

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES OF
HARRIS COUNTY DEPARTMENT OF EDUCATION**

Notice is hereby given that a meeting of the Board of Trustees of Harris County Department of Education will be held on the **20th day of May 2014 at 1:00 PM** for the Board to conduct the business of that meeting. The meeting will be held in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas. Such a meeting is a **REGULAR BOARD MEETING**.

The subjects to be discussed or considered or upon which any formal action might be taken are on the Agenda following.

Additionally, from time to time an issue will be raised concerning an item on our agenda that had not been anticipated. The issue, while within the scope of the agenda topic, may be one that is required or authorized by law to be considered in executive session rather than in public session. In order for the Board to consider such issue in executive session, rather than postpone consideration of it until the next board meeting, the Board lists below most if not all be all of the sections of the Open Meetings Act that address the purposes for which the Board may lawfully meet in executive/closed session. The Board's purpose is not to meet in executive session to consider matters not on the agenda for the meeting. Instead, its purpose is to efficiently and timely conduct its business in accordance with the law.

Therefore, if, during the course of the meeting on agenda items covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and purposes authorized by Sections 551.071-551.084, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 For the purpose of a private consultation with the Board's attorney on any or all subjects matters authorized by law.

Section 551.072 For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 For the purpose of considering a negotiated contract for a prospective gift or donation.

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.

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

Section 551.082 For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.083 For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.

Section 551.084 For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive session, then such final action, final decision, or final vote shall be at either: a) the open meeting covered by this notice upon the reconvening of this public meeting, or b) at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

John E. Sawyer, Ed.D. County School Superintendent



The Board of Trustees
May 20, 2014
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held May 20, 2014, beginning at 1:00 PM in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **Invocation** - Jessie Gee, Records Management
2. **Pledge of Allegiance to the US flag** - Curtis Davis, Records Management
3. **Pledge of Allegiance to the Texas flag** - Curtis Davis, Records Management
4. **Open Forum** - Gov't Code 551.003 (5) - Public Participation. Pursuant to Policy BED (Local), a citizen who wishes to speak may do so by completing a participation request card available at the Board room at least 10 minutes prior to a regular Board meeting.
5. **Reports and presentations:**
 - A. The HCDE Board of Trustees will swear in 2013-2014 CASE Quarter-time AmeriCorps volunteers
 - B. Annual update on the HCDE Records Management Division - Curtis Davis, Director Records Management
 - C. Other reports from Board members concerning attendance or participation in a board or HCDE-related conference, event, activity, or committee; accolades for an HCDE staff member or other deserving person.
6. **ACTION ITEMS - CONSENSUS**
 - A. Consider approval of Monthly Budget Amendment Report

B. Consider approval of the following meeting minutes:

1. April 15, 2014 Board Meeting
2. April 30, 2014 Special Board Meeting
3. April 30, 2014 Policy Committee Meeting

C. Consider ratification/approval of the following Interlocal Contracts:

1. Ratification of Interlocal Contract for ABC West for FY 2013-2014 with Katy ISD (1 individual student contract) in the amount of \$5,600
2. Amendment to Interlocal Revenue Agreements between Therapy Services and Barbers Hill for \$4,593.75 (\$1,968.75 increase) and YES Prep Public Schools for \$9,500 (\$4,750 increase) for FY 2013-14
3. With Galena Park ISD for FY 2013-14 for Therapy Services in an amount not to exceed \$4,750
4. Approval for HCDE Governmental Services with: Banquete ISD (Banquete, Texas); Blue Ridge ISD (Blue Ridge, TX); City of Cleburne, Texas; Fort Bend County (Richmond, TX); Lake Travis ISD (Austin, Texas); Lewisville ISD (Lewisville, Texas); Life Community Church (La Porte, Texas); MHMR of Tarrant County (Fort Worth, Texas), Monte Alto ISD (Monte Alto, Texas); Southwest ISD (San Antonio, Texas); Taylor ISD (Taylor, Texas); Travis County ESD #3 (Oak Hill, Texas); and University of Houston - Victoria (Victoria, Texas)
5. Approval of Interlocal Contracts for ABC East for FY 2014-2015 with the following districts: Channelview ISD for five (5) annual contracts in the amount of \$99,500; Dayton ISD for four (4) annual contracts in the amount of \$79,600; Deer Park ISD for nine (9) annual contracts in the amount of \$179,100; KIPP Houston Public Schools for one (1) annual contract in the amount of \$19,900; and Promise Community Centers for one (1) annual contract in the amount of \$19,900 for a total aggregate amount of \$398,000
6. Approval of Interlocal Contracts for Highpoint East for FY 2014-2015 with the following districts: Channelview ISD for forty-five (45) annual contracts in the amount of \$436,500; Deer Park ISD for ten (10) annual contracts in the amount of \$97,000; and Sheldon ISD for twenty (20) annual contracts in the amount of \$194,000 for a total aggregate amount of \$727,500

D. Consider approval of the following items for the HCDE Choice Partners Cooperative:

1. Contract renewal option for job no. 11/058KJ for Fire and Security Equipment, Monitoring and Installation and Related Items with the following vendors: Alarm Integration, Inc., QSS, L.C. dba Quality Security Systems and Video Insight, Inc. for the period of 6/21/2014 through 6/20/2015
2. Contract renewal option for job no.10/055DG for Fuel, Lubricants and Related Items with the following vendors: Petroleum Traders, Sun Coast Resources, Inc. and Sundance Fuels, Ltd. for the period of 7/20/2014 through 7/19/2015
3. Contract renewal option for job no. 10/062LB for Award Jackets, Screen Printing and Embroidery with the following vendors: Balfour Company, Butler Business Products, LLC, DBS Texas-Houston and Positive Promotions for the period of 8/17/2014 through 8/16/2015
4. Contract renewal option for job no.11/051MP for Energy Conservation Service and Related Items with the following vendor: Chevron Energy Solutions for the period of 7/19/2014 through 7/18/2015
5. Contract renewal option for job no. 13/047DG for Solid Waste and Recycling Collection, Port-o-let and Related Services with the following vendor: Waste Management of Texas for the period of 7/16/2014 through 7/15/2015
6. Contract renewal option for job no. 12/054LB for Web Based Child Assessment Program with the following vendor: Frog Street Press for the period of 7/17/2014 through 7/16/2015
7. Contract renewal option for job no. 11/048KJ for Tele-Medicine and Related Management Services with the following vendor: Phonoscope Health Network for the period of 7/19/2014 through 7/18/2015
8. Contract renewal option for job no. 11/029MP for Sidewalk Trip Hazard Removal Service and Related Items with the following vendor: Precision Safe Sidewalks, LLC the period of 7/19/2014 through 7/18/2015
9. Contract award for job no. 14/015CG for IDIQ Athletic (Indoor/Outdoor) Surfaces to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: Adventure Playground Systems, Inc., Jellison Inc. dba Jelco, Playgrounds Today Inc. and Soil Express, Ltd. for the period 5/20/2014 through 5/19/2016

E. Consider approval of contract amendment to existing Master Agreement with Ion Wave Technologies, Inc. (Choice Partners job no. 13/068DG) to continue the use of the electronic bidding and catalog systems (HCDE eBid System used by Internal Purchasing and Choice Partners divisions) from 7/25/2014 through 8/31/2019 for a yearly amount of \$25,080.

F. Consider approval of Revenue Interlocal Contract between HCDE Center for Safe and Secure Schools and Deer Park ISD to provide Active Shooter Threat Assessment Training in the amount of \$2,250 from 9/1/14 through 9/30/14.

- G. Consider approval of the 2014 HCDE Head Start Self Assessment Response Plan Summary Report.
- H. Consider approval of a Revenue Services Contract between HCDE Business Services Division and Stafford MSD in the amount of \$58,520 from 3/24/14 through 8/31/14.

7. **ACTION ITEMS - NON-CONSENSUS**

- A. Consider approval of first reading of policies:

- CH – Purchasing and Acquisition
- CKE – Safety Program/Risk Management Security Personnel
- DBA – Employment Requirements & Restrictions Credentials and Records
- DBAA – Employment Requirements & Restrictions Criminal History and Credit Reports
- DEA – Compensation and Benefits Salaries, Wages, and Stipends
- DGBA – Personnel-Management Relations Employee Complaint/Grievances
- DH – Employee Standards of Conduct
- DNA – Performance Appraisal Evaluation of Teachers
- EB – School Year

- B. Consider approval of the construction delivery method of job order contracting for construction of additional space to the existing HCDE Highpoint North campus and approval of use of contract with Facilities Sources (Choice Partners job no 09/040JC) in an amount not to exceed \$931,346.
- C. Consider approval to purchase a data domain backup appliance and CommVault backup license from Unique Digital Inc., (Choice Partners job no. 13/068DG) in an amount not to exceed \$130,730.
- D. Consider approval to purchase a Nimble network attached storage from Austin Ribbon and Computers (ARC) (Choice Partners job no. 13/068DG) in an amount not to exceed \$109,949.
- E. Consider approval to purchase a Cisco UCS Performance Bundle from Netsync Network Solutions (Choice Partners job no. 10/009LB) in an amount not to exceed \$62,367.
- F. Consider approval of purchase of an automated payroll time reporting system from TimeClock Plus (Internal Purchasing job no. 12/046KJ) in the amount of \$111,574; after the first year, the annual cost for technical support is estimated at \$8,906. HCDE is expecting to complete implementation of this system by September 1, 2014.
- G. Consider approval of contract award for job no. 14/019EK for Safe School Alert Systems for HCDE's Center for Safe and Secure Schools to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: Witt O'Brien's, LLC for the period of 05/20/2014 through 05/19/2015 in the amount of \$285,000.
- H. Consider designating \$1,500,000 for the Preschool Preparedness Initiative Program from the Assigned Fund Balance in the amount of \$900,000 and from Unassigned Fund Balance in the amount of \$600,000.

- I. Consider the HCDE Policy Committee's recommendation to videotape Board meetings for a pilot period of six months.
 - J. Consider reorganization of the HCDE Board of Trustees' Officers.
8. **EXECUTIVE SESSION** Under the Texas Government Code pursuant to any and all purposes permitted by Sections 551.001-551.084, including, but not limited to: 551.071; 551.074
- A. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.
 - B. Obtain legal advice regarding Adult Education Division reduction in force.
 - C. Obtain legal advice regarding consultant contract
9. **RECONVENE**
10. **INFORMATION ITEMS**
- A. HR Information Items
 - B. April Employee Count
 - C. May 5, 2014 Pre-School Initiative Committee Meeting
 - D. Revenue contracts less than \$50,000 for an aggregate amount of \$31,875 for FY 2013-2014.
 - Between Research & Evaluation and HCDE Head Start - To provide consulting services for Triennial Community Assessment process and report for the period of 05/01/2014-02/28/2016 for \$12,000.
 - Between Choice Partners and Stafford MSD - for Facilities Program Evaluation Services for the period for the period of 04/21/2014-06/15/2014 for \$7,775.
 - Between Instructional Support Services and Fort Bend ISD – Using Manipulatives to Teach the New TEKS presentation lead by Nicole Shanahan for the period of 08/06/2014-08/07/2014 for \$5,200.
 - Between Instructional Support Services and Fort Bend ISD – One Day Professional Development: New TEKS presentation lead by Nicole Shanahan for the period of 08/20/2014-08/20/2014 for \$2,400.
 - Between Instructional Support Services and Dickinson ISD – ESL 154 Test Preparation training presentation lead by Dr. Patricia Morales on 07/31/2014 for \$1,300 plus books at \$13 each.
 - Between Instructional Support Services and TEPESA -- for Facilities Hosting Service Fee for 10/21/2014 for \$1,200.
 - Between Instructional Support Services and Fort Bend ISD – Talk, Draw, Write, Problem Solved Presentation lead by Nicole Shanahan on 03/04/2014 for \$1,000.
 - Between Technology and Houston All Kids Alliance – for Annual Maintenance and Hosting of All Kids Alliance Website for the period of 05/01/2014-04/30/2015 for \$1,000

- E. Grant proposal on behalf of the Education Foundation of Harris County and Head Start in the amount of \$2,000 to Target to support the Read Excel Achieve Lead (REAL) SuperMENTors Read project, which will serve 1,250 students in 2014-2015.
 - F. Grant proposal on behalf of Education Foundation of Harris County and Cooperative for After-School Enrichment (CASE) in the amount of \$10,000 to LyondellBasell Industries to support Houston: Energy City of the Future 2050, which serves over 100 students.
 - G. Non-monetary contract(s) for FY 2013-2014:
 - Human Resources - Application for Insurance with Colonial Life & Accident Insurance Company from 09/01/2014 through 08/31/2015
 - H. HCDE's Area I Head Start USDA Meal Totals for the months of December 2013 - February 2014.
 - I. HCDE's Area I Head Start Performance Reports for the months of January - March 2014
 - J. Adult Education - Texas Educating Adults Management System (TEAMS) Report for April 2014
 - K. CASE Performance Report
 - L. Special Schools April Enrollment Report
 - M. April 2014 HCDE Donation/Sponsor Report
11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, June 17, 2014, Board room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.



John E. Sawyer, Ed.D.
County School Superintendent