



# College Station Independent School District

---

*Success...each life...each day...each hour*

## MEMORANDUM

To: Mike Martindale, Superintendent *MM*

From: Amy Drozd, Chief Financial Officer *AD*

Date: February 9, 2022

Subject: Consider approval of an amendment for a facilities application to the Office of Head Start and the potential purchase of a portable building.

Agenda Item: H – 3.

---

## BACKGROUND

As the governing body of the District's Head Start program, the CSISD Board of Trustees approved an application to the Office of Head Start for the use of allocated American Rescue Plan (ARP) Funds for a portable building to be placed at Southwood Valley Elementary. The placement of a portable building at this campus will allow the additional space needed for more PK families to be housed at their zoned campus. The budget was originally submitted in an amount not to exceed \$186,000. Since the application date, additional information and pricing has been made available and the amount not to exceed is being amended to \$240,000. The budget includes all set up, permits, infrastructure and fees.

Being able to issue a purchase order immediately upon the approval of the amendment by the Head Start Office is crucial due to the lead time needed for delivery. Therefore, by obtaining prior approval and delegating the authority to the Superintendent for the purchase in an amount not to exceed, the process of soliciting quotes and placing the order will not be delayed. A report to Trustees of the final amounts will be provided once the process is finalized.

## RECOMMENDATION

It is recommended CSISD Board of Trustees approve the facilities application amendment to the office of Head Start, and delegates the authority to purchase a portable building, including all related expenses, to the Superintendent in an amount not to exceed \$240,000 from ARP funds.