

## **BOARD AGENDA ITEM**

January 13, 2026

### **SUBJECT:**

Facilities Construction Department Quarterly Change Order Notification

### **BACKGROUND INFORMATION:**

Procurement Policies sets the limit of approval for construction change orders by the Superintendent or designee up to \$15,000.00. The policy requires a summary of such change orders to be presented to the Board at least once a quarter for notification.

### **ADMINISTRATIVE CONSIDERATION:**

The attached summary of change orders presented is notification in accordance with our Procurement Policies.

### **RECOMMENDATION:**

Accept as information only, the quarterly report showing construction change orders not exceeding \$15,000.00.

### **ATTACHMENT:**

Quarterly Update Change Order Spreadsheet to the Board of Education

### **PREPARED BY:**

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## **Quarterly Update to the Board of Education**

## Change Orders Not Exceeding \$15,000.00

October 1, 2025-December 31, 2025

Project Name	CO #	Description	Contractor	Dollar Amount
Mossy Creek Elementary Secure Vestibule	1	Credit for unused allowance items.	H.G. Reynolds, Co., Inc.	<\$9,194.00>