

**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 **21 st day of January, 2016 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
January 21, 2016
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held January 21, 2016, 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** - Joyce Akins, Center for Grants Development
2. **Pledge of Allegiance to the US flag** - Likita Holmes, HCDE Research and Evaluation Institute
3. **Pledge of Allegiance to the Texas flag** - Likita Holmes, HCDE Research and Evaluation Institute
4. **Public Hearing** for the Annual Financial Management Report for the fiscal year ending August 31, 2015
5. **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.
6. **Reports and presentations:**
 - A. Recognition of Board Appreciation Month
 - B. Annual update on the HCDE Center for Grants Development - Gayla Rawlinson, Director
 - C. Annual update on the HCDE Research and Evaluation division - Jeannette Truxillo, Director
 - D. **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.

- E. **Monthly Financial Report through December 31, 2015** - Jesus Amezcua, Assistant Superintendent for Business Services

7. **ACTION ITEMS - CONSENSUS**

A. **Consider approval of the following Business Services items:**

- 1. December Disbursement Report
- 2. Monthly Investment Report for December 2015
- 3. Monthly Budget Amendment Report

B. **Consider approval of the following Board Meeting Minutes:**

- 1. December 15, 2015 Budget Committee Meeting
- 2. December 15, 2015 Board Meeting

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

- 1. **HCDE Governmental Services with:** Abilene Housing Authority (Abilene, Texas), Bannockburn Baptist Church (Austin, Texas), Brock ISD (Brock, Texas), Cibolo Valley Baptist Church (Cibolo, Texas), Hawley ISD (Hawley, Texas), Holy Family Catholic School (Galveston, Texas), Karnes ISD (Karnes City, Texas), Lavon (City of Lavon, Texas), Leander (City of Leander, Texas), Saint Christopher's By the Sea Episcopal Church (Portland, Texas) and United Christian Church of Austin (Austin, Texas)
- 2. **Academic and Behavior School West (revenue contract) for FY 16 in the aggregate amount of \$141,000 with** Fort Bend ISD for six (6) annual student contracts in the amount of \$23,500
- 3. **Adult Education non-monetary Interlocal Contract with Liberty ISD** for the period of 08/01/2015 through 06/30/2016 for the promotion of Adult Education classes
- 4. **CASE for FY 2016 with Alief ISD** (250 students served) for one CASE for Kids 21st Century Community Learning Center(s) grant Cycle 8B, Year 3, in the amount of \$371,503 for the period of 08/01/2015 through 07/31/2016
- 5. **CASE for FY 2016 with Houston ISD** (130 students served) for one CASE for Kids 21st Century Community Learning Center(s) grant Cycle 8B, Year 3, in the amount of \$197,279 for the period of 08/01/2015 through 07/31/2016
- 6. **CASE for FY 2016 with Houston ISD** (970 students served) for one CASE for Kids Partnership Project Quality Improvement grant in the amount of \$350,000 for the period of 08/01/15 through 07/31/16

7. **HCDE Area I Head Start and Houston ISD (HISD)** to provide 82 meals per day at a rate of \$5.00 per meal for a maximum number of 38 days in the amount not to exceed \$15,580 for Humble Head Start for a period of 01/01/2016 through 02/29/2016

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

1. **Contract renewal for job no. 14/012DA for IDIQ Roofing, Waterproofing & Moisture Control with the following vendors:**American Contracting USA, Inc., Atlas Universal, CS Advantage USAA Inc., D & G Quality Roofing, Inc., Facilities USA, LLC, Hi-Mark Roofing & Waterproofing, J Reynolds & Company, John A. Walker Roofing Co., Inc., Sea-Breeze Roofing, Inc. and Tadco Roofing for the period 02/25/2016 through 02/24/2017
2. **Contract renewal for job no. 15/005JN for Janitorial Services with the following vendors:** Ambassador Services, LLC, Hospitality Cleaning Solutions and Metroclean Commercial Building Services for the period 02/24/2016 through 02/23/2017
3. **Contract renewal for job no. 12/013KJ for Landscape and Maintenance Services with the following vendor,** Houston GroTech Services for the period 01/17/2016 through 01/16/2017
4. **Contract renewal for job no. 13/017CG for Construction - JOC IDIQ with the following vendors:** Adept Facilities and Design, Inc., Falkenberg Construction Co., Inc., and Panhandle Steel Buildings Inc. for the period 02/26/2016 through 02/25/2017
5. **Contract renewal option for job no. 12/034KJ for Moving and Relocation Services with the following vendor:**Pioneer Contract Services, Inc. for the period 02/28/2016 through 02/27/2017
6. **Contract renewal option for job no. 12/054PB for Waterproofing/Masonry, Restoration, Cleaning and Related Services with the following vendor:** Lydick-Hooks Roofing Co. of Lubbock, Inc. for the period 02/26/2016 through 02/25/2017

- E. **Consider approval of grant award from the Education Foundation of Harris County to HCDE's CASE for Kids division** to implement the After-School Sustainability Initiative in the amount of \$891,000 for a two-year period starting 12/04/2015 and ending 12/31/2017. The source of this grant funding is the Houston Endowment.

- F. **Consider approval of contract award for job no. 16/018LB for Real Estate Broker Services for HCDE to the proposer offering the best value** to HCDE and meeting the specifications outlined in the proposal: The Guess Group, Inc. for the period of 1/21/2016 through 1/20/2017 with HCDE having the option to renew the contract for four additional years in one year increments, consequently, the total term of the contract may be for a period of five years.

8. **ACTION ITEMS - NON-CONSENSUS**

- A. **Consider approval of the 2014-2015 Annual Financial Audit**, the fund balance categories and amounts as presented in the report. The audit was conducted by Whitley Penn LLP.
- B. **Consider approval of purchase of Microsoft campus license agreement** (renewal) from CDW-G (Job No.13/068DG-09) in an amount not to exceed \$105,000.
- C. **Consider approval to purchase an Infrastructure Upgrade from Houston Information Team, LLC** (job # 15/006MP-07) for the Digital Education and Innovation Division in an amount not to exceed \$125,000. Digital Education and Innovation is currently supporting student and teacher users from both Alief ISD and Cy-Fair ISD on the existing infrastructure.
- D. **Consider approval to purchase an Application Firewall Appliance from Netsync** (job # 15/006MP-12) for the Technology Division in an amount not to exceed \$56,790.
- E. **Consider approval of Contractor Agreement with Quality Security Systems (Choice Partners job no. 15/037JN-07)** to install a new fire alarm system, security access and intercom system at the Early Head Start (EHS) Baytown Center in an amount not to exceed \$71,642.06.
- F. **Consider approval of Contractor Agreement with ThyssenKrupp Elevators** for the upgrades/repairs of four (4) elevators for the 6300 Irvington location in amount not to exceed \$433,326.
- G. **Consider approval of Interlocal Agreement with the Harris County Sheriff's Office** for law enforcement services at the ABS West Campus from 03/01/2016 through 02/28/2017 in an amount not to exceed \$67,150.
- H. **Consider approval of Early Head Start (EHS) contracts awarded from RFP 15/051YR-4 for Early Head Start Child Care Partnerships:** Fellowship of Purpose Early Childhood Learning Center, Stream of Life Christian Academy, Inc., and The Breaking Free Foundation dba High Achievers Learning Center, for the period of 01/22/2016 through 06/30/2016 with an option to renew up to four additional years for a do not exceed amount of \$50,000 per fiscal year.
- I. **Consider approval of an amendment to HCDE's Area I Head Start's grant** to reclassify funds for the completion of Humble Head Start's relocation in the amount of \$472,192.

9. **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. **Employment:**
Teacher, Academic & Behavior School East
Curriculum Director of ELA/Social Studies, Teaching and Learning Center
- B. **Deliberate the appointment**, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.
- C. Consultation with attorney regarding pending litigation, T.F. Harper & Associates, LP v. Harris County Department of Education d/b/a Choice Partners, and deliberate possible settlement offer.
10. **RECONVENE** for possible action on items discussed in executive session
- A. **Employment:**
Teacher, Academic & Behavior School East
Curriculum Director of ELA/Social Studies, Teaching and Learning Center
- B. Action, if any, regarding pending litigation, T.F. Harper & Associates, LP v. Harris County Department of Education d/b/a Choice Partners, and/or possible settlement offer.
11. **INFORMATION ITEMS**
- A. **Human Resources** Information Items
- B. **December 2015** Employee Count
- C. **Revenue contracts less than \$50,000 for FY 2015 - 2016:**
- Between Teaching Learning Center and Accelerate Learning - for "Mentor, STEMscopes 2.0 Expert training" (Lisa Felske), for the period 12/9/2015 - 12/9/2015 for \$800.
 - Between Teaching Learning Center and Spring ISD - for "Problem Solving with Model Drawing" (Nicole Shanahan), for the period 1/23/2016 - 1/23/2016 for \$2,400.
 - Between Teaching Learning Center and Spring ISd - for Professional Development for online personalized learning for the period 12/15/2015 - 1/30/2016 for \$2,500.
 - Between Teaching Learning Center and Southwest Schools - for Instructional coaching services for the period 11/1/2015 - 3/11/2016 for \$11,200.
 - Between Teaching Learning Center and Lamar CISD - for "Improving problem solving in operations with Algebraic thinking" (Nicole Shanahan) for the period 2/15/2016 - 2/15/2015 for \$4,400.
 - Between Teaching Learning Center and Lamar CISD for Science Fiction Workshop for Teachers for the period 2/15/2015 - 2/15/2015 for \$1,041.40
- D. **Submission of grant proposal to Kinder Morgan Foundation in the amount of \$5,000** for the Education Foundation of Harris County's All-Earth EcoBot Challenge Project, an innovative engineering competition that serves over 1,500 students

- E. **Letter of Inquiry request of \$12,280 to RGK Foundation to support The Teaching and Learning Center's project, Numeracy is Just as Important as Literacy.** This project would provide 100 teachers, daycare providers, and parents of prekindergarten and kindergarten children with high quality, age-appropriate mathematics instruction.
- F. **Proposal request of \$2,000 to the Whole Kids Foundation to support HCDE Schools Division's garden program** at Academic and Behavior Schools West campus. This program would use food and nutrition education to teach the importance of healthy lifestyles to 50 students with disabilities.
- G. **Proposal request of \$2,500 to Annie's Grants for Gardens to support HCDE Schools Division's garden program** at Academic and Behavior Schools West campus. This program will use food and nutrition education to teach the importance of healthy lifestyles to 50 students with disabilities.
- H. **Proposal request of \$500 worth of tools, supplies and materials to the National Garden Association** to support HCDE Schools Division's garden program at Academic and Behavior Schools West campus. This program will use food and nutrition education to teach the importance of healthy lifestyles to 50 students with disabilities.
- I. **Non-monetary contracts for FY 2015-2016:**
- Between Adult Education and Trinity Baptist Church - Location for Adult Education classes for the period of 10/01/2015 - 6/30/2016
 - Between Adult Education and Foundry United Methodist Church - for Adult Education classes for the period of 1/1/2016 - 6/30/2016
- J. **HCDE Area I Head Start USDA Meal Totals for the month of November 2015.** This information was derived from the free standing centers, as well as those that are a part of a multi-service center. It is the count of the students' attendance, breakfasts, lunches, and PM snacks.
- K. **Memorandum of Understanding Contracts (non-monetary) for FY 2015-2016 for the CASE Literacy Initiative Participants with the following Vendors:**
- Discovering Me Academy
 - Alpha Montessori School
- L. **Adult Education Division - Texas Educating Adults Management System (TEAMS) Report for December, 2015**

- M. **HCDE Area I Head Start Performance Report** for the month of November 2015
 - N. **Schools Division Enrollment Report** for December 2015
 - O. **Donation/Sponsor Report** for December 2015
12. **ADJOURN** - Next regular meeting is scheduled for Tuesday, February 23, 2016, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr." in a cursive style.

James Colbert, Jr.
County School Superintendent