

*Board of Education
Regular Meeting
April 24, 2018*



Fort Worth
INDEPENDENT SCHOOL DISTRICT

Regular Meeting

Notice is hereby given that on April 24, 2018 the Board of Education of the Fort Worth Independent School District will hold a Regular Meeting beginning at 5:30 PM at the Fort Worth Independent School District Board Complex, 2903 Shotts Street, Fort Worth, Texas. The subjects to be discussed or considered or upon which any formal action may be taken are listed on the agenda which is made a part of this notice. Items do not have to be taken in the order shown on this meeting notice.

FORT WORTH INDEPENDENT SCHOOL DISTRICT

AGENDA

1. 5:30 P.M. - CALL REGULAR MEETING TO ORDER - BOARD ROOM

2. PLEDGES - Burton Hill Elementary School

3. RECOGNITIONS

- A. Recognition of Students Performing and Greeting Prior to the Meeting
- B. Student Recognition - State Medalists
- C. Parent/Community Recognition - O.D. Wyatt Alumni Group
- D. Recognition of Physicians - Saturday Morning Medicine Rounds
- E. Recognition of Coach's Life-Saving Action - South Hills High School

4. LONE STAR GOVERNANCE

- A. Secondary Instructional Day

5. PUBLIC COMMENT

6. DISCUSSION OF AGENDA ITEMS

7. CONSENT AGENDA ITEMS

(Action by the Board of Education in adopting the "Consent Agenda" means that all items appearing herein are adopted by one single motion, unless a member of the Board requests that such item be removed from the "Consent Agenda" and voted upon separately.)

- A. Acceptance of Bids/Proposals, Single Source, and Agreement Purchases \$50,000 and More

- 1. Approve the Purchase of Network Electronics and Services for I.M. Terrell Academy for STEM & VPA as Identified in the 2013 Capital Improvement Program (CIP)

2. Approve the Purchase of Classroom Furniture for Art Classrooms	12
3. Approve Purchase for Science Lab Furniture for Western Hills High School	18
4. Approve Budget Amendment and Authorization to Purchase Cafeteria Furniture, Fixtures, and Equipment (FF&E) at Schools	24
B. Approve First Reading - Revision to Board Policy CDA (LOCAL), DIA (LOCAL), EHBAF (LOCAL), and FL (LOCAL)	29
C. Approve Budget Amendment to Increase Budget at TEA 015 Western Hills High School from Program Contingency in the 2013 Capital Improvement Program	63
D. Approve Authorization to Enter into a Contract with a General Contractor for the 2017 Capital Improvement Program Bid Package 001 (RFCSP 18-033)	68
E. Authorization to Enter into a Contract for Printing Services for the 2017 Capital Improvement Program	72
F. Approval of Minutes of the January 22, 2018 Citizens' Oversight Committee Meeting for the 2013 Capital Improvement Program	75

8. RECESS - RECONVENE IN BOARD CONFERENCE ROOM FOR EXECUTIVE SESSION

9. EXECUTIVE SESSION

The Board will convene in closed session as authorized by the Texas Government Code Chapter 551.

- A. Seek the Advice of Attorneys (Section 551.071)
- B. Personnel Matters (Section 551.074)
 - 1. Campus Administrator Appointments
 - 2. Consider and Discuss Possible Action to Approve the Recommendation to Terminate Certain Probationary Contract Employees at the End of the Contract Period, in the Best Interests of the District Pursuant to Chapter 21 of the Texas Education Code
- C. Security Implementation (Section 551.076)
- D. Real Property (Section 551.072)

10. RECONVENE IN REGULAR SESSION - BOARD ROOM

11. ACCEPT CONSENT AGENDA

12. ACTION ITEMS

- A. Item/Items Removed from Consent Agenda
- B. Personnel

13. ACTION AGENDA ITEMS

- A. Take Action to Approve District Teaching Permit for Non-Core CTE Courses

B. Take Action to Approve the Recommendation to Terminate Certain Probationary Contract Employees at the End of the Contract Period, in the Best Interests of the District Pursuant to Chapter 21 of the Texas Education Code

14. COMMENTS BY BOARD MEMBERS OR SUPERINTENDENT ON CURRENT DISTRICT ACTIVITIES AND ANNOUNCEMENTS

15. ADJOURN

**CONSENT AGENDA ITEM
BOARD MEETING
April 24, 2018**

TOPIC: APPROVE THE PURCHASE OF NETWORK ELECTRONICS AND SERVICES FOR I.M. TERRELL ACADEMY FOR STEM & VPA AS IDENTIFIED IN THE 2013 CAPITAL IMPROVEMENT PROGRAM (CIP)

BACKGROUND:

On November 5, 2013, the citizens of Fort Worth approved the 2013 Capital Improvement Program (CIP). As part of this program, new facilities and facilities receiving additions receive the technology required to meet District classroom technology standards.

This item includes network and wireless infrastructure and services that ensure classrooms will be ready for instruction on opening day. This includes wireless access points, phones, switches and network routers which provide network connectivity to the classroom.

STRATEGIC GOAL:

1-Increase Student Achievement

ALTERNATIVES:

1. Approve the Purchase of Network Electronics and Services for I.M. Terrell Academy for STEM & VPA as Identified in the 2013 Capital Improvement Program (CIP).
2. Decline to Approve the Purchase of Network Electronics and Services for I.M. Terrell Academy for STEM & VPA as Identified in the 2013 Capital Improvement Program (CIP).
3. Remand to staff for further study

SUPERINTENDENT’S RECOMMENDATION:

Approve the Purchase of Network Electronics and Services for I.M. Terrell Academy for STEM & VPA as Identified in the 2013 Capital Improvement Program (CIP).

FUNDING SOURCE

Additional Details

2013 CIP	681-11-6396-B50-087-11-000-000000	\$281,925.00
2013 CIP	681-11-6639-B50-087-11-000-000000	\$8,820.00

COST:

\$290,745.00

VENDOR:

CDW

PURCHASING MECHANISM

This purchase is in accordance with the Texas Education Code section 44.031 (j) regarding school district purchases made through an Interlocal contract. Pricing obtained through the Department of Information Resources Contract TSO-2542. Supporting documentation is attached. The recommended vendor is listed above.

Purchasing Support Documents Needed:

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

PARTICIPATING SCHOOL/DEPARTMENTS

087 I.M. Terrell Academy for STEM & VPA

RATIONALE:

This approval to purchase network electronics and services, such as access points for the classroom and network routers, will ensure that the classrooms have the infrastructure needed for connectivity at this campus and are prepared to deliver instruction

INFORMATION SOURCE:

Art Cavazos
Kyle Davie
McDeny Mojica
Aaron Stone



PRICE QUOTE

QUOTE ID: 418829
 Revision: 2
 CUSTOMER ID: 926086
 QUOTE DATE: 03/16/2018
 QUOTE EXPIRES: 04/16/2018
 PAYMENT TERMS: Net 30 Days
 FOB: Port of Origin

16633 North Dallas Parkway
 Suite 300
 Addison, TX 75001

Project: VPA STEM School Networking & UC
 Attention: Paul Zinn
 Prepared for: Fort Worth Independent School Dist
 100 N University Dr
 Fort Worth, TX
 76107-1380

Sales Person: Rob Corder
 Phone: (815)566-0150
 Email: robcor@cdw.com
 ISR: Mika Chlessa
 Phone: (312) 705-2861
 Email: mikacli@cdw.com

Line #	Qty	Part Number	Description	Customer Price	Customer Extended Price	
1-1		Contract: **State of Texas DIR #DIR-TSO-2542**				
1-2		60 months SMARTnet support quoted on applicable products and licenses.				
1-3		WS-C3850-24XS-S				
1-4	1	WS-C3850-24XS-S	Cisco Catalyst 3850 24 Port 10G Fiber Switch iP Base	\$ 8,820.00	\$ 8,820.00	
1-5	1	S3850UK9-163	UNIVERSAL	\$ -	\$ -	
1-6	1	PWR-C1-715WAC/2	715W AC Config 1 Secondary Power Supply	\$ 500.00	\$ 500.00	
1-7	2	CAB-TA-NA	North America AC Type A Power Cable	\$ -	\$ -	
1-8	1	C3850-STACK-NONE	No Stack Cable Selected	\$ -	\$ -	
1-9	1	C3850-SPWR-NONE	No Stack Power Cable Selected	\$ -	\$ -	
1-10	1	C3850-NM-BLANK	Cisco Catalyst 3850 Network Module Blank	\$ -	\$ -	
1-11	1	PWR-C1-715WAC	715W AC Config 1 Power Supply	\$ -	\$ -	
				Sub Total: \$ 9,320.00		
2-1		WS-C3850-48FD-L				
2-2	10	WS-C3850-48FD-L	Cisco Catalyst 3850 48 Port Full PoE 2x10G Uplink LAN Base	\$ 4,040.00	\$ 40,400.00	
2-3	10	S3850UK9-163	UNIVERSAL	\$ -	\$ -	
2-4	10	PWR-C2-1025WAC	1025W AC Config 2 Power Supply	\$ -	\$ -	
2-5	10	CAB-TA-NA	North America AC Type A Power Cable	\$ -	\$ -	
2-6	10	PWR-C2-BLANK	Config 2 Power Supply Blank	\$ -	\$ -	
2-7	10	C3850-STACK-KIT	Cisco Catalyst 3850 Stack Module	\$ 650.00	\$ 6,500.00	
2-8	20	C3850-STACK	Cisco Catalyst 3850 Stack Module	\$ -	\$ -	
2-9	10	STACK-T2-50CM	50CM Type 2 Stacking Cable	\$ -	\$ -	
				Sub Total: \$ 47,000.00		
3-1		WS-C3850-48FS-L				
3-2	29	WS-C3850-48FS-L	Cisco Catalyst 3850 48 Port Full PoE 4x1G Uplink LAN Base	\$ 3,440.00	\$ 99,780.00	
3-3	29	S3850UK9-163	UNIVERSAL	\$ -	\$ -	
3-4	29	PWR-C2-1025WAC	1025W AC Config 2 Power Supply	\$ -	\$ -	
3-5	29	CAB-TA-NA	North America AC Type A Power Cable	\$ -	\$ -	

CUSTOMER IS RESPONSIBLE TO PAY FREIGHT CHARGES. ESTIMATED OR ACTUAL FREIGHT CHARGES ARE NOT INCLUDED IN QUOTES (UNLESS SPECIFICALLY STATED). THIS QUOTE EXCLUDES SALES TAX (UNLESS SPECIFICALLY STATED). SALES AND SERVICES ARE GOVERNED BY THE SIGNED AGREEMENT YOU MAY HAVE WITH CDW. IF NO SEPARATE AGREEMENT IS EFFECTIVE, THE TERMS AND CONDITIONS OF SALES AND SERVICES ARE LIMITED TO THOSE CONTAINED IN THE "TERMS & CONDITIONS" LINK AT <http://www.cdw.com/content/terms-conditions/default.aspx>. BY ORDERING OR ACCEPTING DELIVERY OF PRODUCTS OR BY ENGAGING CDW TO PERFORM OR PROCURE SERVICES, YOU AGREE TO BE BOUND BY AND ACCEPT THOSE TERMS AND CONDITIONS. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS IN ANY FORM DELIVERED BY CUSTOMER ARE HEREBY DEEMED TO BE MATERIAL ALTERATIONS, AND NOTICE OF OBJECTION TO THEM AND REJECTION OF THEM IS HEREBY GIVEN. THIS DOCUMENT IS CONFIDENTIAL.



PRICE QUOTE

QUOTE ID: 419629 Revision: 2

Prepared for: Fort Worth Independent School Dist

Line #	Qty	Part Number	Description	Customer Price	Customer Extended Price
3-6	29	PWR-C2-BLANK	Config 2 Power Supply Blank	\$ -	\$ -
3-7	29	C3650-STACK-KIT	Cisco Catalyst 3650 Stack Module	\$ 660.00	\$ 19,140.00
3-8	58	C3650-STACK	Cisco Catalyst 3650 Stack Module	\$ -	\$ -
3-9	29	STACK-T2-50CM	50CM Type 2 Stacking Cable	\$ -	\$ -
				Sub Total: \$ 118,800.00	
4-1 AIR-AP2802I-B-K9					
4-2	104	AIR-AP2802I-B-K9	802.11ac W2 AP w/CA; 4x4:3; Int Ant; 2xGbE B	\$ 538.00	\$ 55,952.00
4-3	104	AIR-AP-T-RAIL-R	Ceiling Grid Clip for Aronnet APs - Recessed Mount (Default)	\$ -	\$ -
4-4	104	AIR-AP-BRACKET-1	802.11n AP Low Profile Mounting Bracket (Default)	\$ -	\$ -
4-5	104	SW2802-CAPWAP-K9	Cisco Aronnet 2800 Series CAPWAP Software Image	\$ -	\$ -
				Sub Total: \$ 55,952.00	
5-1 C1-AIR-K9					
5-2	1	C1-AIR-K9	Cisco ONE Access - Wireless - CHOOSE ONLY QTY 1 HERE	\$ -	\$ -
5-3	1	CON-ECMU-C1AIRK	SWSS UPGRADES Cisco ONE - Wireless	\$ -	\$ -
5-4	1	C1-MSE-PAK	Cisco ONE MSE License PAK	\$ -	\$ -
5-5	104	C1FPAIRK9	Cisco ONE Foundation Perpetual - Wireless	\$ 140.00	\$ 14,560.00
5-6	104	CON-ECMU-C1FPAIR	SWSS UPGRADES C1 Foundation Perpetual - Wireless	\$ 161.85	\$ 16,811.60
5-7	104	C1-WLC-1	Cisco ONE Wireless LAN Controller AP License (any WLC)	\$ -	\$ -
5-8	1	C1-WLC-PAK	Cisco ONE Wireless LAN Controller AP License PAK (any WLC)	\$ -	\$ -
5-9	104	C1-PI-LFAS-AP-K9	Cisco ONE PI Device License for LF & AS for WLAN	\$ -	\$ -
5-10	104	C1-ISE-BASE-AP	Cisco ONE Identity Services Engine 25 EndPoint Base Lic	\$ -	\$ -
5-11	104	C1-MSE-LS-1	Cisco ONE CMX OnPrem Base (Location + Connect) - 1AP license	\$ -	\$ -
5-12	1	C1F1VAIR-04	Tracker PID v04 Fnd Perpetual AIR - no delivery	\$ -	\$ -
				Sub Total: \$ 31,371.60	
6-1 CP-8841-K9=					
6-2	39	CP-8841-K9=	Cisco IP Phone 8841	\$ 252.35	\$ 9,841.65
				Sub Total: \$ 9,841.65	
7-1 CP-8851-K9=					
7-2	1	CP-8851-K9=	Cisco IP Phone 8851	\$ 325.95	\$ 325.95
7-3 CP-BEKEM=					
7-4	1	CP-BEKEM=	Cisco IP Phone 8800 Key Expansion Module	\$ 259.70	\$ 259.70
				Sub Total: \$ 585.65	
8-1 R-UCL-UCM-LIC-K9					
8-2	1	R-UCL-UCM-LIC-K9	Top Level SKU For 9.x/10.x User License - eDelivery	\$ -	\$ -

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Line #	Qty	Part Number	Description	Customer Price	Customer Extended Price
8-3	1	CON-ECMU-RUCLUCK9	SWSS UPGRADES Top Level SKU For 9.	\$ -	\$ -
8-4	1	CUCM-VERS-10.X	CUCM Software Version 10.X	\$ -	\$ -
8-5	40	LIC-CUCM-10X-ENH-A	UC Manager-10.x Enhanced Single User License	\$ 111.30	\$ 4,452.00
8-6	40	CON-ECMU-LIC0ENHA	SWSS UPGRADES UC Manager-10.x Enhanced Single User-Und	\$ 100.85	\$ 4,026.00
8-7	2	LIC-EXP-TURN	Enable TURN Relay Option	\$ -	\$ -
8-8	1	LIC-EXP-E-PAK	Expressway Series, Expressway-E PAK	\$ -	\$ -
8-9	1	LIC-UC-ENC	UC Encryption License	\$ -	\$ -
8-10	1	UCM-PAK	UCMPAK	\$ -	\$ -
8-11	2	EXPWY-VE-C-K9	Cisco Expressway-C Server, Virtual Edition	\$ -	\$ -
8-12	2	LIC-EXP-E	Enable Expressway-E Feature Set	\$ -	\$ -
8-13	4	LIC-EXP-GW	Enable GW Feature (H323-SIP)	\$ -	\$ -
8-14	1	PC-10X-STANDARD-K9	Prime Collaboration Standard 10.x	\$ -	\$ -
8-15	1	SW-EXP-S.X-K9	Software Image for Expressway with Encryption, Version X8	\$ -	\$ -
8-16	2	LIC-EXP-AN	Enable Advanced Networking Option	\$ -	\$ -
8-17	2	EXPWY-VE-E-K9	Cisco Expressway-E Server, Virtual Edition	\$ -	\$ -
8-18	40	LIC-CUCM-10X-ENH	UC Manager Enhanced 10.x License	\$ -	\$ -
8-19	40	LIC-EXP-DSK	Expressway Desktop Endpoint License	\$ -	\$ -
8-20	4	LIC-SW-EXP-K9	License Key Software Encrypted	\$ -	\$ -
8-21	4	LIC-EXP-SERIES	Enable Expressway Series Feature Set	\$ -	\$ -
				Sub Total: \$ 8,478.00	
9-1	UNITYCN10-K9				
9-2	1	UNITYCN10-K9	Unity Connection 10.x Software	\$ -	\$ -
9-3	1	CON-ECMU-UNITCN0K	SWSS UPGRADES Unity Connection 10.x Software	\$ -	\$ -
9-4	40	UNITYCN10-STD-USR	One Unity Connection 10.x Voice Messaging User	\$ 39.75	\$ 1,590.00
9-5	40	CON-ECMU-UNITCNDS	SWSS UPGRADES One Unity Connection 10.x Voice Messagin	\$ 45.75	\$ 1,830.00
9-6	2	UCXN-10X-SC-PORTS	Unity Connection 10.x SpeechConnect Ports	\$ -	\$ -
9-7	1	LIC-SPCHVIEW-DEMO	SpeechView Unity Connection Demo for 50 users for 6 months	\$ -	\$ -
9-8	1	LIC-UC-ENC	UC Encryption License	\$ -	\$ -
9-9	1	UNITYCN10-PAK	Unity Connection 10.x PAK	\$ -	\$ -
				Sub Total: \$ 3,420.00	
10-1	C1-CISCO4331/K9				
10-2	1	C1-CISCO4331/K9	Cisco ONE ISR 4331 (3GE,2NIM,1SM,4G FLASH,4G DRAM,IPB)	\$ 1,749.00	\$ 1,749.00
10-3	1	CON-SSSNT-C1431K9K	SOLN SUPP 8X5XNBD Cisco ONE ISR 4331 (3GE,2NIM,1SM,4G FLAS	\$ 1,128.50	\$ 1,128.50
10-4	1	SL-4330-IPB-K9	IP Base License for Cisco ISR 4330 Series	\$ -	\$ -
10-5	1	PWR-4330-AC	AC Power Supply for Cisco ISR 4330	\$ -	\$ -

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Line #	Qty	Part Number	Description	Customer Price	Customer Extended Price
10-6	1	CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	\$ -	\$ -
10-7	1	PVDM4-32	32-channel DSP module	\$ -	\$ -
10-8	1	MEM-FLSH-4G	4G Flash Memory for Cisco ISR 4300 (Soldered on motherboard)	\$ -	\$ -
10-9	1	MEM-43-4G	4G DRAM (1 x 4G) for Cisco ISR 4300	\$ -	\$ -
10-10	1	SM-S-BLANK	Removable faceplate for SM slot on Cisco 2900,3900,4400 ISR	\$ -	\$ -
10-11	1	C1AUIISR4330SK9	Cisco ONE Advanced UC Perpetual License ISR 4331	\$ 901.00	\$ 901.00
10-12	1	CON-ECMUS-C1A4330S	SOLN SUPP SWSS Cisco ONE Advanced A	\$ 1,037.00	\$ 1,037.00
10-13	1	SL-4330-UC-K9	Unified Communication License for Cisco ISR 4330 Series	\$ -	\$ -
10-14	1	FL-CME-SRST-25	SRST-25 Seat License (CME uses CUCME Phone License ONLY)	\$ -	\$ -
10-15	2	FL-CUBEE-5	Unified Border Element Enterprise License - 5 sessions	\$ -	\$ -
10-16	1	C1A1VISR4330S-01	Tracker PID v01 Adv Perpetual ISR4330S - no delivery	\$ -	\$ -
10-17	1	SISR4300UK9-316S	Cisco ISR 4300 Series IOS XE Universal	\$ -	\$ -
10-18	1	NIM-4FXO	4-port Network Interface Module - FXO (Universal)	\$ 530.00	\$ 530.00
10-19	1	NIM-4FXS	4-Port Network Interface Module - FXS, FXS-E and DID	\$ 530.00	\$ 530.00

Sub Total: \$ 5,875.50

Quote Total: \$ 290,744.40

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Cisco Systems, Inc.

Vendor ID 1770059951100	DIR Contract Number DIR-TSO-2542
URL <u>http://www.cisco.com/web/strategy/governmentcontracts/contracts.html#~1</u>	Contract Term End Date 5/5/2017
Vendor Website <u>http://www.cisco.com/web/strategy/governmentcontracts/contracts.html#~1</u>	Contract Start Date 5/5/2018
HUB Type Non HUB	
	E-Rate Qualified

Contact Cisco Systems, Inc.

Contact
Mimi Farr
<mailto:mimnguye@cisco.com>
Phone
(408) 527-2627
Fax
(703) 842-8684

Contact DIR

Contact
Kelly Parker
<mailto:kelly.parker@dir.texas.gov>
Phone
(512) 475-1647
Fax
(512) 475-4759

Contract Overview

Cisco Systems offers Cisco branded hardware, networking equipment, servers, data storage solutions, and related services through this contract. This contract is E-Rate qualified. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside the state. This contract has a number of resellers, many of which are HUB vendors.

Contract Documents

- **[DIR-TSO-2542 Contract PDF \(373.51KB\)](http://publishingext.dir.texas.gov/portal/Internal/contracts-and-services/Contracts/DIR-TSO-2542%20Contract.pdf)**
[http://publishingext.dir.texas.gov/portal/Internal/contracts-and-services/Contracts/DIR-TSO-2542 Contract.pdf](http://publishingext.dir.texas.gov/portal/Internal/contracts-and-services/Contracts/DIR-TSO-2542%20Contract.pdf)
- **[DIR-TSO-2542 Appendix A Standard Terms and Conditions \(per Amendment 3\) PDF \(482.07KB\)](http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-2542%20Appendix%20A%20Standard%20Terms%20and%20Conditions%20(per%20Amendment%203).pdf)**
[http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-2542 Appendix A Standard Terms and Conditions \(per Amendment 3\).pdf](http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-2542%20Appendix%20A%20Standard%20Terms%20and%20Conditions%20(per%20Amendment%203).pdf)
- **[DIR-TSO-2542 Appendix B HUB Subcontracting Plan \(Approved 04-05-2016\) PDF \(556.63KB\)](http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-2542%20Appendix%20B%20HUB%20Subcontracting%20Plan%20(Approved%2004-05-2016).pdf)**
[http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-2542 Appendix B HUB Subcontracting Plan \(Approved 04-05-2016\).pdf](http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-2542%20Appendix%20B%20HUB%20Subcontracting%20Plan%20(Approved%2004-05-2016).pdf)

- [DIR-TSO-2542 Amendment 3 PDF \(385.67KB\)](#)
[http://publishingext.dir.texas.gov/portal/Internal/contracts-and-services/Contracts/DIR-TSO-2542 Amendment 3.pdf](http://publishingext.dir.texas.gov/portal/Internal/contracts-and-services/Contracts/DIR-TSO-2542%20Amendment%203.pdf)

Electronic and Information Resources (EIR) Accessibility

Information regarding Electronic and Information Resources (EIR) accessibility of this vendor's offerings is included in the contract. Agencies purchasing products or services are responsible for complying with Texas EIR Accessibility statute and rules, as defined in TGC 2054 Subchapter M, 1TAC 206, and 1 TAC 213. For additional information, visit the Vendor Website or contact the vendor directly.

Please note that some of the documents on this page are in the PDF format. Please [download the Adobe Reader \(http://get.adobe.com/reader/\)](#) in order to view these documents.

Reseller Vendor Contacts

Vendor Name	Contact Name	Phone/Fax
ARC Government Solutions, Inc.	Woman Owned	Briana Burt (mailto:orders@arc-gs.com) Phone: (512) 452-0651 Fax: (512) 452-0691
AT&T Corp.	Non HUB	John Hagan (mailto:john.hagan@att.com) Phone: (512) 870-4388
Black Box Network Services, Inc.	Non HUB	Teresa Bailey (mailto:teresa.bailey@blackbox.com) Phone: (713) 307-6810 Fax: (713) 307-4115
CDW Government, LLC	Non HUB	Peter McGee (mailto:petmcge@cdwg.com) Phone: (877) 708-8009 Fax: (312)

**CONSENT AGENDA ITEM
BOARD MEETING
April 24, 2018**

TOPIC: APPROVE THE PURCHASE OF CLASSROOM FURNITURE FOR ART CLASSROOMS

BACKGROUND:

The Fine Arts department assessed all elementary, middle, and high school for student furniture needs in the Art classrooms. 52 campuses were identified in most need of student furniture: Art tables, round art tables, chairs and stools. The purchase of this student furniture will bring the Art classrooms to a basic standard.

The vendor selected for this purchase is School Specialty that is a member of the Buy-Board 503-16. The purchase of this student furniture will be made using the Capital Improvement Program funds as part of Proposition three of the 2013 bond authorization.

STRATEGIC GOAL:

2-Improve Operational Effectiveness and Efficiency

ALTERNATIVES:

1. Approve The Purchase Of Classroom Furniture For Art Classrooms
2. Decline to Approve The Purchase Of Classroom Furniture For Art Classrooms
3. Remand to staff for further study

SUPERINTENDENT'S RECOMMENDATION:

Approve The Purchase Of Classroom Furniture For Art Classrooms

FUNDING SOURCE

Additional Details

2013 CIP

683-11-6398-843-xxx-11-000-000000

COST:

\$251,634.13

VENDOR:

School Specialty

PURCHASING MECHANISM

Interlocal Agreement

This purchase is in accordance with the Texas Education Code section 44.031 (j) regarding school district purchases made through an Interlocal contract. Pricing obtained through the Buyboard, Contract 503-16. Supporting documentation is attached. The recommended vendor is listed above.

Individual quotes for each school included in this project are available in the Purchasing Department.

Purchasing Support Documents Needed:

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

PARTICIPATING SCHOOL/DEPARTMENTS

Please see attached list of participating schools

RATIONALE:

The purchase of this furniture will help bring the District's art classrooms up to basic standards of fine arts facilities. Also, will replace old, broken and unsafe equipment currently used in the classrooms.

INFORMATION SOURCE:

Art Cavazos
Chris Walk

Art Furniture Refresh

School Name	#	Amount
A.M. Pate ES	153	1345.2
Alice D. Conreras ES	220	5715.64
Amon Carter-Riverside HS	001	2654.23
Applied Learning Academy	055	1220.7
Arlington Heights HS	002	10286.47
Benbrook MS/HS	071	921.6
Bill J Elliott ES	206	6263.12
Bonnie Brae ES	225	7559.86
Bruce Shulkey ES	163	4697.34
Burton Hill ES	107	4250.75
Christene C. Moss	127	1614.24
Clifford Davis ES	222	5186.96
Daggett ES	119	4538.59
David K. Sellars ES	186	1230.08
De Zavala ES	121	3536.32
Diamond Hill ES	122	4250.75
Diamond Hill-Jarvis HS	004	5677.91
East Handley ES	126	4538.59
Easten Hills HS	006	7704.4
Eastern Hills HS	006	7324.45
Greenbriar ES	134	5100.9
Jacquet MS	059	7012.38
John T. White ES	129	1845.12
JP Elder MS	044	2206.64
Kirkpatrick MS	049	8728.02
Leadership Academy @ Como ES	117	4697.34
Leonard MS	061	8056.24
Luella Merrett ES	157	6364.01
Maude Logan ES	124	6195.86
Meacham MS	051	1220.7
Meadowbrook ES	141	1143.42
Middle Level Learning Center	018	4866.78
Monnig MS	053	6123.33
North Side HS	008	16697.19
O.D. Wyatt HS	016	1424.15
Paschal HS	010	1143.42
Polytechnic HS	009	3051.75
Rosemont ES	131	1008.9
Sagamore Hill ES	162	1076.16
South Hills ES	167	7348.68
South Hills HS	003	6570.42
Southwest HS	014	1737.4
Stripling MS	058	7137.41
Sunrise-McMillan ES	169	5614.75
T.A. Sims ES	208	5614.75
Waverly Park ES		5100.9

Art Furniture Refresh

School Name	#	Amount
Westcreek ES	178	5100.9
Western Hills ES	180	4538.59
Western Hills HS	015	615.04
William James MS	048	10373.92
World Languages Institute MS HS	084	11518.58
YWLA	081	941.64
YWLA	081	941.64
Grand Total		251,634.13



**QUOTATION: FORT WORTH
ISD_TX_ART PROJECT INCLUDING
TABLE REMOVAL_PBD2018009748-4**

DATE: 4/10/2018

QUOTATION SUBMITTED TO:	SHIP TO:
FORT WORTH INDEPENDENT SCHOOL DISTRICT 100 N UNIVERSITY DR FORT WORTH, TX 76107-1360 UNITED STATES	FORT WORTH INDEPENDENT SCHOOL DISTRICT 2808 TILLAR ST FORT WORTH, TX 76107-1323

PROJECT SPECIALIST:
TIM SUMMERS 618-292-2698

TSM:
TONY BROWNING

#	QTY	PRODUCT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	945	1362378	Classroom Select - Cameron CHAIR - ROYAL 1100 FOUR LEG - SOFT PLASTIC SHELL 18 - CHROME FRAME - SPECIFY SHELL COLOR - SPECIFY GLIDE	\$33.63	\$31,780.35
2	287	AT4260FM	Allied Plastics ART TABLE 42X60 FUSION MAPLE TOP WITH VINYL T-MOLD	\$615.04	\$176,516.48
3	1	1497091	Classroom Select - Cameron TABLE - CS ACTIVITY ROUND 60 - MARKERBOARD TOP - BLACK LOCK EDGE/UPPER LEG - 22-30IN TABLE HEIGHT	\$265.12	\$265.12
4	5	NPD FIXED HEIGHT STOOL 30	NATIONAL PUBLIC SEATING 30 INCHINCH FIXED HEIGHT STOOL - 14" SEAT WITH HARDBOARD INSERT - GREY - FOOT RING	\$36.36	\$181.80
5	11	TENNSCO JEWELRY TABLE	Tennsco Corp TENNSCO JEWELRY TABLE - 2 CABINETS - COMPRESSED WOOD TOP	\$621.47	\$6,836.17
6	42	NPS 18 INCH FIXED HT STOOL	NATIONAL PUBLIC SEATING 18 INCH FIXED HEIGHT STOOL - 14" SEAT WITH HARDBOARD INSERT - GREY - FOOT RING	\$28.80	\$1,209.60
7	636	6218H	NATIONAL PUBLIC SEATING STOOL 14 INCH SEAT ADJUSTABLE HEIGHT 19-27 INCHES GRAY	\$40.69	\$25,878.84
8	269	TABLE REMOVAL	SCHOOL SPECIALTY, INC. REMOVAL OF EXISTING ART TABLE	\$33.33	\$8,965.77



**QUOTATION: FORT WORTH
 ISD_TX_ART PROJECT INCLUDING
 TABLE REMOVAL_PBD2018009748-4**

DATE: 4/10/2018

QUOTATION SUBMITTED TO:	SHIP TO:
FORT WORTH INDEPENDENT SCHOOL DISTRICT 100 N UNIVERSITY DR FORT WORTH, TX 76107-1360 UNITED STATES	FORT WORTH INDEPENDENT SCHOOL DISTRICT 2808 TILLAR ST FORT WORTH, TX 76107-1323

PROJECT SPECIALIST:

TSM:

TIM SUMMERS 618-292-2698

TONY BROWNING

PRICING PER TEXAS BUY BOARD CONTRACT #503-16

ACCEPTED BY

DATE ACCEPTED _____

TOTAL \$251,634.13

**CONSENT AGENDA ITEM
BOARD MEETING
April 24, 2018**

**TOPIC: APPROVE PURCHASE FOR SCIENCE LAB FURNITURE FOR
WESTERN HILLS HIGH SCHOOL**

BACKGROUND:

A science classroom at Western Hills High school is currently not being used because of non-compliance of chemical resistant countertops. The purchase of the science lab furniture will allow the use of the classroom for science labs for the upcoming school year. An assessment for District science classrooms was performed and this campus was identified as the only one with this issue.

STRATEGIC GOAL:

2-Improve Operational Effectiveness and Efficiency

ALTERNATIVES:

1. Approve Purchase For Science Lab Furniture For Western Hills High School
2. Decline to Approve Purchase For Science Lab Furniture For Western Hills High School
3. Remand to staff for further study

SUPERINTENDENT’S RECOMMENDATION:

Approve Purchase For Science Lab Furniture For Western Hills High School

FUNDING SOURCE

Additional Details

2013 CIP

683-11-6398-B43-xxx-11-000-000000

COST:

\$95,811.01

VENDOR:

School Specialty

PURCHASING MECHANISM

Interlocal Agreement

This purchase is in accordance with the Texas Education Code section 44.031 (j) regarding school district purchases made through an Interlocal contract. Pricing obtained through the Buyboard, Contract 503-16. Supporting documentation is attached. The recommended vendor is listed above.

Purchasing Support Documents Needed:

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

PARTICIPATING SCHOOL/DEPARTMENTS

Western Hills High School , #015

RATIONALE:

The purchase of this science lab furniture will help restore the use of the classroom for Science lab purposes.

INFORMATION SOURCE:

Art Cavazos
Gilbert Griffin



**QUOTATION: FORT WORTH
ISD_TX_WESTERN HILLS SCIENCE
LAB_PBD2017008456-1**

DATE: 4/3/2018

QUOTATION SUBMITTED TO:	SHIP TO:
FORT WORTH INDEPENDENT SCHOOL DISTRICT 100 N UNIVERSITY DR FORT WORTH, TX 76107-1360 UNITED STATES	WESTERN HILLS HS 3600 BOSTON AVENUE FORT WORTH, TX 76116

PROJECT SPECIALIST:

TSM:

TIM SUMMERS 618-292-2698

TONY BROWNING

#	QTY	PRODUCT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	30	LAB STOOL	NATIONAL PUBLIC SEATING 24" LAB STOOL	\$147.75	\$4,432.50
2	1	ILLUSIONS BASE SINK CABINET WITH DOORS	Fleetwood Group Inc BASE CABINET - NO TOP - NO FAUCET - NO SINK	\$966.52	\$966.52
3	11	ILLUSIONS BASE CABINET - SHELF AND DRAWERS	Fleetwood Group Inc CABINET - SHELF AND DRAWER	\$1,448.93	\$15,938.23
4	20	ELKAY	Fleetwood Group Inc FAUCETS AND SINKS FOR LAB STATIONS	\$679.45	\$13,589.00
5	1	LEARNING WALL	Fleetwood Group Inc LEARNING WALL - 96"W X 84"H X 27" D - CABINETS WITH DOORS - SLIDING MARKERBOARD UNIT - END PANELS	\$6,066.14	\$6,066.14
6	1	LEARNING WALL FOR INTERACTIVE WHITEBOARD	Fleetwood Group Inc LEARNING WALL FOR INTERACTIVE WHITEBOARD - 72" W X 84" H X 27" D - SHELF CABINET WITH HUTCH AND DOORS - END PANELS	\$2,848.60	\$2,848.60
7	2	PHENOLIC RESIN TOP W BACKSPLASH	Fleetwood Group Inc TOP - 96" X 26" - BACKSPLASH - CHEMICAL RESISTANT	\$1,008.99	\$2,017.98
8	2	PHENOLIC RESIN TOP W BACKSPLASH	Fleetwood Group Inc TOP - 97" X 26" - BACKSPLASH - CHEMICAL RESISTANT	\$1,059.95	\$2,119.90
9	1	PHENOLIC RESIN TOP W BACKSPLASH	Fleetwood Group Inc TOP - 97" X 26" - BACKSPLASH - CHEMICAL RESISTANT	\$1,059.95	\$1,059.95

FORT WORTH



**QUOTATION: FORT WORTH
ISD_TX_WESTERN HILLS SCIENCE
LAB_PBD2017008456-1**

DATE: 4/3/2018

QUOTATION SUBMITTED TO:	SHIP TO:
FORT WORTH INDEPENDENT SCHOOL DISTRICT 100 N UNIVERSITY DR FORT WORTH, TX 76107-1360 UNITED STATES	WESTERN HILLS HS 3600 BOSTON AVENUE FORT WORTH, TX 76116

PROJECT SPECIALIST:

TSM:

TIM SUMMERS 618-292-2698

TONY BROWNING

#	QTY	PRODUCT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
10	1	PHENOLIC RESIN TOP W BACKSPLASH	Fleetwood Group Inc TOP - 37" X 26" - BACKSPLASH - CHEMICAL RESISTANT	\$506.19	\$506.19
11	1	PHENOLIC TOP WITHOUT BACKSPLASH WITH SINK CUT OUT	Fleetwood Group Inc TOP - 110" X 26" - CHEMICAL RESISTANT - SINK CUT OUT	\$978.41	\$978.41
12	1	PHENOLIC TOP WITHOUT BACKSPLASH WITH SINK CUT OUT	Fleetwood Group Inc TOP - 49" X 26" - CHEMICAL RESISTANT - FOR PART 7940S.804	\$472.22	\$472.22
13	8	PEDESTAL LAB STATION-79645- 99	Fleetwood Group Inc PEDESTAL LAB STATION - SQUARE 54" X 54" - CHEMICAL RESISTANT TOP - NO SINK - NO FIXTURES	\$3,016.77	\$24,134.16
14	8	STUDENT LAB TABLES	Fleetwood Group Inc PART 93.6304-460171 - WAVE - WELDED FRAME - 1.5" ROUND LEGS - BLACK CHEM RESISTANT TOP - FIXED HT - 4 LOCKING CASTERS	\$1,326.63	\$10,613.04
15	1	STUDENT WORKSTATION	Fleetwood Group Inc STUDENT WORKSTATION - 48" X 26" - KEYBOARD AND CPU STORAGE	\$1,280.77	\$1,280.77
16	2	ILLUSIONS BASE CABINET WITH DOORS	Fleetwood Group Inc ILLUSIONS BASE CABINET WITH DRAWERS AND DRAWERS AND DOORS - NO TOP	\$1,232.19	\$2,464.38

FORT WORTH



Vendor Contract Information

Searches:

[Search by Vendor](#)

[Browse Contracts](#)

Search:

All

Vendor Discounts Only

Catalog Pricing Only

Refine Your Search:

Vendors

None Selected

Price Range

Show all prices

Category

None Selected

Contract

Furniture - School Office Science,
Library & Dormitory[X]

Additional Resources

Vendor Name: School Specialty Inc. (Furniture)

Address: 100 Paragon Parkway
Mansfield, OH 44903

Phone Number: (800) 305-0174

Email: doug_bamd@schoolspecialty.com

Website: <http://www.schoolspecialty.com>

Federal ID: 39-0971239

Contact: Douglas Bamd

Accepts RFQs: Yes

Minority Owned: No

Women Owned: No

Service-Disabled Veteran Owned: No

EDGAR: Yes

Contract Name: Furniture - School, Office Science, Library & Dormitory

Contract Description: Full line of auditorium seating; library office, school, science, modular dormitory courtroom and church furniture, filing cabinets; lockers, moveable wall/partitions window treatments service/repair & installation

Contract#: 503-16

Effective Date: 04/01/2016

Expiration Date: 03/31/2019

Payment Terms: Net 30 days

Delivery Days: 90

Shipping Terms: Pre-paid and added to invoice

Freight Terms: FOB Destination

Ship Via: Common Carrier

Region Served: All Texas Regions

States Served: Illinois Louisiana, Missouri, Tennessee Texas Utah

Additional Info: EDGAR Vendor Certification Form (relating to 2 CFR Part 200 & Appendix II) can be found under the EDGAR (Vendor EDGAR Documents) link at the bottom of the page

Quote Reference Number: 503-16

Return Policy: Unused merchandise not meeting your complete satisfaction may be returned in its original packaging. If returns are due to our error, we will pay for return shipping. If an item is being returned for any other reason, you will be required to pay the cost of return shipping. If the return is F&E, you will be charged restocking fee depending on manuf. policy. All other returns to be subject to 15% restocking fee. Customer orders are made to your specifications and as such, may not be returned.

Contract Documents

EDGAR Notice: [Click to view EDGAR Notice](#)

Proposal Documents: [Click to view BuyBoard Proposal Documents](#)

Regulatory Notice: [Click to view Bonding Regulatory Notice](#)

Proposal Files: [Click to view Vendor Proposal Files Documents](#)

Renewal Notice/Letter: [Click to view Vendor Renewal Notice/Letter Documents](#)

EDGAR: [Click to view Vendor EDGAR Documents](#)

Contact us 800.695.2919

**CONSENT AGENDA ITEM
BOARD MEETING
April 24, 2018**

TOPIC: APPROVE BUDGET AMENDMENT AND AUTHORIZATION TO PURCHASE CAFETERIA FURNITURE, FIXTURES, AND EQUIPMENT (FF&E) AT SCHOOLS

BACKGROUND:

The following campuses are part of the cafeteria refresh to support the kitchen and dining room upgrades through the 2013 bond and one campus is scheduled to move to a different facility for the 2019 school year.

The purchase of the cafeteria furniture will include the replacement of all cafeteria tables at some school sites. At school sites with a renovated, larger dining area, additional tables will be purchased to supplement the existing furniture. All new furniture will be ergonomic and aesthetically pleasing. The vendor selected for this purchase is School Specialty. They are a member of the Buy-Board 503-16. The purchase will be made using TRE and 2013 Capital Improvement Program (CIP) funds. This item requests the authorization to purchase up to \$472,840 for cafeteria FF&E. This item also requests the authorization to transfer \$ 359,206.48 from CIP FF&E contingency for the cost listed in the table. This transfer is to help cover the cost for campuses scheduled to receive a cafeteria or kitchen update. The remaining campuses will be paid through TRE funds which is the remaining balance of \$112,957.68

STRATEGIC GOAL:

2-Improve Operational Effectiveness and Efficiency

ALTERNATIVES:

1. Approve Budget Amendment and Authorization to Purchase Cafeteria Furniture, Fixtures, and Equipment (FF&E) At Schools
2. Decline to Approve Budget Amendment and Authorization to Purchase Cafeteria Furniture, Fixtures, and Equipment (FF&E) At Schools
3. Remand to staff for further study

SUPERINTENDENT'S RECOMMENDATION:

Approve Budget Amendment and Authorization To Purchase Cafeteria Furniture, Fixtures, And Equipment (FF&E) At Schools

FUNDING SOURCE

Additional Details

General Fund
2013 CIP

198-35-6398-001-xxx-99-501-00000
681-81-6398-B43-xxx-99-000-00000

COST:

\$472,164.16

VENDOR:

School Specialty

PURCHASING MECHANISM

Interlocal Agreement

This purchase is in accordance with the Texas Education Code section 44.031 (j) regarding school district purchases made through an Interlocal contract. Pricing obtained through the Buyboard, Contract 503-16. Supporting documentation is attached. The recommended vendor is listed above.

Purchasing Support Documents Needed:

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

PARTICIPATING SCHOOL/DEPARTMENTS

School Name	#	CIP Amount	TRE Amount	
Daggett, E.M.	119	3,685.12		
Diamond Hill-Jarvis HS	004	41,284.24		
East Handley ES	126	11,055.36		
Mitchell Boulevard ES	144	7,370.24		
Morningside ES	054	34,483.18		
Nash, Charles E. ES	148	13,183.60		

Paschal, R.L. HS	010	44,644.00		
Rosemont 6th Grade	067	19,054.40		
South Hills HS	003	104,647.36		
Tanglewood ES	171	48,692.18		
Wedgwood 6th Grade	043	31,106.80		
McLean, W.P MS	050		37,252.44	
Meadowbrook MS	052		44,354.26	
World Languages Institute	084		31,350.98	
		359,206.48	112,957.68	472,164.16

RATIONALE:

The purchase of the cafeteria furniture will be aesthetically pleasing and support quality service to the students of FWISD.

INFORMATION SOURCE:

Art Cavazos
Jerry Moore
Glenn Headlee

**QUOTATION: FORT WORTH
ISD_TX_CAFETERIA
PROJECT_PBD2018010300-3**

DATE: 4/11/2018

QUOTATION SUBMITTED TO:	SHIP TO:
FORT WORTH INDEPENDENT SCHOOL DISTRICT 100 N UNIVERSITY DR FORT WORTH, TX 76107-1360 UNITED STATES	FORT WORTH INDEPENDENT SCHOOL DISTRICT 2808 TILLAR ST FORT WORTH, TX 76107-1323

PROJECT SPECIALIST:
TIM SUMMERS 618-292-2698

TSM:
TONY BROWNING

#	QTY	PRODUCT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	40	3N1 CONVERTABLE BENCH	Sico America CONVERTABLE BENCH - 8' WIDE - 29" TALL - BLACK FRAME AND CASTER BEAM - TOP LAMINATE - BENCH LAMINATE - CASTER - ARMOR EDGE -	\$765.88	\$30,635.20
2	1932	ACCENT COVER	Sico America ACCENT COVER - FACTORY ATTACHED TO BOTTOM OF COMFORT SEAT - ACCENT COVER COLOR	\$13.68	\$26,429.76
3	30	CAFETERIA TABLE REMOVAL	SCHOOL SPECIALTY, INC. REMOVAL OF 12' CAFETERIA TABLES	\$35.71	\$1,071.30
4	2650	CHAIR REMOVAL	SCHOOL SPECIALTY, INC. REMOVAL OF FOLDING CHAIRS	\$1.43	\$3,789.50
5	69	4 FOOT ASSOCIATE TABLE	Sico America 4 FOOT TABLE - CHROME FRAME - 30" H - 4 COMFORT STOOLS - COMFORT STOOL COLOR - TOP LAMINATE COLOR - ARMOR EDGE COLOR - CASTER COLOR	\$646.30	\$44,594.70
6	423	TABLE REMOVAL	SCHOOL SPECIALTY, INC. FOLDING TABLE REMOVAL	\$7.14	\$3,020.22
7	55	BY 65 BENCH TABLE	Sico America 12 FOOT BENCH TABLE - 30" HIGH - CHROME FRAME - TOP LAMINATE - BENCH LAMINATE - ARMOR EDGE COLOR - CASTER COLOR	\$1,842.56	\$101,340.80
8	23	ADJUSTABLE HT SOCIALIZER	Sico America SOCIALIZER TABLE - 36 INCH DIAMETR - ADJUSTABLE HT 29 INCHES TO 41 INCHES - BLACK BASE - CASTERS - TOP LAMINATE	\$609.24	\$14,012.52
9	60	10 FOOT COMMUNICATOR	Sico America 10 FOOT COMMUNICATOR STOOL TABLE - - CHROME FRAME - 30" H - 12 COMFORT STOOLS - COMFORT STOOL COLOR -TOP LAMINATE COLOR - ARMOR EDGE COLOR - CASTER COLOR	\$1,953.80	\$117,228.00
10	82	12 FOOT PRESIDENT	Sico America	\$1,585.88	\$130,042.16



**QUOTATION: FORT WORTH
 ISD_TX_CAFETERIA
 PROJECT_PBD2018010300-3**

DATE: 4/11/2018

QUOTATION SUBMITTED TO:	SHIP TO:
FORT WORTH INDEPENDENT SCHOOL DISTRICT 100 N UNIVERSITY DR FORT WORTH, TX 76107-1360 UNITED STATES	FORT WORTH INDEPENDENT SCHOOL DISTRICT 2808 TILLAR ST FORT WORTH, TX 76107-1323

PROJECT SPECIALIST:
TIM SUMMERS 618-292-2698

TSM:
TONY BROWNING

#	QTY	PRODUCT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
			12 FOOT PRESIDENT STOOL TABLE - - CHROME FRAME - 30" H - 12 COMFORT STOOLS - COMFORT STOOL COLOR -TOP LAMINATE COLOR - ARMOR EDGE COLOR - CASTER COLOR		
PRICING PER TEXAS BUY BOARD CONTRACT #503-16					

ACCEPTED BY

DATE ACCEPTED _____

 TOTAL \$472,164.16

**CONSENT AGENDA ITEM
BOARD MEETING
APRIL 24, 2018**

TOPIC: APPROVE FIRST READING - REVISION TO BOARD POLICY CDA (LOCAL), DIA (LOCAL), EHBAF (LOCAL), AND FL (LOCAL)

BACKGROUND:

The Texas Association of School Boards (TASB) assists school districts by ensuring proper standards are met in regards to state and federal guidelines by supporting and navigating through policy and regulation updates and changes. School districts with localized policy manuals receive several major policy updates per year called numbered updates. They are called “numbered updates” because they are numbered sequentially. These updates respond to changes in state and federal law, court cases, and decisions by the Attorney General and by the Commissioner of Education. In numbered updates TASB only makes recommendations where the district’s local policies are concerned. The Board of Trustees always has the final say regarding which policies go in the manual.

STRATEGIC GOAL:

2-Improve Operational Effectiveness and Efficiency

ALTERNATIVES:

1. Approve first reading - revision to Board Policy CDA (LOCAL), DIA (LOCAL), EHBAF (LOCAL), and FL (LOCAL).
2. Decline to Approve first reading - revision to Board Policy CDA (LOCAL), DIA (LOCAL), EHBAF (LOCAL), and FL (LOCAL).
3. Remand to staff for further study.

SUPERINTENDENT’S RECOMMENDATION:

Approve first reading - revision to Board Policy CDA (LOCAL), DIA (LOCAL), EHBAF (LOCAL), and FL (LOCAL).

FUNDING SOURCE

Additional Details

No Cost

Not Applicable

COST:

Not Applicable

VENDOR:

Not Applicable

PURCHASING MECHANISM

Not a purchase

Purchasing Support Documents Needed:

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

PARTICIPATING SCHOOL/DEPARTMENTS

All schools and departments.

RATIONALE:

The approval of these policies will update the language as recommended by TASB.

INFORMATION SOURCE:

Board Policy Committee
Sammy Monge
Mia Hall



Board Policy Update #109

▲ CDA(LOCAL): BOARD MEMBERS - AUTHORITY

RATIONALE

In response to HB 1701 and revisions to CDA(LEGAL), a revision at SELLERS OF INVESTMENTS has been made and requires a business organization, as defined by law, that engages in investment transactions with a district to provide the district written documents required by law.

Additionally, the FWISD Business and Finance Department used this opportunity to review and amend this rather lengthy policy. Great effort was taken to eliminate references that are more appropriately addressed in administrative regulations, handbooks and/or manuals.

MIA HALL, DIRECTOR

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting principles. The investment officer shall be bonded or shall be covered under a fidelity insurance policy. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

Approved
Investment
Instruments

From those investments authorized by law and described further in CDA(LEGAL) under AUTHORIZED INVESTMENTS, the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. Banker's acceptances as permitted by Government Code 2256.012.
5. Commercial paper as permitted by Government Code 2256.013.
6. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.
7. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
8. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Investment
Management

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Liquidity and
Maturity

The maximum allowable stated maturity of any individual investment owned by the District shall not exceed five years from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

Monitoring Market
Prices

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

Monitoring Rating
Changes

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds / Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield. The District will invest in maturities for a minimum period of one year, but not to exceed a period of five years.

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

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<u>Agency Funds</u>	<u>Investment strategies for agency funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.</u>
<u>Debt Service Funds</u>	<u>Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents.</u>
<u>Capital Project Funds</u>	<u>Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations.</u>
<u>Food Service Funds</u>	<u>Investment strategies for food service funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.</u>
<u>Internal Service Funds</u>	<u>Investment strategies for internal service funds shall have as their primary objective sufficient liquidity to meet on a timely basis both short- and long-term cash flow requirements.</u>
<u>Safekeeping and Custody</u>	<u>The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.</u>
<u>Sellers of Investments</u>	<u>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</u> <u>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).</u>
<u>Soliciting Bids for CDs</u>	<u>In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.</u>
<u>Interest Rate Risk</u>	<u>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification at fiscal year end.</u> <u>The District shall monitor interest rate risk using weighted average maturity and specific identification at fiscal year end.</u>
<u>Internal Controls</u>	

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A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

Portfolio Report

In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and activity shall be presented annually to the Board.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

Introduction

The District shall invest its public funds in a manner that will ensure the safety and protection of these funds at all times. Investments shall provide adequate liquidity for all District cash flow demands and maximize the District's investment returns within all state and local statutes governing the investment of public funds.

Scope

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~~This policy shall cover all financial assets that are under the direct authority of the Board and are accounted for in the District's comprehensive annual financial report. Financial assets include the following listed funds and any other assets in any other funds that may be created or added by the District in the future:~~

- | | |
|-----------------------------------|--------------------------------------|
| General Fund* | Agency Fund* |
| Debt Service Fund | Enterprise Fund |
| Special Revenue Fund* | Internal Service Fund* |
| Expendable Trust Fund* | Nonexpendable Trust Fund* |

~~*These items are considered a "pooled fund group" as defined by the Public Funds Investment Act (Government Code 2256.002(9)).~~

Objectives

~~The primary objectives, in priority order, of the District's investment program shall be as follows:~~

Safety

~~1.— Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio at all times.~~

Liquidity

~~2.— The District's investment portfolio shall provide adequate liquidity to meet all debt service and operating expenses of the District as they arise.~~

Yield

~~3.— The District's investment portfolio shall be designed to obtain the maximum rate of return available within all legal, legislated, and mandated investment guidelines, giving effect to the District's risk constraints and cash flow requirements.~~

~~4.— The investment portfolio shall be designed with the objective of regularly exceeding the average return (bond equivalent basis) on the three-month U.S. Treasury bill. The portion of the portfolio managed by a registered investment advisor shall be benchmarked and reported against the AAA-rated local government investment pools operating in Texas. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles.~~

~~5.— All attempts shall be made to diversify investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.~~

~~6. Management of the investment portfolio shall adhere to the guidance provided by the "prudent person rule," which obligates a fiduciary to ensure that:~~

~~"...investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived."~~

~~7. Management of the investment portfolio shall specifically avoid any purchase of investments, or any investment practice or procedures, not specifically authorized under the terms of this policy.~~

~~8. The District intends to pursue active portfolio management techniques in order to enhance total returns.~~

~~9. All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might impair public confidence. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. Nevertheless, the Board recognizes that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return provided that adequate diversification has been implemented.~~

**Individual Fund/
Portfolio Strategies**

Pooled Funds

~~The pooled fund is comprised of the general fund, special revenue fund, expendable trust fund, internal service fund, nonexpendable trust fund, and agency fund. These funds are defined as follows:~~

~~1. General Fund: Revenues and expenditures, not accounted for in other funds, relating to general operations of the District. The maximum dollar weighted average maturity on any fund/portfolio shall not exceed one year. No security maturity in the pooled fund shall exceed three years.~~

~~1. Special Revenue Fund: Proceeds of specific program grants that are legally restricted to expenditures for specified purposes. The maximum dollar weighted average maturity on any fund/portfolio shall not exceed one year. No security maturity in the pooled fund shall exceed three years.~~

~~2. Expendable Trust Fund: State and federally funded cooperative programs over which the District acts as fiscal manager. These funds are accounted for by the District; however, other~~

~~school districts also benefit from the programs as a result of cooperative agreements between the member districts and the fiscal manager. The maximum dollar weighted average maturity on any fund/portfolio shall not exceed one year. No security maturity in the pooled fund shall exceed three years.~~

~~3.— Internal Service Fund: Accumulation of resources for the payment of employee claims and insurance policies. The maximum dollar weighted average maturity on any fund/portfolio shall not exceed one year. No security maturity in the pooled fund shall exceed three years.~~

~~4.— Nonexpendable Trust Fund: Assets held by the District in a trustee capacity for individuals and private organizations. The maximum dollar weighted average maturity on any fund/portfolio shall not exceed one year. No security maturity in the pooled fund shall exceed three years.~~

~~5.— Agency Funds: Receipts and disbursements of monies from granting organizations. The maximum dollar weighted average maturity on any fund/portfolio shall not exceed one year. No security maturity in the pooled fund shall exceed three years.~~

~~The primary strategy for this fund is to match the regular operational expenditures of the fund with investment maturities, investment interest, and other income sources of the fund. Because the funds are pooled for investment purposes, the portfolio will address the varying needs of all funds in the pooled fund group recognizing liquidity needs as well as the desire to extend slightly for incremental return on core funds. Investment of surplus fund balances shall be made to match future expenditure needs of the fund. The highest quality securities shall be chosen to ensure preservation of principal, liquidity, and ultimate marketability in the case of needed liquidity. Diversification will be addressed by use of different local government investment pools and a portfolio of differing securities. This fund typically is at its low investment balance around the end of the calendar year and must be very liquid at this point. A cash flow analysis of these funds shall be used to determine any funds available for longer term investment. Investments will be made in accordance with this cash flow analysis.~~

~~Debt Service Fund~~

~~The debt service fund is used to account for payment of principal and interest of the District's general obligation bonds.~~

~~The primary strategy is to match the regular (February and August) scheduled debt payments with investments having fixed maturity dates on or before payment dates for liquidity purposes on these dates. Investments should be purchased with a maturity date to~~

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~~Enterprise Fund~~

~~fully fund the next scheduled debt payment. The highest quality securities shall be chosen to ensure preservation of principal, liquidity, and ultimate marketability in the case of needed liquidity.~~

~~The enterprise fund is used to account for the operations of the District's cafeterias and other food facilities. Revenues are derived primarily from charges to users and from federal child nutrition programs under which amounts are received by grant and by receipt of commodities from the United States Department of Agriculture (USDA).~~

~~The primary strategy is to keep all investments short term in nature to fund operational expenses as they arise. The fund should be liquid at the start of the school year as receipts have not started but the payment of invoices is being made for the initial start-up supply.~~

~~Student Activity Fund~~

~~The student activity fund is a portion of the agency funds that has been separated from the pooled fund group. This is used to account for monies generated at the campus level such as student councils, soft drink machines, and the like.~~

~~The primary strategy is to keep all investments liquid in nature as each school location has different cash flow needs. Generally, during the summer months less activity in the accounts would justify somewhat longer investment strategies. Regardless of the anticipated use of funds, the highest quality securities shall be chosen to ensure preservation of principal, liquidity, and ultimate marketability in the case of needed liquidity. A diversified strategy using high-quality, marketable securities will be used to preserve principal and generate incremental income.~~

~~Bond Fund~~

~~These funds are used to account on a project basis for projects financed from the proceeds from bond issues or for capital projects otherwise mandated for this type of fund.~~

~~Investment strategies for bond proceeds shall have as the primary objective the ability to generate a dependable revenue stream from securities with a low degree of volatility, and be able to meet the liquidity requirements of the capital project. The highest quality securities shall be chosen to ensure preservation of principal, liquidity, and ultimate marketability in the case of needed liquidity. Projected cash flow needs shall be matched with investment liquidity. The stated final maturity dates of securities held should not exceed the estimated project completion date.~~

~~Delegation of Authority~~

~~The Board shall designate, by resolution, one or more officers or employees of the District to be responsible for the investment of its funds and to be investment officers. No person may deposit, withdraw, invest, transfer, or otherwise manage funds of the District~~

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Conflicts of Interest

~~without the express authority derived from this resolution. The Board may further designate a registered investment advisor to manage a portion of the District's funds. This investment advisor shall manage District funds under the provisions of this policy and the direction of the chief financial officer.~~

~~Officers, employees, and contracted investment advisors involved in the investment process shall refrain from personal business activity as defined by statute that could conflict with proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Board any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District, particularly with regard to the time of purchases and sales.~~

Authorized Financial Dealers

~~The District shall make its investment policy available to any securities firm seeking to do business with the District that is registered in the state of Texas and is Financial Industry Regulatory Authority (FINRA) registered or a bank, fund, or pool seeking to do business. After thoroughly reviewing the policy, the firm shall provide the District with a written instrument stating that the investment policy of the District has been reviewed, and that the firm acknowledges that the securities firm has implemented reasonable procedures and controls in an effort to ensure that investment transactions conducted between the District and the firm conform to the policy, before the District may purchase securities from the securities firm, bank, pool, or fund. A list of the District's authorized brokers/dealers will be reviewed and adopted at least annually by the Board.~~

Investment Instruments / Maturities

~~Investment instruments authorized for purchase include:~~

- ~~1. Direct obligations of the U.S. government, its agencies, and its instrumentalities with a stated maximum maturity not to exceed three years from the date of purchase. The total portfolio may contain up to a maximum of 80 percent in this type of security.~~
- ~~1. Other obligations, the principal and interest on which are guaranteed or insured by, or backed by the full faith and credit of, the United States, with a stated maximum maturity not to exceed three years from the date of purchase. The total portfolio may contain up to a maximum of 60 percent in this type of security.~~
- ~~2. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality~~

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~~by a nationally recognized investment rating firm not less than A or its equivalent. The total portfolio may contain up to a maximum of 20 percent of this type of security.~~

- ~~3. Fully collateralized, nonnegotiable certificates of deposit issued by a bank doing business in Texas, guaranteed or insured by the FDIC or its successor or secured by obligations defined in items one and two above, maintained under third-party safekeeping arrangements to include mortgage-backed securities passing the bank test. Market value of collateral must at all times be equal to or greater than 110 percent of principal and accrued interest on the certificates. The maximum maturity is not to exceed two years. The total portfolio may contain up to a maximum of 100 percent in this type of security.~~
- ~~4. Prime domestic bankers' acceptances with a maximum maturity not to exceed 180 days. The total portfolio may contain up to a maximum of 15 percent in this type of security.~~
- ~~5. Commercial paper, which is rated at time of purchase, not less than A1/P1 by at least two nationally recognized credit rating agencies, and with a maximum maturity not to exceed 270 days. The total portfolio may contain up to a maximum of 25 percent in this type of security.~~
- ~~6. Fully collateralized repurchase agreements and reverse repurchase agreements, fully secured by obligations authorized by this policy and maintained under third-party safekeeping arrangements, under the terms of an executed PSA Master Repurchase Agreement, and with maximum maturity of one year and reinvestment of reverse income not to exceed 90 days. Bond funds may be invested in a flex repurchase agreement extending beyond one year but not extending past the expenditure plan of the bonds.~~
- ~~7. Constant dollar local government investment pools as described in Government Code 2256.016 and 2256.019.~~
- ~~8. No-load money market mutual funds described in Government Code 2256.014. Use of this instrument shall be limited to a "sweep account" in conjunction with the District's checking account(s) with its depository bank.~~
- ~~9. Corporate bonds as permitted by Government Code 2256.0204.~~

~~The maximum dollar weighted average maturity on any fund/portfolio shall not exceed one year. The weighted average~~

Prudence

~~maturity shall exempt flex repurchase agreements that are used exclusively for bond funds and are tied to anticipated bond expenditure schedules.~~

~~The standard of prudence to be used by investment officers shall be the "prudent person," and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.~~

Reporting

~~The investment officer shall submit written reports of the investment activity and investment performance to the Board in accordance with the provisions of all applicable legislation and the desires of the Board. Market prices for securities required in this reporting will be obtained from such independent sources as investment advisors and financial publications.~~

Interest Rate Risk

~~To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average maturity limits and diversification.~~

~~The District shall monitor interest rate risk using weighted average maturity and specific identification.~~

Monitoring Rating Changes

~~In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.~~

Internal Controls

~~A system of internal controls shall be documented in writing. The internal controls shall be reviewed by the District. The controls shall be designed to prevent loss of funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees or the Board. Controls deemed most important would include:~~

- ~~1.— Control of collusion.~~
- ~~1.— Separation of duties.~~
- ~~2.— Separating transaction authority from accounting and record-keeping.~~
- ~~3.— Custodial safekeeping.~~
- ~~4.— Avoidance of bearer form securities.~~
- ~~5.— Clear delegation of authority.~~

Risk Tolerance

~~6.— Specific limitations regarding securities losses and remedial action.~~

~~7.— Written confirmation of telephone transactions.~~

~~8.— Minimizing the number of authorized investment officials to retain control of transactions.~~

~~9.— Documentation of transactions and strategies.~~

The District recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary liquidity. Portfolio diversification is employed as a way to control risk. Investment officers are expected to practice prudent decision-making procedures to minimize default and market risk through diversification of market sector, issuer, and maturity. No individual investment transaction shall be undertaken that jeopardizes the total position of the overall portfolio. All investment reports shall specifically address whether current investment results have been affected by any of the foregoing risks, and shall explain what actions investment officials have taken to control or correct such risks.

In addition to these general policy considerations, the following specific policies shall be strictly observed:

~~1.— All investment transactions will be with District-authorized institutions under compliance provisions established by the District. These compliance provisions will include NASD certification, state registration, and completion of required certification for review of the District's policy. The list of authorized brokers/dealers shall be given to the Board or a committee of the Board on an annual basis for review.~~

~~1.— All transactions except investment pool, certificates of deposit, and mutual fund transactions shall be executed on a delivery versus payment basis.~~

~~2.— All transactions with securities dealers shall be completed on a competitive basis, utilizing a minimum of three bids/offers. Based on an evaluation, securities dealers will be dropped or continued on the eligibility list. The following criteria shall be used in the evaluation:~~

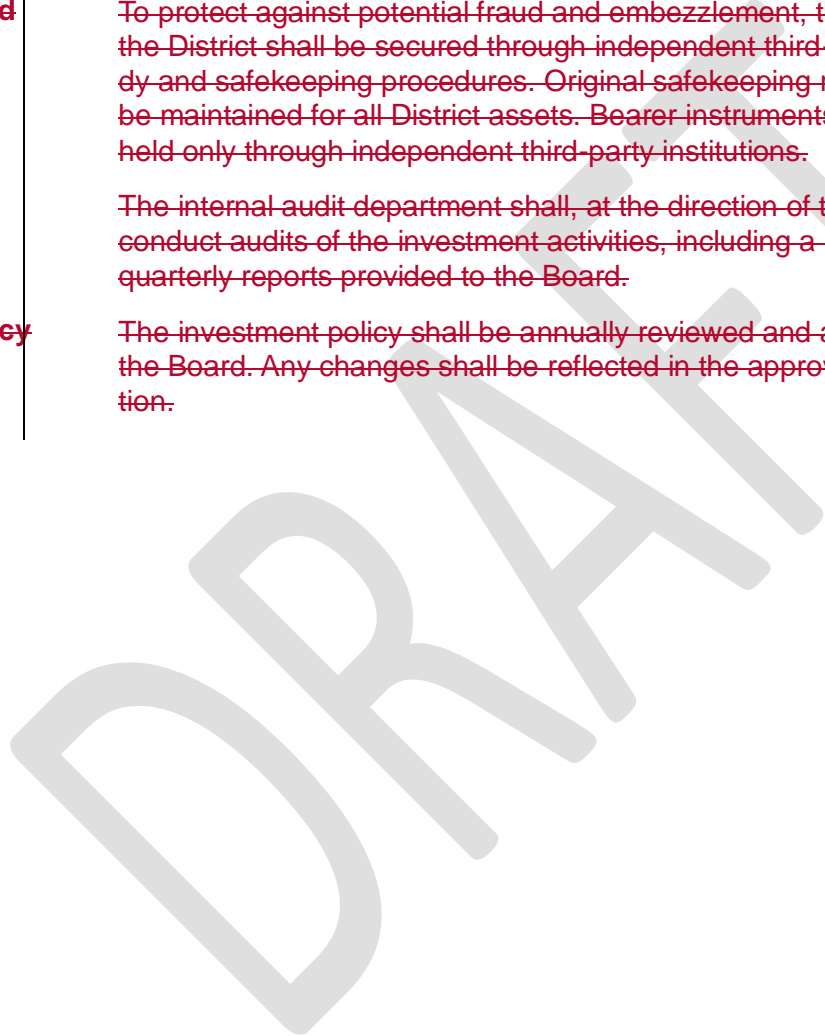
~~a.— Number of transactions competitively won.~~

~~b.— Prompt and accurate confirmation of transactions.~~

~~c.— Efficient securities delivery.~~

~~d.— Accurate market information.~~

	<p>e.— Account servicing.</p> <p>4.— An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. The District shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating.</p>
Safekeeping and Custody	<p>To protect against potential fraud and embezzlement, the assets of the District shall be secured through independent third-party custody and safekeeping procedures. Original safekeeping receipts will be maintained for all District assets. Bearer instruments shall be held only through independent third-party institutions.</p>
Internal Audit	<p>The internal audit department shall, at the direction of the Board, conduct audits of the investment activities, including a review of the quarterly reports provided to the Board.</p>
Investment Policy Adoption	<p>The investment policy shall be annually reviewed and approved by the Board. Any changes shall be reflected in the approval resolution.</p>





Board Policy Update #103

▲ DIA(LOCAL): EMPLOYEE WELFARE – FREEDOM FROM DISCRIMINATION, HARASSMENT AND RETALIATION

RATIONALE:

A recommended revision at DEFINITIONS is to address HB 1151, which prohibits sexual harassment of unpaid interns. Solely for purposes of the district's discrimination, harassment, and retaliation policy, un-paid interns are included in the definition of "employee." This change will ensure that unpaid interns are required to report any alleged harassment and comply with the other procedural elements of the policy.

We no longer have an employee health and wellness department and text has been deleted.

In addition, to eliminate the need for the board to readopt this policy every time the district's Title IX and ADA/Section 504 coordinators change, we have moved the contact information for those positions to DIA(EXHIBIT), which is not a board-adopted document. The Department of Education's Office for Civil Rights emphasizes the duty of school districts to make the Title IX and ADA/Section 504 coordinators "visible" to the school community, but recognizes the cost and administrative burden associated with staffing changes. Moving the contact information to this exhibit will maintain the visibility of the coordinator while reducing the administrative burden. We have retained unchanged your locally developed provisions addressing the ROLE OF THE ADA/SECTION 504 COORDINATOR.

The Human Capital Management Department has developed DIA(REGULATION) and DIA(EXHIBIT) to accompany this policy.

MIA HALL, DIRECTOR

Note: This policy addresses discrimination, bullying, harassment, and retaliation involving District employees. ~~In this policy, the term “employees” includes former employees and applicants for employment.~~ For discrimination, harassment, and retaliation involving students, see FFH. For bullying involving students, see FFI. For reporting requirements related to child abuse and neglect, see FFG.

DEFINITIONS

Solely for purposes of this policy, the term “employees” includes former employees, applicants for employment, and unpaid interns.

ROLE OF THE
DISTRICT EMPLOYEE
HEALTH AND
WELLNESS
DEPARTMENT

The District s employee health and wellness department shall provide training and counseling as needed to promote awareness of this policy and the elimination of bullying, harassment, discrimination, or retaliation based on race, ethnicity, religion, gender, disability, age, sexual orientation, gender identity and expression, or military/veteran status throughout the District. The human capital management division department shall be made aware of all cases related to these types of discrimination, bullying, harassment, or retaliation and shall work with the parties involved to resolve conflicts in a manner consistent with the spirit and requirements of this policy.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, sexual orientation, disability, gender identity and expression, military/veteran status, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, sexual orientation, disability, gender identity and expression, military/veteran status, or any other basis prohibited by law, that adversely affects the employee’s employment.

BULLYING

Bullying in the context of the work environment is repeated abusive mistreatment that undermines, humiliates, or threatens employees, prevents work from being done, and harms employee health. Bullying must not be confused with the nonabusive exercise of management rights to assign tasks, coach, or take work-related disciplinary action against employees. Bullying may be supervisor-to-subordinate or employee-to-employee. [See DH]

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, reli-

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gion, gender, national origin, age, sexual orientation, disability, gender identity and expression, military/veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation re-

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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	<p>garding harassment or discrimination is subject to appropriate discipline.</p>
EXAMPLES	<p>Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.</p>
PROHIBITED CONDUCT	<p>In this policy, the term "prohibited conduct" includes discrimination, bullying, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p>
REPORTING PROCEDURES	<p>An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. [See REGULATION]</p> <p>Alternatively, the employee may report the alleged acts to one of the District officials below.</p>
DEFINITION OF DISTRICT OFFICIALS	<p>For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, the Title VII coordinator, and the Superintendent.</p>
TITLE IX COORDINATOR	<p>Reports of discrimination based on sex, including sexual harassment, may be directed to the <u>designated Title IX coordinator</u>. [See DIA(EXHIBIT)]Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:</p> <p>Name: Rufino Mendoza</p> <p>Position: Director, Employee Relations</p> <p>Address: 100 North University Drive, Fort Worth, TX 76107</p> <p>Telephone: (817) 814-2790</p>
ADA / SECTION 504 COORDINATOR	<p>Reports of discrimination based on disability may be directed to the <u>designated</u> ADA/Section 504 coordinator. [See DIA(EXHIBIT)]The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: June Davis</p> <p>Position: Director of Special Programs</p> <p>Address: 100 North University Drive, Fort Worth, TX 76107</p>
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ROLE OF THE ADA / SECTION 504 COORDINATOR	Telephone: (817) 814-2878
SUPERINTENDENT	The ADA/Section 504 coordinator shall be responsible for ensuring that complaints are processed according to procedures but- The ADA/Section 504 coordinator shall not be responsible for making a decision or determination about a complaint. The responsibility <u>for a decision</u> rests with the administrator who has jurisdiction over the complainant's area of employment.
ALTERNATIVE REPORTING PROCEDURES	The Superintendent or designee shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws. An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or , ADA/Section 504 coordinator, or Title VII coordinator , may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
TIMELY REPORTING	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.
NOTICE OF REPORT	Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.
INVESTIGATION OF THE REPORT	The District may request, but shall not insist upon, a written report of the allegations. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation. The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

	<p>campus principal or supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.</p>
DISTRICT ACTION	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</p> <p>The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</p>
CONFIDENTIALITY	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>
APPEAL	<p>A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.</p> <p>The complainant may have a right to file a complaint with appropriate state or federal agencies.</p>
RECORDS RETENTION	<p>Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]</p>
ACCESS TO POLICY	<p>This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.</p>

DATE ISSUED: |
~~11/2/2015~~ | 12/19/2012
UPDATE 103LDU | 2012.14
DIA(LOCAL)-X

ADOPTED:

5 of 5



Board Policy Update #109

▲ EHBAF(LOCAL): SPECIAL EDUCATION - VIDEO/AUDIO MONITORING

RATIONALE

In response to SB 1398, EHBAF(LOCAL) has been revised extensively to include:

- The identification of the superintendent as the administrator responsible for coordinating the provision of equipment to campuses. (The Special Education Department has suggested the addition "or designee" in addition to the superintendent.);
- New provisions regarding when a parent may request that a video camera be placed in a classroom for the following year;
- For current year requests, reference to the specific procedures in law that must be followed;
- The new requirement that the district must provide a response to a request within seven business days;
- Reference to the time frames in law for installation and operation of a video camera and details on when operation of a camera may be discontinued during the school year;
- Additional details on retention and confidentiality of recordings; and
- A new provision referring to an appeal to the commissioner of education.
-

MIA HALL, DIRECTOR

Note: Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

To promote student safety, the~~The~~ District shall comply with requests for video and audio monitoring of certain self-contained special education classrooms ~~and settings~~ as required by law ~~to promote student safety in those settings~~. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The Superintendent or designee is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent or designee shall ensure that administrative regulations are developed to implement this policy.

Requests

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a self-contained classroom eligible

Notice

For Current Year

A parent, Trustee, or staff member making a request for video surveillance may request that a video camera be placed in the classroom by the end of the current school year or by the tenth business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a under this policy shall submit the request is made, to the campus shall begin operation of the camera by the deadlines in law.

Response

Written requests from a parent, assistant principal, ~~on a form provided by the District, and the principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.~~

Notice

As required by law, the District shall provide a response to the requestor not later than the seventh business day after receipt of the request.

Before a camera is activated, the~~within ten District business days.~~ ~~The~~ principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom ~~or setting~~ that video and audio

**Installation and
Operation**

surveillance will be conducted in the classroom ~~or setting. The Superintendent shall develop administrative regulations as necessary to implement these request, response, and notice provisions.~~

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom ~~or other setting~~ as required by law, the District shall operate the cameras during the instructional day at all times when students are in the classroom ~~or other setting~~. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom ~~or other setting~~.

For the school year in which a campus receives a request for video and audio surveillance, theA campus shall continue to operate and maintain any video cameras placed in the classroom ~~or other setting~~ for as long as the classroom ~~or other setting~~ continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requestor withdraws the request in writing and no request is submitted to continue the surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, or setting, except that no video surveillance shall be conducted of the inside of a bathroom or other area used for toileting or diapering a student or removing or changing a student's clothes.

The District shall post notice at the entrance to a classroom ~~or other setting~~ in which video cameras are placed stating that video and audio surveillance is conducted in that classroom ~~or setting~~.

**Retention of
Recordings**

Video recordings shall be retained for at least ~~threesix~~ months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

**Confidentiality of
Recordings**

Video recordings made in accordance with this policy shall be confidential and shall only be accessed or viewed by the individuals and in the limited circumstances permitted by law. ~~Contractors and District personnel with job duties related to the installation, operation, or maintenance of video equipment, or the retention of video recordings, who incidentally view recordings when performing regular job duties such as ensuring the proper functioning of the~~

~~equipment or pulling specific footage shall not be considered in violation of the confidentiality provisions.~~

The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording ~~and for which a complaint has been~~ reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;
3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a report of an alleged incident-complaint or an investigation of an employee or a report of alleged abuse committed by a student incident; and
4. Appropriate TEA or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human ~~resource capital management~~ staff member” shall include the Superintendent, a principal, an assistant principal or other campus administrator, and any supervisory position within the District’s human ~~resources office-capital management division~~. If an individual listed in items 2 through 4 above believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human ~~resources-capital management~~ personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy.
[See FFG]

Reporting an Incident

A person alleging that an incident, as defined by law, has occurred in a classroom ~~or other setting~~ in which video surveillance is conducted shall file a report on the form provided by the District with the principal as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within 48 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than ten District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s

video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District's complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057, including requesting an expedited review.

DRAFT

Board Policy Update

➤ **FL(LOCAL): STUDENT RECORDS**

RATIONALE

District Administration recommends that this local policy be amended to clarify the release of directory information.

STUDENT RECORDS

FL
(LOCAL)

COMPREHENSIVE
SYSTEM

~~The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.~~

CUMULATIVE RECORD

~~A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.~~

~~This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See GBA]~~

CUSTODIAN OF
RECORDS

~~The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of records for students who have withdrawn or graduated.~~

TYPES OF EDUCATION
RECORDS

~~The record custodian shall be responsible for the education records of the District. These records may include:~~

- ~~1. Admissions data, personal and family data, including certification of date of birth.~~
- ~~2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.~~
- ~~3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.~~
- ~~4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.~~
- ~~5. Health services record, including:
 - ~~a. The results of any tuberculin tests required by the District.~~
 - ~~b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]~~
 - ~~c. Immunization records. [See FFAB]~~~~
- ~~6. Attendance records.~~

- ~~7.— Student questionnaires.~~
- ~~8.— Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.~~
- ~~9.— Verified reports of serious or recurrent behavior patterns.~~
- ~~10.— Copies of correspondence with parents and others concerned with the student.~~
- ~~11.— Records transferred from other districts in which the student was enrolled.~~
- ~~12.— Records pertaining to participation in extracurricular activities.~~
- ~~13.— Information relating to student participation in special programs.~~
- ~~14.— Records of fees assessed and paid.~~
- ~~15.— Records pertaining to student and parent complaints.~~
- ~~16.— Other records that may contribute to an understanding of the student.~~

~~ACCESS BY PARENTS
OR GUARDIANS~~

~~The District shall make a student's records available to the student's parents or guardians, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.~~

~~Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.~~

~~Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents or guardians may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents or guardians are unable to view the records during regular school hours, upon written request of a parent or guardian, one copy of the record shall be provided at no charge.~~

~~ACCESS BY SCHOOL
OFFICIALS~~

~~A parent or guardian may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]~~

~~A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.~~

~~For the purposes of this policy, "school officials" shall include:~~

- ~~1. An employee, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services.~~
- ~~2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.~~
- ~~3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.~~
- ~~4. A parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.~~

~~All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.~~

~~A school official has a "legitimate educational interest" in a student's records when he or she is:~~

- ~~1. Working with the student;~~
- ~~2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;~~
- ~~3. Compiling statistical data;~~
- ~~4. Reviewing an education record to fulfill the official's professional responsibility; or~~
- ~~5. Investigating or evaluating programs.~~

~~TRANSCRIPTS AND
TRANSFERS OF
RECORDS~~

~~The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or guardian or student, if 18 or older.~~

~~RECORDS
RESPONSIBILITY FOR
STUDENTS IN SPECIAL
EDUCATION~~

~~For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), REQUIRED DOCUMENTATION] The District may return an education record to the school identified as the source of the record.~~

~~The director of special education shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.~~

~~A current listing of names and positions of persons who have access to records of students in special education is maintained at the office of the director of special education.~~

~~PROCEDURE TO
AMEND RECORDS~~

~~Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents or guardians in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.~~

~~Parents or guardians shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents or guardians shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.~~

~~When necessary to ensure effective communication, any notice required by policy to be sent to the parent(s) or guardian of a student shall be written in the language spoken by the parent(s) or guardian. If the dominant language of the parent(s) or guardian is other than English or Spanish, such notice shall be written in the dominant language of the parent(s) or guardian, if a suitable translation is available.~~

~~The parents or guardians shall be notified of the decision in writing within 15 District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents or guardians shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.~~

STUDENT RECORDS

FL
(LOCAL)

~~ADMINISTRATIVE
REGULATIONS FOR
STUDENT RECORDS~~

~~The principal or assistant principal shall maintain a record on each student who is sent to the office for violating the Student Code of Conduct or classroom rules and regulations. This is a confidential school record and does not become a part of the permanent record or transcript except as may be reflected in the citizenship mark and attendance.~~

~~SURVEYS AND
STUDIES~~

~~School facilities, students, or personnel shall not be used to conduct surveys, such as tests, interviews, and questionnaires, for or by outside organizations or individuals except for provisions as set forth below. [See also EF]~~

~~Requests for information about student groups, personnel, and facilities by school-related groups or individuals and governmental agencies shall be submitted in writing to the executive director of accountability and data quality. Final approval or rejection of the request shall be made by the Superintendent and be based on potential values that shall accrue to the District.~~

~~Information gathered by the District may be released to outside organizations or individuals with the approval of the Superintendent in accordance with law.~~

~~DESIGNATION OF
PARENT OR
GUARDIAN~~

~~Since the student record card governs decisions in custody situations, care must be taken to ensure that the information on the card is correct. [See also FF(LOCAL)]~~

~~If the enrolling parent or guardian indicates that there is a court order affecting the parental relationship of the child, notation of this should be made on the student record card.~~

~~If a person presents legal documents purported to affect custodial rights, the principal should verify that the orders are valid. To do this, the principal should refer the person to the department of legal services. Any other questions regarding the legality of documents or custodial rights can be addressed to the department of legal services.~~

~~After reviewing the information, the department of legal services shall determine whether there is cause to change the person named on the student record card as having parental rights. Notification shall then be made to the building principal.~~

~~The District shall not decide child custody issues.~~

DIRECTORY
INFORMATION

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended;

participation in officially recognized activities and sports; and weight and height of members of athletic teams. Unless a parent directs otherwise on a form provided by the District, the District shall release designated directory information.

The district shall only release directory information:

1. To military recruiters and institution of higher education, as required by law, and
2. For school/District-sponsored purposes as defined below.

For purposes of this policy, "school/District-sponsored purposes" shall include all logical District and campus publications, including yearbooks, newsletters, directories, graduating-related documents as well as announcements related to school/District activities, honors, and awards.

ALL OTHER
PURPOSES/TJIRD
PARTY REQUESTERS

For all other purposes, including third-party requesters, directory information shall include student's name only.

**CONSENT AGENDA ITEM
BOARD MEETING
April 24, 2018**

TOPIC: APPROVE BUDGET AMENDMENT TO INCREASE BUDGET AT TEA 015 WESTERN HILLS HIGH SCHOOL FROM PROGRAM CONTINGENCY IN THE 2013 CAPITAL IMPROVEMENT PROGRAM

BACKGROUND:

On January 14, 2014, the Board of Education (BOE) approved the budget for the 2013 Capital Improvement Program, including the budget for TEA 015 Western Hills High School. Executed and projected costs at this campus have exceeded the original budget. Additional funding from program contingency in the amount of \$350,000 is being requested to supplement this campus and allow procurement of upcoming life safety contracts including a full fire alarm replacement.

STRATEGIC GOAL:

2-Improve Operational Effectiveness and Efficiency

ALTERNATIVES:

1. Approve Budget Amendment and Increase of Budget at TEA 015 Western Hills High School In The 2013 Capital Improvement Program
2. Decline to Approve Budget Amendment and Increase of Budget at TEA 015 Western Hills High School In The 2013 Capital Improvement Program
3. Remand to staff for further study

SUPERINTENDENT'S RECOMMENDATION:

Approve Budget Amendment and Increase of Budget at TEA 015 Western Hills High School In The 2013 Capital Improvement Program

FUNDING SOURCE

Additional Details

2013 CIP

681-81-6629-B47-999-99-000-000000

COST:

\$ 350,000

VENDOR:

TBD

PURCHASING MECHANISM

Not a purchase

Purchasing Support Documents Needed:

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

PARTICIPATING SCHOOL/DEPARTMENTS

Capital Improvement Program
TEA 015 Western Hills High School

RATIONALE:

Additional funding is being requested to supplement this campus and allow procurement of upcoming contracts

INFORMATION SOURCE:

Vicki Burris
Elsie Schiro
Randy Cofer

**SUMMARY OF 2013 CAPITAL IMPROVEMENT
PROGRAM
BUDGET AMENDMENTS**



Org	Project	Revised 04/10/18	BP117	Revised 04/24/18
001	Amon Carter - Riverside High School	\$ 11,196,062		\$ 11,196,062
002	Arlington Heights High School	\$ 8,732,306		\$ 8,732,306
003	South Hills High School	\$ 7,638,071		\$ 7,638,071
004	Diamond Hill-Jarvis High School	\$ 7,226,439		\$ 7,226,439
005	Dunbar High School	\$ 4,011,155		\$ 4,011,155
006	Eastern Hills High School	\$ 1,750,813		\$ 1,750,813
008	North Side High School	\$ 1,526,946		\$ 1,526,946
009	Polytechnic High School	\$ 6,282,915		\$ 6,282,915
010	Paschal High School	\$ 13,053,010		\$ 13,053,010
011	Trimble Technical High School	\$ 2,485,111		\$ 2,485,111
014	Southwest High School	\$ 2,082,991		\$ 2,082,991
015	Western Hills High School	\$ 5,901,656	\$ 350,000.00	\$ 6,251,656
016	O.D. Wyatt High School	\$ 2,652,657		\$ 2,652,657
018	Middle Level Learning Center	\$ 104,577		\$ 104,577
019	Metro Opportunity High School	\$ 104,386		\$ 104,386
026	Jo Kelly School	\$ 98,191		\$ 98,191
042	Daggett Middle School	\$ 201,461		\$ 201,461
043	Wedgwood Sixth Grade School	\$ 2,995,714		\$ 2,995,714
044	Elder Middle School	\$ 3,659,287		\$ 3,659,287
045	Forest Oak Middle School	\$ 758,633		\$ 758,633
047	Handley Middle School	\$ 205,419		\$ 205,419
048	William James Middle School	\$ 977,827		\$ 977,827
049	Kirkpatrick Middle School	\$ 2,786,286		\$ 2,786,286
050	McLean Middle School	\$ 4,960,663		\$ 4,960,663
051	Meacham Middle School	\$ 421,596		\$ 421,596
052	Meadowbrook Middle School	\$ 1,005,246		\$ 1,005,246
053	Monnig Middle School	\$ 250,783		\$ 250,783
054	Morningside Middle School	\$ 1,890,264		\$ 1,890,264
056	Riverside Middle School	\$ 207,511		\$ 207,511
057	Rosemont Middle School	\$ 471,521		\$ 471,521
058	W.C. Stripling Middle School	\$ 390,880		\$ 390,880
059	J. Martin Jacquet MS	\$ 401,817		\$ 401,817
060	Wedgwood Middle School	\$ 286,477		\$ 286,477
061	Leonard Middle School	\$ 390,050		\$ 390,050
062	International Newcomer Acad / Applied Learning Academy	\$ 478,092		\$ 478,092
063	Como Montessori School	\$ 2,495,445		\$ 2,495,445
064	Glencrest 6th Grade	\$ 2,646,119		\$ 2,646,119
067	Rosemont 6th Grade	\$ 2,146,553		\$ 2,146,553
069	McLean 6th Grade	\$ 4,594,516		\$ 4,594,516
070	Jean McClung Middle School	\$ 133,464		\$ 133,464
071	Benbrook Middle School / Westpark ES (Conversion)	\$ 9,065,625		\$ 9,065,625
081	Young Women's Leadership Academy	\$ 3,284,205		\$ 3,284,205
082	Texas Academy of Biomedical Sciences	\$ 224,101		\$ 224,101
083	Young Men's Leadership Academy	\$ 5,666,999		\$ 5,666,999
084	World Language Academy	\$ 6,156		\$ 6,156
087	VPA/STEM	\$ 51,722,571		\$ 51,722,571
101	Alice Carlson Applied Learning Center	\$ 124,581		\$ 124,581
103	Benbrook Elementary School	\$ 2,697,356		\$ 2,697,356
104	Boulevard Heights Elementary School	\$ 462,801		\$ 462,801
105	West Handley Elementary School	\$ 6,204,038		\$ 6,204,038
107	Burton Hill Elementary School	\$ 148,702		\$ 148,702
110	Carroll Peak Elementary School	\$ 86,371		\$ 86,371
111	Carter Park Elementary School	\$ 2,217,638		\$ 2,217,638
114	Manuel Jara Elementary School	\$ 183,327		\$ 183,327
115	George C. Clarke Elementary School	\$ 1,744,841		\$ 1,744,841
116	Lily B. Clayton Elementary School	\$ 158,103		\$ 158,103
117	Como Elementary School	\$ 233,393		\$ 233,393

**SUMMARY OF 2013 CAPITAL IMPROVEMENT
PROGRAM
BUDGET AMENDMENTS**



Org	Project	Revised 04/10/18	BP117	Revised 04/24/18
118	Hazel Harvey Peace Elementary School	\$ 97,514		\$ 97,514
119	E.M. Daggett Elementary School	\$ 3,066,524		\$ 3,066,524
120	Rufino Mendoza Elementary School	\$ 2,422,193		\$ 2,422,193
121	DeZavala Elementary School	\$ 3,673,265		\$ 3,673,265
122	Diamond Hill Elementary School	\$ 1,763,629		\$ 1,763,629
123	S.S. Dillow Elementary School	\$ 208,715		\$ 208,715
124	Maude I. Logan Elementary School	\$ 271,290		\$ 271,290
125	Eastern Hills Elementary School	\$ 191,230		\$ 191,230
126	East Handley Elementary School	\$ 2,334,259		\$ 2,334,259
127	Christene C. Moss Elementary School	\$ 1,876,709		\$ 1,876,709
129	John T. White Elementary School	\$ 84,752		\$ 84,752
130	Harlean Beal Elementary School	\$ 253,876		\$ 253,876
131	Rosemont Elementary School	\$ 87,811		\$ 87,811
132	Glen Park Elementary School	\$ 1,660,478		\$ 1,660,478
133	W. M. Green Elementary School	\$ 4,668,103		\$ 4,668,103
134	Greenbriar Elementary School	\$ 1,868,256		\$ 1,868,256
135	Van Zandt-Guinn Elementary School	\$ 104,439		\$ 104,439
137	Hubbard Heights Elementary School	\$ 127,052		\$ 127,052
138	H.V. Helbing Elementary	\$ 392,315		\$ 392,315
139	Milton L. Kirkpatrick Elementary School	\$ 1,936,857		\$ 1,936,857
141	Meadowbrook Elementary	\$ 115,699		\$ 115,699
143	D. McRae Elementary School	\$ 137,571		\$ 137,571
144	Mitchell Boulevard Elementary School	\$ 2,565,990		\$ 2,565,990
146	M.H. Moore Elementary School	\$ 188,193		\$ 188,193
147	Morningside Elementary School	\$ 185,734		\$ 185,734
148	Charles E. Nash Elementary School	\$ 2,196,798		\$ 2,196,798
149	North Hi Mount Elementary School	\$ 143,238		\$ 143,238
150	Oakhurst Elementary School	\$ 213,586		\$ 213,586
151	Natha Howell Elementary School	\$ 142,516		\$ 142,516
152	Oaklawn Elementary School	\$ 221,420		\$ 221,420
153	A.M. Pate Elementary School	\$ 154,566		\$ 154,566
154	M.L. Phillips Elementary School	\$ 159,573		\$ 159,573
156	Ridglea Hills Elementary School	\$ 2,333,018		\$ 2,333,018
157	Luella Merrett Elementary School	\$ 3,240,550		\$ 3,240,550
159	Versia L. Williams Elementary School	\$ 2,801,931		\$ 2,801,931
160	Maudrie M. Walton Elementary School	\$ 142,839		\$ 142,839
161	Sam Rosen Elementary School	\$ 1,907,868		\$ 1,907,868
162	Sagamore Hill Elementary School	\$ 206,625		\$ 206,625
163	Bruce Shulkey Elementary School	\$ 560,493		\$ 560,493
165	R.J. Wilson Elementary School	\$ 1,475,234		\$ 1,475,234
166	South Hi Mount Elementary School	\$ 227,889		\$ 227,889
167	South Hills Elementary School	\$ 136,932		\$ 136,932
168	Springdale Elementary School	\$ 3,430,289		\$ 3,430,289
169	Sunrise-McMillan Elementary School	\$ 2,431,493		\$ 2,431,493
171	Tanglewood Elementary School	\$ 6,630,079		\$ 6,630,079
172	W.J. Turner Elementary School	\$ 209,058		\$ 209,058
175	Washington Heights Elementary School (New)	\$ 13,960,142		\$ 13,960,142
176	Waverly Park Elementary School	\$ 298,687		\$ 298,687
177	Westcliff Elementary School	\$ 128,595		\$ 128,595
178	Westcreek Elementary School	\$ 529,748		\$ 529,748
180	Western Hills Elementary School	\$ 4,779,743		\$ 4,779,743
184	Worth Heights Elementary School	\$ 176,275		\$ 176,275
186	David K. Sellars Elementary School	\$ 4,464,411		\$ 4,464,411
187	J.T. Stevens Elementary School	\$ 273,078		\$ 273,078
188	Atwood McDonald Elementary School	\$ 2,292,271		\$ 2,292,271
190	Riverside Applied Learning Center	\$ 115,415		\$ 115,415
194	Daggett Montessori	\$ 301,897		\$ 301,897

**SUMMARY OF 2013 CAPITAL IMPROVEMENT
PROGRAM
BUDGET AMENDMENTS**



Org	Project	Revised 04/10/18	BP117	Revised 04/24/18
206	Bill Elliott Elementary School	\$ 129,237		\$ 129,237
208	T.A. Sims Elementary School	\$ 140,477		\$ 140,477
209	Edward J. Briscoe Elementary	\$ 106,018		\$ 106,018
216	Woodway Elementary School	\$ 1,543,184		\$ 1,543,184
217	I.M. Terrell Elementary School	\$ 137,810		\$ 137,810
219	Lowery Road Elementary School	\$ 6,001,478		\$ 6,001,478
220	Alice Contreras Elementary School	\$ 1,583,669		\$ 1,583,669
221	Western Hills Primary	\$ 442,005		\$ 442,005
222	L. Clifford Davis Elementary School	\$ 406,763		\$ 406,763
223	Cesar Chavez Primary	\$ 131,996		\$ 131,996
224	M. G. Ellis Primary	\$ 267,096		\$ 267,096
225	Bonnie Brae Elementary School	\$ 124,486		\$ 124,486
226	Seminary Hills Park Elementary School	\$ 181,382		\$ 181,382
227	Dolores Huerta Elementary School	\$ 179,203		\$ 179,203
241	Westpark Elementary School (New)	\$ 19,342,020		\$ 19,342,020
259	Van Zandt-Guinn Elementary School	\$ 12,277,573		\$ 12,277,573
350	Adult Education Center	\$ 16,043		\$ 16,043
834	Wilkerson-Greines Athletic Fields	\$ 164,282		\$ 164,282
835	Farrington Athletic Field	\$ 155,855		\$ 155,855
836	Scarborough-Handley Athletic Field	\$ 1,623,826		\$ 1,623,826
BP 028	Final amounts per school to be finalized upon contract execution	\$ 2,180,560		\$ 2,180,560
000	Reimbursement to General Fund for Purchase of YWLA	\$ 4,453,537		\$ 4,453,537
B44	Other Program Costs	\$ 300,000		\$ 300,000
999	Indirect Cost Redistribution - Prop 1	\$ 21,408,509		\$ 21,408,509
999	Indirect Cost Redistribution - Prop 2	\$ 2,531,256		\$ 2,531,256
B45	Construction Escalation Allowance - Prop 1	\$ -		\$ -
B45	Construction Escalation Allowance - Prop 2	\$ 1,050,000		\$ 1,050,000
B47	Owner's Program Contingency - Prop 1	\$ 1,588,281	\$ (350,000)	\$ 1,238,281
B47	Owner's Program Contingency - Prop 2	\$ 1,523,992		\$ 1,523,992
OCP	Contingency from Scope Adjustments	\$ -		\$ -
OFC	Funds Associated with Additions to be Built at Other Campuses	\$ -		\$ -
CSA	Contingency Set Aside for Additional Indirect Costs	\$ -		\$ -
ADA	ADA Compliance Contingency	\$ 11,259		\$ 11,259
FFE	FF&E Contingency	\$ 513,930		\$ 513,930
TEC	Contingency Transfer from Technology	\$ 697,292		\$ 697,292
SSC	Safety & Security Contingency	\$ 602,337		\$ 602,337
		\$ 362,217,788	\$ -	\$ 362,217,788
	Technology Assessment	\$ 99,990,835		\$ 99,990,835
	Proposition 3	\$ 30,000,000		\$ 30,000,000
	2013 CIP Grand Total	\$ 492,208,622		\$ 492,208,622

**CONSENT AGENDA ITEM
BOARD MEETING
April 24, 2018**

TOPIC: APPROVE AUTHORIZATION TO ENTER INTO A CONTRACT WITH A GENERAL CONTRACTOR FOR THE 2017 CAPITAL IMPROVEMENT PROGRAM BID PACKAGE 001 (RFCSP 18-033)

BACKGROUND:

As a result of the 2017 Bond Election, the District issued a Request for Competitive Sealed Proposals (RFCSP 18-033) BP 001 with the following schedule of events:

Event	Date
RFCSP Issued	March 5, 2018
Pre-Proposal Meeting	March 14, 2018
Deadline for Submission of Questions	March 16, 2018
Proposals Due	March 27, 2018
Selection Notification	April 25, 2018

BP 001 includes the interior finish-out of TEA #010 R.L. Paschal High School competition gym/fieldhouse.

STRATEGIC GOAL:

2-Improve Operational Effectiveness and Efficiency

ALTERNATIVES:

1. Approve authorization to enter into a contract with a General Contractor for the 2017 Capital Improvement Program Bid Package 001 (RFCSP 18-033)
2. Decline to Approve authorization to enter into a contract with a General Contractor for the 2017 Capital Improvement Program Bid Package 001 (RFCSP 18-033)
3. Remand to staff for further study

SUPERINTENDENT'S RECOMMENDATION:

Approve Authorization to enter into a contract with a General Contractor for the 2017 Capital Improvement Program Bid Package 001 (RFCSP 18-033)

FUNDING SOURCE

Additional Details

CIP

671-81-6629-B39-010-99-000-010001 - \$ 2,709,000

671-81-6629-B40-010-99-000-010001 - \$ 135,450

Total (N-T-E) - \$ 2,844,450

COST:

Not-To-Exceed \$2,844,450

VENDOR:

Top Ranked:

- 1) Northridge Construction Group, LLC
- 2) 308 Construction, LLC
- 3) MAC's Construction Company, Inc.

PURCHASING MECHANISM

Bid/RFP/RFQ

Bid/Proposal Statistics

Bid Number: 18-033

Number of Bids/Proposals received: 6

HUB Firms: 3

Purchasing Support Documents Needed:

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

PARTICIPATING SCHOOL/DEPARTMENTS

Capital Improvement Program

TEA #010 R.L. Paschal High School

RATIONALE:

In accordance with Board Policy CV (LOCAL), the Superintendent selected competitive sealed proposals as the project delivery/contract award method to be used for this bid package. The CSP statutes for Texas will be used to select the best value Contractor and enter into a contract to provide these construction services.

INFORMATION SOURCE:

Vicki D. Burris



CAPITAL IMPROVEMENT PROGRAM

**Fort Worth Independent School District
2017 Capital Improvement Program
Competitive Sealed Proposal Evaluation Summary
BID PACKAGE 001**

FINAL RECOMMENDED RANKING

FIRM(s)	SCORE			FINAL	
	QUANT.	QUAL.	HUB	TOTAL	RANK
308 Construction, LLC	52.27%	8.09%	9.00%	69.35%	2
Basecom, Inc.	43.42%	14.15%	1.00%	58.57%	4
Scott Dennett Construction, LC	34.99%	20.86%	0.00%	55.86%	6
Gilbert May Inc. dba Phillips/May Corporation	34.88%	13.53%	7.63%	56.03%	5
MAC's Construction Company, Inc.	35.37%	23.32%	5.75%	64.44%	3
Northridge Construction Group, LLC	60.00%	18.43%	0.00%	78.43%	1

Note: This ranking is subject to review of the firm's financial stability by the FWISD Chief Financial Officer.

**CONSENT AGENDA ITEM
BOARD MEETING
April 24, 2018**

TOPIC: AUTHORIZATION TO ENTER INTO A CONTRACT FOR PRINTING SERVICES FOR THE 2017 CAPITAL IMPROVEMENT PROGRAM

BACKGROUND:

As a result of the 2017 Bond Election, the District issued a Request for Proposal (RFP 18-031) entitled “Printing Services for the 2017 Capital Improvement Program” with the following schedule of events:

Event	Date
RFP Issued	February 26, 2018
Deadline for Submission of Questions	March 7, 2018
Proposals Due	March 19, 2018
Selection Notification	April 25, 2018

On March 19, 2018, the District received five proposals from firms in response to the RFP.

ARC Document Solutions
Brumley Printing Company
Digital Press Printing
Office Depot, Inc.
PIC Printing, LLC

The evaluation resulted in the recommendation of one firm for printing services to support the 2017 Capital Improvement Program: PIC Printing, LLC.

In accordance with Texas Education Code §44.031, staff recommends that the Board approve PIC Printing, LLC as the firm providing the best overall value; and to authorize the CIP department to enter into a contract for printing services for the 2017 Capital Improvement Program with PIC Printing, LLC.

STRATEGIC GOAL:

2-Improve Operational Effectiveness and Efficiency

ALTERNATIVES:

1. Approve Authorization to enter into a Contract for Printing Services for the 2017 Capital Improvement Program
2. Decline to Approve Authorization to enter into a Contract for Printing Services for the 2017 Capital Improvement Program
3. Remand to staff for further study

SUPERINTENDENT’S RECOMMENDATION:

Approve Authorization to enter into a Contract for Printing Services for the 2017 Capital Improvement Program

FUNDING SOURCE

Additional Details

2017 CIP

671-81-6629-P44-918-99-000-000000

COST:

\$200,000

VENDOR:

PIC Printing, LLC

PURCHASING MECHANISM

Bid/RFP/RFQ

Bid/Proposal Statistics

Bid Number: 18-031

Number of Bid/Proposals Received: 5

HUB Firms: 1

Purchasing Support Documents Needed:

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

PARTICIPATING SCHOOL/DEPARTMENTS

Capital Improvement Program

RATIONALE:

Printing services are necessary to support the design services for the 2017 Capital Improvement Program. Approval of the best value firm and authorizing CIP to enter into a contract for printing services will enable the District to move forward with the procurement of the 2017 CIP projects.

INFORMATION SOURCE:

Vicki D. Burris

**CONSENT AGENDA ITEM
BOARD MEETING
APRIL 24, 2018**

TOPIC: APPROVAL OF MINUTES OF THE JANUARY 22, 2018 CITIZENS' OVERSIGHT COMMITTEE MEETING FOR THE 2013 CAPITAL IMPROVEMENT PROGRAM

BACKGROUND:

The Board of Education established a Citizens' Oversight Committee (COC) to monitor the District's 2013 Capital Improvement Program and to advise the Superintendent and the Board on any Program issues. The minutes from the January 22, 2018, have been reviewed and approved by the COC members.

STRATEGIC GOAL:

2-Improve Operational Effectiveness and Efficiency

ALTERNATIVES:

1. Approve Approval Of Minutes Of The January 22, 2018 Citizens' Oversight Committee Meeting For The 2013 Capital Improvement Program
2. Decline to Approve Approval Of Minutes Of The January 22, 2018 Citizens' Oversight Committee Meeting For The 2013 Capital Improvement Program
3. Remand to staff for further study

SUPERINTENDENT'S RECOMMENDATION:

Approve Approval Of Minutes Of The January 22, 2018 Citizens' Oversight Committee Meeting For The 2013 Capital Improvement Program

FUNDING SOURCE

Additional Details

No Cost

COST:

Not Applicable

VENDOR:

Not Applicable

PURCHASING MECHANISM

Not a purchase

Purchasing Support Documents Needed:

- Bid – Bid Summary / Evaluation
- Inter-Local (IL) – Price Quote and IL Contract Summary Required
- Sole Source – Price Quote and Notarized FWISD Sole Source Affidavit
- Emergency – Price Quote and Emergency Affidavit

PARTICIPATING SCHOOL/DEPARTMENTS

Capital Improvement Program

RATIONALE:

Approval of the Citizens' Oversight Committee meeting minutes allows the District to provide the public with an official record of any given meeting

INFORMATION SOURCE:

Vicki D. Burris



CAPITAL IMPROVEMENT PROGRAM

Citizens' Oversight Committee Meeting Notes

Date: January 22, 2018
Location: FWISD Board Complex Conference Room
Prepared by: Ana Perez
Project Name: 2013 FWISD Capital Improvement Program
Purpose: 2013 Capital Improvement Program Citizens' Oversight Committee – Quarterly Update
Meeting Start: 6:00 P.M.
Meeting End: 7:01 P.M.

Attendees:

COC Members

- Bob Benda
- Jennifer Frank
- Jason Brown
- Tammi Cauthen
- Molly Hry
- Paul Johnson
- Isaac Manning – Chair
- Tim McKinney
- Jonathan Morrison
- Veronica Villegas
- Bert Williams

FWISD

- Vicki Burris – FWISD
- Art Cavazos – FWISD
- Dick Clardy – FWISD
- Kyle Davie – FWISD
- Debra George – FWISD
- William Giron – FWISD
- Gary Griffith – FWISD
- Mike Naughton – FWISD
- Elsie Schiro – FWISD
- Dr. Kent P. Scribner – FWISD
- Aaron Stone - FWISD
- Christina Walk - FWISD

Absent:

- Rosalinda Martinez
- Travis Parmer
- Steven Poole
- Mike Schroeder

AECOM / Staff

- Luis Delgado
- Donnie Pham

The following items were discussed:

1. CALL TO ORDER

COC member Isaac Manning called the meeting to order at 6:00 p.m.

Approval of the Meeting Minutes

The October 16, 2017 Meeting Minutes were approved by the committee
8 Yes and 1 Abstain

2. DISCUSSION OF COMMITTEE REQUESTS FOR INFORMATION AND DISTRIBUTION OF WRITTEN RESPONSES

No written requests from the COC members.

3. 2013 CAPITAL IMPROVEMENT PROGRAM UPDATES

CIP Update (Dashboard)

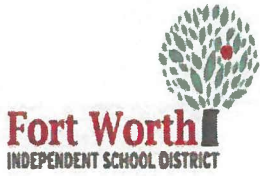
Luis Delgado provided handouts on the status of 2013 CIP. See Program-At-A-Glance handout for detailed information. Below are highlights of the report from December 31, 2017:

Overview

- Substantial completion has been achieved for classroom additions at Luella Merrett ES, Ridglea Hills ES, and Western Hills ES
- Substantial completion at Carter Park ES is scheduled for January 2018.
- Twenty-six Job Order Contracting (JOC) projects also achieved substantial completion during the 4th quarter of 2017.
- The final CSP project for the 2013 CIP has been procured.
- The Board of Education approved an extension for AECOM Program Management Services for the 2013 CIP on the December 12, 2017 Board meeting, to complete the remaining 24 projects in the 2013 CIP. The extension was approved through August 31, 2018.
 - FWISD staff will complete the remaining closeouts after AECOM's extension ends.

Scope

- Scope Variance for the 2013 Capital Improvement Program are located on page 12 of 18.
- A total number of projects remains the same, 166 projects combined in Phase 1 and 2.



CAPITAL IMPROVEMENT PROGRAM

Safety and Risk Management

- No incidents to date since the last meeting. No lost time injuries reported to date. No claims or legal issues have been filed against FWISD.

Schedule

South Hills HS – Unforeseen Conditions

Rosemont 6th – Unforeseen structural issues found

Progress

- Four (4) additional projects have been added to the 2013 CIP, all between \$25,000 and \$40,000
- Phase 1 has been completed
- Phase 2
 - 79 out of 146 projects are in close-out stage

Procurement

The following Bid Packages have pending contracts, all are kitchen projects:

- BP 028 (re-bid)
- BP 061
- BP 067

Budget Update

The Program budget reported remains at \$362.1 M.

- Commitments to date are 90.3%
 - \$326,833,551
- Amount paid is 68.73%
- Cost to date \$248,884,461
- Available budget \$35,277,125

Project Budgets

See pages 15-18 for detailed information.

Note: There are *some* projects that show percentages of 90% and above determine that there are funds left and can be transferred to contingency.

HUB Utilization

The combined utilization is at 40.21%. See Program-at-a-Glance page 14 for detailed information. The percentage is above the 25% that was established by the district.

- Prime HUB Contracts 10.76%
- Sub HUB Contracts 29.45%

Look Ahead

- 100% completion of Universal Pre-K construction projects expected by January 2018.
- Closeout of multiple bid packages are expected in Spring 2018.
- Construction at I.M. Terrell Academy for STEM and VPA is ongoing and the school is scheduled to open in Summer 2018.
- Remaining kitchen projects (5) are currently scheduled for completion by Summer of 2018.
 - Morningside ES
 - Como Montessori
 - Daggett ES
 - Nash ES
 - Versia Williams ES

Contingency Report

***Amounts are not exact, please see attached Contingency Report for accurate numbers. The amounts listed are based on the meeting discussion.*

- Total Contingency Balance \$4.9 M (Prop 1 and 2)
- Prop 1 balance is \$2.8M
- Prop 2 balance is \$2.1 M

Division of Technology

Kyle Davie provided an update on the status of Technology with regards to the 2013 CIP. See Technology handout for additional information. Below are the highlights:

Encumbrance Report

This report includes all the project budgets. See page 1 of report for details.

- The current Technology Program Encumbrance is \$75,067,404.01
- Balance is \$19,630,607.82

Dig iN

For detailed information. See page 2 on the Technology handout.

- As of January 17, 2018 Student Laptop distribution.
- Currently at 87% deployment.
- The laptops that are not being used are currently in the Professional Development Center and available if any of the devices may break.

Action: Kyle Davie

A report of the total of devices that were returned, lost, stolen within the program.

Supporting Network Cabling

- Ahead of schedule in the wireless access points.
- All high school and Middle School cabling in support of wireless access points has been completed.
- 56 Elementary Schools have cabling completed, 21 currently pending.

Printer Refresh

- The District is replacing Individual and Direct Connect Classroom Printing with Network Printing which employs the use of Print Quotas, to reduce overall consumables cost.
- Total of 446 printers have been installed throughout the District.
- 73 additional installations are being scheduled.

Laptop Refresh

Laptops: DoT has completed the installation of 8,702 for 2013 CIP.
Chromebook Laptops: Completed installation of 3,620 for 2013 CIP.

Desktop Refresh

- As of 1/19/2017, DoT is in the process of procuring 3,959 Desktop Computers to be installed.

Voice (Telephone) System Upgrades

- The remaining, non-campus satellite locations are scheduled to be migrated to VOIP systems by this year.

Virtual Desktop Infrastructure (VDI)

- All core VDI upgrades have been completed.

Maintenance and Operations

Art Cavazos, Chief of Maintenance and Operations, provided an update on the status of Prop 3 with regards to the 2013 CIP. See the handout for additional information. Below are the highlights:

- 22 buses will be used for the remaining funds allocated for yellow fleet.
- Cafeteria tables for 14 campuses with upcoming food service renovations/additions.
- Prop 3 is on schedule and remains on budget.
- Commitments to date have reached 91%.

Instrumental Music

Dick Clardy, Instrument Music Director, provided an update on the status of Instrumental Music with regards to the 2013 CIP. See the handout for additional information. Below are the highlights:

Uniform Rotation – Year Four

- The remainder of the funds for this year will be used for marching band uniforms, the following campuses are scheduled for rotation:
 - Paschal HS
 - Arlington Heights HS
 - Western Hills HS
- Marching band uniform bid/purchase estimates of \$260,595
- Estimate for 574 band uniforms
- The balance is anticipated to be \$20,000

Financial Overview

Elsie Schiro, Chief Financial Officer, provided an overview on the status of 2013 CIP Financial Services

4. GENERAL DISCUSSION / ANNOUNCEMENTS

Members of the committee will confirm the last meeting date in the April 16, 2018 COC meeting, possibly scheduling for the first week of September 2018.

5. FUTURE MEETING CONFIRMATION

The next meeting will be held on April 16, 2018.

6. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

 on behalf of 

Isaac Manning, Chairman

Date

Cc: All attendees

AECOM Document Control