

**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 **16th day of December 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.

James Colbert, Jr., County School Superintendent



The Board of Trustees
December 16, 2014
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held December 16, 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** - Demetria Robinson, Head Start Division
2. **Pledge of Allegiance to the US flag** - Natalya Sumner, Head Start Division
3. **Pledge of Allegiance to the Texas flag** - Natalya Sumner, Head Start Division
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. Annual update on the HCDE Head Start Division - Venetia Peacock, Director
 - B. Report on Board member training - Angie Chesnut, Board President
 - 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
 - D. Announcement of award from the Government Finance Officers Association (GFOA) for the HCDE 2013 Comprehensive Annual Financial Report (CAFR). This is the thirteenth year in a row that HCDE receives this prestigious award.
 - E. Monthly Financial Reports through November 30, 2014 - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. November Disbursement Report
2. Monthly Budget Amendment Report
3. Monthly Investment Report for November 2014
4. Proposed Budget Calendar for FY 2015-2016

B. Consider approval of the following meeting minutes:

1. November 12, 2014 Special Board Meeting
2. November 18, 2014 PFC Meeting
3. November 18, 2014 Board Meeting

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

1. HCDE Governmental Services with: Azle ISD (Azle Texas); city of Burton, Texas; Elgin ISD (Elgin Texas); city of Ennis, Texas; Forestburg ISD (Forestburg, Texas); Gause ISD (Gause, Texas); Harris County Water Control and Improvement District 110 (Spring, Texas); Holy Family Catholic Church (El Paso, Texas); Jubilee Academic Center (San Antonio, Texas); Krum ISD (Krum, Texas); Silsbee ISD (Silsbee, Texas); city of Smithville, Texas; and Veritas Christian Academy (Bellaire, Texas)
2. Houston ISD (770 students served) for one CASE Partnership Project Quality Improvement Grant in the amount of \$770,000 for the period of 08/01/14 through 08/31/15
3. HCDE ABC East with Clear Creek ISD for fifteen (15) annual student contracts in the amount of \$298,500 and Pearland ISD for two (2) individual monthly student contracts in the amount of \$40,600 for FY 2014-2015
4. HCDE ABC West with Tomball ISD for one (1) individual student contract in the amount of \$20,300 and Hitchcock ISD for one (1) individual student contract in the amount of \$22,100 for FY 2014-2015
5. HCDE Therapy Services for FY 2014-2015 with La Porte ISD in an aggregate amount of \$1,425
6. Liberty ISD to provide Adult Education classes for the period 7/1/14 through 6/30/15

7. Approval of addendum to Interlocal contract between HCDE ABC West and Houston ISD to increase the amount from \$298,500 to \$360,900 (an increase of \$62,400) for ESY Services for FY 2013-2014
 8. Amendment to Interlocal contract between HCDE Special Schools Division (Highpoint North) and Spring ISD for FY 2014-2015 to amend the contract language in Article 2 and Article 10 (no changes to contract amount)
 9. Amendment to Interlocal Revenue Agreement between HCDE Therapy Services and Royal ISD in the amount of \$12,600 (\$2,100 increase) for FY 2014-2015
 10. City of Houston for a contract extension for Records Management Services for the period beginning 02/01/2015 through 01/31/2016 in an amount not to exceed \$3,750,000
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. Contract award for job no. 14/037CG for Parking and Street Cleaning Services to the proposer offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: Satco Services, Inc., dba Southern Care Sweeping and Paving Company for the period of 12/16/2014 through 12/15/2015
 2. Contract award for job no. 15/001MP for Motor & Aviation Fuel, Alternative Fuels, Lubricants & Related Items to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: R & C Distributors LLC dba Blender Direct, Diplomat Petroleum LLC, Octcet Inc., Petroleum Traders Corporation, Petroleum Wholesale LP, Sun Coast Resources Inc., and Sundance Fuels Ltd. for the period 12/16/2014 through 12/15/2015
 3. Contract renewal option for job no. 13/061DG for Vocational Products and Services with the following vendors: ATech Training Inc., Century A/C Supply, LP, Laguna Tools, MTF Equipment Sales, Redbird Flight Simulations, Inc., United Rentals, and World Precision Instruments for the period of 12/17/2014 through 12/16/2015
 4. Contract renewal option for job no. 12/010LB for Academic Programs (QZAB) with the following vendors: Compass Learning, Inc., Image Learning, Inc. and National Education Foundation for the period of 01/17/2015 through 01/16/2016
 5. Contract renewal option for job no. 12/013KJ for Landscape and Maintenance Services with the following vendors: Bio Landscape and Maintenance, Inc., Houston GroTech Services, and Metropolitan Landscape Management for the period of 1/17/2015 through 1/16/2016
 6. Contract renewal option for job no. 12/051DA for Electric Vehicle Charging Stations with ABM Building Services, Inc. for the period of 1/15/2015 through 1/14/2016

7. Contract renewal option for job no. 12/054PB for Waterproofing/Masonry Restoration, Cleaning & All Other Related Services with the following vendors: CBS Roofing Services, Centennial Moisture Control, Inc., Hefner Roofing, LLC, LD Tebben Company, Inc., PRC Roofing and Sheet Metal, Reliable Commercial Roofing Services, Inc., Tecta America CS, LLC, Weatherproofing Services, Lydick-Hooks Roofing Co. of Lubbock, Inc. , and Tri-Lam Roofing & Waterproofing, Inc. for the period of 1/15/2015 through 1/14/2016
8. Contract renewal option for job no. 13/003PB for IDIQ Commercial Plumbing Service and All Other Related Services with the following vendors: Gowan, Inc. and Letsos Company for the period of 1/15/2015 through 1/14/2016

E. Consider approval of the following items for Internal Purchasing:

1. Consider approval of contract renewal option for job no. 11/006LB for Coffee and Tea Services with Reliant Business Products for the period of 1/17/2015 through 1/16/2016.
2. Contract award for job no. 15/003LB for Local Food and Catering Services to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal: Alonti Market Cafe, Demeris Catering, Hungry's Cafe and Bistro, Panera Bread, and Potbelly Sandwich Works for the period of 12/16/2014 through 12/15/2015

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

- A. Consider approval of purchase of Microsoft campus license agreement (renewal) from CDW-G (Job No. 13/068DG) in an amount not to exceed \$98,996.
- B. Consider approval to purchase playground equipment and installation from Kaplan Early Learning (Choice Partners job no. 14/031MP) for the HCDE Head Start Division (Humble location) in an amount not to exceed \$76,385.
- C. Consider approval to write off and dispose of obsolete, non-repairable assets located in the warehouse at 6311 Irvington Blvd and various other locations.
- D. Consider approval for the Special Schools Division of additional certified Professional Development Appraisal System (PDAS) appraisers for Chapter 21 teachers, counselors, and nurses.
- E. Consider approval of amendment to Professional Services Contract with Dr. Patricia Morales in an amount not to exceed \$77,850 plus preapproved expenses (an increase of \$20,000 to cover the cost of books and materials) for the period of 8/1/14 through 8/31/15.
- F. Consider approval of Lease Termination Agreement between HCDE and Center Drive, Inc. for the Deer Park Head Start facility located at 3702 Center Street, Deer Park, Texas, effective December 16, 2014.
- G. Consider approval to purchase 136 (2 per classroom) iSS Mobile Classroom Units and the RMS Service Plan from Hatch, Inc., (job no. 13/015KJ) for the HCDE Head Start Division in an amount not to exceed \$196,168.

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. Contract Personnel Recommendation:
Employment:
1 Assistant Principal, Highpoint East
 - B. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.
 - C. Consultation with attorney regarding program review(s)
 - D. Consultation with attorney regarding professional services agreement for lobbying services
 - E. Consultation with attorney regarding pending litigation, T.F. Harper & Associates, LP v. Harris County Department of Education d/b/a Choice Partners
9. **RECONVENE for possible action on items discussed in executive session**
 - A. Consider approval of the employment of Assistant Principal, Highpoint East
 - B. Consider approval of professional services agreement for lobbying services
 - C. Consider possible action regarding pending litigation, T.F. Harper & Associates, LP v. Harris County Department of Education d/b/a Choice Partners
10. **INFORMATION ITEMS**
 - A. Personnel Information Items
 - B. November 2014 Employee Count
 - C. Revenue contracts less than \$50,000 for an aggregate amount of \$34,968:
 - Between Instructional Support Services and Channelview ISD - for ESL #154 Test Prep Training (conducted by Dr. Patricia Morales) for the period of 10/30/2014 - 10/30/2014 for \$1,400 per day plus \$14.00 for workbook per participant.
 - Between Instructional Support Services and Channelview ISD - Sheltered Instruction Training (conducted by Dr. Patricia Morales) for the period of 1/5/2015- 1/5/2015 for \$1,400.
 - Between Choice Partners and Arlington ISD - for Facilities Planning Operations for the period of 9/17/2014 - 1/30/2015 for \$28,700.
 - Between Technology Division and Guthrie Common School District - for professional development for the revision of existing online courses (services provided by David McGeary and/or Lynnice Hockaday) for the period of 11/5/2014 - 11/6/2014 for \$3,468.

- D. Non-monetary contracts for FY 2014-2015:
- Adult Education - Houston Northwest Community Center, Inc.- Location for Adult Education Classes for the period of 7/1/2014 - 6/30/2015
 - Adult Education - First United Methodist Church - Location for Adult Education Classes for the period of 7/1/2014 - 6/30/2015
- E. Grant proposal to OneStar Foundation on behalf of the Alternative Certification's AmeriCorps Teacher Professional Corps program in the amount of \$162,000 (\$18,750 operations; \$143,250 educator awards), which will place 25 Professional Corps members to serve as teachers in high needs schools. The program will serve 600 students.
- F. Grant proposal to Robert Bowne Foundation on behalf of CASE for Kids in the amount of \$24,999 to conduct a research synthesis and symposium on afterschool issues. The project will serve over 75 afterschool stakeholders.
- G. Submission of proposal to Digital Trust Foundation to support Technology Services' Cirrus Learn Online - Understanding Digital Safety (CLOUDS) program, serving 20 district staff and 3,000 students within Cypress-Fairbanks ISD.
- H. HCDE's Area I Head Start Performance Reports for the months of September and October 2014.
- I. HCDE's Area I Head Start USDA Meal Totals for the months of August - October 2014.
- J. Special Schools November Enrollment Report
- K. November 2014 HCDE Donation/Sponsor Report
11. **ADJOURN** - Next regular meeting is scheduled for Thursday, January 22, 2015, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, appearing to read "James Colbert, Jr.", with a stylized flourish at the end.

James Colbert, Jr.
County School Superintendent