**TASB**

**Texas Association of School Boards**
P.O. Box 400 • Austin, Texas 78767-0400 • 512.467.0222
12007 Research Blvd. • Austin, Texas 78759-2439 • tasb.org

*Serving Texas Schools Since 1949*

September 16, 2019

Ft. Bend ISD
Attn:  Dr. Joe Rodriguez
16431 Lexington Blvd.
Ft. Bend, TX  77479-2308

Dear Dr. Rodriguez,

Thank you for requesting the TASB Leadership Team Services to assist the Ft. Bend ISD Central office and District  Administrators with their training session. A session, facilitated by Kay Douglas is scheduled for September 24, 2019 at the James Reese CTE Center.

The fee for this session will be $900 plus travel and expenses. You will receive an invoice *following* the session.
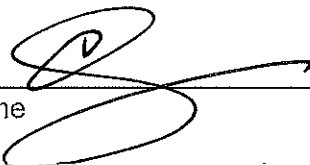
Please see the attached sheet for information on rescheduling/cancellation policy.

If this proposal meets with your approval, please return the signed copy of this letter via email or fax it to 512-467-3599.

Sincerely,

Phil Gore
Director
Leadership Team Services

Accepted by:

_____
Name

**Superintendent, Fort Bend ISD**
Title

this **3** day of **October** , 2019.

Enclosure

## Cancellation Policy

TASB will make every effort to accommodate schedule changes initiated by the district. However, in an effort to ensure that our services are available to all members who need them, the following cancellation provisions will apply:

If the district cancels the session more than 36 hours before the start of the session, the district will be billed for any actual travel expenses incurred by TASB in the district's behalf. Travel expenses may include the purchase of nonrefundable airline tickets unless the district has requested in writing that TASB not purchase nonrefundable tickets.

If the district cancels the session within 36 hours of the start of the session, the district will be charged the full fee plus any actual travel expenses that TASB has incurred in the district's behalf. If the district reschedules the session, within two weeks of cancellation, for a later time, TASB will apply half of the cancellation fee toward its charges for the rescheduled session.