



# College Station Independent School District

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

## PURCHASING OFFICE INTER-DEPARTMENTAL MEMO

DATE: January 1, 2024  
TO: Amy Drozd, CFO  
FROM: Carmella Shafer, Director of Purchasing  
SUBJECT: Purchase Professional Development from Solution Tree for 120 participants

Goal #1 of the CSISD Strategic Plan is to enhance effective instructional practices by implementing innovative and personalized learning experiences. To help in accomplishing this goal, we have been working to provide a variety of learning experiences to address the needs of all learners, improve Tier 1 Classroom Instruction in all classrooms for every learner, and engage in a process for individual student goal setting and progress monitoring. For the educators to be able to provide this level of learning for every student, we need to provide the professional learning and training necessary to achieve Goal #1. We have been working with Solution Tree the past year to provide Professional Learning Communities training (PLCs) and the next step in our work is for 120 campus and central office instructional staff to attend the Solution Tree PLC at Work Institute in Fort Worth, TX June 24-26.

PLCs provide the environment to build collective capacity for continuous improvement and create clarity of purpose, a common vision, collective commitments, and agreed-upon goals that will move CSISD forward in academic achievement. During PLCs, teachers and principals will develop a shared understanding of assessments, implement common formative assessments, analyze evidence of student learning, and use that evidence to learn from one another as well as respond to the individual needs of their students.

Conference agendas and registration were compared from Solution Tree and Corwin for this training.

Group	No. of Days	Solution Tree	Corwin
Cost Per Attendee	3	\$ 769.00	\$ 674.00
Books Resources		\$ Included	\$ 78.30
Total for 120 attendees for registration only.		\$ 92,280.00	\$ 90,276.00
Location of Conference		Fort Worth, TX	Las Vegas, NV

We are recommending the conference provided by Solution Tree due to the location of the conference being in Fort Worth, TX the travel costs will be cheaper than traveling out of state. This face-to-face resource is available from Solution Tree through Allied States Cooperative contract number 24-7474. All items on this contract have been competitively bid and awarded by the Cooperative's Board of Trustees based on state statutes and the Office of Management and Budget (OMB) 2 CFR Part 200 for federal fund expenditures.

It is the recommendation of Carmella Shafer, Director of Purchasing, and Jeff Mann, Director for Leadership Development & Professional Learning that CSISD purchase Solution Tree's at Work Institute Professional Learning Community (PLC) training in the amount of \$92,280.00 using ESSER III funds.

  
Jeffrey Mann, Dir. For Leadership Develop. & Prof. Learning

  
Carmella Shafer, Director of Purchasing

Carmella Shafer, RTSBA  
Director for Purchasing  
(979) 694-5617

9304 Rock Prairie Rd.  
College Station, TX 77845  
979-764-5400 -- www.csisd.org

Dr. Tim Harkrider  
Superintendent of Schools



555 North Morton Street  
Bloomington IN 47404  
United States

Phone: 800-733-6786  
Fax: 812-336-7790

www.SolutionTree.com

## Quote

#QS123780

1/8/2024

**Bill To**

College Station ISD  
1812 Welsh Ave  
Business Office  
College Station TX 77840  
United States

**Ship To**

College Station ISD  
1812 Welsh Ave  
College Station TX 77840  
United States

**TOTAL**

**\$92,280.00**

Prices subject to change without notice.

**PO #****Terms**

Net 30

**Customer ID**

128697

**Shipping Method**

Not Applicable

**Item****Rate****Quantity****Extension**

CFF770 2024 PLC at Work Institute Fort Worth, TX June 24-26

\$769.00

120

\$92,280.00

Region 19 contract #24-7474 which includes institutes for Consulting, Instructional, and Training Resources.

Events reach capacity quickly. Please confirm your registration before making travel plans.

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This quote is provided to assist you in either issuing a purchase order or in sending a check in payment for the conference registrations. All purchase orders must note payment terms of "Net 30 days" from the date of invoice in order to be processed. We will process the registrations as soon as possible after receipt of your payment. Please send a copy of your purchase order to [Registration@SolutionTree.com](mailto:Registration@SolutionTree.com)

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Please note: This document does not confirm registration. Registrations are not guaranteed until a purchase order or other form of payment is received. Please do not make travel arrangements until your registrations have been confirmed.

If Solution Tree/Marzano Resources reschedules a live Event, Customer's Event Registrations will automatically apply to the rescheduled Event. If Solution Tree/Marzano Resources changes a live Event to a virtual Event, Customer's Event Registrations will automatically apply to the virtual Event. If Solution Tree/Marzano Resources cancels a live or virtual Event, Customer's Event Registrations will be converted to Portable Event Packages.

**Subtotal**

\$92,280.00

**Sales Tax Total**

\$0.00

**Shipping Cost**

\$0.00

**Total**

\$92,280.00