



**Canutillo ISD**

**Special Board Meeting**

**Wednesday, September 6, 2017 6:00 PM**

# Agenda of Special Board Meeting

## The Board of Trustees Canutillo ISD

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A Special Board Meeting of the Board of Trustees of Canutillo ISD will be held September 6, 2017, beginning at 6:00 PM in the Canutillo ISD Administration Office - 7965 Artcraft - El Paso, Texas.

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

### 1. GENERAL FUNCTIONS

- A. Call to Order
- B. Roll Call

### 2. BOARD OF TRUSTEE NEW BUSINESS

- A. Discussion and possible action regarding the purchase of an inflatable Eagle Entryway Football Tunnel. Total Amount \$10,835.00. A donation of \$5,511.00 was made by the Canutillo Football Team Booster Club to assist with cost. 3  
Presenter: M. Piekarski

### 3. EXECUTIVE SESSION

The meeting is to be closed under *Texas Government Code* Sections 551.071 and 551.074 to hear the Level III Grievance of Rheda Angela Sommers and for consultation with attorney.

### 4. NEW BUSINESS

- A. Consider Level III Grievance of Rheda Angela Sommers.

### 5. ADJOURNMENT

# Board of Trustees

Meeting Date: 9/6/17

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Recommendation to approve the purchase of an Inflatable Eagle Entryway Football Tunnel. Total Amount \$10,835.00 A donation of \$5,511.00 was made by the Canutillo Football Booster to assist in the cost.

Justification Statement: Approval to purchase the inflatable eagle entryway football tunnel.

Purpose of Agenda Item:  Information  Discussion  Action  
Item Type:  Curriculum & Instruction  Human Resources  Business Services

Staff Responsible: Martha Piekarski

Signature of Requester(s)  
[Handwritten Signature]

Signature of Presenter(s)  
Elsa Henry  
Business Services Approval (Initials)

Date  
8/31/17

### Agenda Summary:

Canutillo Independent School District would like to purchase an Inflatable Eagle Entryway Football tunnel to boost school spirit. The Canutillo Football Booster made a donation to the District of \$5,511.00.

As stated in Board Policy CH (Local), any single, budgeted purchase of goods or services that costs \$10,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

RECOMMENDATION: Recommendation to approve the the purchase of an Inflatable Eagle Entryway Football Tunnel.

PRIOR BOARD ACTION: N/A      AWARDED: N/A      AWARDED AMOUNT: N/A

AMOUNT(S): \$10,835

ACCOUNT NO(S):  
199.36.4639.06.001.99

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
Quote

REQUESTING DEPARTMENT:  
CFO

CONSEQUENCES OF NON-APPROVAL:  
Lack of School Spirit

IMPLEMENTATION TIMELINE:  
Immediately

ATTACHMENT(S):  Vendor Quote



**Purchase Agreement & Price Quotation**

QUOTE DATE: August 18 / 2017  
 TO: IRMA BARRAZA / CANUTILLO EAGLES  
 FROM: Carlos Orjuela  
 DESCRIPTION: Inflatable Eagle Entryway  
 SIZE: 20'H x 25'L  
 PRICE: \$ 10,435.00 + \$ 400 Shipping TOTAL \$ 10,835.00  
 ART: As seen on concepts.  
 OPTIONS: Any additional artwork quoted separately.  
 LEAD TIME: 4-5 weeks or by Pre-approved Specified Date from receipt of PO/deposit & art.  
 FAN TYPE: External Blower  
 FABRIC: Vinyl Coated Nylon 7 oz. - Inner walls- 210 Denier. Finished seams and sewn with industrial strength thread.  
 ACCESSORIES: Standard Accessory Package Includes: Inflation fan, stakes, tie downs, vinyl storage bag, repair kit and instruction manual.  
 WARRANTY: **Two year warranty on workmanship and materials for the inflatable. One year warranty on motor and/or accessories. If warranty issues occur within the first 30 days of use, Inflatable Design Group will pay economy shipping charges for repairs.**

**TERMS:**

- 1) 50% deposit to begin production / 50% prior to shipping.
- 2) Freight is NOT included in quotation.
- 3) ~~Shipping charges are NOT quoted above.~~
- 4) Freight is FOB Factory. Title and control of product passes at origin (when the carrier signs for the goods). Buyer has total responsibility over the goods while in shipment. Customer shall be responsible for filing of claims (if any) for lost, missing, or damaged products while in transit. Please inspect all shipments upon arrival. This is the customer's responsibility.
- 5) IDG, holds liability insurance which covers the manufacture of the aforementioned product(s). Inflatable Design Group does not include any liability arising out of the customers' product specifications or any aspect of product placement, set-up, installation or takedown.
- 6) Any late payments will be subject to a 1% interest rate until paid in full.
- 7) All inflatables shall be accompanied by a final approved concept. Inflatable Design Group is not responsible for any inflatable that is not accompanied by an approved concept. Any additional changes (i.e., artwork, new design, color, etc.) to the inflatable once the concept has been approved by the client are subject to additional costs.
- 8) Inflatable Design Group reserves the right to use all final product photographs for marketing purposes unless otherwise specified by written customer request.
- 9) Sales Tax will be applicable if shipped in the State of Florida.

IB I have read and understand the above terms and conditions. (Please initial)

**\*\* This quotation is subject to change 90 days from the date quoted.**

**ORDER CONFIRMATION:**

This will confirm my order for 1 inflatables at a cost of \$ 10,435.00 per unit, for a total price of \$ 10,835.00. All above terms and conditions are agreed to.

Canutillo Football Center      Irma Barraza      Aug 21, 2017  
 Company                                      Name                                      Date



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 8/23/17 School Department: CISD

On behalf of the CISD, I am asking that you approve the acceptance of the following items

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Check # 369, Value \$511.00

Purpose of donation: Football Tunnel

Donor or Donor Organization Name: Canutillo Football Booster
Address, City, State & Zip Code:

- Check one:
[] Non-monetary donation
[] This donation will be recorded in the campus/department activity account
[] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Canutillo Football Booster 199.36.4639.06.001.99
Club Name Account Number

Sponsor's Signature: [Signature] Date: Aug 23, 17

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt# \_\_\_\_\_
D Yes
D No

REQUESTER'S SIGNATURE:
Principal/Department Head Date
C Pulley 8/30/17
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:
Director of School Resources Date

Facilities Approval:
Executive Director of Facilities Date

AFTER ALL APPROVALS SEND:
Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax advisor for the donor's tax status when donating to a club or team.



# Canutillo Independent School District Financial Services

*Excellence Through Integrity and Innovation*

## MEMORANDUM

**DATE:** August 31, 2017

**TO:** Board of Trustees  
Dr. Galaviz

**FROM:** Elsa Henry/Purchasing *EH*

**THROUGH:** Cristy Pulley *CP*

**SUBJECT:** Justification for one quote – Inflatable Eagle Entryway Football Tunnel

The Booster Club provided the attached quote after researching many Inflatable products and options for the District, and found that many of them were of poor quality and couldn't meet the specifications the Club was requesting. Inflatable Design Group was highly recommended from other El Paso school districts along with a Better Business Bureau A+ rating and would provide the best long-term value to the District.



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Phone (915) 877-7425 • Fax (915) 877-7415 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices or in providing education services, activities and programs, including technical education programs.