

**Laredo I.S.D. Board of Trustees  
Business and Support Services Committee Meeting  
Tuesday, July 14, 2009 - 6:30 P.M.  
Laredo ISD Board Room - 1620 Houston St.  
Laredo, TX 78040**

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 of monthly disbursements to be approved and/or ratified at the regular meeting of the Board of Trustees, July 2009.  
**Mr. Alvaro Perez, Chief Financial Officer**
  
2. Discussion and presentation to approve monthly un-audited financial statements, donation reports, investment reports, tax collection reports, surplus inventory reports, and other updates and/or status reports:
  - A. Un-audited Financial Statements
  - B. Donation Report
  - C. Investment Report
  - D. Tax Collection Report
  - E. Surplus Inventory for Sale, Auction, Recycle or Disposal Report
  - F. Change Order Report
  - G. Travel Report
  - H. Risk Management Report
  - I. Child Nutrition Report
  - J. Transportation Report
  - K. Division of Operations Report
  - L. Postal Usage Report
  - M. Utility Comparison Report

**Mr. Alvaro Perez, Chief Financial Officer**

3. Discussion and presentation to approve monthly reports for the Laredo I.S.D. Public Facilities Corporation
  - A. Un-audited Financial Statements
  - B. Investment and Interest Report
  - C. Change Order Report
  - D. Disbursement Report

**Mr. Alvaro Perez, Chief Financial Officer**

4. **Discussion and presentation on the following budget amendments**

	<b>Date</b>	<b>Description</b>	<b>Department</b>	<b>Fund</b>	<b>Amount</b>
A.	July 16, 2009	BA #0809-41 Discussion and presentation to approve the General Operating Fund budget amendment in the amount of One Million Two Hundred Thirty-one Thousand Two Hundred and Ninety-five Dollars (\$1,231,295.00) as a result of transfers between functions of pre-budgeted funds, with no effect on fund balance, and authorizing the Interim Superintendent to implement said budget.	Financial Management Department/ District Wide Campuses and/or Departments	Fund 199 - General Fund	One Million Two Hundred Thirty-one Thousand Two Hundred and Ninety-five Dollars (\$1,231,295.00)
<b>Purpose:</b> Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 13, 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.					
B.	July 16, 2009	BA #0809-42 Discussion and presentation to approve the Child Nutrition Program budget amendment in the amount of One Hundred Thirty-one Thousand One Hundred Dollars (\$131,100.00) to appropriate the American Recovery and Reinvestment Act Equipment Grant, and authorizing the Interim Superintendent to implement said budget.	Financial Management Department / Child Nutrition Program	Fund 101 - Child Nutrition Program	One Hundred Thirty-one Thousand One Hundred Dollars (\$131,100.00)
<b>Purpose:</b> Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 13, 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.					

4.	Date	Description	Department	Fund	Amount
C.	July 16, 2009	BA #0809-43 Discussion and presentation to approve the General Operating Fund budget amendment in the amount of Fifteen Thousand Dollars (\$15,000.00) to appropriate the TEA Master Reading Teacher Grant for 2008-2009, which provides funding for eligible campuses for certified Master Teachers, and authorizing the Interim Superintendent to implement said budget.	Financial Management Department/District Wide Campuses	Fund 199 - General Fund	Fifteen Thousand Dollars (\$15,000.00)
<p><b>Purpose:</b> Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 13, formal budget amendments are required in order to be in compliance with sections 1.1.1 GAAP &amp; Legal Compliance and 1.1.2 Legal Requirements.</p>					

#### 5. Bids, Proposals, Quotations & Contracts

	Date	Description	Recommendation	Time Period	Avail Amt
A.	September 13, 2007	Request for Proposal (RFP) #07-044 Charter Bus Services District-Wide	The evaluation committee recommends awarding a contract to Cougar Bus Lines LTD, Tornado Tours, Inc., Kerrville Bus Company, and Del Valle Grand Turismo as primary vendors and Imperial Bus Company, Inc., ACH Travel & Tours, Inc., OK Tours, and Star Shuttle, Inc. as secondary vendors for an estimated amount of Ninety-five Thousand Four Hundred Twelve Dollars (\$95,412.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning September 14, 2009 and terminating September 13, 2010. This will be the third (final) year of the contract.	Funding is available in the expenditure account code(s). Estimated expenditures for one year are Ninety-five Thousand Four Hundred Twelve Dollars (\$95,412.00). Budgetary information is attached.
<p><b>Purpose:</b> To comply with procurement requirements to procure charter bus services.</p>					
B.	May 15, 2009	Request for Proposal (RFP) #09-018 Workers' Compensation Insurance Risk Management Department	The evaluation committee recommends awarding a contract to Alamo Insurance Group, Inc. (Ins. Carrier: Great Midwest Insurance) for an estimated amount of One Million One Hundred Eighteen Thousand Two Hundred Thirty-one Dollars (\$1,118,231.00) plus or minus additional/less fees due to year end payroll audit results.	In effect for a period of two years (guaranteed rates) beginning September 1, 2009 and terminating August 31, 2011 with an option to renew for a third (final) year.	Funding is available in the expenditure account code(s). Estimated expenditures for one year are One Million Three Hundred Fifty-nine Thousand Seven Hundred Eight-two Dollars (\$1,359,782.00), plus or minus additional/less fees due to year end payroll audit results. Budgetary information is attached.
<p><b>Purpose:</b> To comply with procurement requirements to procure workers' compensation insurance.</p>					

5.	Date	Description	Recommendation	Time Period	Avail Amt
C.	May 28, 2008	Request for Proposal (RFP) #038-08 Health Insurance Risk Management Department	The evaluation committee recommends awarding a contract to Blue Cross Blue Shield of Texas for an estimated amount of Fifteen Million Four Hundred Seventeen Thousand Seven Hundred Fourteen Dollars (\$15,417,714.00). The District will pay (\$235 per employee) approximately Nine Million Five Hundred Seventeen Thousand Five Hundred Dollars (\$9,517,500.00) while employees will pay the estimated amount of Five Million Nine Hundred Thousand Two Hundred Fourteen Dollars (\$5,900,214.00). The amount employees pay will be based on their individual selected coverages.	In effect for a period of one year effective September 1, 2009 thru August 31, 2010 with the option to renew for a third (final) year.	Funding is available in expenditure account code. Estimated expenditures for one year are Fourteen Million Five Hundred Nine Thousand Two Hundred Fifty-five Dollars (\$14,509,255.00) of which the District pays (\$235 per employee) approximately Eight Million Nine Hundred Fifty-Six Thousand Six Hundred and Ninety-eight Dollars (\$8,956,698.00) and employees will pay the estimated amount of Five Million Five Hundred Fifty Two Thousand Five Hundred Fifty Seven Dollars (\$5,552,557.00). Budgetary information is attached.
<b>Purpose:</b> To comply with procurement requirements to procure employee health insurance.					
D.	May 28, 2009	Request for Competitive Sealed Proposal (RFCSP) #09-016 Early Childhood Center Additions and Alterations at Alma Pierce, Dovalina and Farias Elementary Schools Construction Department	Recommendation will be made at the district's Business and Support Services Committee Meeting and/or Regular Board Meeting in July.	Pending	Pending
<b>Purpose:</b> To comply with procurement requirements to procure the services of a contractor to furnish all labor and materials, tools and necessary equipment for the construction of the Early Childhood Center Additions and Alterations at Alma Pierce, Dovalina and Farias Elementary Schools.					
E.	May 25, 2009	Request for Proposal (RFP) #09-031 Basic Group Life and Accidental Death & Dismemberment Insurance Risk Management Department	The evaluation committee recommends awarding a contract to Sun Life Financial for an estimated amount of Seventy-five Thousand Dollars (\$75,000.00).	In effect for a period of three years (guaranteed rates) beginning September 1, 2009 and terminating August 31, 2012.	Funding is available in the expenditure code(s). Estimated expenditures for one year are Seventy One Thousand Three Hundred Ninety Four Dollars (\$71,394.00). Budgetary information is attached.
<b>Purpose:</b> To comply with procurement requirements to purchase basic group life, accidental death & dismemberment insurance as District provided employee benefits.					

5.	Date	Description	Recommendation	Time Period	Avail Amt
F.	June 4, 2009	Request for Proposal (RFP) #09-007 Floor Machines Fixed Assets Department	The evaluation committee recommends awarding a contract to Gulf Coast Paper Company and Hillyard as primary vendors and Border Paper & Janitorial Supplies, Pollock Paper Distributors and Viper as secondary vendors for an estimated amount of Fifty-one Thousand One Hundred Dollars (\$51,100.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning July 17, 2009 and terminating July 16, 2010 with an option to renew for a second and third year.	Funding is available in the expenditure account code(s). Estimated expenditures for one year are Fifty-one Thousand One Hundred Dollars (\$51,100.00). Budgetary information is attached.
<b>Purpose:</b> To comply with procurement requirements to procure floor machines.					
G.	July 15, 2008	Texas Association of School Boards (TASB) Buyboard Vendor Employee Uniforms District-Wide	The evaluation committee recommends awarding a contract to G & K Services for an estimated amount of Fifty-one Thousand Dollars (\$51,000.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning July 17, 2009 and terminating July 16, 2010 with an option to renew for a third (final) year.	Funding is available in the expenditure account code(s). Estimated expenditures for one year are Fifty-one Thousand Dollars (\$51,000.00). Budgetary information is attached.
<b>Purpose:</b> To comply with procurement requirements to procure employee uniforms.					
H.	June 18, 2009	Region One Co-op Vendor Pizza Cheese Processing Child Nutrition Program	The evaluation committee recommends awarding a contract to Nardone Brothers Baking Company for an estimated amount of Seventy-seven Thousand Four Hundred Eighty-seven Dollars (\$77,487.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning September 18, 2009 and terminating September 17, 2010 with an option to renew for a second and third year.	Funding is available in the expenditure account code. Estimated expenditures for one year are Two Hundred Thirty-five Thousand Seven Hundred Ninety Dollars (\$235,790.00). Budgetary information is attached.
<b>Purpose:</b> To comply with procurement requirements to procure pizza cheese processing services.					
I.	June 22, 2009	Region One Co-op Vendor Pork Processing Child Nutrition Program	The evaluation committee recommends awarding a contract to Culinary Standards for an estimated amount of Twenty-seven Thousand One Hundred Four Dollars (\$27,104.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning September 18, 2009 and terminating September 17, 2010 with an option to renew for a second and third year.	Funding is available in the expenditure account code. Estimated expenditures for one year are Sixty-two Thousand Twenty-six Dollars (\$62,026.00). Budgetary information is attached.
<b>Purpose:</b> To comply with procurement requirements to procure pork processing services.					

5.	Date	Description	Recommendation	Time Period	Avail Amt
J.	June 9, 2009	Request for Proposal (RFP) #09-039 Purchase and Installation of Carpet Materials and VCT Tile Division of Operations	The evaluation committee recommends to reject and re-bid Request for Proposal (RFP) #09-039 due to irregularities in the responses received. The evaluation committee also recommends increasing the pool of vendors.	N/A	N/A
<b>Purpose:</b> To comply with procurement requirements to procure services for installation and purchase of carpet materials and VCT tile.					
K.	June 5, 2007	Request for Proposal (RFP) #07-029 Magazine & Periodical Subscriptions Library Media Services	The evaluation committee recommends awarding a contract to W.T. Cox Subscriptions, Inc., Magazine Subscriptions PTP - Austin, Magazine Subscription Service Agency, and Avanti Enterprises, Inc. as primary vendors for an estimated amount of Sixty-two Thousand Eight Hundred Ninety-four Dollars (\$62,894.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning July 25, 2009 and terminating July 24, 2010 for a third (final) year.	Funding is available in the expenditure account code. Estimated expenditures for one year are Sixty-two Thousand Eight Hundred Ninety-four Dollars (\$62,894.00). Budgetary information is attached.
<b>Purpose:</b> To comply with procurement requirements to purchase magazine & periodical subscriptions.					
L.	April 9, 2009	Request for Qualifications (RFQ) #2009-005 Professional Architectural/Engineering Consulting Services Construction Department	The evaluation committee recommends awarding qualifications to Humphries & Sanchez Architects, PBK, Cavazos & Associates, Sepulveda Associates Architects, Vitetta Group, Madeline Anz Slay Architecture, Hickey Pena Architects, Garza Bomberger, Pfluger Associates Architects, Design Group, Architects Plus and Redline. Administration will seek approval prior to the awarding of each contract under this specific Request for Qualification (RFQ). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning July 17, 2009 and terminating July 16, 2010 with an option to renew for a second and third year.	Contracts will be presented to the Board of Trustees for approval as necessary.
<b>Purpose:</b> To comply with procurement requirements to procure the services of professional architectural/engineering consultants.					

5.	Date	Description	Recommendation	Time Period	Avail Amt
M.	June 30, 2009	Procurement Method Division of Operations	Staff recommends utilizing Request for Competitive Sealed Proposals (RFCSP) as the method of procurement for roof improvements at the Administration Building located at 904 Juarez.	In effect for a period of one year beginning July 17, 2009 and terminating July 16, 2010.	Funding is available in the expenditure account code(s).
<b>Purpose:</b> To comply with Texas Education Code 44.035 to utilize a procurement method for a construction contract.					
N.	July 1, 2009	Request for Competitive Sealed Proposal (RFCSP) #09-019 Science Labs at Cigarroa, Martin and Nixon High Schools	Recommendation will be made at the district's Business and Support Services Committee Meeting and/or Regular Board Meeting in July.	Pending	Pending
<b>Purpose:</b> To comply with procurement requirements to procure the services of a contractor to furnish all labor and materials, tools and necessary equipment for the construction of the Science Labs at Cigarroa, Martin and Nixon High Schools.					

#### 6. Change Orders, Allowance Funds, and Other

	Project	Proposal	Contractor	Description	Amount
A.	RFP #030-04 Martin High School Phase III	Discussion and presentation to accept and approve a deductive change order.	Leyendecker Construction, Inc.	Staff recommends to accept and approve a deductive change order #004 for the unused allowances included in the original contract amount.	Two Hundred Sixty-seven Thousand Two Hundred Forty-nine Dollars (\$267,249.00)
<b>Purpose:</b> Accept and approve deductive change order for the unused allowances.					
B.	RFCSP #054-08 Improvements to Martin High School Library, Science Building, Life Skills and Academic Building	Discussion and presentation to accept and approve the utilization of the contingency betterment allowance and 60 days extension for construction time line for the Martin High School Academic Building.	Zertuche Construction Inc.	Staff recommends to accept and approve the utilization of the contingency betterment allowance to provide funding for required labor, materials, equipment, and supervision for the replacement of the metal decking on damaged roof at Academic building and the extension of the substantial completion date for the Academic Building which will change (by 60 days) from February 12, 2010 to April 23, 2010.	Fifteen Thousand Three Hundred Forty Dollars (\$15,340.00) and the extension of the substantial completion date by 60 days from February 12, 2010 to April 23, 2010
<b>Purpose:</b> Accept and approve the utilization of the contingency betterment allowance and 60 days extension for construction time line for the Martin High School Academic Building.					

6.	Project	Proposal	Contractor	Description	Amount
C.	RFCSP #054-08 Improvements to Martin High School Library, Science Building, Life Skills and Academic Building	Discussion and presentation to accept and approve 59 days extension construction time line for the Martin High School Academic Building.	Zertuche Construction, Inc.	Staff recommends to accept and approve the substantial completion date for the Academic Building which will change (by 59 days) from August 15, 2009 to February 12, 2010.	Item was previously presented at Regular Board Meeting on May 21, 2009, but the request for extension of days for substantial completion was left out.
<b>Purpose:</b> Discussion and presentation to accept and approve 59 days extension construction time line for the Martin High School Academic Building.					

7. **Tax Refund(s)**

	Acct#	Tax Year	Tax Payer	Description	Amount
A.	220-00973-040	2008	Alfonso Guajardo	Staff recommends approval of refund due to overpayment.	Seven Thousand Seven Hundred Sixty-three Dollars and Fifty- seven Cents (\$7,763.57)
<b>Purpose:</b> To comply with the Texas Property Tax Code Section 31.11					
B.	213-00639-052	2008	Jose G. and Martina Robles	Staff recommends approval of refund due to overpayment.	Eight Hundred Thirty-nine Dollars and Eighty-eight Cents (\$839.88)
<b>Purpose:</b> To comply with the Texas Property Tax Code Section 31.11.					
C.	326-00134-110; 108- 00367-070; 108-00367-073; 108-00367-071; 108- 00367-072	2008	Daniel Saucedo	Staff recommends not to approve the request for waiver of penalty and interest.	Four Hundred Twenty-two Dollars and Thirteen Cents (\$422.13)
<b>Purpose:</b> To comply with the Texas Property Tax Code Section 33.011.					

**Other Items**

8. Discussion and presentation to approve the proposed Facility Use Fees Schedule as required by Board Policy GKD (Local/Legal/Exhibit) Community Relations Non-school Use of School Facilities.  
**Mr. Alvaro Perez, Chief Financial Officer, Interim Ex. Director for Plant Facilities**
9. Discussion and presentation to approve the district's third quarterly investment report for the quarter ending May 31, 2009 as required by the Public Funds Investment Act in compliance with Board Policy CDA (Local/Legal) Other Revenues Investments.  
**Mr. Alvaro Perez, Chief Financial Officer**
10. Discussion and presentation to approve the appointment of Mr. Rodolfo Sanchez, RTA, CSTA, Director of Tax Collections, to calculate and publish the District's 2009 rollback tax rate, to certify the anticipated debt collection rate for the tax year 2009, and to certify the excess debt collections for tax year 2008.  
**Mr. Alvaro Perez, Chief Financial Officer**

11. Discussion and presentation to set a date, time and location for a public meeting to be held by the Board of Trustees to discuss the school district's proposed budget and proposed tax rate.  
**Mr. Alvaro Perez, Chief Financial Officer**
12. Discussion and presentation to approve the Region One Education Service Center Library Services & Media Cooperative contract for the 2009-2010 School Year.  
**Mr. David Garza, Executive Director for Curriculum and Instruction**
13. Discussion and presentation to approve the Texas Criminal Justice Division Gang Intervention and Prevention Grant resolution.  
**Ms. Elsa Arce, Executive Director for Student Services**
14. Communication and Updates
15. 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 Meeting Act, Tex 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) 795-3406 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 LISD Board Room, 900 Main.