

# Spring Independent School District

16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6000



## BOARD OF TRUSTEES

### WORK SESSION

6:00 PM, MARCH 8, 2018

### BOARD ROOM

GORDON M. ANDERSON LEADERSHIP CENTER

16717 ELLA BOULEVARD, HOUSTON, TEXAS 77090

## MINUTES

### I. Call to Order

President Rhonda Newhouse called the Work Session of the Spring Independent School District Board of Trustees to order at 6:03 PM on March 8, 2018, in the Board Room of the Gordon M. Anderson Leadership Center, 16717 Ella Boulevard, Houston, Texas, in accordance with Chapter 551 of the Texas Government Code.

### Members Present:

Rhonda Newhouse, President  
Jana Gonzales, Vice President  
Donald Davis, Secretary  
Justine Durant, Assistant Secretary  
Dr. Deborah Jensen  
Chris Bell (arrived at 7:20 PM)  
Winford Adams, Jr.

### Members Absent:

### Others Present:

Rodney Watson, Superintendent of Schools  
Victor Mitchell, Chief of Police  
Julie Hill, Chief of Staff  
Lupita Hinojosa, Chief of School Leadership and Student Support Services  
Lauren Topek, Chief of Curriculum, Instruction and Assessment  
Mark Miranda, Chief Operations Officer  
Deeone McKeithan, Chief Human Resources Officer  
Ann Westbrook, Chief Financial Officer  
Tiffany Dunne-Oldfield, Chief Communications Officer  
Jeremy Binkley, Legal Officer  
Jason Sheffer, Director of Board Services

### II. Minutes from Prior Meetings

#### A. Review and Approval of Minutes from the Following Meetings:

1. February 8, 2018 Board Work Session
2. February 13, 2018 Regular Board Meeting

### **III. Opening Remarks**

#### **A. Superintendent of Schools**

Dr. Rodney Watson highlighted the presentations that would follow on the agenda on literacy and attendance and emphasized these items continue to be a focus of the District.

### **IV. Presentations**

#### **A. Literacy Applied – Spring Independent School District's Literacy Plan**

Chief Lauren Topek presented an update on the District's Literacy Plan. The presentation included an update of the middle of the year MAP Universal Screener results.

#### **B. EVERY day counts. Attendance Matters – Spring Independent School District's Attendance Initiative**

Chief Lupita Hinojosa presented an update on the District's attendance rate and enrollment. The presentation included schools leading the District in attendance and last year versus current year homeless rates.

### **V. Chief Operations Officer**

#### **A. Facilities Use Interlocal Agreement Between Lone Star College System (LSCS) and Spring ISD for LSCS's Transportation Institute and Amendment 4**

Chief Mark Miranda presented information on ratifying the Facilities Use Interlocal Agreement between Lone Star College System (LSCS) and Spring ISD for LSCS's Transportation Institute and Amendment 4. The agreement with Lone Star College System allows access to buildings and parking lots at the old transportation site (Old Hardy Road) in order to hold classes.

#### **B. Roberson Middle School Replacement Bid Package 1, Initial Guaranteed Maximum Price**

Chief Mark Miranda presented information regarding the Initial Guaranteed Maximum Price for Roberson Middle School Replacement. The initial Guaranteed Maximum Price (GMP) covers site work, utilities and roadway improvements with allowances for foundation and structural steel.

#### **C. Model Interlocal Agreement Between Spring ISD and Other Local School Districts to Conduct Third Party Commercial Driver License (CDL) Skills Testing Through Spring ISD Transportation**

Chief Mark Miranda presented information regarding the Model Interlocal Agreement between Spring ISD and other local school districts to conduct Third Party Commercial Driver License (CDL) Skills Testing through Spring ISD Transportation. The District is a Texas Department of Public Safety (DPS) approved Third Party Commercial Driver License (CDL) Skills Testing provider and conducts CDL skills tests to Spring ISD driver trainees to facilitate the licensing process. The Texas DPS allows school districts to enter into an agreement with an approved DPS Third Party CDL Skills Testing provider for licensing purposes. This agreement allows Spring ISD to use the model agreement to enter into an agreement individually with other school districts to provide CDL skills testing as needed for a nominal fee.

### **VI. Chief of Staff**

#### **A. Second Reading of Proposed Revisions to Board Policy DFBB(LOCAL)**

Chief Julie Hill presented proposed revisions to Board Policy DFBB(LOCAL).

#### **B. Second Reading of Proposed Revisions to Board Policy DEC(LOCAL)**

Chief Julie Hill presented proposed revisions to Board Policy DEC(LOCAL).

- C. First Reading of Proposed Revisions to Board Policy CW(LOCAL)  
Chief Julie Hill presented proposed revisions to Board Policy CW(LOCAL).

**VII. Chief Financial Officer**

- A. 2018-2019 Budget Discussion  
Chief Ann Westbrooks led a preliminary discussion regarding the development of the 2018-2019 budget. The discussion included factors impacting the 2018-2019 budget, safety and security items and other budget priorities.
- B. Taxpayer Refunds  
Chief Ann Westbrooks presented information regarding Taxpayer Refunds. The Board was presented with a report consisting of refunds exceeding \$500.
- C. Report of Purchasing Cooperative Purchases Exceeding \$50,000  
Chief Ann Westbrooks presented information regarding the Report of Purchasing Cooperative Purchases Exceeding \$50,000. The Board was presented with a report consisting of purchases exceeding \$50,000 that were made by the District through one or more authorized purchasing cooperatives.

Date	Vendor	Description	Amount
01/23/2018	Liberty Paper	Copy Paper	\$95,130
02/01/2018	SHI	Virtual Server Environment	\$63,893
02/05/2018	Solid IT Networks, Inc.	Annual Maintenance for Routing Equipment – District Wide**	\$64,396
02/05/2018	Solid IT Networks, Inc.	Stacking Cables for Edge Switching – District Wide**	\$126,880
02/13/2018	Turner Power & Construction, LLC	Transfer Switch and Generator change at Administration Building**	\$59,791
02/15/2018	Buckeye Cleaning Center	White Roll Towel & Receptacle Sanitary Napkin	\$52,447

*\*\*Bond Related Expenditures*

- D. Report of Agreement Renewals Exceeding \$50,000  
Chief Ann Westbrooks presented information regarding the Report of Agreement Renewals Exceeding \$50,000.

Date	Vendor	Description	Amount
02/13/2018	SHI	GPS Tracker Renewal for SISD Buses	\$93,924

- E. Independent Auditor's Engagement Letter  
Chief Ann Westbrooks presented information regarding an engagement with Whitley Penn for the District's annual audit. The District is required to have an audit of the financial statements completed within 150 days of the fiscal year-end by an independent auditor. Whitley Penn will perform the audit for the year ended June 30, 2018.
- F. Resolution Amending Authorized Representatives for the Texas Local Government Investment Pool and BBVA Compass Bank  
Chief Ann Westbrooks presented information on a resolution amending the authorized representatives to transact business with TexPool Participant Services and BBVA Compass Bank. The Texas Local Government Investment Pool ("TexPool / TexPool

Prime") and Compass Bank require a resolution amending authorized representatives to transact business on behalf of the District.

The following staff are listed in the resolution:

- Ann Westbrooks, Chief Financial Officer
- Susy Morales, Director of Finance
- Reagan Molden, Senior Accountant – Cash Management

G. Request for Proposals # 18-015 - Property & Casualty Insurance

Chief Ann Westbrooks presented information on Request for Proposals # 18-015 - Property & Casualty Insurance. This recommendation would allow the awarded vendors to provide insurance, which includes coverage for the following insurance policies: General Liability, Automobile Liability and Physical Damage, Commercial Property, Boiler & Machinery, Windstorm, Flood, Law Enforcement Liability, School Leaders Errors and Omissions (Educators Legal Liability), Crime, Nurses' Medical Liability, and Public Employee Dishonesty.

H. Request for Proposal #18-016 – Bond Auditing Services for Construction Projects

Chief Ann Westbrooks presented information on Request for Proposals #18-016 – Bond Auditing Services for Construction Projects. The selected vendor will ensure that the construction manager-at-risk, invoiced SISD in accordance with the agreements for the 2016 Bond. The vendor will conduct a pre-construction, midpoint and close out audit to verify compliance of costs, subcontractor charges, project fees, contractor payroll invoices, project rental agreements, change-order documentation, inspection logs, insurance certificates, project performance schedule and other supporting documentation from the construction.

I. Request for Proposal #18-019 – Internet Access - Project A (E-Rate)

Chief Ann Westbrooks presented information on Request for Proposals #18-019 – Internet Access - Project A (E-Rate). The RFP identified a vendor to provide high quality, high capacity Internet services for the District through the E-Rate Program set up by the Federal Communications Commission (FCC). Spring ISD requests utilization of the Billed Entity Applicant Reimbursement (BEAR) method of payment. Bidders will accept full payment for contracted services from Spring ISD and the school district will file Form 472 with USAC requesting reimbursement for qualified services provided.

J. Request for Proposal #18-020 – Internet Access - Project B (E-Rate)

Chief Ann Westbrooks presented information on Request for Proposals #18-020 – Internet Access - Project B (E-Rate). The RFP identified a vendor to provide high quality, high capacity Internet services for the District through the E-Rate Program set up by the Federal Communications Commission (FCC). Spring ISD requests utilization of the Billed Entity Applicant Reimbursement (BEAR) method of payment. Bidders will accept full payment for contracted services from Spring ISD and the school district will file Form 472 with USAC requesting reimbursement for qualified services provided.

**VIII. Closed Session**

President Newhouse recessed the open session at 7:38 PM for the purpose of entering into closed session pursuant to the following provisions of the Texas Open Meetings Act:

- A. Under Section 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized, including any item posted on this agenda
- B. Under Section 551.072 - For the purpose of discussing the purchase, exchange, lease, or value of real property

C. Under Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee

1. The Board will deliberate on employees nominated for special recognition

2. The Board will deliberate regarding the Superintendent's evaluation

D. Under Section 551.076 - To consider the deployment, or specific occasions for implementation, of security personnel or devices

**IX. Action on Closed Session Items**

President Newhouse reconvened the open session at 9:17 PM.

**X. Adjournment**

On a motion by Trustee Durant, seconded by Trustee Gonzales, the Board unanimously adjourned the meeting at 9:17 PM.

  
Rhonda R. Newhouse, President

  
Donald Davis, Secretary