

THE HOUSTON INDEPENDENT SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

January 17, 2008

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REPORT FROM THE SUPERINTENDENT

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

SUBJECT: MAJOR BUSINESS PROJECTS STATUS REPORTS

There are five major business projects currently in progress:

- Benefits
- Food Services
- PeopleSoft
- SAP Business System
- Student Information System

Status summaries are attached as reports to the Board of Education.

These status reports will be provided on a monthly basis.

EXECUTIVE SUMMARY

Project Purpose

The purpose of the Benefits Outsourcing Project is to apply best business practices and updated technology to the management of the Houston Independent School District's (HISD) benefits programs and processes. Services provided include general administration and call-center support, general benefits consulting, claim audits, actuarial support, wellness initiatives, and communications. The model is also being used with other organizations and uses collective purchasing opportunities when advantageous. Outsourcing allows HISD to access highly specialized resources on an as-needed basis and to share use of expert systems, thereby avoiding the cost of having such resources on staff. Strategically, HISD has moved toward consumerism plan designs, disease management and wellness initiatives to best manage overall healthcare costs.

Project Status

As part of HISD's continued emphasis on encouraging employees to get healthy and stay healthy and to monitor their health, a new program of health screenings and flu shots was implemented this fall. Quest Diagnostics conducted health screenings at schools and departments through December. Principals and department managers provided coordinators at each school and location to assist with the process. For December the events included 98 schools and 16 departments during the period December 3–20, 2007. Of 8,694 eligible employees, 3,478 were expected to participate.

An open-enrollment debriefing will begin in January, as will a complete review of the Benefits Outlook Web site and Benefits Enrollment Guide for 2009.

Tasks Accomplished During the Period

Open enrollment for 2008 has been completed. Medical-plan enrollments by plan are Consumer Basic 4,827, Consumer Plus 4,547, Choice POS II 1,923, and Open Access 7,256, for a total of 17,544. The number of employees who waived medical coverage is 6,231. Overall, open enrollment went smoothly.

Copies of the December *For Your Information* (FYI) were posted on HISDConnect, and a new-hire enrollment video was produced for use at 2008 new-employee orientation sessions.

A 2008 planning and strategy meeting was held on December 11, 2007, with Aldine ISD, Katy ISD, Houston ISD, Mercer, Alexander & Associates, and other involved subcontractors to make plans for 2008 projects. The discussion included a review of medical trends in 2007 for all districts. Mercer brought forward a continued discussion of on-site health services to provide a full-service “Wellness Center” as well as other strategies and plan-design considerations to control medical-plan costs.

During the planning meeting, Mercer also made a short presentation on pharmacy benefits and described a new approach to pharmacy design that would pair specific drugs with chronic conditions where improved compliance means better health outcomes and a reduction in total spending. Mercer also will review ways to help inform patients about the importance of regularly taking medication for chronic conditions and provide counseling and other support as may be appropriate.

The Health Care Partnership, led by HISD, was the recipient of an honorable-mention Koop Award this year for our collective efforts to improve employee health and wellness as a long-term strategy to control health-care costs. During the meeting there was some discussion about HISD’s project to provide on-site health screening. Aldine ISD will be implementing a similar service in the spring through Quest. All of the districts expressed interest in furthering employee health and wellness programs during the next year and as a part of the 2009 benefit-plan strategy.

EXECUTIVE SUMMARY

Project Purpose

The Houston Independent School District (HISD) is in partnership with ARAMARK to manage the Food Services Department. The goals of this department include:

- increasing student participation in all programs;
- optimizing the number of children identified as eligible for free or reduced-price meals;
- providing optimal training and a safe environment for its employees;
- increasing customer satisfaction; and
- providing nutritious meals that meet and exceed all government compliance levels.

The department works each day to support student achievement through proper nutrition and the programs are routinely reviewed and modified for improvements as the management team works toward achieving the overall goals of this partnership.

Project Status

Despite declining student enrollment, the average daily student meal participation for November 2007 in the breakfast program has increased. For example, about 1,231 more students are consuming breakfast daily during the current school year compared to last school year. Lower enrollment is having an impact on the lunch numbers, with average daily meals down. Based on a comparison of schools with similar demographics and higher student meal participation, schools with lower participation will receive focused operational and promotional assistance to improve participation. A la carte numbers are also down, some of which can be attributed to a higher equivalent rate recommended by the Texas Department of Agriculture (\$2.25 versus \$2.62). This equivalency-rate increase will affect a la carte comparisons all year.

November 2007 – Average Daily Meals

Meal Type	Target	Current Actuals	Variance Target vs. Actual	Prior Year	Variance Current vs. PY
Breakfast	62,051	67,615	5,564	66,384	1,231
Lunch	134,103	129,363	(4,740)	131,178	(1,815)
Snacks	10,221	15,722	5,501	17,202	(1,480)
A la Carte	28,187	20,660	(7,527)	28,903	(8,243)
Total	234,562	233,360	(1,202)	243,667	(10,307)

HISD Food Service Attendants Build Life-Size Gingerbread House

The cafeteria staff at Joe Moreno Elementary School put the finishing touches on the school's six-foot-tall gingerbread house, just in time for HISD's North Region principals' meeting held at Moreno Elementary on December 4. This was the first time anyone on the kitchen staff had ever constructed and decorated a life-size gingerbread house. More than 100 pounds of sugar, 250 pounds of flour, approximately eight gallons of molasses, and 30 pounds of hard candy were used to create the gingerbread house display. Please note that the display house was not allowed to be consumed by the students. The Food Services Department is proud to have such talented employees who devote so much of their time and effort to making the holidays special for the students and staff they serve.



Pictured in front of the gingerbread house display are, from left to right, Food Service Attendant Lena Lathon, Moreno Elementary School Principal Adriana Verdin-Castro, Food Service Attendant Loga Reyes, and Senior Food Service Attendant Blanca Yerena.

Support Facility Job Fair and Open House

On Wednesday December 5, a job fair and open house was held at the Food Services Support Facility, with more 110 employees in attendance. With construction almost completed, current HISD Food Services employees interested in applying for positions in the new facility were invited to apply and interview with the management team. After the interviews, they were led on a personal "hard hat" tour of the warehouse and production areas within what could be their new workplace beginning in the new year.

Food Service Central Production Facility Update

Substantial completion of the food-service central production facility occurred on November 30, 2007. Minor work is currently being done on the freezers and coolers, steam boilers, and chilled water systems. By January 22, 2008, the Food Services Department will be located in the new central production facility. When fully operational, the central production facility will allow the department to offer a wider variety of menu choices, enhance food-preparation processes and services, improve efficiency, and ensure more-consistently high-quality food standards in all schools.

EXECUTIVE SUMMARY

Project Purpose

The purpose of the Human Resources/Payroll Project is to affect significantly the attainment of Houston Independent School District (HISD) goals through the application of best business practices and updated technology to human-resources and payroll work processes. The PeopleSoft system is used by schools, regional offices, and central office departments including Human Resources, Payroll, Budgeting, Accounting, Finance, Benefits, and Professional Development.

Project Status

The PeopleSoft team is engaged in production support, performance-tuning, and leveraging the application by developing new functionality.

Tasks Ongoing or Completed During This Reporting Period

ASPIRE

The PeopleSoft team is supporting the work of the Research and Accountability and Human Resources Department to identify and pay teachers and other staff for the ASPIRE program. PeopleSoft is providing the data extract for Research to combine with the value-added analysis calculated via Dr. William Sanders' EVAAS® model to calculate incentive payments.

CLERICAL COMPENSATION ADJUSTMENT PROJECT

The PeopleSoft team is working with the Human Resources Department to complete salary adjustments to clerical staff resulting from the Deloitte Compensation Study. Salaried clerical staff received their salary differential resulting from the compensation study on the last payday in November. They will receive adjustments for hourly time worked including overtime on the next regular scheduled payroll.

BENEFITS OPEN ENROLLMENT

The PeopleSoft team is supporting the 2008 Benefits open enrollment. The criteria for benefits eligibility are stored in the PeopleSoft system and transmitted to Mercer. On the basis of the indicative data, Mercer communicates with employees and allows them to choose or update their benefits for the new plan year through HISD Benefits Outlook. The data are then passed back to PeopleSoft in the form of payroll deductions on the appropriate payday. Rigorous testing and double-checking are performed to ensure that eligible employees have the opportunity to make their selections timely and the corresponding payments are deducted appropriately.

COMBINED CHARITIES CAMPAIGN

The PeopleSoft team is supporting the Combined Charities Campaign by providing payroll deductions for employee contributions. Employees may elect to have a one-time deduction prior to and applicable to the 2007 calendar year. They also have the option of making a one-time deduction or periodic deductions in the 2008 calendar year. The information gathered from the HISD Web site is processed through the PeopleSoft system for deductions and payments to the various charities.

PEOPLETOOLS UPGRADE

Planning has begun for upgrading PeopleTools from version 4.3 to 4.8 or later. PeopleTools is the technical coding language for PeopleSoft and is supported by the company for a set period of time. The upgraded version of PeopleTools provides enhanced functionality for programming solutions in PeopleSoft. Also, later versions of PeopleSoft require an upgraded toolset to be implemented efficiently and effectively. The upgrade is scheduled to take place in the fourth quarter of 2007 (October–December 2007).

EXECUTIVE SUMMARY

Project Purpose

The SAP systems are used to support the business operations of the Houston Independent School District (HISD). Key units that use the system to manage their financial resources are: schools, regional offices, Accounting, Finance, Accounts Payable, Accounts Receivable, Treasury, Asset Management, Budgeting, Procurement Services, Warehouse, Rebuild HISD, Food Services, Construction and Facilities Services, and Transportation Services, as well as other departments that use the systems to manage their financial resources. The systems continue to be modified and upgraded to address the emerging needs of HISD users and capitalize on new technology.

Project Status

The Finance Steering Committee and the SAP team updated the “road map,” depicting the future outlook of the functional use of SAP in HISD to support district goals. The main purpose of the road map is to show a timeframe and outline the functionality and enhancements necessary to address HISD needs. The road map includes “process initiatives,” “technology initiatives,” and “people initiatives.”

The major SAP projects to be investigated or implemented in the next 36 months include travel management, food-service warehouse management, production planning, automated data collection, kitchen-equipment inventory and maintenance management, transportation fleet maintenance, fuel tracking and monitoring, business intelligence and analytics, supplier-relationship management, e-Procurement, financial dashboard, budget control system, grants management, and SAP ERP2005 upgrade. Additionally, the road map includes enhancements to SAP training for end-users and super-users.

Tasks Ongoing or Completed During This Reporting Period

1. **Automated Data Collection:** The goal of the project is to automate data collection using bar codes and other technologies, working with SAP to enhance the identification and processing of goods and assets. During this reporting period, a preliminary project meeting took place attended by vendor and HISD representatives. The project kick-off meeting is planned for January, 2008.
2. **Food Service Kitchen Equipment/Asset Maintenance Management System:** The purpose of this project is to develop business processes, including inventory control, to organize equipment/asset data to be loaded to SAP, develop control management reports, and provide training to end-users to use existing SAP functionality to manage kitchen equipment/asset maintenance activities. During this reporting period, we continued to develop business process requirements, equipment inventory requirements and SAP data loading requirements.

3. SAP Business Warehouse/Business Intelligence Implementation: The objective of this project is to provide a user-friendly ad-hoc reporting environment for end-users. During this reporting period, we completed the data loading from 2004 to present. We have obtained a product fix for delta data load issue. Currently, we are testing the fix. We are continuing developing additional queries.
4. Supplier Relationship Management for Public Sector (SRM-PS)—Vendor Master Management, Supplier Self-Registration (SSR), and Minority- and Woman-Owned Business Enterprise (M/WBE) Reporting: The supplier self-registration application enables suppliers (including potential and current vendors) to provide/update profile information to SAP via the HISD Web site. During this reporting period, four vendor responses were received. Currently, we are evaluating the responses.
5. Warehouse Management Implementation for Food Services' Bennington Production Facility: The purpose of this project is to implement the warehouse-management and food-production process in SAP, which includes forecasting, planning, raw-material procurement, inventory visibility and management, production of finished goods, quality control, and timely delivery of products/packaged meals to schools. During this reporting period, we conducted the quality assurance review of the system and identified areas which still require work. Currently, we continue to refine the replenishment process and program work on pallet ticket printing.
6. Transportation Fuel Management System: The purpose of this project is to develop data interfaces between the Sentry Fuel System and SAP to track and manage vehicle fuel consumption in SAP. During this reporting period, we continue to load data into SAP for vehicle fuel consumption tracking. We also are researching the automated upload requirement to improve the data load process.
7. SAP Travel Management Application: The purpose of this project is to automate the business processes regarding policies of travel and reimbursement requests, funding, review, approval, procurement, and AP support for in-state, out-of-state, and international travel. During this reporting period, we are monitoring enhancements made to the travel request/approval workflow.
8. e-Room Application: The application is to enable the scheduling of public conference rooms in Administrative building. During this reporting period, no activities occurred.
9. ERP 6.0 Upgrade: This project is to perform technical upgrade of the current SAP 4.7 release to the next release of ERP 6.0. This upgrade is necessary to provide updated SAP infrastructure to support future projects such as SRM, GRC and SAP Enterprise Portal. During this reporting period, the first round of testing in the sandbox environment was completed with technical issues identified and being addressed.

10. On-Going SAP System Modifications: The SAP system is modified through requests made to the SAP Change Control Board and approved by the Finance Steering Committee. During this reporting period, 12 new requests were submitted, 18 were in progress, and 135 were completed year-to-date (2007).

Tasks Planned for the Next Reporting Period

1. Automated Data Collection: The project kick-off meeting is to start in January.
2. Food Service Kitchen Equipment/Asset Maintenance Management System: Continue to develop business process requirements, equipment inventory requirements, and SAP data-loading requirements, and take inventory of the equipment.
3. SAP Business Warehouse Implementation: Continue to develop queries for funds management and finance data. We will continue to test the fix and develop queries.
4. Supplier Relationship Management for Public Sector (SRM-PS)—Vendor Master Management, SSR, and M/WBE Reporting: Will review the responses from the RFP bid vendors on SRM consulting.
5. Production Planning and Warehouse Management Implementation for Food Services Bennington Production Facility: Complete the testing of ticket-printing programs for the pallets and focus on developing user-training materials.
6. Transportation Fuel Management System: Load data into SAP for vehicle fuel consumption tracking after Sentry (the vendor) develops a program to import data from Sentry into SAP. Continue to load data into SAP from Sentry.
7. The Travel Management Project: Monitor enhancements to workflow approval for any additional corrections. Finalize custom SAP reports for management reporting.
8. e-Room application: Follow up the investigation into including rooms from other facilities in the e-Room Scheduling System.
9. ERP 6.0 Upgrade: We plan to update the ERP 6.0 sandbox with latest version of production data and begin round 2 testing. We will continue to resolve issues identified in round 1 testing.
10. SAP System Modifications: Make ongoing enhancements per requests.

EXECUTIVE SUMMARY

Project Purpose

On August 11, 2005, the Board of Education approved the purchase and implementation of a new student-information system (SIS), Chancery Student Management System (SMS). The development of a project team to lead the implementation, in collaboration with district stakeholders, was also approved. The basic installation, including hardware, software, data migration, business process reengineering, training, and “go-live,” was completed December 31, 2006. Chancery SMS will not only provide the means to collect, store, and report this information, but it will also provide the specialized functional capabilities associated with managing elementary and secondary schools (scheduling, attendance, and grade reporting).

Project Status

The Houston Independent School District (HISD) went live with Chancery SMS on August 14, 2006. The project team comprising the Federal and State Compliance Department, the Technology and Information Systems Department, and regional offices continues to support school staff members in their use of Chancery SMS.

Milestones included enrolling students in school, producing progress reports (three- or four-week intervals), producing report cards (six- or nine-week intervals), reporting University Interscholastic League information (three-week intervals after the first report card), producing and submitting Personal Identification Database Enrollment Tracking/Public Education Information Management System (PEIMS) extracts to the Texas Education Agency (weekly), and validating addresses.

New systems such as Chancery SMS present challenges to users. The project team continues to work with product developers from Pearson School Systems to improve system performance, with the goal of optimizing and enhancing the user experience.

Tasks Ongoing or Completed During This Reporting Period

1. All six-week secondary schools distributed second-cycle report cards on time.
2. Mid-semester predictor report cards were produced for all secondary schools to validate grade-reporting setup and grade and credit calculations.
3. General performance of the Chancery SMS system was acceptable for normal school activities during the month of December in the Production database environment.
4. HISD continued participation in daily technical calls with the Chancery SMS development team. The focus of these calls was to continue to address system-performance issues, data quality, software updates and hot fixes, system functionality, and reports identified by school users and the SIS technical group. The SIS Team has continued to work with Chancery to develop scripted solutions

Houston Student Information System Status Report

Independent School District

to address specific problems and data conditions for individual student records and schools.

5. The SIS team provided telephone support and open labs for elementary and secondary schedulers to use the Turner facility and receive direct consultation with subject-matter experts in the preparation of and completion of report cards.
6. The SIS team supported the IGPro grade-book software in 38 secondary schools and successfully imported grades from IGPro into Chancery for Cycle 2 report cards. Additional on-site support was provided for selected schools.
7. The SIS team completed a first round of functional testing of Chancery SMS version 6.6.3 and provided feedback to Chancery. Separate test environments were set up for Microsoft SQL Server 2000 and Microsoft SQL Server 2005. This major release is scheduled for installation in March 2008.
8. The SIS team continued with biweekly calls with the user focus groups from each region to identify and resolve school-level issues associated with SMS.
9. PEIMS Submission 1 (Fall PEIMS) for 2007–2008 was completed, and the SIS Team continued to support the Federal and State Compliance Department (FSC) for Submission 2 (due January 22).
10. The SIS team worked closely with FSC and high-school registrars to assist in making corrections to student historical grade data and to calculate grade-point averages for all students in grades 9–12. Automated processes were developed to lessen the manual-data-entry requirements for high-school registrars.
11. The SIS team completed the loading of data for the reporting of at-risk student indicators.

Tasks Planned for the Next Reporting Period

1. Identify, test, and install additional performance-maintenance patches to improve Chancery SMS performance.
2. Support the schools and the Federal and State Compliance Department with weekly extracts and submissions of fall PEIMS data to TEA Edit+.
3. Continue to support implementation of the IGPro grade book at 38 secondary schools, including the transfer of grading data from grade books into Chancery SMS.
4. Plan and implement activities for the Chancery SMS truancy application, and train the HISD attendance/truancy specialists and dropout prevention specialists.
5. Continue testing Chancery SMS version 6.6.x. This release incorporates major changes to the SMS database schema and the user interface. The release will require a significant amount of testing and training prior to installation in

Houston Student Information System Status Report

Independent School District

Production. Major benefits to be realized with installation of the 6.6.x release include:

- a. Database schema changes initiated in this release are the first of many anticipated changes that will improve the overall system performance of SMS in the long term.
- b. Schema changes will provide an improved ability to perform system auditing, improve the capability for the system to handle historical records, and greatly enhance the ability to customize the software to meet HISD-specific requirements.
- c. Changes to the user interface in the functional areas of student demographics, registration, and enrollment are the first of many changes that are being made to the SMS look and feel that are intended to improve system navigation and enhance software usability and the end-user experience.
- d. Installation of Chancery SMS 6.6.x and Microsoft SQL Server 2005 will allow HISD to take advantage of SQL Server database replication and the SMS “database split” functionality to improve the performance of reporting in the database.

HISD will go live with the new 6.6.x release in March 2008.

6. Participate with Pearson School Systems in a performance and scalability lab test on SMS version 6.6.x.
7. Continue performance metrics and performance surveys.
8. Continue participation in biweekly calls with the user focus groups from each region to identify and resolve school-level issues associated with the SIS.
9. Initiate formal version control for reports, data extracts, and interfaces using the Subversion software, as the SIS team updates existing objects to be compatible with the 6.6.x database schema.
10. Complete the development and begin testing of the PGP (Personal Graduation Plan) customization in SMS.

Office of Board of Education
Board of Education Meeting of January 17, 2008

December 17, 2007

Manuel Rodríguez, President

**SUBJECT: APPOINTMENT OF HOUSTON INDEPENDENT SCHOOL DISTRICT
REPRESENTATIVES TO TAX INCREMENT REINVESTMENT ZONES
(TIRZ) BOARDS OF DIRECTORS**

The Houston Independent School District (HISD) participates in 16 tax increment reinvestment zones with the City of Houston. As a participant, HISD is entitled to appoint a representative to the board of directors of each zone. Some board terms are due to expire at the end of December 2007. Current TIRZ board-member positions with terms to expire this month are: Zone 2–Midtown; Zone 4–Village Enclaves; Zone 5–Memorial Heights; Zone 8–Gulfgate; Zone 12–City Park; and Zone 13–Old Sixth Ward.

Recommendations for new or reappointed directors are attached.

COST / FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 4:
Improve Public Support and Confidence in
Schools.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve appointments for Board of Director positions for tax increment reinvestment zones 2, 4, 5, 8, 12, and 13, effective January 18, 2008.

Houston Independent School District
Tax Increment Reinvestment Zone (TIRZ)
Board of Director Nominations

January 2008

<i>TIRZ Zone</i>	<i>TIRZ Name</i>	<i>Action Needed</i>	<i>HISD Board Trustee</i>	<i>Director-Appointee</i>
2	Midtown	Term expires 12/31/07	Diana Dávila	Irene Porcarello (reappointed thru 12/31/09)
4	Village Enclaves	Term expires 12/31/07	Greg Meyers	Susan Manks (new) (appointed thru 12/31/09)
5	Memorial Heights	Term expires 12/31/07	Diana Dávila	Galia Vargas (reappointed thru 12/31/09)
8	Gulfgate	Term expires 12/9/07	Manuel Rodríguez	Rafael Medrano (reappointed thru 12/9/09)
12	City Park	Term expires 12/7/07	Harvin Moore	Daniel Kornberg (reappointed thru 12/7/09)
13	Old Sixth Ward	Term expires 12/31/07	Diana Dávila	Paulette Simmons (reappointed thru 12/31/09)

* All are two-year terms

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Academic Services
Karen Soehnge, Chief Academic Officer

**SUBJECT: ACCEPTANCE OF FUNDS FROM DELL COMPUTERS FOR
DISTRICTWIDE TECHNOLOGY PROGRAMS**

DELL Computers is generously donating \$100,000 to the Houston Independent School District (HISD) to be used to design "Intelligent Classrooms" at elementary and secondary campuses. The funds will allow for the acquisition of educational technology tools such as computer equipment and instructional software to enhance the learning environment.

Proposals will be submitted to the Elementary and Secondary Educational Technology team from schools wishing to participate in the creation of an Intelligent Classroom at their campus. DELL will provide ongoing technical support for three years on the computers, introductory professional development for teachers to support and enhance the learning process and continued support from the Elementary and Secondary Educational Technology team.

COST / FUNDING SOURCE(S): The total cost of this program is \$100,000 and will be funded by a donation from DELL Computers (SR1-11-6399-XXX-10-YY7-YY7).

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education accept \$100,000 in donations from DELL Computers, effective January 18, 2008.

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Academic Services
Karen Soehnge, Chief Academic Officer

SUBJECT: ACCEPTANCE OF FUNDS FROM HOUSTON ACHIEVEMENT PLACE AND AUTHORITY TO NEGOTIATE AND EXECUTE A MEMORANDUM OF UNDERSTANDING WITH HOUSTON ACHIEVEMENT PLACE TO PROVIDE *PROJECT CLASS* TO SELECTED SCHOOLS

Project CLASS (Children Learning Appropriate Social Skills) is a training program that prepares teachers to teach their students basic social skills for school and life success. With many families living in extremely stressful situations, many students are coming to school without the basic social skills necessary to get along in today's society and to demonstrate respect for adult authority. Schools and families must work together to address these deficits. Schools need the support of parents, and parents need the school's assistance in upholding family values, holding students accountable for their actions, and providing students with the tools necessary to succeed in life. Through *Project CLASS*, students learn specific skills to communicate effectively and interact cooperatively. *Project CLASS* was developed by Houston Achievement Place, a nonprofit social-service agency.

The program consists of workshop training for teachers and weekly follow-up classroom visits by trainer/consultants. Teachers are shown how to teach and reinforce six social skills: following instructions, paying attention, asking permission, accepting feedback, accepting "no," and getting adult attention.

When these six core skills are positively implemented and consistently reinforced in daily social interactions, dramatic improvements in behavior can occur. The program decreases the time teachers spend on managing student inattention and misbehavior and increases the time spent on academic instruction. It decreases office referrals and enhances a positive school atmosphere. Schoolwide application provides a common teaching language, consistent expectations, and an amplified impact.

A number of Houston Independent School District (HISD) schools wish to implement *Project CLASS* in school year 2007–2008. The schools are Almeda, James Berry, Jaime Dávila, Horace W. Elrod, Marcellus Foster, Benjamin Franklin, Macario Garcia, Buchanan Grimes, R. L. Isaacs, Joe Moreno, James Oates, Park Place, Thomas Pilgrim, Port Houston, Samuel Red, Charles Shearn, Sugar Grove, and Jonathan Wainwright Elementary Schools, and Armandina Farias, Martin Luther King, and Ninfa Lorenzo Early Childhood Education Centers.

Project CLASS is funded by a combination of funds from Houston Achievement Place, schools, and HISD central administration. The total cost of the program at these 21 locations is \$497,000. Houston Achievement Place will contribute \$282,375 through its private fund-raising efforts. HISD will provide \$214,625, with schools contributing \$124,250 and central administration providing the remaining \$90,375.

A list of selected schools and budget is attached.

COST / FUNDING SOURCE(S): The total cost of this program is \$497,000, with \$282,375 funded by the Houston Achievement Place and \$214,625 funded by districtwide funds, school-based funds, and various school-based grant funds (\$90,375 – GF1-13-6219-910-10-930-930); (\$48,750 – GF1-13-6219-XXX-99-E1-101); (\$32,155 – GF1-13-6299-XXX-XX-XXX); (\$17,750 – SR1-13-6219-XXX-XX-XXX); (\$25,595 – SR1-13-6299-XXX-XX-XXX).

STAFFING IMPLICATIONS: None

ORGANIZATIONAL/GOALS IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education accept funds from Houston Achievement Place and authorize the superintendent of schools or a designee to negotiate and execute a memorandum of understanding with Houston Achievement Place to provide *Project CLASS* to selected schools for school year 2007–2008, effective January 18, 2008.

2007-2008 PROJECT CLASS
SCHOOL LISTING/BUDGET
AS OF DECEMBER 10, 2007

#	<u>SCHOOL</u>	<u>A INDIVIDUAL SCHOOL</u>	<u>B HAP</u>	<u>COLUMN B FUNDING</u>
1	ALMEDA	\$4,500	\$9,000	GF1-13-6299-104-99-E1-101
2	ARMANDINA FARIAS EDUCATION CENTER	\$8,750	\$17,500	SR1-13-6219-352-41-CA1-CA1
3	THOMAS PILGRIM	\$4,500	\$9,000	GF1-13-6219-218-30-E1-142
4	JAMES BERRY	\$4,500	\$9,000	GF1-13-6219-109-99-E1-101
5	JAIME DÁVILA	\$8,750	\$17,500	GF1-13-6219-297-99-E1-101
6	HORACE W. ELROD	\$8,750	\$17,500	GF1-13-6299-148-99-E1-101
7	BENJAMIN FRANKLIN	\$4,500	\$9,000	SR1-13-6219-155-31-EW5
8	JOE E. MORENO	\$8,750	\$17,500	GF1-13-6219-359-99-E1-101
9	BUCHANAN GRIMES	\$4,500	\$9,000	GF1-13-6299-164-99-E1-101
10	R. L. ISAACS	\$4,500	\$9,000	SR1-13-6299-180-41-CY1-CY1
11	MARTIN LUTHER KING JR. EDUCATION CENTER	\$8,750	\$17,500	SR1-13-6299-355-41-CA1
12	CHARLES SHEARN	\$8,750	\$17,500	GF1-13-6299-239-99-E1
13	MACARIO GARCIA	\$4,500	\$9,000	SR1-13-6219-283-41-CY1
14	NINFA LAURENZO EDUCATION CENTER	\$4,500	\$9,000	SR1-13-6299-357-41-CA1
15	JAMES W. OATES	\$4,500	\$9,000	GF1-13-6219-212-99-31-101
16	PARK PLACE	\$4,500	\$9,000	GF1-13-6219-214-99-E1-101
17	PORT HOUSTON	\$4,500	\$9,000	GF1-13-6299-222-99-E1-101
18	SAMUEL C. RED	\$3,345	\$9,000	SR1-13-6299-224-41-CY1
	SAMUEL C. RED	\$1,155		GF1-13-6299-224-99-E1-101
19	SUGAR GROVE	\$4,500	\$9,000	SR1-13-6299-163-41-CA1
20	JONATHAN WAINWRIGHT	\$8,750	\$17,500	GF1-13-6219-252-99-E1-101
21	MARCELLUS E. FOSTER	\$4,500	\$9,000	GF1-13-6219-154-99-E1

	CENTRAL ADMINISTRATION	\$90,375		
	HOUSTON ACHIEVEMENT PLACE		\$33,875	
	TOTAL	\$214,625	\$282,375	

Office of Academic Services
Karen Soehnge, Chief Academic Officer

SUBJECT: APPROVAL OF THE 2008–2009 SCHOOL CALENDAR

This item seeks approval of the 2008–2009 school calendar. This calendar was developed by a diverse committee made up of parents, community members, teachers, principals, employee-organization representatives, and regional-office and central-office administrators. The committee met on December 19, 2007, to create a recommended calendar for the superintendent of schools to present to the Houston Independent School District (HISD) Board of Education for approval.

The features of the proposed 2008–2009 calendar include:

- 180 days of instruction, including five waiver days for additional professional development and four service/preparation days for teachers;
- August 25, 2008, as the first day of instruction for students and May 28, 2009, as the last day of instruction for students (dates conform with the mandates of House Bill 1);
- The following holidays:
 - Labor Day: September 1, 2008
 - Fall Break: October 9, 2008
 - Thanksgiving: November 26–28, 2008
 - Winter Break: December 24, 2008–January 1, 2009
 - Martin Luther King Holiday: January 19, 2009
 - Spring Break: March 16–20, 2009
- Two designated make-up days: April 10 and May 25, 2009; and
- Five waiver days for professional development: December 22 and 23, 2008, and January 2, April 10, and May 25, 2009. All professional-development waiver days can be substituted by schools and individual teachers for other professional-development opportunities occurring in summer 2008, just before the return of students in August 2008, and during the weekends or on weekdays after regular-duty hours in the fall 2008 semester.

The district will establish procedures for substituting professional-development activities for waiver days and the use of early-dismissal days in school year 2008–2009.

The proposed calendar for school year 2008–2009 is attached.

COST / FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1:
Increase Student Achievement.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve the 2008–2009 school
calendar, effective January 18, 2008.



2008-2009

Academic Calendar

Houston Independent School District

DRAFT

JULY 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2009						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

KEY	Student Holidays and non-attendance days
Holidays	September 1, 2008 Labor Day
Professional Development	October 9, 2008 Fall Holiday
Teacher service days	November 26-28, 2008 Thanksgiving
Teacher Preparation days	December 22, 2008 - January 5, 2009 Winter Break (includes PD and workdays)
[] Make-up days (if needed)	January 19, 2009 Martin Luther King Day
	March 16-20, 2009 Spring Break
	April 10, 2009 Spring Holiday (PD day)
	May 25, 2009 Memorial Day (includes PD day)

Significant Dates	
August 6-8, 2008	New teacher inservice
August 11, 2008	Teachers report to duty
August 25, 2008	First day of school
December 19, 2008	Last day of first semester
January 6, 2009	First day of second semester
May 28, 2009	Last day of school
May 29, 2009	Last day for teachers

Grading Periods		Report Card Dates	
6 cycles			
8/25/08-10/3/08		10/15/08	
10/6/08-11/7/08		11/19/08	
11/10/08-12/19/08		1/14/09	
1/6/09-2/20/09		3/4/09	
2/23/09-4/9/09		4/22/09	
4/13/09-5/28/09		5/28/09 (elementary and middle schools)	
		6/10/09 (high schools)	

Pre-kindergarten Grading Periods	
3 cycles	
8/25/09-11/7/08	Report Card Dates 11/19/08
11/10/08-2/20/09	3/4/09
2/23/09-5/28/09	5/28/09

Grading Periods		Report Card Dates	
4 cycles			
8/25/08-10/24/08		11/5/08	
10/27/08-12/19/08		1/14/09	
1/6/09-3/13/09		4/1/09	
3/23/09-5/28/09		5/28/09 (elementary and middle schools)	
		6/10/09 (high schools)	

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of School Administration
Karen Soehnge, Chief Academic Officer

SUBJECT: APPROVAL TO SUBMIT AN INNOVATIVE-COURSE APPLICATION TO THE TEXAS EDUCATION AGENCY ON BEHALF OF FIVE HIGH SCHOOLS THAT SEEK TO OFFER THE ACADEMIC DECATHLON COURSE

The purposes of Academic Decathlon are to encourage students to develop a greater respect for knowledge; to promote wholesome interschool competition in academic areas of study and interest, including music, art, literature, writing, speech, social studies, science, and math; to stimulate intellectual growth and achievement; and to encourage public interest in and awareness of outstanding programs in schools.

This general-population independent-study and academic-competition-skills course will prepare students for the U.S. Decathlon competition. The competition includes six tests of academic strength, three demonstrations of communication ability, and a Super Quiz, a team event before a large audience. The specific focus for each of the general areas varies each year, as determined by the U.S. Academic Decathlon organization.

Bellaire, César Chávez, Michael E. DeBakey, Mirabeau B. Lamar, and John Reagan High Schools are interested in beginning the course to be competitive with other teams in the Gulf Coast region. Once approved, this innovative course may be used by other Houston Independent School District high schools as long as the course requirements are met. Any student who is enrolled in the high-school population, grades 9–12, and who is interested in a multidiscipline study-skills elective may enroll in the course. Anyone certified as a teacher of any general academic subject may teach this course.

A copy of the application is on file in Board Services.

COST / FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve the request to submit an innovative-course application to the Texas Education Agency on behalf of Bellaire, César Chávez Michael E. DeBakey, Mirabeau B. Lamar, and John Reagan High Schools, effective January 18, 2008.

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Academic Services
Karen Soehnge, Chief Academic Officer

**SUBJECT: APPROVAL OF THREE NEW POSITIONS TO SUPPORT THE
RESTRUCTURED CAREER AND TECHNICAL EDUCATION
DEPARTMENT**

The Career and Technical Education Department (CTE) has been reviewed in two audits over the last three school years. In the audit conducted by Curriculum Management Systems, Inc., numerous references in its list of recommendations address the need for programmatic changes that would significantly improve the management and implementation of CTE programs across the district. In order to carry out the referenced recommendations, a reorganization of the department's personnel functions and assigned duties must take place. Significant alterations in federal legislation for the reauthorization of the Carl D. Perkins Career and Technical Education Act of 2006 further support the need for the district to reorganize the department so that departmental personnel can more appropriately address and effectively support the implementation of this vital program. This reorganization will require a possible one-time double-staffing of the department's current positions from March 1, 2008 to August 31, 2008.

Embedded into the reorganization chart, attached are three new position titles presented for your approval. The respective job descriptions are attached. The three new position titles presented as part of the reorganization plan include Manager, Career Clusters and Workforce Development; Manager, External Funding–Career and Technical Education; and Project Coordinator–Career and Technical Education.

COST / FUNDING SOURCE(S): The three new positions will replace current positions within the department that will be phased out. No additional resources will be required to fund these new positions. Funding for double-staffed positions will not exceed \$400,000.

STAFFING IMPLICATIONS: An equivalent number of positions will remain in the department.

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement, and HISD

Goal 4: Improve Public Support and Confidence in Schools.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve three new positions to support the restructured Career and Technical Education Department, effective January 18, 2008.

HOUSTON INDEPENDENT SCHOOL DISTRICT–JOB DESCRIPTION

POSITION TITLE: Manager, External Funding –Career and Technical Education

JOB CODE:

SALARY GRADE:

CONTRACT LENGTH: 12 months

IMMEDIATE SUPERVISOR: Director, Career and Technical Education

POSITION SUMMARY: This position will research, cultivate, solicit, and secure financial support from business partners, private donors, and grant opportunities to ensure the progressive growth of Career and Technical Education programs and scholarships in Houston ISD. Oversees the functions of the department's internal and external Web site, as well as the print-based communications and marketing materials. Interfaces with other HISD departments, including Grant Development and Strategic Partnerships to ensure that CTE's fundraising efforts are in line with others in the district.

ILLUSTRATIVE DUTIES:

- Devise and execute various fundraising initiatives for the calendar year based on programmatic needs and departmentally sponsored student activities.
- Identify and acquire new donors in the lower to middle range of giving through research, direct marketing initiatives, and cultivation and solicitation efforts.
- Establish and maintain a current and prospective donor database and ensure integrity and confidentiality of the information.
- Prepare detailed quarterly reports on donations, expenses, and activities for donors, campuses/regions, upper-level administration, and the Board of Education.
- Prepare and deliver presentations to prospective donors, effectively articulating the mission and vision of Career and Technical Education.
- Conduct ongoing research of funding sources at the local, state, and national levels. Select opportunities that are most appropriate to support CTE programs and initiatives. Write grant proposals in collaboration with respective campus representatives and career cluster supervisor.
- Monitor acquired grants and their effectiveness on HISD's CTE identified program(s) and submit reports for compliance with grant requirements.
- Oversee the development and content of the department's internal and external Web site, as well as the print-based communications and marketing materials.
- Supervise the technical writer.
- Perform miscellaneous job-related duties as assigned.

POSITION REQUIREMENTS:

Education:

- Bachelor's degree in business, management, marketing, nonprofit management, or a related field.
- Master's degree preferred.

Experience:

- Three or more years of experience with planning, prioritizing, executing, and achieving fundraising/revenue goals in a nonprofit organization.
- Budgetary experience required.

Other Requirements:

- Ability to effectively deliver presentations to a variety of audiences
- Strong written and verbal communication skills, with a solid foundation in grammar, spelling, composition, and persuasive writing
- Proficiency in the use of Microsoft (MS) PowerPoint, Excel, Word, Access, and Outlook. Working knowledge in Raiser's Edge or other comparable fundraising software
- Ability to manage confidential information
- Clear understanding of and commitment to a fundamental fundraising code of ethics
- Ability to lift and carry up to 25 pounds, stoop, kneel, crouch, walk, drive, and/or be mobile
- Ability to adjust the eye to bring an object into focus; judge distance (close and distant)
- Ability to travel to schools throughout the district
- Valid Texas driver's license and appropriate insurance coverage

HOUSTON INDEPENDENT SCHOOL DISTRICT—JOB DESCRIPTION

POSITION TITLE: Manager, Career Clusters and Workforce Development

JOB CODE:

SALARY GRADE:

CONTRACT LENGTH: 12 months

IMMEDIATE SUPERVISOR: Director, Career and Technical Education

POSITION SUMMARY: Interfaces with colleges and universities and develops articulated agreements as needed to manage dual credit, advanced technical credit, and tech-prep credit. Manages the career clusters and pathways that are currently present in each region. Provides guidance on reduction or expansion of programs. Manages college recruitment and workforce development for the department.

ILLUSTRATIVE DUTIES:

- Survey individual high schools to determine the number of students who will meet college academic requirements by the time graduation will occur. Remain knowledgeable on entry requirements of the various institutions of higher education.
- Provide training and direction to enable easy use of the Career Plans of Study for each of the Pathways available throughout the district. The high-school campuses, administrators, counselors, and district departments involved in counseling students are the targets for training and direction in this responsibility.
- Establish contacts with industry partners and provide training to designated campus staff members on uploading the data into the Career Plans of Study's electronic system.
- Generate summary reports to monitor accuracy of the work performed by the strategic personnel at the high schools. Submit reports to central CTE offices every six weeks.
- Communicate with industry partners that represent our various career clusters/pathways regarding use for internships while in the co-op program.
- Supervise the career cluster specialists and ensure that the career clusters assigned to each specialist are successful.
- Collaborate with campus principals and other administrative staff members on programs currently in place or proposed.
- Develop an ongoing needs assessment for programs at the campus level and provide reports to the director of CTE.
- Perform miscellaneous job-related duties as assigned.

POSITION REQUIREMENTS:

Education:

- Master's degree in curriculum and instruction, educational administration, or a related area

Certifications:

- Valid Texas teacher's certificate

Experience:

- Seven or more years or experience in multiple CTE program areas
- Three or more years of industry experience in any of the career clusters
- Experience in supervision of programs or administration preferred.

Other Requirements:

- Thorough knowledge of the 16 career clusters and career pathways as presented by Achieve Texas
- Knowledge with articulated agreements with higher-education institutions and organizations that place students in co-op programs
- Excellent presentation skills
- Proficiency in the use of Microsoft (MS) PowerPoint, Excel, Word, and Outlook and navigation of the Internet
- Strong initiative and solid judgment abilities/skills
- Ability to communicate and interface with campus, regional-office, and Human Resources staff members orally, in writing, and electronically
- Ability to lift and carry up to 25 pounds, stoop, kneel, crouch, walk, drive, and/or be mobile
- Ability to adjust the eye to bring an object into focus; judge distance (close and distant)
- Ability to travel to schools throughout the district
- Valid Texas driver's license, with appropriate insurance coverage

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Academic Services
Karen Soehnge, Chief Academic Officer

**SUBJECT: APPROVAL TO NAME THE GYMNASIUM AT EZEKIEL W. CULLEN
MIDDLE SCHOOL THE AUBREY GLENN STARKS GYMNASIUM**

This board item seeks approval to name the Ezekiel W. Cullen Middle School gymnasium after Aubrey Glenn Starks, a long-time teacher and coach at the school.

On November 19, 2007, Coach Aubrey Glenn Starks died while at Cullen Middle School. Coach Starks dedicated 14 years to the students of Cullen Middle School, and his sudden death while serving students at Cullen has been devastating to students, the faculty, and the community.

Meetings were held with community leaders, parents, and faculty and staff members at Cullen Middle School regarding honoring the years of service Coach Starks provided to the Cullen community. The meetings resulted in full support of a recommendation to name the Cullen Middle School gymnasium the Aubrey Glenn Starks Gymnasium in recognition of the long-standing commitment Coach Starks demonstrated to the students of Cullen Middle School.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 4: Improve Public Support and Confidence in Schools.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve the naming of the gymnasium at Ezekiel W. Cullen Middle School the Aubrey Glenn Starks Gymnasium, effective January 18, 2008.

Office of Business Operations
Richard Lindsay, Chief Business Operations Officer

SUBJECT: CONTRACT WITH ALL PLAY, INC., FOR THE CONSTRUCTION OF A SPARK PARK AT THOMAS JEFFERSON ELEMENTARY SCHOOL

The Office of Business Operations recommends that the Board of Education authorize the superintendent of schools or a designee to negotiate, execute, and amend the following contract, in accordance with the approved procedures.

CONSTRUCTION CONTRACT BASED ON COMPETITIVE SEALED PROPOSALS

For the construction of a SPARK Park at Thomas Jefferson Elementary School by the successful lowest qualified bidder, All Play, Inc. The project number for the construction of the park is SP120507-A.

CONSTRUCTION OF A SPARK PARK AT JEFFERSON ELEMENTARY SCHOOL

Not to Exceed Contract Amount	Change Order Allowance	Total Budget	Estimated Calendar Days
\$120,000	\$10,000	\$130,000	120

COST / FUNDING SOURCE(S)

The total cost for this service is not to exceed \$130,000 and will be funded by
GF1-51-6299-890-99-S1-182
(\$16,731 – school-based funds);
GF1-51-6299-890-99-008
(\$5,000 – departmental –based funds);
Community Development Funds
(\$108,269 – federal grant funds).

STAFFING IMPLICATIONS:

None

ORGANIZATIONAL GOALS/IMPACT:

This agenda item supports HISD Goal 6: Provide Facilities-to-Standard Program.

THIS ITEM DOES NOT REQUIRE CONSULTATION

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED:

That the Board of Education authorize the superintendent of schools or a designee to negotiate, execute, and amend a construction contract with All Play, Inc., for a SPARK Park at Thomas Jefferson Elementary School, effective January 18, 2008.

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Business Operations
Richard Lindsay, Chief Business Operations Officer

SUBJECT: APPROVAL OF INCREASES IN BUDGET AND CONSTRUCTION AND DESIGN-SERVICES ALLOWANCES FOR THE RENOVATION OF MICHAEL E. DEBAKEY HIGH SCHOOL FOR HEALTH PROFESSIONS

A program budget increase of \$800,000 is requested to complete the renovation of Michael E. DeBakey High School for Health Professions. From this budget, an increase in construction allowance of \$725,000 and an increase in design-services allowance of \$75,000 are requested.

The additional funding is needed to upgrade mechanical systems, meet code requirements, and add general renovation work that was identified after the original scope review.

The mechanical work includes replacement of old equipment, such as kitchen air handlers that failed during the renovation. One of two existing chillers was replaced, and the other needs restoration and re-piping to provide a back-up system.

As the renovation work proceeded, several hidden conditions required correction for code compliance. Open areas in partitions above the ceiling had to be closed off, and similar work will be required in the remaining sections of the building to be renovated in early 2008.

In the general renovation work category, the operable wall partition in the multipurpose building needs replacement. Additional utility work is required to complete the lab prep rooms. New science cabinets and counters are needed in one additional special-use (dental) lab. Also, additional work is required in stairways, along with numerous miscellaneous items.

The project began with a program budget of \$10.8 million. During design, it was discovered that the entire exterior wall needed to be replaced, and the budget was increased to \$11.4 million. The project budget was reduced to \$10 million after construction pricing was received, and the awarded contract was less than the estimated cost. After this first construction contract was terminated, the budget was increased to \$11 million. The district is pursuing reimbursement of costs related to the contract termination from the surety bonding company.

The budget approval requested at this time is for work that was not included in the original contract but is needed to complete the renovation work.

COST/FUNDING SOURCE(S): The total cost shall not exceed \$800,000 and will be funded by 2003 Bond Program funds.

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 6: Provide Facilities-to-Standard Program.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve an increase in the program budget of \$800,000, and from this budget an increase in construction allowance in the amount of \$725,000 and an increase in design allowance of \$75,000 for the renovation of Michael E. DeBakey High School for Health Professions, effective January 18, 2008.

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Chief Financial Officer
Melinda Garrett, Chief Financial Officer

SUBJECT: APPROVAL OF CONSULTANT AND PROFESSIONAL-SERVICE CONTRACTS

The purpose of this item is to authorize consultant contracts and professional-service contracts as required by board policy. According to current policy, Houston Independent School District (HISD) Board of Education approval is required for consultant contracts and professional services exceeding \$25,000 per engagement, inclusive of expenses, or for consultant contracts where payment to a consultant for the fiscal year has aggregated \$100,000, inclusive of all expenses.

The attachment reflects a summary of proposed requests. Individual contracts are on file in Board Services.

COST / FUNDING SOURCE(S): Funds for this recommended action are shown on the attached list.

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement and HISD Goal 3: Increase Management Efficiency. Approval of this item allows schools/departments to implement instructional and/or business programs contracted for by these agreements.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve the proposed consultant and professional-service contracts, effective January 18, 2008.

SUMMARY OF CONSULTANT AND PROFESSIONAL-SERVICE REQUESTS

<u>Name</u>	<u>Using Department</u>	<u>Total Cost of This Request</u>	<u>Total Contracts to Date</u>	<u>Budget</u>
Communities in Schools	Walnut Bend ES	\$23,436 \$15,624	\$0 \$0	GF1-31-6299-253-99-S1-101 SR1-31-6299-253-41-CA1-CA1

Communities in Schools (CIS) will provide supportive guidance services in individual and group settings that help to address individual student problems that are common to a significant number of students in the school population (e.g., self-esteem enhancement, behavioral issues, and family problems). Students will also be provided with career-awareness activities that explore career options and teach appropriate work-behavior and job-skills development and strategies for employment investigation. Remedial education and tutorial activities needed to support and upgrade student's academic skills will be facilitated. CIS will also provide social-service referrals for students and their families who need services that are already provided through other community organizations and/or that are outside the scope of the CIS on-campus services (e.g., food stamps and health care). CIS will include enrichment activities that engage students in actions designed to expand their educational and cultural horizons and offer exposure to activities that will positively enrich their lives. Parent-involvement activities will inform and encourage the parents of at-risk students in the proper strategies required to support their children's remaining in school.

Term of Contract: July 1, 2007–June 30, 2008

Bracewell & Giuliani, LLP	Governmental Relations Division	\$132,000	\$132,000	GF1-41-6219-911-99-940-940
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Bracewell & Giuliani, LLP, will assist the Governmental Relations Division in developing the Houston Independent School District's federal legislative agenda. Throughout the term of the contract, the firm will advise and counsel the Governmental Relations Division on strategy, prioritization of goals, and assist with drafting federal legislation that correspond to the priorities identified by the district.

Term of Contract: January 1, 2008 through December 31, 2008

The Law Offices of Ellen Williams	Governmental Relations Division	Not to exceed \$4,400 per month, based on a \$200 hourly fee	\$62,800	GF1-41-6219-911-99-940-940
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The Law Offices of Ellen Williams will advise the Governmental Relations Division with rulemaking and interim projects as a result of the 80th Session of the Texas Legislature. The firm will assist in drafting legislation and supporting materials needed to accomplish the legislative objectives of the district in preparation for the 81st Session of the Texas Legislature.

Term of Contract: January 1, 2008 through December 31, 2008

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Chief Financial Officer
Melinda Garrett, Chief Financial Officer

SUBJECT: APPROVAL OF VENDOR AWARDS FOR PURCHASES OVER \$100,000 AND RATIFICATION OF VENDOR AWARDS FOR PURCHASES UNDER \$100,000

The purpose of this item is to authorize vendor awards for purchases over \$100,000 and to ratify vendor awards for purchases under \$100,000. Pursuant to Board of Education policy, contracts for purchases over \$100,000 are submitted to the Houston Independent School District (HISD) Board of Education for approval prior to the issuance of purchase orders. Procurement Services is authorized by board policy to enter into purchase agreements for bid projects less than \$100,000, subject to ratification by the Board of Education.

When determining the successful bidder, consideration is given to the quality of the articles supplied, conformity with developed specifications, suitability to the requirements of the educational system, and delivery terms. All advertised bids are in compliance with minority- and woman-owned business enterprise (M/WBE) procedures. All other things being equal, contracts are negotiated and executed with the supplier(s) perceived as providing the best overall value for the district.

However, because of the time between the January 17, 2008, and February 14, 2008, Board of Education meetings and the urgent need to purchase some goods during this period, it is requested that the Board of Education approve the attached annual bids and other annual bids deemed necessary prior to completion of tabulation and that at the February 14, 2008, board meeting these bids be brought back to the Board of Education for ratification. This procedure allows Procurement Services to expedite the acquisition of supplies, equipment, and services for the operation of the district.

The attachment reflects the names of successful bidders, the budgets to be charged, and a description of the items to be purchased.

A copy of each tabulation is on file in Board Services.

COST/FUNDING SOURCE(S): Funds for these recommended actions will be necessary only one time and funding sources are shown on the attachments.

STAFFING IMPLICATIONS: The current procurement staff will handle all procurement activities.

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all six goals of the district. Purchases range from instructional goods/services to maintenance goods/services needed for our facilities-to-standard program.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve vendor awards for purchases over \$100,000 and ratify vendor awards for purchases under \$100,000, effective January 18, 2008.

RECOMMENDED AWARD FOR JANUARY 17, 2008, BOARD AGENDA

THESE BIDS ARE LOW OFFER AS INDICATED ON DETAILED SUMMARY OF TABULATION AVAILABLE IN THE BOARD SERVICES OFFICE AND THE PROCUREMENT DEPARTMENT

<u>PROJECT</u>	<u>DESCRIPTION</u>	<u>* M/WBE</u>	<u>***BIDS/RFP'S REQUESTED</u>	<u>BIDS</u>		<u>AWARDED TO</u>	<u>AMOUNT</u>	<u>BUDGET CHARGE</u>
				<u>REC'D</u>	<u>LO C</u>			
07-08-07	RFP/Network Maintenance-Basic							
07-08-08	RFP/Network Cabling							
07-08-09	RFP/Network Development Hardware							
07-08-14	RFP/Advanced Network Maintenance							

Award information to be distributed prior to Board Agenda review.

***M/WBE - Minority and Women Business Enterprises**

A) Certified M/WBE Supplier; B) Compliant; C) Good Faith Efforts with Letter of Intent.

****LOC - Location**

Houston (H); Texas (T); Out of State (O); Out of State with Local Office (OT).

*****RFP'S** and bids are available on-line. This number denotes how many downloads occurred.

P - M/WBE Status In Process

APPROVAL OF PURCHASES OVER \$100,000

RECOMMENDED AWARD FOR JANUARY 17, 2008, BOARD AGENDA

THESE BIDS ARE LOW OFFER AS INDICATED ON DETAILED SUMMARY OF TABULATION AVAILABLE IN THE BOARD SERVICES OFFICE AND THE PROCUREMENT DEPARTMENT

PROJECT	DESCRIPTION	* M/WBE	***BIDS/RFP'S REQUESTED	BIDS		AWARDED TO	AMOUNT	BUDGET CHARGE	
				REC'D	LO C				
07-09-06	RFP/Frozen Food and Staple Groceries Semi-Annual Food Services	B	125	12	O	ConAgra Foods, Inc.	Estimated cost	\$4,500,000	FD1-1321-99-977-977
		B		T	Ditta Meat Co.				
		B		H	Glazier Foods Co., Inc.				
		C		O	Jennie O Turkey Store, LLC				
		B		H	Premium foods, Inc.				
07-10-05	RFP/Milk Vending Machines Food Services	C	11	2	T	Precision Vending Equipment Sales	Estimated cost	\$170,000 \$30,000	FD1-35-6352-791-977-977 SR1-XXX-XX-XXX-XXX
07-10-08	RFP/Fencing Materials and Services	B	18	6	H	Dow Pipe and Fence Supply	Estimated cost	\$350,000	GF1-51-6299-842-99-999-999
		A			H	Fencemaster of Houston			

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RECOMMENDED AWARD FOR JANUARY 17, 2008, BOARD AGENDA THESE BIDS ARE LOW OFFER AS INDICATED ON DETAILED SUMMARY OF TABULATION AVAILABLE IN THE BOARD SERVICES OFFICE AND THE PROCUREMENT DEPARTMENT

PROJECT	DESCRIPTION	* M/WBE	BIDS/RFP'S REQUESTED	BIDS REC'D	** LO C	AWARDED TO	AMOUNT	BUDGET CHARGE
TCPN	Provide and Install Auditorium Seating at Milby High School					School Specialty	\$75,000	GF1-11-6631-011-10-S1-101
ByBoard Cooperative Purchase	John Deere 16 Turbo Series II Commercial Wide Mower					John Deere Government Sales	\$45,000	GF1-51-6639-840-99-931-931
DIR	Internet Proxy Servier, License & Service Technology Information Services Department					Future Com Ltd.	\$370,000	GF1-53-6632-424-99-931-931

School Specialty is a bid awarded supplier through the inter-local agreement HISD has with TCPN. The purchase is for the replacement of auditorium seating at Milby HS. The lead time for the delivery of the seating is 90 days. Milby is planning to have the seating installed during the upcoming Spring Break period. TCPN's total contract pricing was \$90,155.53. We were able to negotiate a PO price of \$74,376.03, which is \$15,779.50 less.

Future Com is the supplier for BlueCoat Proxy appliances for the district. The Blue Coat appliance provides the district with the power to protect and accelerate web communications and business applications. These appliances also provide effective control of the districts Internet traffic, including protection from spyware, malicious code, inappropriate web usage and web filtering while improving web performance.

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RECOMMENDED AWARD FOR JANUARY 17, 2008, BOARD AGENDA

THESE BIDS ARE LOW OFFER AS INDICATED ON DETAILED SUMMARY OF TABULATION AVAILABLE IN THE BOARD SERVICES OFFICE AND THE PROCUREMENT DEPARTMENT

<u>PROJECT</u>	<u>DESCRIPTION</u>	* <u>M/WBE</u>	BIDS/RFP'S <u>REQUESTED</u>	BIDS <u>REC'D</u>	** <u>LO</u> <u>C</u>	<u>AWARDED TO</u>	<u>AMOUNT</u>	<u>BUDGET CHARGE</u>
07-11-05	RFP/Awards, Trophies, and Service Pins	C B B C B	23	6	T T T T T	J. Brandt Recognitions, LTD Discount Awards, Inc. Gulf Coast Specialties Showcase Awards Trophies Today LLP	Estimated cost \$99,000	GF1-41-6399-520-99-999-999 IS3-36-6399-660-91-XX-774 School Budgets

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RECOMMENDED AWARD FOR JANUARY 17, 2008, BOARD AGENDA

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<u>PROJECT</u>	<u>DESCRIPTION</u>	<u>* M/WBE</u>	<u>BIDS/RFP'S REQUESTED</u>	<u>BIDS REC'D</u>	<u>** LO</u>	<u>AWARDED TO</u>	<u>AMOUNT</u>	<u>BUDGET CHARGE</u>
Sole Source	Special Education				<u>C</u>	Psychological Software Solutions	\$100,000	SR1-11-6299-379-80-FA1-FA1
Sole Source	Various					Study Island	\$60,000	Various Budgets
Sole Source	Library Services					Thomas Gale	\$45,000	SR1-53-6299-424-99-MA9-MA9

Psychological Software Solutions, Inc., is offering the "Daily Review," which is a web-based software program that develops and implements a classroom-based behavioral intervention for students who are hyperactive, inattentive, and/or experiencing certain types of academic problems.

Study Island has developed online preparation programs to assist students in preparing for the Texas Assessment of Knowledge and Skills (TAKS).

Thomson Gale owns Gale Digital Archives, which provides a multi-dimensional research tool that includes primary source documents. Students are provided with a comprehensive online database research tool.

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RECOMMENDED AWARD FOR JANUARY 17, 2008, BOARD AGENDA

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<u>PROJECT</u>	<u>DESCRIPTION</u>	<u>* M/WBE</u>	<u>BIDS/RFP'S REQUESTED</u>	<u>BIDS REC'D</u>	<u>** LO C</u>	<u>AWARDED TO</u>	<u>AMOUNT</u>	<u>BUDGET CHARGE</u>
Sole Source	Special Education Deaf Program					Oticon, Inc.	\$55,000	SR1-11-6249-379-80-FA1-FA1

Oticon, Inc. has assumed the management of all Phonic Ear Personal FM business for hearing-challenged students. This item is to purchase maintenance agreements for transmitters, receivers, and headsets.

Sole Source	SERS @ T. H. Rogers					Prentke Romich Co.	\$265,000	SR1-11-6632-379-80-FA1-FA1
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Prentke Romich Co. is the developer and manufacturer of the "Vanguard," "Vantage," "Springboard," "ECO-14," and "Pathfinder" augmentative communications devices, and other assistive technology for people with severe disabilities.

Sole Source	Library Services					COMPanion Corp.	\$130,000	SR1-53-6299-424-99-MA9-MA9
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COMPanion Corp. is the sole source provider for Alexandria Library automation software which is installed in District libraries that manages all library collections and library operations throughout the district. This expenditure is for the annual license renewal fee which includes technical support for school librarians and district personnel

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P - M/WBE Status In Process

APPROVAL OF CONTRACT RENEWAL PURCHASES OVER \$100,000

RECOMMENDED AWARD FOR JANUARY 17, 2008, BOARD AGENDA

THESE BIDS ARE LOW OFFER AS INDICATED ON DETAILED SUMMARY OF TABULATION AVAILABLE IN THE BOARD SERVICES OFFICE AND THE PROCUREMENT DEPARTMENT

<u>PROJECT</u>	<u>DESCRIPTION</u>	<u>* M/WBE</u>	<u>YEAR 2 OF 3</u>	<u>YEAR 3 OF 3</u>	<u>** LOC</u>	<u>AWARDED TO</u>	<u>AMOUNT</u>	<u>BUDGET CHARGE</u>
06-01-05	RFP/Armored Car Service (Renewal)	B	X		H	Dunbar Armored	Estimated cost	\$300,000 FD1-35-6299-791-99-977-977
06-03-01	RFP/Bulk Oil / Lubricants / Transmission Fluids (Renewal) APPROVAL FOR INCREASE	B	X		H	ADA Resources, Incorporated	Estimated cost	\$300,000 GF1-34-6319-859-99-999-999 GF1-34-6319-863-99-999-999 GF1-34-6319-865-99-999-999 GF1-34-6319-867-99-999-999 GF1-34-6319-869-99-999-999 GF1-51-6319-877-99-999-999
06-09-10	RFP/Vending for Snacks and Ice Cream (Renewal)	A A B A	X		T H H H	Custom Food Group C and A Johnson Vending Services, Inc. Lone Star Ice Cream, Inc. TCH Investments, Inc.	Estimated Expenditures	Commission is Paid to HISD by Awardees
06-11-04	RFP/Paper, Various Types (Renewal)	B C B B	X		T H TO OT	Office Depot Olmsted-Kirk School Specialty Unisource	Estimated cost	\$3,500,000 GF1-1311-999-99-999-999

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P - M/WBE Status In Process

APPROVAL OF CONTRACT RENEWAL PURCHASES UNDER \$100,000

RECOMMENDED AWARD FOR JANUARY 17, 2008, BOARD AGENDA

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<u>PROJECT</u>	<u>DESCRIPTION</u>	<u>* M/WBE</u>	<u>YEAR 2 OF 3</u>	<u>YEAR 3 OF 3</u>	<u>** LOC</u>	<u>AWARDED TO</u>	<u>AMOUNT</u>	<u>BUDGET CHARGE</u>
06-01-12	RFP/Staff Development In Arts, Music, Dance, or Theater Performances, Workshops or Residencies (Renewal)	N/A	X		H	Young Audiences of Houston	Estimated cost \$32,000	SR1-13-6299-431-99-TZ7-TZ7
06-01-02	RFP/Full Service Community School Program (Renewal)	B		X	T	Primary Resource Management, Inc.	Estimated cost \$75,000	SR1-13-6219-431-99-YD3-YD3
06-09-03	RFP/ID Badges and Supplies (Renewal)	B B C	X		H O O	Newbart Products, Inc. RACO Industries, LLC Goddard Technology Corp.	Estimated cost \$90,000	GF1-53-6399-424-99-511-511

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P - M/WBE Status In Process

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Chief Financial Officer
Melinda Garrett, Chief Financial Officer

**SUBJECT: APPROVAL OF PUBLIC AUCTION OF OBSOLETE AND SURPLUS
FIXED ASSETS**

The Property Management Department requests approval from the Board of Education to hold a public auction of obsolete and surplus fixed assets, including vehicles, furniture, and equipment owned by the Houston Independent School District (HISD). The planning and execution of this auction is to be a collaborative effort by the Furniture Services Department, Transportation Services Department, and the Property Management Department.

A list of the fixed assets to be auctioned, a list of the members of the Fixed Asset Inventory Committee appointed by the superintendent of schools, and a copy of the current auction procedures are on file in Board Services.

This request is based on Finance Procedures Manual Section 714, which authorizes the superintendent of schools to dispose of obsolete or surplus items either by 1) predetermined prices set by the Fixed Asset Inventory Committee, 2) public auctions, or 3) competitive bids.

The auctioneer will be Andrews Auction and Realty Service in accordance with the districtwide contract for auctioneer services. The date of the auction is tentatively set for February 12, 2008.

Prior to the auction date, schools and departments will be invited to review the fixed assets for possible use and transfer to their locations.

Notice of this auction will be posted on the Furniture Services Web site and advertised in a local newspaper on two consecutive weekends prior to the auction date.

COST / FUNDING SOURCE(S): The auctioneer's commission, pay to police officers for security, advertising expenses, overtime pay, and other costs associated with the auction will be deducted from the proceeds received from the auction.

Proceeds received will be deposited in the Capital Improvement Fund (CP1). Proceeds related to auctioned fixed assets

that were federally funded will be transferred to the related program account in accordance with Texas Education Agency regulations.

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 3: Increase Management Efficiency.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve public auction of obsolete and surplus fixed assets, effective January 18, 2008.

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Chief Financial Officer
Melinda Garrett, Chief Financial Officer

SUBJECT: APPROVAL OF LEASE AGREEMENT WITH PROJECT GRAD FOR OFFICE SPACE WITHIN JOSEPH CRAWFORD ELEMENTARY SCHOOL

Project GRAD is proposing to lease eight classrooms within the Joseph Crawford Elementary School facility for use as office space. The mission of Project GRAD is to ensure a high-quality public education for students in economically disadvantaged communities so that high-school and college graduation rates increase.

The proposed agreement is for a two-year term. Each party will have the right to terminate the proposed agreement at any time with or without cause during the term by giving the other party 30 days notice. Under the proposed agreement, Project GRAD will pay \$2,358.33 per month for rental of this space.

A copy of the renewal lease agreement is on file in Board Services.

COST / FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 3: Increase Management Efficiency.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve a lease agreement with Project GRAD for office space in the Joseph Crawford Elementary School facility, effective January 18, 2008.

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Chief Financial Officer
Melinda Garrett, Chief Financial Officer

SUBJECT: APPROVAL OF ORDER AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF HOUSTON INDEPENDENT SCHOOL DISTRICT LIMITED TAX SCHOOLHOUSE BONDS, SERIES 2008 (2008 BOND PROGRAM BONDS); APPROVAL OF UNDERWRITERS AND CO-FINANCIAL ADVISORS FOR SALE OF 2008 BOND PROGRAM BONDS; APPROVAL FOR THE SUPERINTENDENT OR DESIGNEE TO SELL THE 2008 BOND PROGRAM BONDS SUBJECT TO STATED PARAMETERS AND AUTHORIZATION TO PROCEED WITH ALL OTHER NECESSARY ACTIONS FOR SALE OF BONDS

In November 2007, the voters in the Houston Independent School District (district or HISD) approved the bond program authorizing the district to issue Limited Tax Schoolhouse Bonds, Series 2008. One of the first steps in the process of selling bonds is to select an underwriter who will serve as the senior manager and who will work with the district's financial advisor and bond counsel and the administration to structure the bonds and review legal documents and sell the bonds.

In order to continue plans for the sale of the bonds, the district needs to move forward with selection of the underwriting syndicate. Over the past months the administration has had an opportunity to meet with many investment and financial institutions. In December 2007, the district issued a request for proposals (RFP) for underwriting activities related to the sale of the Limited Tax Schoolhouse Bonds, Series 2008. Syndicate members are selected from firms that responded to the RFP in accordance with the district's standard decision-making process for all major contracts. The superintendent's staff and the financial advisors have reviewed the RFP responses for items such as experience of the firms, members assigned to the sale, proposed fee structures, and capital capacity of the underwriting firms. In addition, other factors such as size and location were used in making recommendations of the underwriters. The firms recommended for the underwriting syndicate are those that the evaluation team believes will provide the best overall service for the district. Recommended syndicate members are as follows:

Senior Manager: Merrill Lynch

Co-Senior Managers: Rice Financial Products and Ramirez & Co.

Co-Managers

Morgan Keegan; RBC Capital Markets; Banc of America Securities, LLC; DEPFA First Albany Securities, LLC and Citi Group Corporate Investment and Banking.

The firm of First Southwest Company is serving as financial advisor, and the firms of Andrews & Kurth, LLP, and Burney and Foreman are serving as bond co-counsel under their contract terms. The administration is also recommending that the firms of Estrada Hinojosa & Company, Inc. and Siebert Brandford Shank & Co. LLC be approved to serve as co-financial advisors.

The rates at which the bonds are sold are dependent on what other public fund issues are in the market on a given day, effect of global economic issues including fluctuations in credit markets, as well as yield performance. In order to ensure the bonds are being sold on a day that is advantageous to the district's economic model, it may be necessary to sell the bonds on a day and at a time when the board of education is not scheduled to meet. The administration is asking for approval to sell the bonds subject to set parameters. The approval would authorize the chief financial officer to sell the bonds subject to the following parameters:

1. the net effective interest rate on the bonds, calculated in accordance with Chapter 1204, Texas Government Code, as amended, shall not exceed 5.25%;
2. the price to be paid for the bonds shall not be less than 90% of the aggregate principal amount thereof;
3. the maximum maturity date shall be March 1, 2033; and
4. any finding by the chief financial officer or Controller relating to the sale and delivery of the bonds shall have the same force and effect as a finding or determination made by the board.

A report on the results of the sale will be brought forward to the board of education.

Meetings will be scheduled with the rating agencies Moody's Investors Services and Standard and Poor's. The bonds are guaranteed by the Texas Permanent School Fund and are rated AAA (triple A).

The district and its legal and financial advisors will continue to monitor the legal issues surrounding the district's issuance of the bonds. This agenda item allows the administration to move forward with all actions needed to carry out the sale of the Limited Tax Schoolhouse Bonds, Series 2008.

COST/FUNDING SOURCE(S):

Bond issuance costs are a one-time expense and will be paid from the proceeds of the sale of the bonds.

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement; HISD Goal 2: Provide a Safe Environment; HISD Goal 3: Increase Management Efficiency; HISD Goal 4: Improve Public Support and Confidence in Schools; HISD Goal 5: Create a Positive District Culture and HISD Goal 6: Provide a Facilities-to-Standard Program.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY

RECOMMENDED: That the Board of Education approve the Order authorizing the issuance, sale, and delivery of Houston Independent School District Limited Tax Schoolhouse Bonds, Series 2008 (2008 Bond Program Bonds); approve the underwriters and co-financial advisors for sale of 2008 Bond Program Bonds; approve the superintendent or designee to sell the 2008 Bond Program Bonds subject to stated parameters and authorize the administration to proceed with all other necessary actions for the sale of bonds, effective January 18, 2008.

Office of Chief Financial Officer
Melinda Garrett, Chief Financial Officer

SUBJECT: APPROVAL OF 2008 FLEXIBLE SPENDING ACCOUNT AND DISCOUNT PLAN OPTION FOR CERTAIN EMPLOYEES AND AUTHORITY TO NEGOTIATE AND EXECUTE CONTRACTS WITH SERVICE PROVIDERS

Compared to last year, the Houston Independent School District (HISD) has significantly reduced the cost for the basic health insurance program for employees by nearly 40% and to less than \$50 per month for employee only coverage. However, there are still a number of benefits-eligible employees, both full-time and part-time, who continue to not participate in a medical plan. Three years ago, an outside survey firm contacted sample of employees who had opted out of the district's program to determine reasons for nonparticipation. The results of that study revealed that most of these employees had coverage through other sources or simply did not elect to participate in the district's plan. The administration continues to be committed to providing an alternative program, especially to the lower-paid employees.

A request for proposals for limited medical plans and discount plans was issued this fall. The administration received six proposals from various vendors for limited medical plan options and proposals from two vendors for discount only plans. After reviewing the proposal options for limited medical plans, none were selected. All have substantial coverage limitations, high expense costs, and have complex benefit coverage. In reviewing alternatives, the administration is recommending a combination plan whereby an employee that is in a support position pay grade 13 and below and have declined one of the current HISD medical plans may elect to participate in a combination discount plan and flexible spending account (FSA). If the employee elects to participate in a medical discount plan from New Benefit, which covers the entire employee household for \$9.95 per month, HISD will fund a \$500 annual FSA. Participants will be provided FSA cards, so they will be able to pay medical expenses directly from their FSA account. The full annual FSA amount will be available immediately to participants. The FSA can be used for any medical expense allowed by the IRS for FSA accounts and may be used by any IRS qualified dependent. The advantage is that the benefit is much easier to understand and the benefit can used much easier for more needs by the participant.

Efforts are underway to prepare for a special enrollment period. A limited open enrollment for only those eligible to participate will be held in March 2008 for an April 2008 effective date. Those that enroll during the initial enrollment period will be

eligible for the full \$500 FSA. Those that become eligible after the initial enrollment period will have the FSA funded based on the pro-rata amount remaining in the year (for example, if the employee elects the program effective July 1, the FSA will be funded for \$250).

Approximately 4,400 employees would be eligible for this option. Assuming that 70% of those eligible elect to participate in the program, the cost of the plan would be \$1,540,000 for an HISD funded FSA, \$221,760 for FSA administration fees to Aetna funded by HISD, and \$367,750 for a medical discount plan funded by employees.

Additionally, HISD would continue to offer the medical discount plan from ValueOne to employees as an optional payroll deduction election.

COST/FUNDING SOURCE(S): The total estimated cost for this program is \$2,129,510. HISD would fund \$1,761,760 of the cost and the employees would fund \$367,750 of the cost. However, this amount can vary on the basis of employee participation and actual claims and will be funded by local funds (IS1-33-6219-920-99-951-951).

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 3: Increase Management Efficiency and HISD Goal 5: Create a Positive District Culture.

THIS ITEM REQUIRES CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve the optional FSA/Medical Discount Plan and authorize the superintendent of schools or a designee to negotiate and execute contracts with service providers, effective January 18, 2008.

Office of Superintendent of Schools
Board of Education Meeting of January 17, 2008

December 17, 2007

Office of Strategic Partnerships
Gasper Mir III, Executive General Manager

SUBJECT: ACCEPTANCE OF DONATION FROM FIDELITY INVESTMENTS

Fidelity Investments and the Houston Symphony have launched the new Fidelity FutureStage program, a partnership education initiative at John Marshall Middle School and Sharpstown High School. Each school has received new musical instruments, and musicians from the Houston Symphony will work with students individually and in small groups to help students develop their instrument technique and ensemble playing skills. Students will also attend Houston Symphony rehearsals and performances. FutureStage is also piloting the composer residency program at Sharpstown High School to offer students the opportunity to learn to compose music; their composition will be performed at a Houston Symphony concert.

COST / FUNDING SOURCE(S): The total cost for this program is \$69,182 and will be funded by Fidelity Investments (in-kind).

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education accept the donation from Fidelity Investments, effective January 18, 2008.