exceed \$6,500,000 and authorization for the Superintendent to negotiate and execute the agreements through March 2030.

**6. Miscellaneous Renovations (BP026)** **91**

Consideration and approval of a Construction Services Agreement with M Scott Construction, Inc. for Miscellaneous Renovations (BP026) for a stipulated lump sum amount of \$3,597,000 and authorization for the Superintendent to negotiate and execute or terminate the agreements.

**7. CenterPoint Energy Blanket Easement – Clements High School Rebuild (BP003)** **96**

Consideration and approval of a short form blanket easement with CenterPoint Energy for the electrical services to the Clements High School Rebuild (BP003) project and authorization for the FBISD Board President and/or designee to negotiate and execute this blanket easement, as well as the CenterPoint Energy long form utility easement to be provided near the conclusion of the project.

**8. Uninterruptible Power Supplies (UPS)** **97**

Consideration and approval for the purchase of uninterruptible power supplies (UPS), power distribution units (PDU), replacement batteries, and associated services from multiple vendors through multiple cooperative contracts in an amount not to exceed \$3,034,500 and authorization for the Superintendent to negotiate and execute the agreements through April 2030.

**9. Triplex Renovations (BP017)** **100**

Consideration and approval of a Construction Services Agreement with Crain Group, LLC for Triplex Renovations (BP017) for a not-to-exceed amount of \$5,730,000 and

authorization for the Superintendent to negotiate and execute or terminate the agreement.

## 9. Adjournment

---

*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: February 10, 2025**  
**Action: Information: Bond 2023 Update**  
**References: Board Policy CT (Local)**  
**Board Policy FC (Local)**  
**District Goal 5**  
**Department: Operations**

**Summary**

Staff will provide an update on planning for Bond 2023 as well as provide information on proposed school rebuilds and construction costs.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Kathleen Brown  
Deputy Superintendent Operations

Dr. Damian Viltz  
Chief Operations Officer

Bryan Guinn  
Chief Financial Officer

FBI<sup>★</sup>SD

# Board Update: 2023 Bond

February 10, 2025



**Lead**  
THE PAC

# 2018 Bond: By the Numbers

7

Active  
Projects

30

Projects in  
Closeout

26

Projects Completed  
and Fully Closed

7



# 2018 Bond Projects Construction

PKG009 – Bhuchar



PKG021 – Turf and Athletics



8

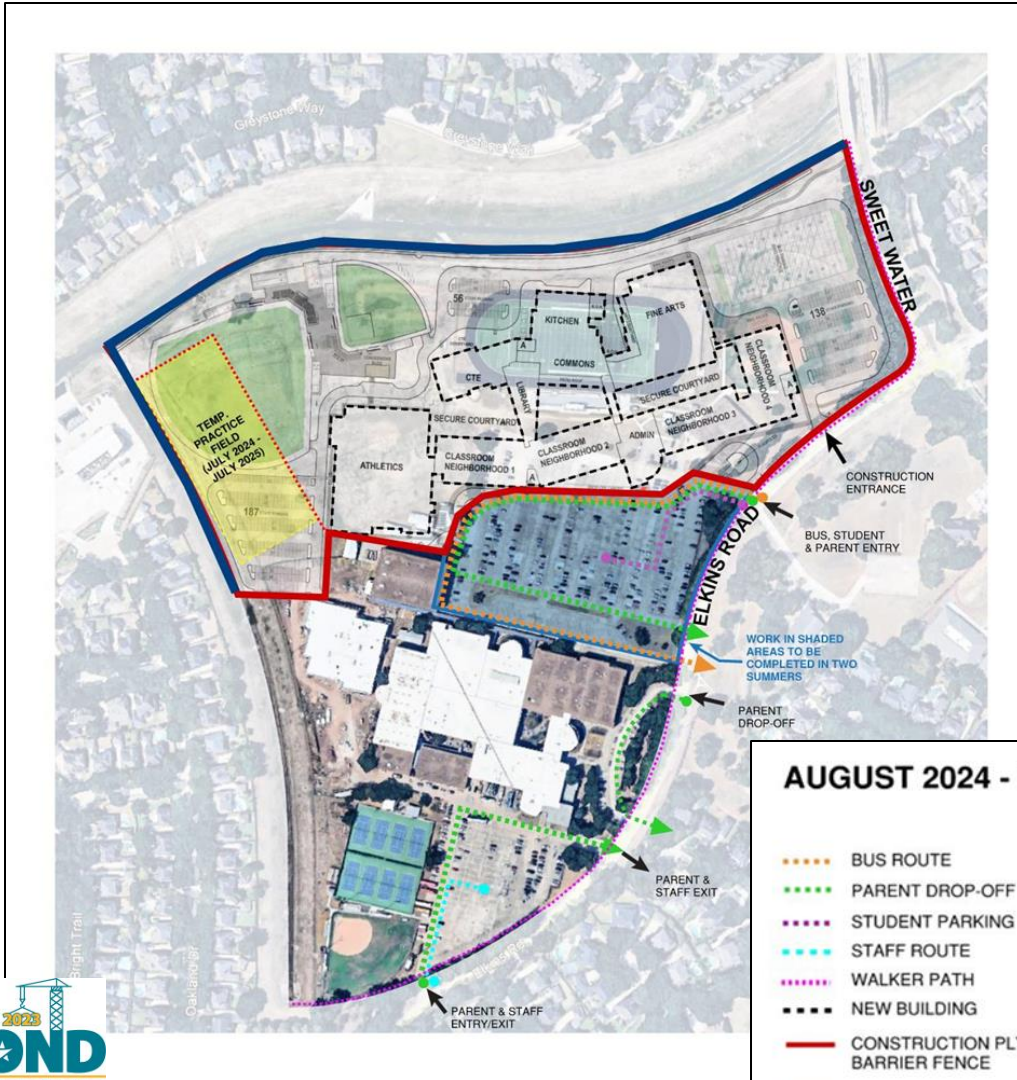
PKG052– LED Lighting



3



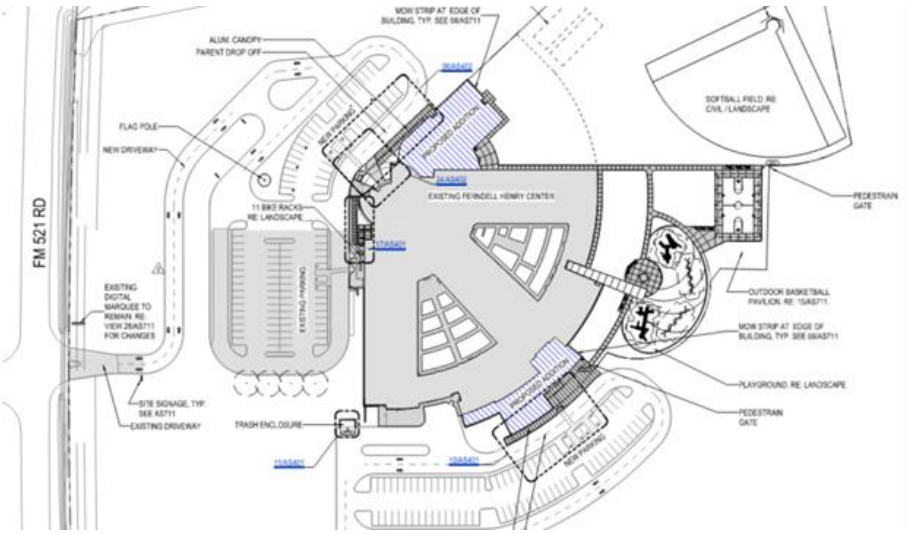
# 2023 Bond Projects Construction Clements High School Rebuild



# 2023 Bond Projects Construction

## Ferndell Henry Additions and Renovations

## Middle School 16



10



5

# 2023 Bond Projects Construction

## Aldridge Elementary School



## Mission Elementary School



11



6

# 2023 Bond Projects Construction

BP019 Playground Updates



BP021 Multi-Campus Renovations



BP027 Restroom Renovations



BP034 Roofing Updates



## Bond 2023 Expenditures to Date

Major Object	Budget	Encumbered <sup>1</sup>	Expenses <sup>2</sup>	Remaining Budget
Contracted Services	\$ 22,914,661	\$ 11,089,246	\$ 2,470,157	\$ <b>9,355,258</b>
Supplies and Materials	88,351,127	15,870,166	17,703,463	<b>54,777,498</b> <sup>13</sup>
Capital Outlay	1,147,934,167	464,810,587	149,625,440	<b>533,498,141</b>
<b>Total</b>	<b>\$ 1,259,199,956</b>	<b>\$ 491,769,999</b>	<b>\$ 169,799,060</b>	<b>\$ 597,630,897</b>

**Note:** financial data as of 01/30/2025 (financial data prior to January's month-end reports)

<sup>1</sup> Encumbered amount includes requisitions and purchase orders

<sup>2</sup> Amounts will change as the month is closed

# Bond Contingency Amounts

Description	Contingency Amount <sup>1</sup>	Proposed Addition <sup>2</sup>	Proposed Use <sup>3</sup>	Contingency Remaining
Bond 2014	\$ 10,640,782	\$ 157	\$ -	\$ 10,640,939
Bond 2018	8,501,524	19,551	-	8,521,075
Bond 2023 Prop A	48,427,747	579,807	-	49,007,554
Bond 2023 Prop B	350,474	118,891	-	469,365
<b>Total</b>	<b>\$ 67,920,527</b>	<b>\$ 718,406</b>	<b>\$ -</b>	<b>\$ 68,638,933</b>

14

<sup>1</sup> Amounts as of 01/30/2025 (financial data prior to January's month-end reports)

<sup>2</sup> Additions to contingency include interest income (Bond 2014, Bond 2018, Bond 2023A, Bond 2023B)

<sup>3</sup> NA

# 2023 Bond: Progress on Independent Cost Estimates

16%

Projects without  
Independent Cost  
Estimates

7

Updated Estimates or  
Bids Received Since  
January 2025

15





**Questions?**

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Information: Targeted Improvement and Monitoring**  
**References: AIC (Legal) and AID (Legal)**  
**Department: Department of School Leadership**

**Summary**

Staff will deliver a presentation on the Targeted Improvement of Marshall High School, McAuliffe Middle School, and Blue Ridge-Briargate Elementary School. The presentation will include information about monitoring and support for Willowridge High School.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Andria Schur  
Chief of Schools

FBI<sup>★</sup>ISD

# Targeted Improvement Plans and Monitoring Update



**Lead**  
**THE PAC**

# Targeted Improvement and Monitoring

- Targeted Improvement - comprehensive support designated to the bottom 5% of Title 1 Campuses in Domain 3: Closing the Gaps for 3 consecutive years.
- Monitoring – campuses that come out of Targeted Improvement that are monitored for 2 years with support under the Effective Schools Framework Focused Support Grant (ESF-FSG 2024-2026)

Targeted Improvement Provided	Monitor and Support
<ul style="list-style-type: none"><li>○ Marshall High School (STAAR Reading &amp; Math, Graduation Rate, CCMR Rate)</li><li>○ McAuliffe Middle School (STAAR Reading &amp; Math)</li><li>○ Blueridge-Briargate Elementary School (STAAR Reading &amp; Math)</li></ul>	<ul style="list-style-type: none"><li>○ Willowridge High School</li></ul>

# Effective Schools Framework Diagnostic

The ESF Diagnostic process is a collaborative effort between the campus and district leadership team to locally improve student outcomes. The results of an ESF Diagnostic provide a detailed final report that clearly outlines synthesized evidence collected from artifacts, observations, and focus groups, aligned specifically to the Effective Schools Framework.

20

# ESF Diagnostic Findings

- Marshall High School
  - Lever 4: High quality instructional materials and assessments (not started)
  - Lever 5: Effective instruction (planning and implementation phase)
- McAuliffe Middle School
  - Lever 4: High quality instructional materials and assessment (not started)
  - Lever 5: Effective instruction (planning and implementation phase)
- Blue Ridge-Briargate Elementary School
  - Lever 4: High quality instructional materials and assessments (not started)
  - Lever 5: Effective instruction (planning and implementation phase)

21

# Targeted Improvement Strategy Plan

<u>Comprehensive Campuses</u>  Marshall HS Christa McAuliffe MS Blueridge-Briargate ES	<u>Effective Schools Framework Grant Monitor/Support 2024-26</u>  Willowridge HS
<ul style="list-style-type: none"><li>• Strong Foundations - Planning</li><li>➤ Learning Acceleration Support Opportunities (LASO) III</li></ul>	<ul style="list-style-type: none"><li>• Texas Instructional Leadership (TIL)</li></ul>

# Resource Allocation and Progress Monitoring

Key Resources	Potential Barriers	Progress Monitoring
<ul style="list-style-type: none"><li>• School Leadership</li><li>• School Improvement</li><li>• Accountability</li><li>• Academic Affairs</li><li>• Campus Leaders</li><li>• FBISD Curriculum</li></ul>	<ul style="list-style-type: none"><li>• Inconsistent use of curriculum resources</li></ul>	<ul style="list-style-type: none"><li>• District Learning Assessments</li><li>• Common Formative Assessments</li><li>• NWEA MAP Growth</li></ul>

23



# Soliciting Public Feedback

- Title I Night
- Campus Planning Advisory Council (CPAC)
- Spring Open House

24

# Questions

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**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:

- December 2, 2024 Called Meeting and Agenda Review
- December 9, 2024 Special Called Meeting – Teambuilding
- December 16, 2024 Regular Business Meeting

**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:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Chris Gilbert  
Interim General Counsel

Minutes  
**Fort Bend ISD Board of Trustees**  
Called Meeting and Agenda Review  
December 2, 2024

A Board of Trustees Called Meeting and Agenda Review was held on Monday, December 2, 2024 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/321551>.

The agenda packet for the meeting can be found here: <https://meetings.boardbook.org/Public/Agenda/649?meeting=661766>.

Presiding Officer.....Mrs. Kristin K. Tassin, President

Board Members Present

- Mr. Rick Garcia, Vice President
- Mr. David Hamilton, Secretary (participated virtually)
- Mrs. Angie Hanan
- Mr. Adam Schoof
- Dr. Shirley Rose-Gilliam
- Ms. Sonya Jones (joined in progress)

School Officials Present

- Dr. Marc Smith, Superintendent of Schools
- Beth Martinez, Deputy Superintendent Chief of Staff
- Kathleen Brown, Deputy Superintendent of Operations
- Dr. Jaretha Jordan, Deputy Superintendent of Teaching and Learning
- Chassidy Olainu-Alade, Interim Chief Communications Officer
- Bryan Guinn, Chief Financial Officer
- Dr. Adam Stephens, Chief Academic Officer
- Glenda Johnson, Chief Human Resources Officer
- Long Pham, Chief Information Officer
- David Rider, Chief of Police
- Dr. Andria Schur, Chief of Schools
- Dr. Damian Viltz, Chief Operations Officer

Amanda Bubela, Recording Secretary (virtual)

Others Present

- Jonathan Brush, Board Counsel
- FBISD Staff and Employees

## 1.-2. Meeting Called to Order and Pledges of Allegiance

President Tassin 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. President Tassin asked everyone to stand for the Pledges of Allegiance, led by Mr. Garcia, followed by a moment of silence.

## 3. Board Member Report

Prior to Board member reports, President Tassin shared the President's Report would be shared at the upcoming Regular Board meeting.

- A. President's Report
- B. Policy Committee

## 4. Information

- A. 2025 Bond Parameter Orders
- B. Culture Climate Survey Results
- C. Student Engagement Survey Results
- D. Attendance Boundary Change Process
- E. Report of Purchasing Cooperative Memberships Annual Management Fees

## 5. Public Comment

There were no public comments.

## 6. Closed Session

The Board convened in closed session at 8:11 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.

## 7. Reconvene in Open Session

The Trustees reconvened in open session at 8:33 p.m.

## 8. Consider Action on Closed Session Items

There were no action items following closed session.

## 9. Review

- A. **International Student Travel:** Consideration and approval of international travel during the summer of 2025 by Clements High School students to participate in the 2025 Chiba City, Japan Student Exchange Program.
- B. **Board of Trustees Meeting Minutes:** Consideration and approval of the minutes of Fort

Bend ISD Board of Trustees meetings and/or public hearing on the following dates:

1. October 7, 2024 - Special Called Meeting: Listening Tour
2. October 7, 2024 - Called Meeting and Agenda Review
3. October 15, 2024 - Special Called Meeting
4. October 21, 2024 - Regular Business Meeting

C. **Deletion, Adoption, and Revision of Policies: FFA (Local), GRA (Local), and BQAA (Local).** Consideration and approval of proposed revisions to local policies included in TASB Update 121:

1. FFA (Local) - Student Welfare: Wellness and Health Services
2. GRA (Local) - Relations with Governmental Entities - State and Local Governmental Authorities
3. BQAA (Local) - Planning and Decision-Making Process: District Level

D. **Fixed Rate Bond Order for New Money and Refunding Bonds & Commercial Paper:** Consideration and approval of an order authorizing the issuance of Fort Bend ISD Fixed 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 "Fixed Rate Order").

E. **Variable Rate Bond Order for New Money and Refunding Bonds and Commercial Paper:** Consideration and approval of an 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 related thereto (the "Variable Rate Order").

F. **Conversion Order for Series 2020B Bonds:** Consideration and approval of an order authorizing the conversion of the Fort Bend Independent School District Variable Rate Unlimited Tax School Building and Refunding Bonds, Series 2020B to a new rate period; authorizing the preparation of a remarketing memorandum; and enacting other provisions relating thereto (the "Conversion Order").

G. **Bond Reimbursement Resolution:** Consideration and approval of a Resolution expressing the intent to finance expenditures ("Reimbursement Resolution") to be incurred in conjunction with the 2023, 2028 and 2014 Bond Programs.

Note: President Tassin pointed out the agenda erroneously referred to a "2028" bond, which should be "2018."

H. **Investment Pool Resolutions:** Consideration and approval of a resolution for changes to the District's authorized signers at three (3) investment pools.

I. **First Quarter Financials:** Consideration and approval of the first quarter 2024-25 Financial Report.

J. **2025-26 Staffing:** Consideration and approval of new positions in the General Fund to open a new Elementary campus in 2025-26.

K. **Bond 2023 Program Contingency:** Consideration and approval for the use of 2023

Bond Program Contingency as proposed by Administration.

L. **Review of proposed expenses that exceed \$50,000: Specifically for:**

1. **Budget Amendment: Construction Services for Marshall High School Renovations (BP029):** Consideration and approval of a Construction Services Agreement with Prime Contractors, Inc. for Marshall High School Renovations (BP029) for a stipulated lump sum amount of \$18,269,000 and authorization for the Superintendent to negotiate and execute or terminate the agreements.
2. **Construction Services for HVAC MEP East Central 1 Renovations and Upgrades at Multiple Campuses (BP042):** Consideration and approval of a Construction Services Agreement with Prime Contractors for HVAC-MEP East Central 1 renovations and upgrades at multiple campuses (BP042), for a not-to-exceed amount of \$9,168,000 and authorization for the Superintendent to negotiate and execute or terminate the agreement.
3. **Construction Services for HVAC-MEP East Central 2 Renovations and Upgrades at Multiple Campuses (BP043):** Consideration and approval of a Construction Services Agreement with M. Scott Construction, Inc. for HVAC-MEP East Central 2 renovations and upgrades at multiple campuses (BP043), for a not-to-exceed amount of \$9,294,000 and authorization for the Superintendent to negotiate and execute or terminate the agreements.
4. **Donations over \$50K:** Consideration and approval of cash and non-cash donations.
5. **Concealed Weapons Detection (Increase):** Consideration and approval to increase the existing contract awarded under 23-002AR Concealed Weapons Detection by \$851,991 for a total not-to-exceed amount of \$976,991 to continue purchasing Concealed Weapons Detection equipment through May 2027.
6. **Band Uniforms and Related Items - Hightower High School:** Consideration and approval for the purchase of band uniforms and related items from Fred J. Miller, Inc. through the Buy Board cooperative contract for an amount not-to-exceed \$109,884 and authorization for the Superintendent to negotiate and execute the agreement through May 2025.
7. **Band Uniform and Related Items - Willowridge High School:** Consideration and approval for the purchase of band uniforms and related items from DeMoulin Brothers and Company through Buy Board cooperative contract for an amount to exceed \$106,989 and authorization for the Superintendent to negotiate and execute the agreement through May 2025.

10. Adjournment

Having no further business before the Board, **MOTION** was made by **Dr. Gilliam** to adjourn the meeting at 9:12 p.m.

---

Kristin K. Tassin, President

David Hamilton, Secretary

Minutes  
**Fort Bend ISD Board of Trustees**  
Special Called Meeting - Teambuilding  
December 9, 2024

A Board of Trustees Special Called Meeting was held on Monday, December 9, 2024, 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/322117>.

A quorum of the Board of Trustees attended in-person at this location. The agenda packet for the meeting can be found here:

<https://meetings.boardbook.org/Public/Agenda/649?meeting=661768>.

Presiding Officer.....Mrs. Kristin K. Tassin, President

Board Members Present

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

School Officials Present

Dr. Marc Smith, Superintendent of Schools  
Beth Martinez, Deputy Superintendent Chief of Staff  
Kathleen Brown, Deputy Superintendent of Operations  
Dr. Jaretha Jordan, Deputy Superintendent of Teaching and Learning  
Chassidy Olainu-Alade, Interim Chief Communications Officer  
Bryan Guinn, Chief Financial Officer  
Dr. Adam Stephens, Chief Academic Officer  
Glenda Johnson, Chief Human Resources Officer  
Long Pham, Chief Information Officer  
David Rider, Chief of Police  
Dr. Andria Schur, Chief of Schools  
Dr. Damian Viltz, Chief Operations Officer

Amanda Bubela, Recording Secretary (virtual)

Others Present

FBISD Staff and Employees

1. Meeting Called to Order

President Tassin called the meeting to order at 6:02 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. Teambuilding

4. – 5. Convene in Closed Session, Reconvene in Open Session

The Board did not convene in Closed Session.

6. Adjournment

Having no further business before the Board, MOTION by Mr. Hamilton to adjourn the meeting at 8:15 p.m.

---

Kristin K. Tassin, President

David Hamilton, Secretary

Minutes  
**Fort Bend ISD Board of Trustees**  
Regular Business Meeting  
December 16, 2024

A Board of Trustees Regular Business Meeting was held on Monday, December 16, 2024 beginning at 6:00 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/322827>.

The agenda packet for the meeting can be found here:  
<https://meetings.boardbook.org/Public/Agenda/649?meeting=661767>.

Presiding Officer.....Mrs. Kristin K. Tassin, President

Board Members Present

Mr. Rick Garcia, Vice President  
Mr. David Hamilton, Secretary  
Mrs. Angie Hanan  
Mr. Adam Schoof (joined in progress)  
Dr. Shirley Rose-Gilliam  
Ms. Sonya Jones

School Officials Present

Dr. Marc Smith, Superintendent of Schools  
Beth Martinez, Deputy Superintendent Chief of Staff  
Kathleen Brown, Deputy Superintendent of Operations  
Dr. Jaretha Jordan, Deputy Superintendent of Teaching and Learning  
Chassidy Olainu-Alade, Interim Chief Communications Officer  
Dr. Adam Stephens, Chief Academic Officer  
Glenda Johnson, Chief Human Resources Officer  
Long Pham, Chief Information Officer  
David Rider, Chief of Police  
Dr. Andria Schur, Chief of Schools  
Dr. Damian Viltz, Chief Operations Officer

Amanda Bubela, Recording Secretary (virtual)

Others Present

Chris Gilbert, Interim General Counsel  
Jonathan Brush, Board Counsel  
FBISD Staff and Employees

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

President Tassin called the meeting to order at 6:00 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. President Tassin asked everyone to stand for the National Anthem, performed by the Clements High School choir ensemble. Following the performance, everyone was asked to remain standing for a moment of silence.

### 4. Recognitions

The Board recognized several students and campuses including:

Members of the Clements High School Choir Ensemble who performed the National Anthem.

- Jade Blakey and Justin Shen, Directors

Fifteen Fort Bend ISD music ensembles, which were recognized as Mark of Excellence winners, sponsored by the Foundation of Music Education.

#### **Dulles High School**

National Orchestra Honors - Commended Winners  
Honors String Orchestra  
Peter Pomajevich, director  
Rohith Sriram and Megan Chen, student leaders

National Wind Band Honors - Commended Winners  
Honors Band  
Arnel Dayrit, director  
Pratheek Mukkavilli, student leader

#### **Elkins High School**

National Percussion Honors – National Winner  
Percussion Ensemble  
Christopher Dial, director  
Cayden Luke, student leader

National Wind Band Honors – National Winner  
Wind Ensemble  
Joseph Chen, director  
Kevin Hu, student leader

Citation of Excellence – Commended Winners  
Symphonic Band  
William Phi, director  
Nissi Peters, student leader

National Orchestra Honors – Commended Winners  
Chamber Orchestra  
Joe Garcia, director  
Daya Mathew, student leader

**Kempner High School**

New Music Division – Commended Winners and National Wind Band Honors – Commended Winners  
Wind Ensemble  
Paul Brodt, director  
Aaron Lu, student leader

**Fort Settlement Middle School**

National Orchestra Honors – National Winners  
Chamber Orchestra  
Angela Peugnet and Elizabeth Spencer, directors  
Brynn Peugnet, student leader

National Wind Band Honors – Commended Winners  
Honors Band  
Theresa Baragas and Tiffany Ye, directors

**Hodges Bend Middle School**

National Wind Band Honors – New Music Division Middle School - Commended Winners and Band Class A Division – Commended Winner  
Honors Band  
Aaron Goldfarb, director

**Sartartia Middle School**

National Orchestra Honors – National Winners  
Honors Orchestra  
Heather Davis, director  
Renee Qiu, student leader

Citation of Excellence – Commended Winners  
Camerata Orchestra,  
Neslihan Pehlivan and Katherine Tapp, student leaders

**First Colony Middle School**

National Choral Honors – Commended Winners  
Bobcat Select Tenor-Bass Choir and Select Treble Choir  
Tommy Trinh and Joshua Sarmiento, directors

**Clements High School** (not present due to their travel perform at the annual Midwest Band and Orchestra Conference)  
National Orchestra Honors – National Winners  
Chamber Strings  
Neal Springer and Sally Kirk, directors

Elkins High School student Aamna Azeem, for being awarded the 2024 National PTA Reflections Award of Excellence and the Texas PTA Overall Award of Excellence in Literature.

Clements High School student Khai Pham for being named 2024 Student Hero for District 7 State Board of Education.

Willowridge High School Principal Dr. J.J. Roberts and team, in celebration of the school's significant improvements and their exit from School Improvement Status.

#### 5. Superintendent Update

#### 6. Board Member Reports

- A. President's Report
- B. Board Activity Report

#### 7. Public Comment

- Deric Dawson, president of Fort Bend American Federation of Teachers, with concerns about a lack of support for special education teachers and paraprofessionals, and requesting training for FBISD staff.
- Dwight Harris, concerning the challenges schools are facing and the upcoming legislative session, and asking Board members to contact their representatives.
- Mandy Bui, regarding Gibson's audit of the 2023 Bond and overcrowding at Neill Elementary, and advocating for the board to bring Elementary 55 back to the 2023 Bond.
- Lee Edwards, parent of Neill Elementary student, regarding Gibson's audit of the 2023 Bond and the decision to remove Elementary 55 from the bond program.
- Dolores Collins, a resident of the Willowridge High School attendance zone, expressing pride in the WHS community, the Willowridge Wall of Honor organization, and congratulating the school's administration for their efforts to improve WHS.

#### 8. Information

- A. Intruder Detection Report
- B. Gibson Construction Audit Report
- C. 2025 CCMR Data and CTE Outcomes

#### 9. Discussion

- A. **Cell Phone Policy:** Discussion about Policy FNCE (Local) regarding student cell phone usage.

#### 10. Action

- A. **Communication Equipment and Services:** Consideration and approval for the purchase of communication equipment and services under a cooperative contract with Motorola Solutions, Inc. through the Houston- Galveston Area Council (H-GAC) cooperative for an amount not-to-exceed \$742,998 and authorization for the Superintendent to negotiate and execute the agreement through December 2029.

**MOTION made by Mr. Garcia and SECONDED by Ms. Jones** that the Board approve Action Agenda Item 10.A for communication equipment and services as presented.

**MOTION CARRIES, 7-0.**

Yay: Tassin, Garcia, Hamilton, Hanan, Schoof, Gilliam, Jones

#### 11. Consent Agenda

**MOTION made by Mr. Garcia and SECONDED by Mrs. Hanan** that the Board approve the Consent Agenda, in its entirety, as presented.

**MOTION CARRIES, 7-0.**

Yay: Tassin, Garcia, Hamilton, Hanan, Schoof, Gilliam, Jones

- A. **International Student Travel:** Consideration and approval of international travel during the summer of 2025 by Clements High School students to participate in the 2025 Chiba City, Japan Student Exchange Program.
- B. **Board of Trustees Meeting Minutes:** Consideration and approval of the minutes of Fort Bend ISD Board of Trustees meetings and/or public hearing on the following dates:
  - 1. October 7, 2024 - Special Called Meeting: Listening Tour
  - 2. October 7, 2024 - Called Meeting and Agenda Review
  - 3. October 15, 2024 - Special Called Meeting
  - 4. October 21, 2024 - Regular Business Meeting
- C. **Deletion, Adoption, and Revision of Policies: FFA (Local), GRA (Local), and BQAA (Local).**
  - 1. FFA (Local) - Student Welfare: Wellness and Health Services
  - 2. GRA (Local) - Relations with Governmental Entities - State and Local Governmental Authorities
  - 3. BQAA (Local) - Planning and Decision-Making Process: District Level
- D. **Fixed Rate Bond Order for New Money and Refunding Bonds & Commercial Paper:** Consideration and approval of an order authorizing the issuance of Fort Bend ISD Fixed 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 "Fixed Rate Order").
- E. **Variable Rate Bond Order for New Money and Refunding Bonds and Commercial Paper:** Consideration and approval of an 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 related thereto (the "Variable Rate Order").
- F. **Conversion Order for Series 2020B Bonds:** Consideration and approval of an order authorizing the conversion of the Fort Bend Independent School District Variable Rate Unlimited Tax School Building and Refunding Bonds, Series 2020B to a new rate period; authorizing the preparation of a remarketing memorandum; and enacting other provisions relating thereto (the "Conversion Order").
- G. **Bond Reimbursement Resolution:** 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.
- H. **Investment Pool Resolutions:** Consideration and approval of a resolution for changes to the District's authorized signers at three (3) investment pools.
- I. **First Quarter Financials:** Consideration and approval of the first quarter 2024-25 Financial Report.
- J. **2025-26 Staffing:** Consideration and approval of new positions in the General Fund to open a new Elementary campus in 2025-26.
- K. **Bond 2023 Program Contingency:** Consideration and approval for the use of 2023 Bond Program Contingency as proposed by Administration.
- L. **Consideration and approval of proposed expenses that exceed \$50,000:**
  - 1. **Construction Services for Marshall High School Renovations (BP029):**

- Consideration and approval of a Construction Services Agreement with Prime Contractors, Inc. for Marshall High School Renovations (BP029) for a stipulated lump sum amount of \$18,269,000 and authorization for the Superintendent to negotiate and execute or terminate the agreements.
2. **Construction Services for HVAC MEP East Central 1 Renovations and Upgrades at Multiple Campuses (BP042):** Consideration and approval of a Construction Services Agreement with Prime Contractors for HVAC-MEP East Central 1 renovations and upgrades at multiple campuses (BP042), for a not-to-exceed amount of \$9,168,000 and authorization for the Superintendent to negotiate and execute or terminate the agreement.
  3. **Construction Services for HVAC-MEP East Central 2 Renovations and Upgrades at Multiple Campuses (BP043):** Consideration and approval of a Construction Services Agreement with M. Scott Construction, Inc. for HVAC-MEP East Central 2 renovations and upgrades at multiple campuses (BP043), for a not-to-exceed amount of \$9,294,000 and authorization for the Superintendent to negotiate and execute or terminate the agreements.
  4. **Donations over \$50K:** Consideration and approval of cash and non-cash donations.
  5. **Concealed Weapons Detection (Increase):** Consideration and approval to increase the existing contract awarded under 23-002AR Concealed Weapons Detection by \$851,991 for a total not-to-exceed amount of \$976,991 to continue purchasing Concealed Weapons Detection equipment through May 2027.
  6. **Band Uniforms and Related Items - Hightower High School:** Consideration and approval for the purchase of band uniforms and related items from Fred J. Miller, Inc. through the Buy Board cooperative contract for an amount not-to-exceed \$109,884 and authorization for the Superintendent to negotiate and execute the agreement through May 2025.
  7. **Band Uniform and Related Items - Willowridge High School:** Consideration and approval for the purchase of band uniforms and related items from DeMoulin Brothers and Company through Buy Board cooperative contract for an amount to exceed \$106,989 and authorization for the Superintendent to negotiate and execute the agreement through May 2025.

## 12. Convene in Closed Session

The Board convened in closed session at 9:26 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. Consult with legal counsel regarding the hearing officer's recommendation in the Level Three FNG grievance appeal of Bayode B.

## 13. Reconvene in Open Session

The Trustees reconvened in open session at 10:53 p.m.

## 14. Consider Action on Closed Session Items

- A. Deliberate hearing officer's recommendation in the Level Three FNG grievance appear of Bayode B.

**MOTION made by Mr. Garcia and SECONDED by Mrs. Hanan** that the Board accept the hearing officer's recommendation concerning Level Three FNG grievance of Bayode B.

**MOTION CARRIES**, 7-0.

Yay: Tassin, Garcia, Hamilton, Hanan, Schoof, Gilliam, Jones

15. Future Meeting Discussion

16. Adjournment

Having no further business before the Board, **MOTION** was made by Mr. Hamilton to adjourn the meeting at 10:55 p.m.

---

Kristin K. Tassin, President

David Hamilton, Secretary

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: District Improvement Plan**  
**Performance Objectives 2024-25**  
**References: BQA (Legal, Local)**  
**Department: Chief Organizational Development**

### **Recommendation**

Consideration and approval of the District Performance Objectives included in the District Improvement Plan (DIP) for the 2024- 25 year.

### **Background**

Annually, as part of the continuous improvement cycle, District leaders engage in the development of the District Improvement Plan (DIP). This process launches with a Comprehensive Needs Assessment followed by the development of Performance Objectives and Strategies correlated to each of the Board-approved priorities and goals.

To support the improvement process, District staff implement strategies, monitor progress, and refine action steps associated with the DIP to ensure progress throughout the year toward achieving the Board-approved Performance Objectives, priorities, and goals to fulfill the District's vision.

As part of the development of the DIP, the Organizational Development Team has taken action to ensure compliance with Texas Education Code (TEC) Sections 11.251 and 11.252 regarding District-level Planning and Decision-Making. The District Planning and Advisory Committee (DPAC) reviewed the DIP in their February meeting. The DPAC will engage in data review and provide input related to strategies at a follow up meeting in Spring 2025.

The steps listed below provide a summary of necessary actions scheduled to support the 2024 -25 District Improvement Planning cycle:

- A District-level comprehensive needs assessment, addressing performance on achievement indicators and other appropriate measures of performance were examined.
- Based upon the identified patterns and trends, the Teaching & Learning, Department of School Leadership, and Operational Departments determined needed adjustments to address areas of need through the DIP Performance Objectives.
- Department Leaders reviewed to ensure a clear focus on areas of opportunity to improve student learning through defined Performance Objectives.
- Based upon the input, the Performance Objectives were refined for consideration and possible approval by the Board.

The Performance Objectives are attached. The Board will receive DIP progress updates at End of Year tied to defined performance objectives.

Submitted by:

Dr. Marc Smith  
Superintendent of Schools

Recommended by:

Stephanie Williams  
Chief Organizational Development

## 2024-2025 District Improvement Plan Performance Objectives

*Note: Board Goals are highlighted in green and include annual targets where appropriate.*

<b>Priority 1</b> <i>eTeam Leader</i> <i>Data Cycle (BOY, MOY, EOY)</i>	<b>INCREASE SUCCESSFUL STUDENT OUTCOMES THROUGH ENHANCED LEARNING OPPORTUNITIES</b>
<b>PO 1.1</b> <i>Adam Stephens</i> <i>MOY, EOY</i>	By June 2025, 60% of students in grades 3,5,8, and 10 will grow at least one year in <b>Reading</b> as indicated by NWEA MAP Growth Measures. (Priority 1, Board Goal 1: 2028 80%)
<b>PO 1.2</b> <i>Adam Stephens</i> <i>EOY</i>	By June 2025, FBISD will increase the percentage of students scoring Meets or above on STAAR/EOC <b>Reading</b> from 63% to 65%.
<b>PO 1.3</b> <i>Adam Stephens</i> <i>EOY</i>	By June 2025, FBISD will increase the percentage of students scoring Meets or above on STAAR/EOC <b>Math</b> from 51% to 55%.
<b>PO 1.4</b> <i>Adam Stephens</i> <i>EOY</i>	By June 2025, FBISD will increase the percentage of students scoring Meets or above on STAAR/EOC <b>Science</b> from 50% to 55%.
<b>PO 1.5</b> <i>Adam Stephens</i> <i>EOY</i>	By June 2025, FBISD will increase the percentage of students scoring Meets or above on STAAR/EOC <b>Social Studies</b> from 60% to 65%.
<b>PO 1.6</b> <i>Adam Stephens</i> <i>EOY</i>	For the graduating class of 2026, the percentage of graduates that meets the criteria for CCMR will increase from 60% to 90%. (Priority 1, Board Goal 2; 2026 90%)

<b>Priority 2</b> <i>eTeam Leader</i> <i>Data Cycle (BOY, MOY, EOY)</i>	<b>CREATE AND SUSTAIN A CULTURE AND CLIMATE OF PROFESSIONALISM, ACCOUNTABILITY, AND COMMUNICATION (PAC) WHERE STAKEHOLDERS (STUDENT, PARENTS, AND STAFF) ARE VALUED, INSPIRED, AND ENGAGED.</b>
<b>PO 2.1</b> <i>Stephanie Williams</i> <i>EOY</i>	By June 2025, FBISD will increase overall staff satisfaction with the district from 73% to 77% through an organizational focus on the principles of PAC as measured by the District Culture and Climate Survey. (Priority 2, Board Goal 1: 2027 85%)
<b>PO 2.2</b> <i>Glenda Johnson</i> <i>EOY</i>	By June 2025, FBISD will increase the percent of staff that would recommend FBISD to a colleague from 77% to 80% as reported on the employee Stay Survey.
<b>PO 2.3</b> <i>Glenda Johnson</i> <i>BOY, MOY, EOY</i>	By June 2025, FBISD will retain high quality teachers as evidenced by a decrease in the teacher turnover rate from 13.8% to less than 13%.
<b>PO 2.4</b> <i>Glenda Johnson</i> <i>BOY, MOY, EOY</i>	By June 2025, FBISD will decrease all District staff turnover rate for all non-teaching staff from 18.16% to less than 17.5%
<b>PO 2.5</b> <i>Stephanie Williams</i> <i>EOY</i>	By June 2025, FBISD will increase overall secondary student engagement in schools from 78% to 80% evidenced by students indicating they feel good about being in school on the District Student Engagement Survey. (Priority 2, Board Goal 2: 2027 85%)
<b>PO 2.6</b> <i>Stephanie Williams</i> <i>EOY</i>	By June 2025, FBISD will increase parent satisfaction with FBISD schools from 80% to 82% evidenced by parents indicating the quality of their child’s school as excellent or good through an organizational focus on the principles of the PAC as measured by the District Culture and Climate Survey. (Priority 2, Board Goal 3: 2027 85%)
<b>PO 2.7</b> <i>Chassidy Olainu-Alade</i> <i>EOY</i>	By June 2025, FBISD will increase participation across all programs (mentoring, Exemplary Partners, Shared Dreams, Community Sponsors, FACE Involvement) by 15% compared to last year.
<b>PO 2.8</b> <i>Adam Stephens</i> <i>BOY, MOY, EOY</i>	By June 2025, FBISD will maintain at least 80% district wide PBIS implementation from BOY to EOY of Tier I practices through systemic identification using multiple data sources as evidenced in the Tiered Fidelity Inventory.
<b>PO 2.9</b> <i>Adam Stephens</i> <i>BOY, MOY, EOY</i>	By June 2025, FBISD will increase district wide PBIS implementation Tier II practices by 10% from BOY to EOY through systemic identification using multiple data sources as evidenced in the Tiered Fidelity Inventory.

<b>Priority 3</b> <i>eTeam Leader</i> <i>Data Cycle (BOY, MOY, EOY)</i>	<b>EXHIBIT FINANCIAL RESPONSIBILITY THROUGH TRANSPARENT BUDGETING PROCESSES AND EFFECTIVE MANAGEMENT OF RESOURCES ALIGNED TO THE DISTRICT STRATEGIC PLAN.</b>
<b>PO 3.1</b> <i>Bryan Guinn</i> <i>EOY</i>	By June 2025, FBISD will review 100% of the key revenue drivers with the Board and align all funding with the district strategic plan. (Priority 3, Board Goal 1)
<b>PO 3.2</b> <i>Bryan Guinn</i> <i>EOY</i>	By June 2025, FBISD will ensure budget managers stay within allocated budgets.
<b>PO 3.3</b> <i>Bryan Guinn</i> <i>EOY</i>	By June 2025, FBISD will utilize District program evaluation/reviews and the results of internal/external audits to build budget recommendations for the following school year.

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Targeted Improvement Plan for**  
**Blue Ridge-Briargate Elementary School**  
**References: AIC (Legal) and AID (Legal)**  
**Department: Department of School Leadership**

**Recommendation**

Consideration and approval of the Targeted Improvement Plan (TIP) required by Texas Education Agency for Blue Ridge-Briargate Elementary.

**Background**

In 2024, Blue Ridge-Briargate Elementary was identified as a Comprehensive Support and Improvement (CSI) campus. Campuses identified as CSI are required to participate in interventions, develop a Targeted Improvement Plan (TIP), conduct a Board hearing to approve the plan for the following year, and submit the plan to the Texas Education Agency. At this time, the administration is asking the Board to approve the Blue Ridge-Briargate Elementary's Targeted Improvement Plan for the 2025-2026 school year.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Andria Schur  
Chief of Schools

**What is your School Improvement Strategy?**

Strong Foundations: Planning

**Give a 1-2 sentence description of your strategy for school improvement:**

Strong Foundations Planning provides professional development on evidenced-based instructional strategies and a road map for creating a literacy framework. Afterwards, FBISD will align our curriculum and professional development to the drafted literacy framework.

**Name at least one evidence-based intervention that is incorporated into this strategy:**

Evidence-based writing in a research-based instructional strategy that is part of the Strong Foundations: Planning training. We will provide training to all teachers on effective evidence-based writing instruction and how to provide high-quality feedback to students to improve their writing. Afterwards, we will align our common formative assessments to give students multiple opportunities to practice extended constructive response.

**ESF Diagnostic (Date and Prioritized Areas for Improvement):**

Diagnostic completion date (following site visit): October, 2024  
Lever 4: High quality instructional materials and assessments  
Lever 5: Effective instruction

**What allocations of resources (time, funding, staffing) are needed to implement your school improvement strategy based on your ESF diagnostic?**

Time: Both planning time built into the Master Schedule, as well as district Professional Development days that will be utilized for direct targeted support.  
Funding: Outside of existing general funding of staff; additional funding sought (LASO Grant)  
Staffing resources to included: School Leadership, School Improvement, Accountability, Academic Affairs, Campus Leaders  
Additional Resources: FBISD Curriculum Resources

**How have stakeholders been engaged to solicit feedback on the school improvement strategy and curriculum chosen (Include any dates of public meetings)?**

Title I Night  
Campus Planning Advisory Council (CPAC)  
Spring Open House

**Date of Board approval on the school improvement strategy and Targeted Improvement Plan:**

*February 17, 2025 tentative*

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Targeted Improvement Plan for  
McAuliffe Middle School**  
**References: AIC (Legal) and AID (Legal)**  
**Department: Department of School Leadership**

### **Recommendation**

Consideration and approval of the Targeted Improvement Plan (TIP) required by Texas Education Agency for McAuliffe Middle School.

### **Background**

In 2023, McAuliffe Middle School was identified as a Comprehensive Support and Improvement (CSI) campus. Traditionally, campuses identified as CSI are required to participate in interventions, develop a Targeted Improvement Plan (TIP), conduct a Board hearing to approve the plan for the following year, and submit the plan to the Texas Education Agency. Due to pending TEA litigation and the postponement of accountability scores, the requirements for board approved Targeted Improvement Plans were postponed across the state. In addition, the development and submission of plans changed to the ISAM platform which has simplified the formatting. At this time, the administration is asking the Board to approve the McAuliffe Middle School's Targeted Improvement Plan for the 2025-2026 school year.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Andria Schur  
Chief of Schools

**What is your School Improvement Strategy?**

Strong Foundations: Planning

**Give a 1-2 sentence description of your strategy for school improvement:**

Strong Foundations Planning provides professional development on evidenced-based instructional strategies and a road map for creating a literacy framework. Afterwards, FBISD will align our curriculum and professional development to the drafted literacy framework.

**Name at least one evidence-based intervention that is incorporated into this strategy:**

Evidence-based writing in a research-based instructional strategy that is part of the Strong Foundations: Planning training. We will provide training to all teachers on effective evidence-based writing instruction and how to provide high-quality feedback to students to improve their writing. Afterwards, we will align our common formative assessments to give students multiple opportunities to practice extended constructive response.

**ESF Diagnostic (Date and Prioritized Areas for Improvement):**

Diagnostic completion date (following site visit): October, 2024  
Lever 4: High quality instructional materials and assessments  
Lever 5: Effective instruction

**What allocations of resources (time, funding, staffing) are needed to implement your school improvement strategy based on your ESF diagnostic?**

Time: Both planning time built into the Master Schedule, as well as district Professional Development days that will be utilized for direct targeted support.  
Funding: Outside of existing general funding of staff; additional funding sought (LASO Grant)  
Staffing resources to included: School Leadership, School Improvement, Accountability, Academic Affairs, Campus Leaders  
Additional Resources: FBISD Curriculum Resources

**How have stakeholders been engaged to solicit feedback on the school improvement strategy and curriculum chosen (Include any dates of public meetings)?**

Title I Night  
Campus Planning Advisory Council (CPAC)  
Spring Open House

**Date of Board approval on the school improvement strategy and Targeted Improvement Plan:**

*February 17, 2025 tentative*

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Targeted Improvement Plan for  
Marshall High School**  
**References: AIC (Legal) and AID (Legal)**  
**Department: Department of School Leadership**

### **Recommendation**

Consideration and approval of the Targeted Improvement Plan (TIP) required by Texas Education Agency for Marshall High School.

### **Background**

In 2023, Marshall High School was identified as a Comprehensive Support and Improvement (CSI) campus. Traditionally, campuses identified as CSI are required to participate in interventions, develop a Targeted Improvement Plan (TIP), conduct a Board hearing to approve the plan for the following year, and submit the plan to the Texas Education Agency. Due to pending TEA litigation and the postponement of accountability scores, the requirements for board approved Targeted Improvement Plans were postponed across the state. In addition, the development and submission of plans changed to the ISAM platform, which has simplified the formatting. At this time, the administration is asking the Board to approve the Marshall High School's Targeted Improvement Plan for the 2025-2026 school year.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Andria Schur  
Chief of Schools

**What is your School Improvement Strategy?**

Strong Foundations: Planning

**Give a 1-2 sentence description of your strategy for school improvement:**

Strong Foundations Planning provides professional development on evidenced-based instructional strategies and a road map for creating a literacy framework. Afterwards, FBISD will align our curriculum and professional development to the drafted literacy framework.

**Name at least one evidence-based intervention that is incorporated into this strategy:**

Evidence-based writing in a research-based instructional strategy that is part of the Strong Foundations: Planning training. We will provide training to all teachers on effective evidence-based writing instruction and how to provide high-quality feedback to students to improve their writing. Afterwards, we will align our common formative assessments to give students multiple opportunities to practice extended constructive response.

**ESF Diagnostic (Date and Prioritized Areas for Improvement):**

Diagnostic completion date (following site visit): October, 2024  
Lever 4: High quality instructional materials and assessments  
Lever 5: Effective instruction

**What allocations of resources (time, funding, staffing) are needed to implement your school improvement strategy based on your ESF diagnostic?**

Time: Both planning time built into the Master Schedule, as well as district Professional Development days that will be utilized for direct targeted support.  
Funding: Outside of existing general funding of staff; additional funding sought (LASO Grant)  
Staffing resources to included: School Leadership, School Improvement, Accountability, Academic Affairs, Campus Leaders  
Additional Resources: FBISD Curriculum Resources

**How have stakeholders been engaged to solicit feedback on the school improvement strategy and curriculum chosen (Include any dates of public meetings)?**

Title I Night  
Campus Planning Advisory Council (CPAC)  
Spring Open House

**Date of Board approval on the school improvement strategy and Targeted Improvement Plan:**

*February 17, 2025 tentative*

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: International Student Travel**  
**References: Board Policy FMG (LOCAL) and**  
**FD (LEGAL)**  
**District Strategic Plan Goal 4**  
**Department: School Leadership**

### **Recommendation**

Consideration and approval of international travel by the Stephen F. Austin High School Senior NJROTC cadets to travel to Cozumel, Mexico.

### **Summary**

The following is a summary of the proposed annual trip to Cozumel, Mexico by the Stephen F. Austin NJROTC Unit. The trip will include approximately 30 senior NJROTC cadets, accompanied by Senior Chief Aaron Johnson, Senior Naval Science Instructor, Chief Daniel Becerra, Naval Science Instructor, three female FBISD employees and nine members of the NJROTC Parent Association Board Members. We will depart from Galveston on Carnival Cruise to Cozumel, Mexico April 17, 2025, and return April 21, 2025. Cadets will miss one half day of school only due to the trip covering Holiday Weekend. Approximate cost of the trip per student and parent is \$496.00. Each cadet, parent, and instructor are responsible for the entire financial obligation of the trip. Each cadet will have one parent onboard.

For the past four years these cadets have been learning diverse aspects of shipboard life from celestial navigation to true wind calculations, they have had to identify sea wave state and the difference between a swell wave and a normal wave. They have also learned how to calculate the formula computing sunrise, and sunset for the entire year. The cadets have also reviewed barometric pressure and the importance of calculation true wind versus relative wind for shipboard aircraft to take off and land. Additionally, we have discussed the difference between a fixed bearing point and a temporary bearing point to calculate position using mathematical equations without relying on GPS instruments. The Stephen F. Austin High School senior NJROTC cadets selected an opportunity to sail aboard an actual ship. This trip will provide relevant, hands-on experience and opportunity to connect classroom lesson to actual sea going activities for these cadets who have studied this material in the classroom over the past four years. It is important to note that this is a once in a lifetime opportunity for many of these seniors. Therefore, the Stephen F. Austin High School Senior NJROTC are respectfully requesting Board approval for international travel from Port of Galveston, Texas, to Port of Cozumel, Mexico.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Andria Schur  
Chief of Schools

**For: Fort Bend ISD Board of Trustees**  
**Date: February 24, 2025**  
**Action: Review: Approve Proclamation for Professional Buyer's Day on March 12, 2025**  
**References: Board Policy CFA (Legal)  
Board Policy CFA (Local)**  
**Department: Business and Finance**

### **Recommendation**

Consideration and approval of a proclamation naming March as National Procurement Month and March 12, 2025, as National Buyer's Day.

### **Summary**

The public procurement profession plays a significant role in the efficiency and effectiveness of procuring goods and services for the District. The District Materials Management Team works diligently to secure goods and services to fulfill the needs of the District by negotiating, implementing, and managing contracts, developing, implementing, and carrying out strategic procurement strategies, and cultivating and building positive working relationships with suppliers and departments within the District.

The District procurement professionals serve as the gatekeepers of the competitive process and are entrusted with the responsibility of ensuring that competitive processes are conducted with fairness and transparency to obtain the best value for the District. The team makes important contributions to ensure the efficient use of taxpayer dollars while maintaining the highest ethical standards.

The Materials Management Office is one of only 21 school districts in the nation to receive The Achievement of Excellence in Procurement Award from the National Procurement Institute and one of 80 Districts in the State of Texas to receive the Award of Merit in Purchasing Operations from the Texas Association of School Business Officials. These two prestigious awards recognize those organizations that demonstrate excellence in procurement by obtaining a high score based on a standardized criteria developed from national standards and involving a rigorous peer review by industry leaders. These awards are regarded as key benchmarks for measuring the quality of an organization and further validates that we've incorporated those recognized best practices into our daily operations providing us with the necessary insight to implement continuous process improvement.

Because Fort Bend ISD is focused on leading through excellence in public procurement, staff requests that the Board of Trustees approve a proclamation naming the month of March as National Procurement Month and March 12, 2025 as National Buyer's Day.

NIGP The Institute for Public Procurement has designated March as National Procurement Month and determined that the date for National Buyer's Day will be the second Wednesday each year. This proclamation will be an important recognition to celebrate the

positive impact that the Materials Management team has on the District and its operations in support of our students.

Recommended by:

Dr. Marc Smith Superintendent of Schools

Submitted by:

Bryan Guinn  
Chief Financial Officer

Richard Gay  
Executive Director, Business Services

## PROCLAMATION

**WHEREAS**, the public procurement profession plays a significant role in the efficiency and effectiveness of both government and business; and

**WHEREAS**, in addition to the purchase of goods and services, procurement professionals add value to the organization by performing such functions as executing, implementing, and administering contracts, developing strategic procurement strategies, and cultivating working relationships with suppliers and other departments within the organization; and

**WHEREAS**, public procurement professionals operate under many different titles including “Contract Officer”, “Procurement Specialist”, “Purchasing Agent”, etc., and whereas this Proclamation is intended to include all titles with the all-encompassing term “Professional Buyer”; and

**WHEREAS**, public procurement professionals have tremendous influence on the economic conditions in the United States and Canada, with accumulative purchasing power running into the billions of dollars; and

**WHEREAS**, the public procurement professionals serve as the gatekeeper of the competitive process and are entrusted with the responsibility of ensuring that competitive processes are conducted with fairness and transparency for our partners in the business community; and

**WHEREAS**, the Fort Bend Independent School District is focused on leading excellence in public procurement; and

**WHEREAS**, the Fort Bend Independent School District seeks to expand the awareness of the public procurement professional’s role to governmental officials, the public, business and corporate leaders.

**NOW, THEREFORE**, I, the President of the Board of Trustees of the Fort Bend Independent School District do hereby proclaim the month of March as National Procurement Month and March 12, 2025, as

### PROFESSIONAL BUYER’S DAY

and urge all members of the Fort Bend Independent School District and our Community to join in recognizing the role of the procurement professionals within business, industry, and government.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of February 2024.

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Annual Financial Audit  
Engagement Letter**  
**References: Board Policy CFA (Legal)**  
**Department: Business and Finance**

### **Recommendation**

The Administration is seeking Board approval of the Annual Financial Audit Engagement letter with Whitley Penn LLP for fiscal year 2024-25.

### **Summary**

The District is required to have a financial audit of its records each fiscal year to comply with Generally Accepted Accounting Principles (GAAP), state law and to ensure compliance with bond covenants. Whitley Penn has submitted a letter of engagement for the annual financial audit.

Fort Bend ISD issued proposals for external audit services in 2020 and the Board approved Whitley Penn LLP to provide annual independent audit services on February 22, 2021, with the option to renew for four (4) years. It is necessary for the Board to approve an engagement letter with Whitley Penn each year so that the audit staff can begin preliminary testing in conjunction with the end of year audit. The audit for fiscal year 2024-25 represents the fifth and final year of the potential five-year contract that can be exercised. The estimated annual audit fee is \$140,700 with an additional fee of \$20,000 for assistance with preparation of the annual report (the District did not need assistance last year with preparation) and \$160,700 is included in the General Fund Budget.

The engagement letter, dated January 15, 2025, is attached for the Board to execute. The estimated date for presentation of the final annual audit report to the Audit Committee and Board of Trustees is no later than November 2025.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Bryan Guinn  
Chief Financial Officer

January 15, 2025

To the Board of Trustees and Management  
Fort Bend Independent School District  
Sugar Land, Texas

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Fort Bend Independent School District (the "District"), as of June 30, 2025, and for the year then ended, and the related notes to the financial statements, which collectively comprise the District's basic financial statements.

In addition, we will audit the District's compliance over major federal award programs for the year ended June 30, 2025. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards* and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis,
- 2) General Fund Budgetary Schedule,
- 3) Pension Information, and
- 4) Other Post-employment Benefit Information.

Supplementary information other than RSI will accompany the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Combining and Individual Fund Statements and Budgetary Comparisons,
- 2) Required Texas Education Agency Schedules, and
- 3) Schedule of Expenditures of Federal Awards

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- 1) Introductory Section and
- 2) Statistical Section.

#### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

#### **Audit of the Financial Statements**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). As part of an audit of financial statements in accordance with GAAS and *in accordance with Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the District's Board of Trustees. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

#### **Audit of Major Program Compliance**

Our audit of the District's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the District's major federal programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;

4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For the design, implementation, and maintenance of internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
7. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
8. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence;
  - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information (including the schedule of expenditures of federal awards) referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria such as the Uniform Guidance, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

#### **Nonattest Services**

Nonattest services will include assistance with the preparation of the data collection form and its submission to the Federal Audit Clearinghouse. We will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. We will perform the services in accordance with applicable professional standards, including *Government Auditing Standards*.

Our responsibilities and limitations of the nonattest services are described below:

The nonattest services are limited to the services we described above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the District regarding these nonattest services, but the District must make all decisions with regard to those matters.

#### **Timing and Fees**

The timing of our audit will be scheduled for performance and completion as follows:

Document internal control and preliminary tests	May 2025
Inventory observation (for material balances)	June 30, 2025, or agreed upon date
Perform year-end audit procedures	August/September 2025
Issue audit reports	October/November 2025

We anticipate meeting these deadlines barring any delays.

Guadalupe R. Garcia, CPA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Whitley Penn, LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for the audit services will be based on the amount of time required and the difficulty of the work involved which we estimate to be \$140,700. This fee includes up to three (3) major federal programs. Each additional federal major program required to be tested will be an additional \$5,460. If requested, assistance with the preparation of the annual comprehensive financial report will be \$20,000. The fee estimate for the audit is based on anticipated cooperation from the District's personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with Whitley Penn, LLP policy, work may be suspended if your account becomes 30 days or more past due and will not resume until your account is paid in full. In addition, invoices not paid in full by the last day of the month will be assessed interest governed by Texas Government Code 2251, or similarly applicable law. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been complete even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Our final auditors' report will be released upon final payment of any outstanding invoices.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We would like to make the following comments regarding the fee estimates:

- 1) Our fee estimates have not considered the effects of any changes to auditing standards and accounting principles, which may be promulgated by the AICPA, Congress, or any other regulatory body in the future and are unknown to us at this time. If significant additional time is necessary resulting in increased fees, we will endeavor to notify you of any such circumstances as they are assessed.
- 2) Our fee estimates are based on the assumption that we will be able to obtain internal control reports from the District's service providers (e.g. Worker's Compensation and where necessary), more commonly referred to as a SOC 1 Report and that we will be able to place reliance on these reports for internal control purposes in conjunction with the internal controls present in the administration of the District. Any weaknesses noted in the internal control may affect the nature, timing, and extent of our procedures and accordingly our fees will be adjusted to reflect such changes.
- 3) The District's personnel are responsible for the preparation of all items requested in the Prepared by Client ("PBC") listing and received by the date requested. Any delays caused by not preparing the items when requested may result in additional fees, as well as the possibility of postponing our fieldwork. The PBC listing will be provided to you during the planning process of the engagement.
- 4) Time incurred for audit adjustments identified during our audit and the related additional testing required has not been considered in our fee estimates. Prior to performing any additional testing, we will notify you of the exceptions and obtain approval for any additional fees which may be incurred.
- 5) Our fee estimates are based on all general ledger sub ledgers being reconciled to the general ledger balance and any adjustment necessary should be recorded to the general ledger prior to our fieldwork start date.

The scheduling of our professional staff requires complex models to balance the needs of our clients and the utilization of our people. Last minute client requested scheduling changes result in costly downtime due to our

To the Board of Trustees and Management  
Fort Bend Independent School District  
January 15, 2025  
Page 8 of 12

inability to make alternate arrangements for our professional staff. If after scheduling our work, you do not provide proper notice, which we consider to be one week, of your inability to meet the agreed-upon date(s) for any reason, or do not provide us with sufficient information required to complete the work in a timely manner, additional billings will be rendered for any downtime of our professional staff.

The ethics of our profession prohibit the rendering of professional services where the fee for such services is contingent, or has the appearance of being contingent, upon the results of such services. Accordingly, it is important that our bills be paid promptly when received. If a situation arises in which it may appear that our independence would be questioned because of significant unpaid bills, we may be prohibited from issuing our auditors' report.

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, to facilitate judicial resolution and save time and expense of both parties, the District and Whitley Penn, LLP agree not to demand a trial by jury in any action, proceeding or counterclaim arising out of or relating to our services and fees for this engagement. Any controversy, dispute, or questions arising out of or in connection with this agreement or our engagement shall be determined by informal negotiation or mediation. This Agreement shall be governed by the laws of the State of Texas, without regard to its conflicts of law provisions. Mandatory and exclusive venue shall be in the courts of Fort Bend County, Texas. Any action arising out of this agreement, or the services provided shall be initiated within two years of the service provided.

Whitley Penn certifies that Whitley Penn is not identified on the Texas Comptroller's list of companies known to have contracts with or provide supplies or services to a Foreign Terrorist Organization as defined by the United States Secretary of State. Whitley Penn also certifies that Whitley Penn does not and will not boycott Israel or Israeli-controlled territories during the term of this Agreement.

#### **Other Matters**

This letter replaces and supersedes any previous proposals, correspondence and understanding, whether written or oral. The agreements contained in this engagement letter shall survive the completion or termination of this engagement. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. To ensure that Whitley Penn, LLP's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

In the course of our services, our firm may transmit confidential information that you provided us to third parties in order to facilitate our services. As applicable, we require confidentiality agreements with all our service providers to maintain the confidentiality of your information and additionally the firm will take reasonable precautions to determine that our service providers have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain ultimately responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

In the event we are required by government regulation, required by subpoena or other legal process to produce information or our personnel for interviews or depositions in relation to a matter involving the District, the District will, so long as we are not a party or the focus of the proceeding or inquiry in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Whitley Penn, LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to your pass-through regulatory entity and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision Whitley Penn, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

The District may wish to include our report on these financial statements in an exempt offering document. The District agrees that the aforementioned auditor's report, or reference to our Firm, will not be included in such offering document without prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement letter. For exempt offerings for which we are not involved, you will clearly indicate that we were not involved with the contents of such offering document and a disclosure as shown below will be included in the exempt offering:

"Whitley Penn, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Whitley Penn also has not performed any procedures relating to this offering document."

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Board of Trustees the following significant findings from the audit:

- Our view about the qualitative aspects of the District's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;

To the Board of Trustees and Management  
Fort Bend Independent School District  
January 15, 2025  
Page 10 of 12

- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management’s consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements and compliance over major federal award programs, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



Houston, Texas

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding. Acknowledged and agreed on behalf of Fort Bend Independent School District by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



CliftonLarsonAllen LLP  
CLAconnect.com

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of Whitley Penn LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Whitley Penn LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* (including compliance audits under the Single Audit Act), audits of employee benefit plans, audits performed under the Federal Deposit Insurance Corporation Improvement Act (FDICIA), and an examination of a service organization (SOC 1 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.



CLA is an independent member of Nexia International, a leading, global network of independent accounting and consulting firms. See [nexia.com/member-firm-disclaimer](http://nexia.com/member-firm-disclaimer) for details.

Whitley Penn LLP  
Page 2

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Whitley Penn LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Whitley Penn LLP has received a peer review rating of *pass*.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Phoenix, Arizona  
October 6, 2021

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: 2<sup>nd</sup> Quarter 2024-25**  
**Financials**  
**References: Board Policy CE (Legal)**  
**Board Policy CFA**  
**Department: Business and Finance**

**Recommendation**

Consideration and approval of the second quarter 2024-25 Financial Report.

**Summary**

Staff will provide an overview of the second quarter financial update. Information included in the financials consists of the results of operations for the General Fund, Child Nutrition Fund, Debt Service Fund, Capital Project Funds, Internal Service Funds and Extended Learning, and the Facility Program as of December 31, 2024. Also included are the following: an updated investment report, summary of grant expenditures, budget amendment report, and a report on General Fund, Child Nutrition and Debt Service Fund cash flows.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Bryan Guinn  
Chief Financial Officer

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Internet Hotspot Services**  
**Reference: District Goal 5**  
**Department: Information Technology**

### **Recommendation**

Consideration and approval for the purchase of internet hotspot services from Verizon and T-Mobile USA, Inc. in an amount not to exceed \$200,000 and authorization for the Superintendent to negotiate and execute the agreements through June 2031.

### **Summary**

On December 5, 2024, the District issued RFP 25-021CT to request proposals for hotspot hardware and services to provide internet access for students and/or staff. The proposals also included all equipment necessary to ensure the hotspot functions throughout the District. This contract will replace 21-078TA Student Hotspots and Related Items and Services.

This plan allows students to check-out a hotspot from their campus library on an as needed basis. To ensure coverage throughout Fort Bend ISD, a multiple vendor award is recommended for these services. Hotspots and data plans from the vendors will be utilized to provide reliable service. Each of these carriers offers unlimited data plans at significant discounts to Local Education Agencies.

Additionally, these data plans offer the option to suspend data and billing for any hotspots not being utilized. The flexibility in vendors, and the ability to suspend data plans, will allow Fort Bend ISD to provide the lowest cost hotspot fleet while meeting the varying demands for hotspots on a monthly basis. This contract will allow the District to bridge what is known as the "digital divide", or "homework gap", and provide all students with equal access to the internet which is increasingly critical for their success inside and outside of the classroom.

Fort Bend ISD is eligible for the Federal Communications Commission's (FCC) E-Rate Program, officially known as Universal Service Schools and Libraries Discount. E-Rate is a federally funded rebate program for school districts to offset the costs of internet hotspot and services for teachers and students. The E-Rate program helps schools and libraries to obtain telecommunications and internet access at affordable rates, each year, as required by the E-Rate program.

An evaluation team comprised of Fort Bend ISD staff members from the Business and Finance, and Information Technology (IT) departments evaluated the submissions. 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 & CH (Local) CH (Legal) purchasing and acquisition District policies.

The term of this contract is for three (3) years with three (3) additional one-year extensions. The contract term will begin on July 1, 2025, and will run through June 30, 2028. With the three (3) option years, the contract can be extended until June 2031.

**Background**

Expenditures in 2023-24 were \$23,390. The previous expenditure recommendation for this project was \$1,179,000. Expenditures are not expected to exceed \$200,000 through February 2031. Funding is included in the budget.

Requested by:	Long Pham, Chief Information Officer Bryan Guinn, Chief Financial Officer	
Vendor:	Verizon T-Mobile USA, Inc.	
Budget Sources:	General Fund Bond Fund	
Amount:	Not to exceed \$200,000	
Other Supporting Information		
Sole Source:	N/A	
Number of vendors contacted by Purchasing:	1472	
Number of vendors downloaded the solicitation:	2	
Number of responses received:	1	
Number of “no bid” responses received:	1	
Length of commitment:	Through June 2031	
Last solicitation date:	March 28, 2022	
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.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Long Pham  
Chief Information Officer

Bryan Guinn  
Chief Financial Officer

Tabulation Summary  
RFP 25-021CT Internet Hotspot Services

Vendor	Purchase Price (40 pts. Max)	Reputation of Vendor and Vendor's Goods and Services (5 pts. Max)	Quality of Vendors Goods and Services (20 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)	Proposer's Total Score (100 pts. Max)	Proposer's Ranking
Verizon	37.98	2.78	18.20	23.00	3.60	4.77	90.33	1
T-Mobile	37.57	0.50	18.20	24.20	4.00	5.00	89.47	2

**RFP 25-021CT Internet Hotspot Services**

	<b>Evaluation Criteria</b>	<b>Point System</b>
1	<p><b>Purchase Price</b>  <b>Price</b></p> <ul style="list-style-type: none"> <li>• FBISD will evaluate price based <u>ONLY</u> on the eligible monthly and eligible “one-time” costs.</li> <li>• E-Rate ineligible items must be provided on a separate rate sheet.</li> </ul>	40 points
	<ul style="list-style-type: none"> <li>• Non-E-Rate costs, including, but not limited to, ineligible one time or recurring charges, equipment, cost associated with transition of services, etc.</li> </ul>	
2	<p><b>Reputation of the Vendor and of the Vendor’s Goods or Services</b></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><b>Quality of the Vendor’s Goods or Services</b></p> <ul style="list-style-type: none"> <li>• Service capabilities.</li> <li>• Demonstrates competence</li> <li>• Vendors Experience <ul style="list-style-type: none"> <li>○ Experience and competence in dealing with large school Districts</li> </ul> </li> <li>• Quality of Customer service</li> <li>• License requirements</li> </ul>	20 points
4	<p><b>Extent to Which the Goods or Services Meet the District’s Needs</b></p> <ul style="list-style-type: none"> <li>• Understanding of the scope of work to be performed</li> <li>• Completeness of proposal package</li> </ul>	25 points
5	<p><b>Vendor’s Past Relationship with the District</b>  For reference, the vendor shall list the following:</p> <ul style="list-style-type: none"> <li>• Past projects or contracts of similar service that the vendor has had with the District.</li> <li>• Past projects or contracts of similar service the vendor has had with K-12 districts of similar size or larger.</li> <li>• Past projects or contracts of similar service the vendor has had with businesses or universities the size of our district.</li> </ul>	5 points
6	<p><b>Long-Term Cost to the Vendors to Acquire the Vendor’s Goods or Services.</b></p> <ul style="list-style-type: none"> <li>• Warranty, setup fee; maintenance or other fees and other added cost</li> </ul>	5 points
7	<p><b>Vendor’s principal place of business is in the state of Texas or employs 500 people in this state.</b></p>	0 points

8	<b>Insurance Requirements</b> <ul style="list-style-type: none"> <li>• Certificate of Insurance as requested in the solicitation.</li> </ul>	Pass/Fail
9	<b>Service Agreement:</b> <ul style="list-style-type: none"> <li>• Extent to which the vendor agrees to our Standard Form of Agreement. By signing the <b>Vendor Acknowledgement Form</b>, thereby assenting to the Terms and Conditions of Fort Bend ISD.</li> </ul>	Pass/Fail
10	The impact on the ability of the Vendors to comply with laws and rules relating to Historically Underutilized Businesses (HUB).	N/A
	<b>TOTAL</b>	<b>100 points</b>

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Fine Arts Consultants and Clinicians (Supplemental)**  
**Reference: District Goal 5**  
**Department: Fine Arts**

### **Recommendation**

Consideration and approval for the purchase of Fine Arts consultant and clinician services from multiple vendors and authorization for the Superintendent to negotiate and execute the agreements through January 2028.

### **Summary**

On January 23, 2023, the Board approved RFP 23-004KB Fine Arts Consultants and Clinicians, in an amount not to exceed \$2,500,000 through January 2028. Eighty-three (83) vendors were awarded for their services.

On October 1, 2024, Fort Bend ISD issued a supplemental RFP 23-004KB-06 Fine Arts Consultants and Clinicians. The purpose of this proposed action is to add additional vendors to the list of previously approved vendors. The supplemental solicitation will ensure that all vendors can submit proposals. The originally approved length of commitment and authorized expenditure amount does not change.

The Business and Finance Department in conjunction with the Fine Arts Department conducted a supplemental Request for Proposal (RFP) to add vendors to the authorized list to ensure the District has a comprehensive set of resources that aligned with the District's Fine Arts instructional programs. The proposal requested vendors to provide services that include, but are not limited to, piano accompanists for choirs, elementary music programs, and musical theatre productions, as well as instrumental and vocal soloists.

Other services provided will include the following:

- Choreographing movements and equipment work for dance, color guard, and winter guard programs.
- Instrumental coaching for band and orchestra programs.
- Vocal coaching for choral music and elementary music.
- Providing consultant and clinician services for band, choir, orchestra, dance, and theatre.
- Supplying marching band program coordination, drill writing, music arranging, percussion arranging, and electronic sound design.
- Sewing and altering uniforms for bands, choirs, orchestras, color guards, dancers, and theatre costumes.

- Hiring marching band, color guard, and percussion technicians.
- Delivery of one-act play clinics.
- Designing in-house lighting and sound system configurations for theatrical productions.
- Hiring staff to host, work, and implement Fort Bend ISD summer art, theatre, music, and student leadership camps.

Throughout the school year, vendors will also provide a host of other products and services that support delivery of instruction, including concert, production, and competition preparation, as well as required Fine Arts professional learning.

The vendors were selected by the evaluation team because they represent the best overall value for the District. The District applied the “Best Value” process in selecting the vendors to be awarded in accordance with Chapter 44, §44.031 (b) of the Texas Education Code & CH (Local) CH (Legal) purchasing and acquisition district policies.

**Background**

Expenditures for FY 2023-24 were \$726,562. Expenditures are not expected to exceed \$2,500,000 through January 2028. Funds for clinician/consultant services are included annually within the Fine Arts budget and are allocated on a campus/program basis.

Requested by:	Dr. Andria Schur, Chief of Schools Bryan Guinn, Chief Financial Officer
Vendor:	Amanda Robison Benjamin Guillotte Brandon Padilla Christopher Burkes David Gresens Desiree Overree Diego Gonzales Donald Artley Erin Smith Frances McLean Frederick Meyer Gabrielle Jackson Hannah Coburn Hannah Deplazes Ireland Hirschman Jason Robb Jessie James Merlin Patterson Michael Johnson Michael Woodard Michael Zellers Michael Zook Nathan Holmes

	Nicholas Almeda Peyton Grunzke Robert Castillo Stephanie Cavnar-Johnson Susan Lu Tasha Scruggs Travis Baldwin Travis Springfield
Budget Sources:	General Fund Activity Funds
Amount:	Not to Exceed \$2,500,000 through January 2028
Other Supporting Information	
Sole Source:	N/A
Number of vendors contacted by Purchasing:	2604
Number of vendors downloaded the solicitation:	62
Number of responses received:	34
Number of "no bid" responses received:	0
Length of commitment:	Through January 2028
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

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Andria Schur  
Chief of Schools

Bryan Guinn  
Chief Financial Officer

**RFP 23-004KB-06 Fine Arts Consultants and Clinicians (Supplemental)**

	<b>Evaluation Criteria</b>	<b>Point System</b>
1	<b>Purchase Price</b> <ul style="list-style-type: none"> <li>Offer a fair reasonable price for goods and services to be procured by Fort Bend ISD.</li> </ul>	25 points
2	<b>Reputation of the Vendor and of the Vendor's Goods or Services</b> <ul style="list-style-type: none"> <li>References</li> </ul>	5 points
3	<b>Quality of the Vendor's Goods or Services</b> Qualifications/Experience: <ul style="list-style-type: none"> <li>Bachelor, Master, or Doctoral degree specifically related to the artistic discipline; or minimum five years' experience performing or working in the activity for which services are provided.</li> <li>Certifications as appropriately related to the discipline of interest and the services rendered.</li> <li>Industry expertise or experience in the related artistic discipline.</li> </ul>	25 points
4	<b>Extent to Which the Goods or Services Meet the District's Needs</b> <ul style="list-style-type: none"> <li>Services or goods offered aligns with scope requirement</li> <li>School District or Campuses serviced</li> </ul>	20 points
5	<b>Vendor's Past Relationship with the District</b> For reference, the vendor shall list the following: <ul style="list-style-type: none"> <li>Past projects or contracts for similar service vendor has had with the district.</li> <li>Past projects or contracts for similar service vendor has had with any K-12 districts.</li> </ul>	5 points
6	<b>Long-Term Cost to the District to Acquire the Vendor's Goods or Services</b>	10 points
7	<b>Vendor's principal place of business is in the state of Texas or employs 500 people in this state.</b>	0 points
8	<b>Insurance Requirements</b> Certificate of Insurance as requested in the solicitation: Hold Harmless	Pass/Fail
9	<b>Service Agreement</b> <ul style="list-style-type: none"> <li>Extent to which the vendor agrees to our Standard Form of Agreement. By <b>Signing the Agreement</b>, you assent to the Terms and Conditions of Fort Bend ISD.</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>

**Tabulation Summary**  
**RFP 23-004KB-06 Fine Arts Consultants and Clinicians (Supplemental)**

<b>Vendor</b>	<b>Purchase Price (25 pts. Max)</b>	<b>Reputation of Vendor's Goods and Services (5 pts. Max)</b>	<b>Quality of Vendors Goods and Services (25 pts. Max)</b>	<b>Extent to Which the Goods and Services Meet the Needs of the District (20 pts. Max)</b>	<b>Vendors Past Relationship with the District (5 pts. Max)</b>	<b>Long Term Cost to the District (10 pts. Max)</b>	<b>Agreement to Fort Bend ISD Terms and Conditions (10 pts. Max)</b>	<b>Proposer's Total Score (100 pts. Max)</b>	<b>Proposer's Ranking</b>
Diego Gonzales	22.32	1.00	23.75	18.75	5.00	10.00	10.00	90.82	1
Michael Zellers	25.00	4.00	23.75	18.75	3.75	3.73	10.00	88.98	2
Tasha Scruggs	20.83	0.50	22.50	18.75	5.00	9.33	10.00	86.91	3
Stephanie Cavnar-Johnson	12.50	4.00	25.00	20.00	5.00	5.60	10.00	82.10	4
Peyton Grunzke	12.50	3.00	25.00	20.00	5.00	5.60	10.00	81.10	5
Erin Smith	12.50	2.00	25.00	20.00	5.00	5.60	10.00	80.10	6
Susan Lu	10.42	5.00	25.00	20.00	5.00	4.67	10.00	80.09	7
Michael Woodard	10.42	4.00	25.00	20.00	5.00	4.67	10.00	79.09	8
Nicholas Almeda	10.42	4.00	25.00	20.00	5.00	4.67	10.00	79.09	8
Ireland Hirschman	9.62	5.00	25.00	20.00	5.00	4.31	10.00	78.92	9
Travis Springfield	10.00	3.00	25.00	20.00	5.00	4.48	10.00	77.48	10
Amanda Robison	8.33	5.00	25.00	20.00	5.00	3.73	10.00	77.07	11
Nathan Holmes	8.33	5.00	25.00	20.00	5.00	3.73	10.00	77.07	11
Frances McLean	8.33	4.00	25.00	20.00	5.00	3.73	10.00	76.07	12
Robert Castillo	8.33	4.00	25.00	20.00	5.00	3.73	10.00	76.07	12
David Gresens	9.62	2.00	25.00	20.00	5.00	4.31	10.00	75.92	13
Desiree Overree	8.33	3.00	25.00	20.00	5.00	3.73	10.00	75.07	14
Brandon Padilla	7.81	3.00	25.00	20.00	5.00	3.50	10.00	74.31	15
Jessie James	8.33	2.00	25.00	20.00	5.00	3.73	10.00	74.07	16
Michael Johnson	8.33	2.00	25.00	20.00	5.00	3.73	10.00	74.07	16
Christopher Burkes	8.33	3.00	23.75	20.00	5.00	3.73	10.00	73.82	17
Benjamin Guillotte	8.33	1.00	25.00	20.00	5.00	3.73	10.00	73.07	18

Hannah Coburn	8.33	0.50	25.00	20.00	5.00	3.73	10.00	72.57	19
Travis Baldwin	8.33	0.50	25.00	20.00	5.00	3.73	10.00	72.57	19
Jason Robb	5.00	5.00	25.00	20.00	5.00	2.24	10.00	72.24	20
Donald Artley	6.25	3.00	25.00	20.00	5.00	2.80	10.00	72.05	21
Frederick Meyer	6.25	3.00	25.00	20.00	5.00	2.80	10.00	72.05	21
Hannah Deplazes	6.67	2.00	25.00	20.00	5.00	2.99	10.00	71.65	22
Gabrielle Jackson	8.33	2.00	22.50	20.00	5.00	3.73	10.00	71.57	23
Merlin Patterson	5.00	4.00	25.00	20.00	5.00	2.24	10.00	71.24	24
Michael Zook	6.25	5.00	22.50	20.00	3.75	2.80	10.00	70.30	25
Imagine Excellence, Inc.	0.10	1.00	23.75	20.00	5.00	0.04	10.00	59.89	26
Digital Theatre LLC	0.08	2.00	25.00	13.75	3.75	0.04	10.00	54.62	27
Encompass Behavior	7.35	1.00	13.75	11.25	4.50	3.29	10.00	51.15	28

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: OEM Kitchen Equipment  
Parts, Preventative  
Maintenance, Repairs,  
and Related Items**  
**Reference: District Goal 5**  
**Department: Child Nutrition**

### **Recommendation**

Consideration and approval for the purchase of Original Equipment Manufacturer (OEM) Kitchen Equipment Parts, Preventative Maintenance, Repairs, and Related Items from multiple vendors in an amount not to exceed \$5,000,000 and authorization for the Superintendent to negotiate and execute the agreement through February 2030.

### **Summary**

On September 8, 2024, Fort Bend ISD issued RFP 24-048MG soliciting proposals for OEM kitchen equipment parts, preventative maintenance, repairs, and related items to support the Child Nutrition, Facilities, and Career and Technical Education (CTE) Departments. OEM refers to a company that produces parts or subsystems that are used in another company's end product. This is the specification that is required as opposed to aftermarket parts to ensure quality and compatibility. The contract will utilize vendors under this contract for both equipment parts and installation services.

This RFP requested discounts from manufacturers' published list prices for parts and hourly labor rates. A multiple vendor award is recommended, as this will allow the Facilities, Child Nutrition, and CTE Departments to efficiently fulfill kitchen equipment parts and maintenance needs supporting campus and department requirements. There has been a large increase in labor and parts costs due to inflation over the last few years. It is anticipated that these costs will continue to increase over the term of this contract.

An evaluation team comprised of Fort Bend ISD staff members from the Business and Finance and Child Nutrition Departments evaluated the proposals submitted. 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 & CH (Local) CH (Legal) purchasing and acquisition District policies.

The term of this contract is for three (3) years with two (2) optional one-year renewals. The contract term will begin on February 25, 2025, and will run through February 24, 2028. With the two (2) optional years, the contract can be extended until February 2030.

**Background**

Expenditures in 2023-24 were \$1,531,162. The previous expenditure recommendation for this project was \$3,850,000. Expenditures are not expected to exceed \$5,000,000 through February 2030. Funding is included in the budget.

Requested by:	Dr. Adam Stephens, Chief Academic Officer Dr. Damian Viltz, Chief Operations Officer Bryan Guinn, Chief Financial Officer
Vendor:	Zero Degree Refrigeration*** Commercial Kitchen Parts & Service*** General Parts*** El Campo Refrigeration & Restaurant Supply, Inc. Parts Town, LCC***
Budget Sources:	General Fund Child Nutrition Fund
Amount:	Not to Exceed \$5,000,000 through February 2030
Other Supporting Information	
Sole Source:	N/A
Number of vendors contacted by Purchasing:	3373
Number of vendors downloaded the solicitation:	45
Number of responses received:	6
Number of "no bid" responses received:	2
Length of commitment:	Through February 2030
Last solicitation date:	February 17, 2020
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

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Adam Stephens  
Chief Academic Officer

Dr. Damian Viltz  
Chief Operations Officer

Bryan Guinn  
Chief Financial Officer

**RFP 24-048MG**

**OEM Kitchen Equipment Parts, Preventative Maintenance, Repairs, and Related Items**

	<b>Evaluation Criteria</b>	<b>Point System</b>
1	<b>Purchase Price</b> <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	<b>Reputation of the Vendor and of the Vendor's Goods or Services</b> <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>	10 points
3	<b>Quality of the Vendor's Goods or Services</b> <ul style="list-style-type: none"> <li>• Vendor must be an authorized dealer of OEM Kitchen Parts.</li> <li>• Offer a majority of our listed manufacturers within Section I.</li> </ul>	25 points
4	<b>Extent to Which the Goods or Services Meet the District's Needs</b> <ul style="list-style-type: none"> <li>• Offer locations with hours of operation of Monday – Friday with the exception of posted holidays.</li> <li>• Offer an expedited delivery time.</li> <li>• Meet expectations within Sections I – III.</li> </ul>	25 points
5	<b>Vendor's Past Relationship with the District</b> For reference, the vendor shall list the following: <ul style="list-style-type: none"> <li>• Past projects or contracts similar service vendor has had with the district.</li> <li>• Past projects or contracts similar service vendor has had with any K-12 Districts of similar size or larger.</li> <li>• Past projects or contracts similar service vendor has had with any business or universities the size of our district.</li> </ul>	5 points
6	<b>Long-Term Cost to the District to Acquire the Vendor's Goods or Services</b> <ul style="list-style-type: none"> <li>• Warranty on parts and equipment.</li> <li>• Return and exchange policies.</li> </ul>	10 points
7	<b>Vendor's principal place of business is in the state of Texas or employs 500 people in this state.</b>	0 points
8	<b>Insurance Requirements</b> <ul style="list-style-type: none"> <li>• Certificate of Insurance as requested in the solicitation.</li> </ul>	N/A
9	<b>Service Agreement</b> <ul style="list-style-type: none"> <li>• Extent to which the vendor agrees to our Standard Form of Agreement. By <b>Vendor Information Sheet</b>, you assent to the Terms and Conditions of Fort Bend ISD.</li> </ul>	Pass/Fail
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>

Tabulation Summary  
RFP 24-048MG OEM Kitchen Equipment Parts, Preventative Maintenance, Repairs, and Related Services

**SERVICE**

Vendor	Purchase Price (25 pts. Max)	Reputation of Vendor and Vendor's Goods and Services (10 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 (10 pts. Max)	Proposer's Total Score (100 pts. Max)	Proposer's Ranking
Zero Degree Refrigeration	25.00	2.00	22.33	23.33	5.00	10.00	87.66	1
Commercial Kitchen Parts & Service	18.23	8.30	24.00	23.00	5.00	7.29	85.82	2
General Parts	22.12	2.00	21.67	22.00	3.67	8.85	80.31	3
El Campo Refrigeration & Restaurant Supply, Inc.	19.11	10.00	18.33	16.67	2.50	7.64	74.25	4
Smart Care Equipment Solutions	17.06	2.00	12.33	12.33	1.50	6.83	52.05	5

**PARTS**

Vendor	Purchase Price (25 pts. Max)	Reputation of Vendor and Vendor's Goods and Services (10 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 (10 pts. Max)	Proposer's Total Score (100 pts. Max)	Proposer's Ranking
Parts Town, LCC	25.00	9.50	24.00	24.00	5.00	8.00	95.50	1
Commercial Kitchen Parts & Service	20.00	8.30	24.00	23.00	5.00	6.00	86.30	2
General Parts	20.00	2.00	21.67	22.00	3.67	8.00	77.34	3
Zero Degree Refrigeration	15.00	2.00	22.33	23.33	5.00	6.00	73.66	4
El Campo Refrigeration & Restaurant Supply, Inc.	15.00	10.00	18.33	16.67	2.50	4.00	66.50	5

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Maintenance, Repair, &  
Operations Supplies and Related  
Services**  
**Reference: District Goal 5**  
**Department: Facilities**

### **Recommendation**

Consideration and approval for the purchase of maintenance, repair, and operations (MRO) supplies & related services from multiple vendors through multiple cooperative contracts in an amount not-to-exceed \$2,000,000 and authorization for the Superintendent to negotiate and execute the agreements through March 2030.

### **Summary**

In August 2021, the Board approved 21-087AR for the procurement of Maintenance, Repair, and Operating (MRO) Supplies and Equipment through cooperative purchasing for District-wide use. This allowed the District to streamline its purchasing processes and secure competitive pricing for essential supplies and equipment. This contract will expire in March 2025.

The Facilities Department relies on these vendors to acquire goods, tools, and emergency supplies essential for supporting daily operations, such as routine maintenance, equipment repairs, minor plumbing repairs, and emergency response situations. These resources ensure that the department can effectively manage the functionality and safety of facilities at all times. In addition, campuses across the District benefit from access to these vendors, enabling them to procure items for various school projects. Examples include constructing theater props, undertaking gardening initiatives, and making repairs to agriculture barns.

The District utilizes multiple vendors to maintain a stockpile of supplies that can be quickly deployed in response to potential disasters, particularly during the hurricane season. This proactive approach ensures the District is well prepared to address emergency situations while maintaining the continuity of operations and safety for students and staff.

The BuyBoard and Omnia Partners cooperative purchasing contracts will allow the District to fulfill its needs to provide maintenance, repair, and operations (MRO) supplies & related services efficiently and effectively and complies with school District bidding requirements. Renewal options are available through March 2030. Should the contracts not be renewed for the full term, staff will utilize an alternate cooperative contract or return to the Board to request authorization to utilize an alternate procurement method.

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.

The term of this contract is for three (3) years with two (2) optional one-year extensions. The contract term will begin on April 1, 2025, and will run through March 31, 2027. With the two (2) optional years, the contract can be extended until March 2030.

**Background**

Expenditures in 2023-24 were \$398,243. The previous expenditure recommendation for this project from 2021 through 2025 was \$2,640,000. Expenditures are not expected to exceed \$2,000,000 through March 2030. Funding is included in the budget.

Requested by:	Dr. Damian Viltz, Chief Operations Officer Bryan Guinn, Chief Financial Officer	
Vendor:	Home Depot USA, Inc. Grainger *** Fastenal Company *** Lawson Products, Inc.*** Lowe’s Home Improvement *** Kimball Midwest HD Supply Facilities Maintenance Ltd.	
Budget Sources:	General Fund Campus Activity Funds Bond Funds	
Amount:	Not to exceed \$2,000,000	
Other Supporting Information		
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 March 2030	
Last solicitation date:	N/A	
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.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Damian Viltz  
Chief Operations Officer

Bryan Guinn  
Chief Financial Officer

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Janitorial Chemical  
Supplies, Equipment, Repair, and  
Related Items**  
**Reference: District Goal 5**  
**Department: Facilities**

### **Recommendation**

Consideration and approval for the purchase of janitorial chemical supplies, equipment, repair, and related items from multiple vendors through multiple cooperative contracts in an amount not-to-exceed \$6,500,000 and authorization for the Superintendent to negotiate and execute the agreements through March 2030.

### **Summary**

In August 2022, the Board approved 22-067AR Janitorial Chemical Supplies, Equipment, Repair, and Related Items. This contract will expire in March 2025. The Fort Bend ISD Facilities Department is responsible for ensuring that all campuses and departments are provided with a safe, clean, and well-maintained environment. To achieve this, the department procures a wide range of essential items, including cleaning chemicals, paper products, soap dispensers, vacuums, and floor buffers etc.

These items are vital for day-to-day cleaning operations and maintaining hygiene standards across the District. This District-wide project will serve all campuses and departments, ensuring that every location can order from these reliable vendors, maintaining consistency across all facilities. Services and repairs not handled in-house will be outsourced to the awarded vendors. These repairs help ensure the longevity and functionality of critical cleaning tools and machinery, minimizing disruptions to cleaning operations.

Utilizing cooperative contracts will allow the District to benefit from the aggregated buying power of multiple entities, significantly lowering prices for these supplies, equipment, and services.

The Allied States Cooperative, BuyBoard Purchasing, and Choice Partners cooperative purchasing contracts will enable the district to efficiently and effectively meet its needs for janitorial chemical supplies, equipment, repairs, and related items, while also ensuring compliance with school district bidding requirements.

Renewal options are available through March 2030. Should the contracts not be renewed for the full term, staff will utilize an alternate cooperative contract or return to the Board to request authorization to utilize an alternate procurement method.

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.

The term of this contract is for three (3) years with two (2) optional one-year extensions. The contract term will begin on April 1, 2025, and will run through March 31, 2027. With the two (2) optional years, the contract can be extended until March 2030.

**Background**

Expenditures in 2023-24 were \$2,594,156. The previous expenditure recommendation for this project from 2022 through 2025 was \$6,491,724. Expenditures are not expected to exceed \$6,500,000 through March 2030. Funding is included in the budget.

Requested by:	Dr. Damian Viltz, Chief Operations Officer Bryan Guinn, Chief Financial Officer	
Vendor:	Batteries Plus Bulbs Buckeye Cleaning Center *** Ecolab, Inc. *** Imperial Bag & Paper Co LLC Kleen Supply Clean Ridley’s Vacuum *** Shiffler Equipment *** Western Brw Paper Inc. dba High Point ***	
Budget Sources:	General Fund Activity Funds Bond Funds	
Amount:	Not to exceed \$6,500,000	
Other Supporting Information		
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 March 2030	
Last solicitation date:	N/A	
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.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Damian Viltz  
Chief Operations Officer

Bryan Guinn  
Chief Financial Officer

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Construction Services Agreement for Miscellaneous Renovations (BP026)**  
**References: Board Policy CV (Local) District Goal 5**  
**Department: Operations**

**Recommendation**

Consideration and approval of a Construction Services Agreement with M Scott Construction, Inc. for Miscellaneous Renovations (BP026) for a stipulated lump sum amount of \$3,597,000 and authorization for the Superintendent to negotiate and execute or terminate the agreements.

**Summary**

The 2023 Bond Program includes Miscellaneous Renovations (BP026) at the following 15 facilities: Aquatic Practice Center, Brazos Bend ES, Central Warehouse Center, Don Cook Natatorium, Drabek ES, Dulles ES, Elkins HS, Glover ES, Goodman ES, Heritage Rose ES, Oyster Creek ES, Ridge Point HS, Sartartia MS, Schiff ES, and Sugar Mill ES. The scope of work planned and budgeted in this project for Drabek ES, Glover ES, Goodman ES, and Schiff ES was addressed previously.

On June 26, 2023, the Board of Trustees (BOT) approved all project budgets for the 2023 Bond Program. The BOT also approved Kirksey Architects, Inc. as the architect of record to design and prepare construction documents for the Miscellaneous Renovations (BP026).

The Competitive Sealed Proposal (CSP) solicitation CSP 25-007AL requested bids for the Miscellaneous Renovations (BP026) construction. Three firms responded to the CSP.

Design & Construction staff in collaboration with the Director of Purchasing and Materials Management acting in an oversight capacity, evaluated the proposals using an evaluation team composed of FBISD staff members from the Design & Construction, Procurement, and Finance Departments.

The final rankings of the contractors are as follows:

<b>Firm Name</b>	<b>CSP Score</b>	<b>Base Bid Amount</b>
M Scott Construction, Inc.	83.98	\$3,597,000
E Contractors USA LLC	82.63	\$5,000,000
Dunhill Development and Construction LLC	81.91	\$3,890,000

The bid amount from the awarded bidder for this package is below the approved construction budget. After negotiations with the general contractor and project team, staff is recommending a total construction cost of \$3,597,000.

The detailed revised project budget for the Miscellaneous Renovations (BP026) is provided on the attached Exhibit 1.

<b>CSP Contract</b>	<b>Package Number</b>	<b>Description</b>	<b>Revised Project Budget</b>
CSP 25-007AL	BP026	Miscellaneous Renovations	\$6,125,715

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

Upon Board approval, staff will negotiate the contract for the Miscellaneous Renovations and work will begin in Spring 2025.

Recommended by:

Dr. Marc Smith  
 Superintendent of Schools

Submitted by:

Dr. Damian Viltz  
 Chief Operations Officer

**Tabulation Summary**  
**CSP 25-007AL BP026 Miscellaneous Renovations**

Vendor	Purchase Price (40 pts. max)	Offeror's Experience and Reputation, Past Experience with FBISD and other school districts (19 pts. max)	Quality of the offeror's goods and services, Quality of contractor's response in the proposal, Project Plan and Schedule (21 pts. max)	Offeror's safety record (5 pts max)	Offeror's proposed personnel (5 pts max)	Offeror's financial capability ( 5 pts max)	SBEP commitment (5pts max)	Proposer's Total Score (100 pts. max)
M Scott Construction, Inc.	40.00	15.28	17.00	0.98	3.70	2.03	5.00	83.98
E Contractors USA LLC	39.47	13.07	15.90	2.05	3.70	3.44	5.00	82.63
Dunhill Development and Construction, LLC	36.99	13.94	16.30	3.15	3.60	3.93	4.00	81.91

**CSP 25-007AL BP026 Miscellaneous Renovations**

	<b>Evaluation Criteria (Government Code 2269)</b>	<b>Point System</b>
1	<b>The price; Section 2269.055.a (1)</b> Total Proposed Pricing - Provides thoroughly developed, competitive pricing using the tables in Pricing Delivery information section of the CSP	40 points
2	<b>Offeror's experience and reputation; Section 2269.055.a (2)</b> Provides a summary of nature of work, on time delivery and quality of recent work contracted with FBISD and/or other school districts of similar scope and scale. (14 pts)	19 points
	<b>Past experience with FBISD and other school districts</b> Provides a summary of nature of work, on time delivery and quality of work contracted with FBISD and/or other school districts and FBISD's assessment of the presented summary. (5 pts)	
3	<b>Quality of the offeror's goods or services; Section 2269.055.a (3)</b> Contractor's products should be new and be of the highest quality with an option to substitute for a company branded item of equivalent quality. (14pts)	21 points
	<b>Quality of contractor's response in the proposal</b> Effectively responds and processes all request for information and documentation included in this CSP (2pts)	
	<b>Project Plan and schedule (5pts)</b>	
4	<b>Utilization of historically underutilized businesses; Section 2269.055.a (4)</b>	N/A
5	<b>Offeror's safety record; Section 2269.055.a (5)</b> Provides a summary of Experience Modification Rate (EMR) for the last three years, as well as a summary of your company's safety policies and procedures	5 points
6	<b>Offeror's proposed personnel; Section 2269.055.a (6)</b> Proposed Personnel, personnel directly assigned to work on this project	5 points
7	<b>Offeror's financial capability appropriate to the size and scope of the project; Section 2269.055.a (7)</b> Provide proof of Insurance, financial stability and Letter of Surety from Bonding Company	5 points
8	<b>SBE Commitment; CV (Local) 2017.04</b>	5 points
	<b>TOTAL</b>	<b>100 points</b>



Project Summary  
**BP026 - Miscellaneous Renovations**  
 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
AQUATIC PRACTICE	\$63,306.00	\$10,332.00	\$44,018.00	\$705,166.00	\$72,596.00				\$2,883.00	\$898,301.00
BRAZOS BEND ELEMENTARY	\$13,243.00	\$1,806.00	\$1,667.00	\$147,518.00	\$19,177.00				\$3,321.00	\$186,732.00
CENTRAL WAREHOUSE CENTER	\$101,011.00		\$65,068.00	\$1,177,546.00	\$153,081.00				\$3,352.00	\$1,500,058.00
DON COOK NATATORIUM	\$38,790.00	\$6,331.00	\$15,281.00	\$432,076.00	\$56,170.00				\$1,767.00	\$550,415.00
DRABEK ELEMENTARY	\$43,027.00	\$5,917.00	\$5,903.00	\$479,276.00	\$62,306.00				\$10,250.00	\$606,679.00
DULLES ELEMENTARY	\$76,390.00	\$11,006.00	\$15,480.00	\$850,901.00	\$110,617.00				\$26,505.00	\$1,090,899.00
ELKINS HIGH	\$13,774.00	\$1,705.00		\$153,428.00	\$19,946.00				\$5,360.00	\$194,213.00
GLOVER ELEMENTARY	\$16,554.00	\$2,050.00		\$184,398.00	\$23,972.00				\$6,441.00	\$233,415.00
GOODMAN ELEMENTARY	\$9,460.00	\$1,171.00		\$105,370.00	\$13,698.00				\$3,681.00	\$133,380.00
HERITAGE ROSE ELEMENTARY	\$958.00			\$10,670.00	\$1,387.00				\$323.00	\$13,338.00
OYSTER CREEK ELEMENTARY	\$977.00			\$10,884.00	\$1,415.00				\$329.00	\$13,605.00
RIDGE POINT HIGH	\$30,451.00	\$3,770.00		\$339,193.00	\$44,095.00				\$11,849.00	\$429,358.00
SARTARTIA MIDDLE	\$6,101.00	\$755.00		\$67,957.00	\$8,834.00				\$2,375.00	\$86,022.00
SCHIFF ELEMENTARY	\$9,460.00	\$1,171.00		\$105,370.00	\$13,698.00				\$3,681.00	\$133,380.00
SUGAR MILL ELEMENTARY	\$73,940.00	\$10,653.00	\$14,984.00	\$823,618.00	\$107,070.00				\$25,655.00	\$1,055,920.00
<b>TOTAL:</b>	<b>\$497,442.00</b>	<b>\$56,667.00</b>	<b>\$162,401.00</b>	<b>\$5,593,371.00</b>	<b>\$708,062.00</b>				<b>\$107,772.00</b>	<b>\$7,125,715.00</b>

**For: Fort Bend ISD Board of Trustees**  
**Date: January 13, 2025**  
**Action: Review: CenterPoint Energy**  
**Blanket Easement – Clements**  
**High School Rebuild (BP003)**  
**References: Board Policy CV (Local)**  
**District Goal 5**  
**Department: Operations**

**Recommendation**

Consideration and approval of a short form blanket easement with CenterPoint Energy for the electrical services to the Clements High School Rebuild (BP003) project and authorization for the FBISD Board President and/or designee to negotiate and execute this blanket easement, as well as the CenterPoint Energy long form utility easement to be provided near the conclusion of the project.

**Summary**

The blanket easement is required by CenterPoint Energy to install permanent underground and overhead electrical services to the Clements High School Rebuild project.

The blanket easement will be in place until FBISD and CenterPoint Energy have completed and executed the long form utility easement. When the service (a new transformer) is energized to the site, CenterPoint will generate a long form utility easement. The long form utility easement will contain a detailed descriptive easement for the site which includes sketches. The long form utility easement will replace the blanket easement, as this is only a temporary easement in order to expedite the installation of the new transformer.

The Clements High School Rebuild project has been designed with consideration to all the other utility easements. As such, the approval of these easements (short form blanket easement and long form utility easement) will not conflict with any site design elements.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Dr. Damian Viltz  
Chief Operations Officer

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Uninterruptible Power  
Supplies (UPS)**  
**Reference: District Goal 5**  
**Department: Facilities**

### **Recommendation**

Consideration and approval for the purchase of uninterruptible power supplies (UPS), power distribution units (PDU), replacement batteries, and associated services from multiple vendors through multiple cooperative contracts in an amount not to exceed \$3,034,500 and authorization for the Superintendent to negotiate and execute the agreements through April 2030.

### **Summary**

In April 2020, the Board approved 20-061TA Uninterruptible Power Supply (UPS), Services, and Related Items as needed throughout the District. This contract will expire on April 21, 2025.

UPS and PDU units provide battery backup and surge protection for networking equipment at all District facilities. These units provide power to keep critical network infrastructure functioning through transient power spikes and power outages. The UPS's and PDU's also help to protect expensive network equipment from power surges that frequently occur during lightning storms. Each UPS unit contains a battery pack that requires periodic maintenance and replacement to ensure the health of the system.

The current UPS fleet is reaching the end of its serviceable life with most units having already undergone one battery replacement. UPS units typically last 8-10 years with periodic battery replacements. Over the past five years, the District focused on maintenance and battery replacements, however, this project marks the District's first complete refresh in several years, involving the full replacement of the entire UPS units.

The higher cost reflects the need to replace the aging equipment itself, not just the batteries. Bond 2023 Proposition A contained \$3,034,500 to refresh UPS/PDU units throughout the District that have reached their end-of-life and expand the capacity of specific UPS units in critical areas.

The Interlocal Purchasing System (TIPS), Omnia Partners, Choice Partners, Texas Department of Information Resources (DIR), and cooperative purchasing contracts will allow the District to fulfill its need to provide UPSs and PDUs efficiently and effectively and comply with school District bidding requirements. Renewal options are available through April 2030. Should the contracts not be renewed for the full term, staff will utilize

an alternate cooperative contract or return to the Board to request authorization to utilize an alternate procurement method.

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.

The term of this contract is for three (3) years with two (2) optional one-year extensions. The contract term will begin on April 1, 2025, and will run through March 31, 2028, with two (2) optional years, the contract can be extended until April 2030.

**Background**

Expenditures in 2023-24 were \$81,795. The previous expenditure recommendation for this project from 2021 through 2025 was \$1,111,653. Expenditures are not expected to exceed \$3,034,500 through April 2030. Funding is included in the budget.

Requested by:	Long Pham, Chief Information Officer Bryan Guinn, Chief Financial Officer	
Vendor:	Presidio Network Solutions Group, LLC*** CDW Government LLC SHI Government Solutions Convergint Technologies LLC Data Projections Intech Southwest Services LLC MCA Communication Netsync Network Solutions	
Budget Sources:	Bond 2023 General Fund	
Amount:	Not to exceed \$3,034,500	
Other Supporting Information		
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 April 2030	
Last solicitation date:	April 2020	
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.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Long Pham  
Chief Information Officer

Bryan Guinn  
Chief Financial Officer

**For: Fort Bend ISD Board of Trustees**  
**Date: February 10, 2025**  
**Action: Review: Construction Services**  
**Agreement for Triplex Renovations**  
**(BP017)**  
**References: Board Policy CV (Local)**  
**District Goal 5**  
**Department: Operations**

**Recommendation**

Consideration and approval of a Construction Services Agreement with Crain Group, LLC for Triplex Renovations (BP017) for a not-to-exceed amount of \$5,730,000 and authorization for the Superintendent to negotiate and execute or terminate the agreement.

**Summary**

The 2023 Bond Program includes Triplex Renovations (BP017) at Buildings 2 and 3 at the FBISD Triplex Complex.

On June 26, 2023, the Board of Trustees (BOT) approved all project budgets for the 2023 Bond Program. The BOT also approved Cre8 Architects as the architect of record to design and prepare construction documents for the Triplex Renovations (BP017).

The Competitive Sealed Proposal solicitation, CSP 25-005KB requested bids for the Construction of the Triplex Renovations (BP017). Eight firms responded to the CSP.

Design & Construction staff, in collaboration with the Director of Purchasing and Materials Management acting in an oversight capacity, evaluated the proposal using an evaluation team composed of FBISD staff members from the Design & Construction, Procurement, and Finance Departments.

The final ranking of the contractors are as follows:

<b>Firm Name</b>	<b>CSP Score</b>	<b>Base Bid Amount</b>
Crain Group	87.04	\$5,580,000
Bass Construction	82.17	\$6,137,000
Dunhill Development & Construction	81.18	\$6,700,000
E Contractors	79.58	\$5,000,000
Rogers O'Brien Construction	77.70	\$6,983,000
Nash Industries	72.86	\$6,259,400
ICI Construction	66.29	\$7,500,000
CMC Development Construction Corporation	65.78	\$6,120,000

The bid amount received was under the original budget. Through negotiations with the general contractor and the project team, staff is recommending the acceptance of deductive alternates for a total not-to-exceed construction cost of \$5,730,000.

The detailed project budget for BP017 – Triplex Renovations is provided on the attached Exhibit 1.

<b>CSP Contract</b>	<b>Package Number</b>	<b>Description</b>	<b>Project Budget</b>
CSP 25-005KB	BP017	Triplex Renovations	\$10,243,647.00

The negotiated contract amount will be funded as part of the 2023 Bond Program Funds as detailed in the above table.

Upon Board approval, staff will negotiate the contract for the Triplex Renovations and will begin work March 2025.

Recommended by:

Dr. Marc Smith  
Superintendent of Schools

Submitted by:

Kathleen Brown  
Deputy Superintendent Operations

Dr. Damian Viltz  
Chief Operations Officer

Tabulation Summary  
 CSP 25-005KB BP017 Triplex Renovations

Vendor	Purchase Price (40 pts. max)	Offeror's Experience and Reputation, Past Experience with FBISD and other school districts (19 pts. max)	Quality of the offeror's goods and services, Quality of contractor's response in the proposal, Project Plan and Schedule (21 pts. max)	Offeror's safety record (5 pts max)	Offeror's proposed personnel (5 pts max)	Offeror's financial capability ( 5 pts max)	SBEP commitment (5pts max)	Proposer's Total Score (100 pts. max)
Crain Group	40.00	15.90	17.80	2.45	2.15	3.99	4.75	87.04
Bass Construction Company, Inc.	35.62	16.03	16.05	2.00	3.65	3.82	5.00	82.17
Dunhill Development and Construction LLC	33.94	14.81	16.75	3.48	3.40	3.80	5.00	81.18
E Contractors USA LLC	39.31	12.38	17.00	2.03	1.30	2.56	5.00	79.58
Rogers-O'Brien Construction	31.53	15.50	18.15	3.38	1.55	2.59	5.00	77.70
Nash Industries, Inc.	33.45	9.34	15.90	3.48	3.45	2.25	5.00	72.86
ICI Construction, Inc.	28.47	11.90	13.60	1.70	1.70	4.42	4.50	66.29
CMC Development & Construction Corporation LLC	35.49	2.62	15.80	2.43	2.40	2.05	5.00	65.78

**CSP 25-005KB BP017 Triplex Renovations**

	<b>Evaluation Criteria (Government Code 2269)</b>	<b>Point System</b>
1	<b>The price; Section 2269.055.a (1)</b> Total Proposed Pricing - Provides thoroughly developed, competitive pricing using the tables in Pricing Delivery information section of the CSP	40 points
2	<b>Offeror's experience and reputation; Section 2269.055.a (2)</b> Provides evidence of your experience in planning, staging and delivery of recent projects of similar scope and scale (14 pts)	19 points
	<b>Past experience with FBISD and other school districts</b> Provides a summary of nature of work, on time delivery and quality of work contracted with FBISD and/or other school districts and FBISD's assessment of the presented summary. (5 pts)	
3	<b>Quality of the offeror's goods or services; Section 2269.055.a (3)</b> Contractor's products should be new and be of the highest quality with an option to substitute for a company branded item of equivalent quality. (14pts)	21 points
	<b>Quality of contractor's response in the proposal</b> Effectively responds and processes all request for information and documentation included in this CSP (2pts)	
	<b>Project Plan and schedule (5pts)</b>	
4	<b>Utilization of historically underutilized businesses; Section 2269.055.a (4)</b>	N/A
5	<b>Offeror's safety record; Section 2269.055.a (5)</b> Provides a summary of Experience Modification Rate (EMR) for the last three years, as well as a summary of your company's safety policies and procedures	5 points
6	<b>Offeror's proposed personnel; Section 2269.055.a (6)</b> Proposed Personnel, personnel directly assigned to work on this project	5 points
7	<b>Offeror's financial capability appropriate to the size and scope of the project; Section 2269.055.a (7)</b> Provide proof of Insurance, financial stability and Letter of Surety from Bonding Company	5 points
8	<b>SBE Commitment; CV (Local) 2017.04</b>	5 points
	<b>TOTAL</b>	<b>100</b>



Project Summary  
**BP017 - Triplex Renovation**  
 Exhibit - 1

Description	A	B	C	D	E	F	G	H	I	TOTAL
	A/E Design Fees & Reimbursables	Design Contingency	Other Professional Services	Construction	Construction Contingency	FF&E	Site Development	Admin & Other Project Costs	Project Contingency	
TRIPLEX	\$629,196.00	\$82,763.00	\$908,166.00	\$7,307,735.00	\$511,541.00	\$625,542.00		\$1,000.00	\$177,704.00	\$10,243,647.00
<b>TOTAL:</b>	<b>\$629,196.00</b>	<b>\$82,763.00</b>	<b>\$908,166.00</b>	<b>\$7,307,735.00</b>	<b>\$511,541.00</b>	<b>\$625,542.00</b>		<b>\$1,000.00</b>	<b>\$177,704.00</b>	<b>\$10,243,647.00</b>