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Dr. A. Marcus Nelson
Superintendent of Schools

Board of Trustees

Laredo I.S.D. Board of Trustees
Business and Support Services Committee Meeting
Thursday, October 06, 2016 - 5:30 PM
Amber Yeary Board Room - 1620 Houston St.
Laredo, TX 78040

Dr. Cecilia M. Moreno
President, District 5

Hector J. Noyola
Vice President, District 3

Jesus Martinez
Secretary, District 2

Trustees

Jose A. Valdez
Trustee, District 1

Ricardo Garza
Trustee, District 4

Hector J. Garcia
Trustee, District 6

Jose R. Perez, Jr.
Trustee, District 7

The Business and Support Services Committee of the Board will meet on the above date, time and location to discuss the following:

- A. Meeting called to order by Business and Support Services Committee Chairperson.
- B. Roll Call
- C. Pledge of Allegiance

1. Discussion and presentation to approve and/or ratify the monthly disbursements for August 2016 at the regular meeting of the Board of Trustees, October 2016.
Dr. A. Marcus Nelson, Superintendent of Schools

2. Discussion and presentation to approve monthly reports and/or other updates/reports:
a. Unaudited Financial Statements
b. Donations Report
c. Tax Collection Report
Dr. A. Marcus Nelson, Superintendent of Schools

BY *[Signature]* DEPUTY
WEBB COUNTY, TEXAS
2016 OCT -4 AM 10:29
MARGIE R. IBARRA
COUNTY CLERK
FILED

3. Discussion and presentation on the following budget amendments

	Date	Description	Department	Fund	Amount
3A.	October 6, 2016	BA #1617-03 Discussion and presentation to approve the General Operating Fund (199) budget amendment in the amount of \$96,209 as a result of transfers between functional expenditure categories.	Financial Management Department	Fund 199 - General Operating Fund	\$96,209
<p>Purpose: Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 15, formal budget amendments are required in order to be in compliance with sections 1.1.1 GAAP & Legal Compliance and 1.1.2 Legal Requirements.</p>					
3B.	October 6, 2016	BA #1516-04 Discussion and presentation to approve the General Operating Fund (199) budget amendment in the amount of \$59,874 as a result of transfers between functional expenditure categories from the Board of Trustees discretionary funds.	Financial Management Department	Fund 199 - General Operating Fund	\$59,874
<p>Purpose: Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 15, formal budget amendments are required in order to be in compliance with sections 1.1.1 GAAP & Legal Compliance and 1.1.2 Legal Requirements.</p>					

4. Discussion and presentation to approve and award the following bids, proposals, quotations and contracts.

	Date	Description	Recommendation	TimePeriod	Avail Amt
4A.	September 24, 2015	Renewal TEA Approved Vendor: Professional Services Providers Division of Curriculum and Instruction	The evaluation committee recommends the renewal of the contracts to T.E.A approved vendors for an estimated amount of \$102,000, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (second) beginning on October 15, 2016 and ending October 14, 2017, with an option to renew for a third (final) year.	Historical expenditures for one year were \$85,000. Estimated expenditures for one year are \$102,000.
<p>Purpose: To comply with procurement requirements to purchase the services of Professional Service Providers (PSP) for Cigarroa Middle School, Santa Maria Elementary, Bruni Elementary and Leyendecker Elementary.</p> <p>Funding is available in the expenditure account code - 199 General Operating Fund.</p>					

	Date	Description	Recommendation	TimePeriod	Avail Amt
4B.	October 23, 2014	Renewal Request for Proposal (RFP)#14-024: Photography Services Division of Curriculum and Instruction	The evaluation committee recommends renewal of the contract to ProColor of Laredo, LLC for an estimated amount of \$120,000, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (third) beginning November 14, 2016 and ending November 13, 2017. This will be the third (final) year of the contract.	Historical expenditures for one year are \$86,862. Estimated expenditures for one year are \$120,000.
<p>Purpose: To comply with procurement requirements to purchase photography services for District elementary schools. This contract is utilized in fundraising activities where schools are paid a 40% commission.</p> <p>Funding is available in the expenditure account code - 461 Campus Activity Funds.</p>					
4C.	Sep 21, 2014	Renewal Request for Proposals (RFP) #14-036: Plumbing Supplies & Accessories Division of Plant Facilities and Support Services	The evaluation committee recommends renewal of the contract to Clark Hardware for an estimated amount of \$80,000, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (third) beginning October 14, 2016 and ending October 13, 2017. This will be the third (final) year of the contract.	Historical expenditures for one year were \$77,406. Estimated expenditures for one year are \$80,000.
<p>Purpose: To comply with procurement requirements to purchase plumbing supplies and Accessories for District-wide use.</p> <p>Funding is available in the expenditure account code - 199 General Operating Fund.</p>					
4D.	September 22, 2015	Renewal Request for Proposals (RFP) #15-022: Web Based Professional Development Curriculum & Instruction	The evaluation committee recommends renewal of the contract to School Improvement Network for an estimated amount of \$182,625, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (second) beginning October 14, 2016 and ending October 13, 2017, with an option to renew for a third (final) year.	Historical expenditures for one year were \$182,625. Estimated expenditures for one year are \$182,625.
<p>Purpose: To comply with procurement requirements to purchase Web Based Professional Development training for District-wide use.</p> <p>Funding is available in the expenditure account code - 211 Title I Fund.</p>					

	Date	Description	Recommendation	TimePeriod	Avail Amt
4E.	August 31, 2016	Texas Association of School Board (TASB) BuyBoard Co-op #487-15: Instructional Materials Curriculum & Instruction	The evaluation committee recommends awarding a contract to Frog Street Press for an estimated amount of \$72,425, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (first) beginning October 14, 2016 and ending October 13, 2017, with an option to renew for a second and third (final) year.	Historical expenditures for one year were \$20,121. Estimated expenditures for one year are \$72,425.
<p>Purpose: To comply with procurement requirements to purchase instructional materials for District-wide use. Items purchased will be Alphabet collection with E-stories and learning materials.</p> <p>Funding is available in the expenditure account code - 199 General Operating Fund.</p>					
4F.	September 7, 2016	Request for Proposal (RFP) #16-029: Resurfacing of Gym Floors-Classrooms Division of Plant Facilities and Support Services	The evaluation committee recommends awarding a contract to Jones Hardwood Floors for an estimated amount of \$50,000, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (first) beginning October 14, 2016 and ending October 13, 2017 with the option to renew for a second and third (final) year.	Historical expenditures for one year were \$45,000. Estimated expenditures for one year are \$50,000.
<p>Purpose: To comply with the procurement requirements to purchase resurfacing services for gym floors and classrooms. Services will be rendered at the following schools: Martin, Nixon, Cigarroa, and Vidal M. Treviño Magnet high schools and Christen, Lamar, Memorial middle schools.</p> <p>Funding is available in the expenditure account code - 199 General Operating Fund.</p>					
4G.	August 27, 2016	Texas Association of School Board (TASB) Buy Board Co-op #459-14: School Buses Division of Plant Facilities and Support Services	The evaluation committee recommends awarding a contract to Longhorn Bus Sales LLC for an estimated amount of \$196,610, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning October 14, 2016 and ending October 13, 2017.	Historical expenditures for one year were \$910,836. Estimated expenditures for one year are \$196,610.
<p>Purpose: To comply with procurement requirements to purchase two (2) in accordance with the 2016-2017 CIP.</p> <p>Funding is available in the expenditure account code - 199 General Fund</p>					

	Date	Description	Recommendation	TimePeriod	Avail Amt
4H.	August 31, 2016	Texas Association of School Board (TASB) Buy Board Co-op #430-13: Vehicles Department of Plant Facilities and Support Services	The evaluation committee recommends awarding a contract to Gunn Chevrolet for an estimated amount of \$68,958, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning October 14, 2016 and ending October 13, 2017.	Historical expenditures for one year were \$910,836. Estimated expenditures for one year are \$68,958.
<p>Purpose: To comply with procurement requirements to purchase vehicles approved in the District's 2016-2017 CIP. The Board allocated \$75,000 for two (2) vehicles in the CIP. However, at a per unit cost of \$22,852.51, the District may purchase a third vehicle if the Board approves a reallocation of funds as noted agenda footer #9.</p> <p>Funding is available in the expenditure account code - 199 General Fund.</p>					
4I.	September 7, 2016	The Cooperative Purchasing Network (TCPN) #R142104,#R142101; US Communities Co-op #11019-RFP and Texas Association of School Board (TASB) Buy Board Co-op #501-15: Building Maintenance, Repair & Operations Supplies & Equipment Division of Plant Facilities and Support Services	The evaluation committee recommends awarding contracts to Lowe's, Fastenal, The Home Depot, McCoys Building Supply, IDN-Acme, Inc., Grainger, Fairway Supply, Inc., Alamo Iron Works, CC Distributors, Inc., T&B Boiler Inc., and Schindler Elevator Corp. for an estimated amount of \$400,000, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (first) beginning October 14, 2016 and ending October 13, 2017, with the option to renew for a second and third (final) year.	Historical expenditures for one year were \$344,177. Estimated expenditures for one year are \$400,000.
<p>Purpose: To comply with procurement requirements to purchase building and maintenance supplies and repairs. Items to be purchased include nails, lumber, caulking, doors, elevator repair services and service, roofing supplies, etc.</p> <p>Funding is available in the expenditure account code - 199 General Operating Fund.</p>					
4J.	September 09, 2016	Request for Proposals (RFP) #16-030: Air Filters & Supplies Division of Plant Facilities and Support Services	The evaluation committee recommends awarding contracts to CAPP/USA. Filters First, Joe W. Fly Company, and Johnstone Supply for an estimated amount of \$25,000, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (first) beginning October 14, 2016 and ending October 13, 2017, with an option to renew for a second and third (final) year.	Historical expenditures for one year were \$22,915. Estimated expenditures for one year are \$25,000.
<p>Purpose: To comply with procurement requirements to purchase air filters for District-wide use.</p> <p>Funding is available in the expenditure account code - 199 General Operating Fund.</p>					

	Date	Description	Recommendation	TimePeriod	Avail Amt
4K.	September 16, 2016	Houston-Galveston Area Council (H-GAC) Co-op #CW10-14: Wireless GPS Services Division of Plant Facilities and Support Services	The evaluation committee recommends awarding a contract to Sprint Solutions, Inc. for an estimated amount of \$40,000, which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (first) beginning January 16, 2017 and ending January 15, 2018, with an option to renew for a second and third (final) year.	Historical expenditures for one year were \$41,821. Estimated expenditures for one year are \$40,000.
<p>Purpose: To comply with procurement requirements to purchase wireless GPS services to track vehicles for the Transportation and Child Nutrition departments.</p> <p>Funding is available in the expenditure account codes - 101 Child Nutrition Program Fund and 199 General Operating Fund.</p>					
4L.	September 9, 2016	Region One Co-op Vendor #12-09-04/Texas Association of School Board (TASB) Buy Board Co-op Vendor #455-14: Band Instrument Purchase Division of Student Services	The evaluation committee recommends awarding contracts to: Woodwind & Brasswind, Tuba Exchange, Shar Products Company, Melhart, and Romeo Music for an estimated amount of \$670,323 which represents the best value to the District. Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning October 14, 2016 and ending October 13, 2017.	Historical expenditures for one year were \$753,696. Estimated expenditures for one year are \$670,323.
<p>Purpose: To comply with procurement requirements to purchase musical instruments. This will be the final purchase in the District's three year instrument replacement plan.</p> <p>Funding is available in the expenditure account code - 199 General Operating Fund.</p>					

5. Tax Refund(s)

	Acct#	Tax Year	Tax Payer	Description	Amount
5A.	920-00002-390	2015	Yolanda Santos	Staff recommends to approve the tax refund due to overpayment.	\$581.31
<p>Purpose: To comply with the Texas Tax Code Section 31.11. All tax refunds equal to or greater than \$500 require Board of Trustees approval.</p>					
5B.	213-00639-020	2015	David Argumedo	Staff recommends to approve the tax refund due to overpayment.	\$572.60
<p>Purpose: To comply with the Texas Tax Code Section 31.11. All tax refunds equal to or greater than \$500 require Board of Trustees approval.</p>					

Other Items

6. Discussion and update on the October Formative Evaluation of the Superintendent.
Dr. A. Marcus Nelson, Superintendent of Schools
7. Discussion and presentation on the Pre-Education partnership with TAMU College of Education.
Dr. A. Marcus Nelson, Superintendent of Schools
8. Discussion and presentation to approve position recommended for reclassification:
 - Crime Stoppers Coordinator to Investigator (PA 01/230 to PD 06/230 - \$3,657.00)
Dr. A. Marcus Nelson, Superintendent of Schools
9. Discussion and presentation of the 2016-2017 District and Campus Performance Objectives.
Dr. A. Marcus Nelson, Superintendent of Schools
10. Discussion and presentation on the 2016-2017 Texas Teacher Evaluation and Support System (T-TESS) Calendar.
Dr. A. Marcus Nelson, Superintendent of Schools
11. Discussion and presentation on the 2016-2017 roster of Texas Teacher Evaluation and Support System (T-TESS) Alternate and/or Second Appraisers, including assistant principals and/or principals that are hired after the approval of this roster.
Dr. A. Marcus Nelson, Superintendent of Schools
12. Discussion and presentation on the 2016-2017 District Improvement Plan.
Dr. A. Marcus Nelson, Superintendent of Schools
13. Discussion and presentation on the 2017 Webb County Appraisal District budget.
Dr. A. Marcus Nelson, Superintendent of Schools
14. Discussion and presentation on a request for waiver of penalty and interest in the amount of \$152.83 for property tax account 440-00850-110 for tax year 2015, by taxpayer Sandra Vasquez.
Dr. A. Marcus Nelson, Superintendent of Schools
15. Discussion on TASB Policy Update 106 affecting the following policy:
 - EHBAF (LOCAL) Special Education Video/Audio Monitoring
Dr. A. Marcus Nelson, Superintendent of Schools
16. Discussion and presentation to obtain a Maximum Class Size Waiver from the Texas Education Agency for all K-4 class sections exceeding the class size limit of 22:1.
Dr. A. Marcus Nelson, Superintendent of Schools
17. Discussion and presentation of the annual School Health Advisory Council (SHAC) written report to the board of trustees as indicated in Title II, Chapter 28, Section 28.004 of the Texas Education Code.
Dr. A. Marcus Nelson, Superintendent of Schools

18. Discussion and presentation on the Child Nutrition Program fruits and vegetables receiving process and upcoming scheduled nutrition events for the current school year.
Dr. A. Marcus Nelson, Superintendent of Schools
19. Discussion and presentation on the Records Management Department's operational process.
Dr. A. Marcus Nelson, Superintendent of Schools
20. Discussion and presentation on 2016-2017 CIP projects including potential amendments and repurposing of funding.
Dr. A. Marcus Nelson, Superintendent of Schools
21. Discussion and presentation on roofing repairs forecasted scope of work and estimated budget.
Dr. A. Marcus Nelson, Superintendent of Schools
22. Discussion and presentation regarding assignment of the Lamar Middle School Construction Manager at Risk contract with Leyendecker Construction, Inc.
Dr. A. Marcus Nelson, Superintendent of Schools
23. Discussion and presentation on the potential partial release of retainage for the Nixon High School renovation project at an estimated amount of \$376,918.19 to Leyendecker Construction, Inc.
Dr. A. Marcus Nelson, Superintendent of Schools
24. Discussion and presentation on the Internal Audit Department's Audit Plan for Fiscal Year 2016-2017.
Dr. A. Marcus Nelson, Superintendent of Schools
25. Discussion and presentation on the balancing of classes kinder through 12 grade.
Dr. A. Marcus Nelson, Superintendent of Schools
26. Discussion and presentation to approve the Investment Report for the fourth quarter ended August 31, 2016, as required by the Public Funds Investment Act.
Dr. A. Marcus Nelson, Superintendent of Schools
27. Discussion and presentation on grounds keeping schedule.
Dr. A. Marcus Nelson, Superintendent of Schools
28. Communication and Updates
29. Adjournment

If during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapter D and E.

It is the policy of the Laredo Independent School District not to discriminate on the basis of race, color, national origin, gender, religion, limited English proficiency, or handicapping condition in its programs.

DISABILITY ACCESS STATEMENT

Persons with disabilities who plan to attend this meeting and who may need auxiliary aid or services are requested to contact Josie Z. Rodriguez at (956) 273-1401 at least two working days prior to the meeting so that appropriate arrangements can be made. The accessible entrance and accessible parking spaces are located at the Amber Yeary Board Room, 900 Main.