

**Spring Branch Independent School District
Agenda Item Information**

Date of Board Meeting: June 23, 2008

Subject: Request for Approval of Japanese Institute of Houston Lease Agreement

Administrator Responsible:

Name: Karen Wilson and Barbara A. Robillard

Position: Associate Superintendent for Finance and Director of Purchasing

Purpose of Agenda Item:

Information only Action needed Report

Additional Information and/or Back-up:

The Japanese Institute of Houston has leased space in District facilities since 1986 for conducting a school with grades K-12 in Japanese culture and language. The annual lease for the proposed 2008-2009 Japanese lease agreement will be \$78,826.00.

PURCHASING AGENDA ITEM:

BOARD MEETING DATE:
June 23, 2008

Title: Renewal of Japanese Educational Institute of Houston Lease Agreement

Administration recommendation: It is recommended that the Board approve the Lease Agreement for space at Westchester with the Japanese Educational Institute.

Plan addressed: The Japanese Educational Institute of Houston at Westchester on Saturdays will conduct a school with grades K-12 in Japanese Culture and Language.

Background: These institutes are all over the United States with the Houston location being one of the largest. The Japanese Educational Institute of Houston has been leasing space from SBISD since 1986. The Japanese Government governs the institutes. The students are for the most part children from Japanese families. Their parents are here employed with a Japanese company for about two to three years and then they return to Japan. The institute basic format is to stay up to date with the Japanese Culture and Language.

Impact: The Japanese Educational Institute of Houston provides an instructor for Japanese Language Class, which is offered to high school students with no tuition. The institute presents a program titled "Showing of Japan" which is performed at the Middle Schools throughout the district.

Budget information: Funds will be deposited to the Self-Sustaining Fund budget provided for this purpose. The total sum of \$78,826.00 will be payable in quarterly installments to SBISD for this contract.

Budget code:
711.00.5743.JP.991.7.00.0.00 - \$78,826.00
(Self-Sustaining Fund)

Monitoring and reporting timeline: Vendor contract compliance will be monitored.

Resource personnel: Joe McDaniel, Director of Community Education
Wanda Paul, Director of Custodial Services
Barbara A. Robillard, Director of Purchasing

Attachment: None