TRAVIS UNIFIED SCHOOL DISTRICT

Contracts Agenda Item Request Form

Prior to submitting this form to Business Services, please ensure all items below have been completed:

Each page of the contract is initialed by Site/Dept Admin ☐

Each page of the contract is initialed by a member of Executive Cabinet ☐

(CBO, Asst Superintendent of Educational Services, or Asst Superintendent of HR)

Date Submitted	
Employee Name	
Email	
Department / Site	
Board Meeting Date	
Requisition / PO #	
Vendor / Consultant	
Contract Effective Date	
Contract End Date	
Fund Source	
Cost	

Please indicate applicable goals for this contract:

☐	1. Focus on instructional excellence to increase achievement for every student using support systems to improve student learning and to close achievement gaps in order to prepare students for college and career.
☐	2. Ensure a safe and productive environment using support systems to maintain calm classrooms focused on learning and to enhance student social and emotional wellness.
☐	3. Enhance constructive communication within and outside the school community with a special focus on involving parents as active partners in their child's education.
☐	4. Provide basic services and manage resources responsibly while maintaining the collaborative budget process. Enhance, create, and modernize facilities that support lifelong educational programs.