

**Laredo I.S.D. Board of Trustees
Business and Support Services Committee Meeting
Tuesday, August 04, 2009 - 6:30 PM
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, August 2009.

Mr. Alvaro Perez, Chief Financial Officer

2. Discussion and presentation to approve monthly reports, and other updates and/or status reports for Laredo Independent School District:
 - A. Un-audited Financial Statements
 - B. Donations Report
 - C. Investment Report
 - D. Tax Collection 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

	Date	Description	Department	Fund	Amount
A.	August 13, 2009	BA #0809-44 Discussion and presentation to approve the General Operating Fund budget amendment in the amount of Two Hundred Forty Three Thousand Three Hundred Twenty Eight Dollars (\$243,328.00) as a result of transfers between functions of pre-budgeted funds, with no effect on fund balance, and authorizing the Superintendent to implement said budget.	Financial Management Department/ District Wide Campuses and/or Departments	Fund 199 - General Fund	Two Hundred Forty Three Thousand Three Hundred Twenty Eight Dollars (\$243,328.00)
<p>Purpose: 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.</p>					
B.	August 13, 2009	BA #0809-45 - Discussion and presentation to approve the Four Million Dollar (\$4,000,000.00) Public Property Finance Contractual Obligations (PPFCO) Series 2003 budget amendment in the amount of Seven Hundred Seventy Dollars (\$770.00) to appropriate earned and projected interest earnings for the remainder of the fiscal year, and authorizing the Superintendent to implement said budget.	Financial Management Department/Construction Department	Fund 197 - Four Million Dollar (\$4,000,000.00) Public Property Finance Contractual Obligations (PPFCO) Series 2003	Seven Hundred Seventy Dollars (\$770.00)
<p>Purpose: 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.</p>					
C.	August 13, 2009	BA #0809-46 - Discussion and presentation to approve the Sixty-nine Million Dollar (\$69,000,000.00) Public Facilities Corporation (PFC) Bond Series A, Series C, and Series F budget amendment in the amount of Thirty-five Thousand Six Hundred Ninety-five Dollars (\$35,695.00) to appropriate earned and projected interest earnings for the remainder of the fiscal year, and authorizing the Superintendent to implement said budget.	Financial Management Department / Construction Department	Fund 627 - Sixty-nine Million Dollar (\$69,000,000.00) Public Facilities Corporation Bond (PFC) Series A, Series C, and Series F	Thirty-five Thousand Six Hundred Ninety-five Dollars (\$35,695.00)
<p>Purpose: 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.</p>					

4. Date	Description	Department	Fund	Amount
D. August 4, 2009.	BA #0809-47 Discussion and presentation on the Sixty Million Dollar (\$60,000,000.00) Bond Issue, on the Fifty-seven Million Dollar (\$57,000,000.00) Bond Issue, and on the Six Million Dollar (\$6,000,000.00) Public Property Finance Contractual Obligations (PPFCO) Series 2006 budget amendment in the amount of Eight Hundred Twenty-nine Thousand Two Hundred Thirty-three Dollars (\$829,233.00) to be transferred to fund the rebateable arbitrage expense, and authorizing the Superintendent to implement said budget.	Financial Management Department/District Wide	Fund 695 - Sixty Million Dollar(\$60,000,000.00) Bond Issue, Fund 698 - Fifty-seven Million Dollar(\$57,000,000.00) Bond Issue, and Fund 196 - Six Million Dollar (\$6,000,000.00) PPFCO Series 2006	Eight Hundred Twenty-nine Thousand Two Hundred Thirty-three Dollars (\$829,233.00)
<p>Purpose: Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 12, formal budget amendments are required in order be in compliance with sections 1.1.1 GAAP & Legal Compliance and 1.1.2 Legal Requirements.</p>				
E. August 13, 2009	BA #0809-48 - Discussion and presentation to approve the Sixty-nine Million Dollar (\$69,000,000.00) Public Facilities Corporation (PFC) Bond Series C budget amendment in the amount of One Hundred Forty-nine Thousand Three Hundred Sixty-eight Dollars (\$149,368.00) to be transferred from interest earnings for reclassification of expenses pertaining to the portable buildings which were purchased and utilized during the construction of Martin High School Phase II at West Wing, and authorizing the Superintendent to implement said budget.	Financial Management Department / Construction Department	Fund 627 - Sixty-nine Million Dollar (\$69,000,000.00) Public Facilities Corporation Bond (PFC) Series C,	One Hundred Forty-nine Thousand Three Hundred Sixty-eight Dollars (\$149,368.00)
<p>Purpose: Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 13, formal budget amendments are required in order be in compliance with sections 1.1.1 GAAP & Legal Compliance and 1.1.2 Legal Requirements.</p>				

4.	Date	Description	Department	Fund	Amount
F.	August 13, 2009	BA #0809-49 Discussion and presentation to approve the General Operating Fund budget amendment in the amount of Four Hundred Thousand Dollars (\$400,000.00) to appropriate TRS On-Behalf Benefit by recognizing revenues and expenditures to account for the district's portion of the Medicare Part D retiree drug subsidy reimbursements to the Texas Public School Retired Employee Group Insurance Program (TRS-Care). One of the provisions of Medicare Part D allows for the TRS-Care to receive retiree drug subsidy payments from the federal government to offset certain prescription drug expenditures for eligible TRS-Care participants. As per GASB Statement No. 24, these On-Behalf payments (contributions) made by the state of Texas On Behalf of LISD employees to TRS, must be recognized as equal revenues and expenditures, and authorizing therefore, no effect on fund balance, and authorizing the Superintendent to implement said budget.	Financial Management Department/District Wide Campuses	Fund 199 - General Fund	Four Hundred Thousand Dollars (\$400,000.00)
<p>Purpose: 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.</p>					

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

	Date	Description	Recommendation	Time Period	Avail Amt
A.	September 11, 2008	Sole Source Provider SAGE Maintenance Agreement Information Technology Department	The evaluation committee recommends awarding a contract to Weidenhammer Systems Corporation (WSC) for an estimated amount of Fifty-nine Thousand Fifty-seven Dollars (\$59,057.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (second) beginning September 12, 2009 and terminating September 11, 2010 with an option to renew for a third (final) year.	Funding is available in the expenditure account code(s). Estimated expenditures for a year are Fifty-four Thousand Fifty-nine Dollars (\$54,059.00).
<p>Purpose: To comply with procurement requirements to procure a software maintenance agreement.</p>					

5.	Date	Description	Recommendation	Time Period	Avail Amt
B.	September 17, 2008	Coop/Texas Comptrollers of Public Accounts Printer Supplies and Materials Information Technology Department	The evaluation committee recommends awarding a contract to Lexmark for an estimated amount of Four Hundred Thousand Dollars (\$400,000.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (second) beginning September 15, 2009 and terminating September 14, 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 Three Hundred Ninety-eight Thousand Dollars (\$398,000.00).
Purpose: To comply with procurement requirements to procure supplies and materials for printers.					
C.	September 17, 2008	Coop/Texas Comptrollers of Public Accounts Printer Maintenance Agreement Information Technology Department	The evaluation committee recommends awarding a contract to Lexmark for an estimated amount of Four Hundred Twenty-five Thousand Dollars (\$425,000.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (second) beginning September 12, 2009 and terminating September 11, 2010 with an option to renew for a third (final) year.	Funding is available in the expenditure code(s). Estimated expenditures for one year are Four Hundred Twenty-one Thousand Dollars (\$421,000.00).
Purpose: To comply with procurement requirements to procure a printer maintenance agreement.					
D.	December 11, 2008	Sole Source Provider License Renewal and Professional Support Agreement Instructional Technology Department	The evaluation committee recommends awarding a contract to Creative Education Institute (CEI) for an estimated amount of Ninety-six Thousand Five Hundred Dollars (\$96,500.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year (second) beginning December 12, 2009 and terminating December 11, 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 One Hundred Two Thousand Four Hundred Dollars (\$102,400.00).
Purpose: To comply with procurement requirements to procure software, materials, training and support.					

5.	Date	Description	Recommendation	Time Period	Avail Amt
E.	December 11, 2007	Request for Qualifications (RFQ) #008-2007 Speech Therapy Services Special Education Department	The evaluation committee recommends awarding a contract to Jennifer L. Tristan, Leonor Solis Ramon, Kimberly Foster, Denisha M. Rodriguez, Haydee M. Gonzalez, Celina M. Serna and Mercy Rehab Services for an estimated amount of Three Hundred Ninety-one Thousand Dollars (\$391,000.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning December 14, 2009 and terminating December 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 Three Hundred Ninety-one Thousand Dollars (\$391,000.00).
Purpose: To comply with procurement requirements to procure speech therapy services.					
F.	December 11, 2007	Request for Qualifications (RFQ) #004-2007 Audiological Consulting Services Special Education Department	The evaluation committee recommends awarding a contract to Christina C. Barberena for an estimated amount of Forty Thousand Dollars (\$40,000.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period of one year beginning December 14, 2009 and terminating December 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 Forty Thousand Dollars (\$40,000.00).
Purpose: To comply with procurement requirements to procure audiological consulting services.					
G.	July 21, 2009	Request for Proposal (RFP) # 09-044 Employee Assistance Program Risk Management Department	The evaluation committee recommends to reject and not re-bid (eliminate) Request for Proposal (RFP) #09-044 Employee Assistance Program due to receiving only one response (proposal issued twice), having low employee participation, a proposed price increase and budgeting shortfalls.	N/A	Estimated expenditure for one year are Seventy-two Thousand Dollars (\$72,000.00).
Purpose: To comply with procurement requirement to procure employee assistance services.					
H.	August 13, 2009	Texas Association of School Boards (TASB) Buyboard Vendor Playground Equipment and Installation Heights Elementary School	The evaluation committee recommends awarding a contract to Miracle Recreation Equipment Company for an estimated amount of Seventy-four Thousand Six Hundred Eighty-five Dollars (\$74,685.00).	In effect for a period of one year beginning August 14, 2009 and terminating August 13, 2010. This is a one-time purchase.	Funding is available in the expenditure account code(s).
Purpose: To comply with procurement requirements to procure playground equipment and installation services.					

5.	Date	Description	Recommendation	Time Period	Avail Amt
I.	July 21, 2009	Request for Competitive Sealed Proposal (RFCSP) #09-042 Demolition of Food Service Building and Site Amenities Construction Department	Recommendation will be made at the district's Business and Support Services Committee Meeting and/or Regular Board Meeting in August.	Pending	Pending
Purpose: To comply with procurement requirements to procure the services of a contractor for the Demolition of the Food Service Building and Site Amenities.					
J.	August 13, 2009	Request for Proposal (RFP) #07-077 Moving and Storage Services Construction Department	The evaluation committee recommends awarding a contract to Laredo Moving and Storage, Inc. for an estimated amount of Seventeen Thousand Two Hundred Eighty Dollars (\$17,280.00) to relocate (08/15/2009) school furniture and equipment at Martin High School from temporary locations to the newly constructed facilities on campus. As requested, Administration is required to seek approval prior to the awarding of each contract under this specific Request for Proposal (RFP). Purchase orders will be processed on an "as needed" basis.	This Request for Proposal (RFP) was approved by the Board on November 24, 2008 for a second year with an option to renew for a third (final) year.	Funding is available in expenditure account code(s). Cumulative expenditures since approval of this RFP are Two Hundred Forty-two Thousand Six Hundred Forty Dollars (\$242,640.00).
Purpose: To comply with procurement requirements to procure moving and storage services.					
K.	August 6, 2009	Request for Competitive Sealed Proposal (RFCSP) #09-052 Rappaport Building Renovations (Roof Repairs) Division of Operations	Recommendation will be made at the district's Business and Support Services Committee Meeting and/or Regular Board Meeting in August.	Pending	Pending
Purpose: To comply with procurement requirements to procure renovation (roof repair) services.					
L.	November 24, 2008	Request for Proposal(RFP)#012-08 Truancy Reduction Program Student Services Department.	The evaluation committee recommends awarding a contract to PDL Consulting Services for an estimated amount of Seventy-six Thousand Dollars (\$76,000.00). Purchase orders will be processed on an "as needed" basis.	In effect for a period beginning December 01, 2009 and terminating November 30, 2010 with an option to renew for a third (final) year.	Funding is available in the expenditure code(s). Estimated expenditures for one year are Seventy-six Thousand Dollars (\$76,000.00).
Purpose: To comply with procurement requirements to procure a truancy reduction program.					

6. Change Orders, Allowance Funds, and Other

	Project	Proposal	Contractor	Description	Amount
A.	RFCSP #068-08 Cigarroa Middle School Orchestra/Art Building	Discussion and presentation to approve a change order in the amount of Fifty-Three Thousand One Hundred Ninety-eight Dollars and Forty-eight Cents (\$53,198.48), the funding source via utilization of the already budgeted contingency allowance, and an increase of the current contract timeline by twenty-one (21) days necessary to complete the scope of work pertaining to fire waterline loop as requested and required by the City of Laredo Building, Utility, and Fire Departments. The contract timeline will be increased by twenty-one (21) days. The substantial completion date will change from December 23, 2009 to January 13, 2010.	Kiva Building and Design, Inc.	Staff recommends approval of a change order in the amount of Fifty-three Thousand One Hundred Ninety-eight Dollars and Forty-eight Cents (\$53,198.48), the funding source via utilization of the already budgeted contingency allowance, and an increase of the current contract timeline by twenty-one (21) days necessary to complete the scope of work pertaining the fire waterline loop as requested and required by the City of Laredo Building, Utility, and Fire Departments. The contract timeline will be increased by twenty-one (21) days. The substantial completion date will change from December 23, 2009 to January 13, 2010.	Fifty-ThreeThousand One Hundred Ninety-eight Dollars and Forty-eight Cents (\$53,198.48) and an extention of contract timeline of Twenty-one (21) days from December 23, 2009 to January 13, 2010
<p>Purpose: To comply with change order procedures.</p>					

6.	Project	Proposal	Contractor	Description	Amount
B.	RFP #030-04 J.C. Martin Elementary School	Discussion and presentation to approve a change order for additional scope of work to be funded by the utilization of the utility allowance included in Leyendecker Construction, Inc., - RFP #030-04 J.C. Martin Elementary School in the amount of Thirteen Thousand Four Hundred Ninety-two Dollars and Ninety-seven Cents (\$13,492.97) to provide funding for required labor, materials, equipment, and supervision for electrical and HVAC modifications to the MDF room. These modifications are required to eliminate overheating of the interior MDF space due to the installation of additional hardware equipment as per IT Department. Approval of a time extension of twenty (20) days is also being requested for this work from May 12, 2009 to June 1, 2009.	Leyendecker Construction, Inc	Staff recommends approval of change order for additional scope of work to be funded by the utilization of the utility allowance included in Leyendecker Construction, Inc., - RFP #030-04 J.C. Martin Elementary School in the amount of Thirteen Thousand Four Hundred Ninety-two Dollars and Ninety-seven Cents (\$13,492.97) to provide funding for required labor, materials, equipment, and supervision for electrical and HVAC modifications to the MDF room. These modifications are required to eliminate overheating of the interior MDF space due to the installation of additional hardware equipment as per IT Department. Approval of a time extension of twenty (20) days is also being requested for this work from May 12, 2009 to June 1, 2009.	Thirteen Thousand Four Hundred Ninety-two Dollars and Ninety-seven Cents (\$13,492.97) and an extension of contract timeline of Twenty (20) days from May 12, 2009 to June 1, 2009
Purpose: To comply with change order procedures					

7. Tax Refund(s)

	Acct#	Tax Year	Tax Payer	Description	Amount
A.	553-01453-140	2008	Falcon International Bank	Staff recommends approval of the request of a tax refund due to overpayment.	Nine Hundred Ninety Dollars and Ninety-two Cents (\$990.92)
Purpose: To comply with Texas Property Tax Code Section 31.11.					
B.	557-01653-070	2008	Wells Fargo Home Mortgage	Staff recommends approval of the request of a tax refund due to overpayment.	Nine Hundred Thirty Dollars and Eighteen Cents (\$930.18)
Purpose: To comply with the Texas Property Tax Code Section 31.11.					
C.	335-00551-060	2007 and 2008	Clemente Medellin	Staff recommends approval of the request of a tax refund due to overpayment.	One Thousand Five Hundred Fifty-five Dollars and Twenty-eight Cents (\$1,555.28)
Purpose: To comply with Texas Property Tax Section 31.11.					

	Acct#	Tax Year	Tax Payer	Description	Amount
D.	665-02092-511	2006	Ignacio Vedia	Staff recommends approval of the request of a tax refund due to overpayment.	Eight Hundred Ninety-six Dollars and Fifty-six Cents (\$896.56)
Purpose: To comply with Texas Property Tax Code Section 31.11.					

Other Items

8. Discussion and presentation on the status of the FY 09-10 budget.
Mr. Alvaro Perez, Chief Financial Officer

9. Discussion and presentation to accept and approve the final completion and the release of retainage in the amount of Five Hundred Thirty-four Thousand Two Hundred Twenty-two Dollars and Fifty-five Cents (\$534,222.55) to Leyendecker Construction, Inc. - RFP #030-04 Guarantee Maximum Price for Martin High School Phase III.
Mr. Alvaro Perez, Chief Financial Officer, Interim Ex. Director for Plant Facilities

10. Discussion and presentation to accept and approve the design development and feasibility study for the construction of three additional new science labs at Martin High School based on the approved Science Lab Grant.
Mr. Alvaro Perez, Chief Financial Officer, Interim Ex. Director for Plant Facilities

11. Discussion and presentation to approve the Inter-Local Governmental Agreement between Laredo Independent School District and United Independent School District regarding the use of UISD Athletic Facilities for 2009-2010.
Ms. Elsa Arce, Executive Director for Student Services

12. Discussion and presentation to approve the Memorandum of Understanding between Laredo Independent School District and Webb County Juvenile Justice Board regarding services to expelled students for 2009-2010.
Ms. Elsa Arce, Executive Director for Student Services

13. Discussion and presentation to approve the Memorandum of Understanding between Laredo Independent School District and Laredo Community College regarding Dual Credit Enrollment for 2009-2010.
Mr. David Garza, Executive Director for Curriculum and Instruction

14. Discussion and presentation to approve the Memorandum of Understanding between Laredo Independent School District and Region 1 regarding Mathematics Instructional Coaches Pilot Cycle 2 Professional Development Grant.
Ms. Severita Sanchez, Ph.D., Executive Director for Academic Accountability & Compliance

15. Discussion and presentation to approve the Health Science Technical Dual Credit Partnership Agreement between Laredo Independent School District and Laredo Community College for 2009-2010.

Mr. David Garza, Executive Director for Curriculum and Instruction

16. Communication and Updates

17. 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.