AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

Dr. René Gutiérrez
Superintendent

Rosario Peña, RTSBA
Purchasing Director

To: Campus Principals and Administrators

From: Rosario Peña, RTSBA
Purchasing Director

Date: September 7, 2022

Re: Campus Visitation Vendor Letter

For the safety and health of everyone, vendors are not allowed to visit campuses without an appointment. Please contact campus to make arrangements on deliveries.

This memorandum should not be construed as an endorsement of any vendor, product or service. Campus principals have the sole authority to accept or deny vendor access to the campus. If a vendor's request is approved, the vendor's visitation should not interfere with the instructional program. According to DG (Local), DGA (Local), and DGA (Regulation) *Employee Rights and Privileges*; "teachers and other staff members shall be protected from interruption as much as possible while on duty. This shall include the preparation period. No commercial solicitations of teachers or staff members will be permitted during on-duty hours." Vendors should make arrangements to visit with teachers and staff before or after school hours.

Written, signed, or verbal agreement(s) between a vendor and staff member shall not commit the school district or campus, each individual is personally liable to the vendor, the risk of loss is retained by the vendor, and vendor shall collect any outstanding balance from the staff member. The school district or campus shall not be responsible for any agreement or debt incurred by individual staff members.

This authorization will be effective throughout the 2022-2023 school year. Brownsville ISD does not authorize the use of campus visitation letter outside BISD's premises. Vendor(s) who violate the use of the letter will have the letter revoked and will not be able to re-new.
If you have any questions, please contact me at (956) 548-8361.

James E Houghtaling Jr. (956-459-2421)
(Cleared with SB9)
Expires June 30, 2023/ Not for BISD Events/ Campuses Use Only

All vendors must follow all CDC issued guideline/protocol and wear mask at all times when visiting campuses.

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.
BISD no discrimina a base de raza, color, origen nacional, sexo, religion, edad, incapacidad o información genética en el empleo o la disposición de servicios, programas o actividades.