

**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 **2nd day of May, 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
May 2, 2016
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held May 2, 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** - Jeff Drury, Choice Partners Cooperative
2. **Pledge of Allegiance to the US flag** - Stephen Kendrick, Choice Partners Cooperative
3. **Pledge of Allegiance to the Texas flag** - Stephen Kendrick, Choice Partners Cooperative
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. **Presentation of the Government Finance Officers Association (GFOA) Award** - Jesus Amezcua, Assistant Superintendent for Business Services
 - B. **Annual update on the HCDE Choice Partners Cooperative** - Jeff Drury, Director
 - C. **Annual update on HCDE Head Start** - Venetia Peacock, Senior Director
 - D. **Annual update on the HCDE Records Management Division** - Curtis Davis, Director
 - E. **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.
 - F. **Monthly Financial Reports through 03/31/2016** - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. March Disbursement Report
2. Monthly Budget Amendment Report
3. Monthly Investment Report for March 2016

B. **Consider approval of the 02/23/2016 Board Meeting Minutes**

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

1. **School-Based Therapy Services for FY 2016 (revenue contract)** in the aggregated amount of \$9,262 with the following entity: Friendswood ISD (11 students in FY15) for an amended contract in the amount of \$9,262
2. **School-Based Therapy Services for FY 2016 (revenue contract) in the aggregated amount of \$35,625** with the following entity: KIPP Houston Public Schools (19 students in FY15) for an amended contract in the amount of \$35,625
3. **Academic and Behavior School West Amendment to Interlocal (revenue contract) between Aldine ISD for FY 2016** to increase the total contract amount to \$179,923 for bus aide services (an increase of \$17,523)
4. **Academic and Behavior School East (revenue contract) for FY 2017 in the aggregate amount of \$23,500 with the following districts: Dickinson ISD** for one (1) annual student contract in the amount of \$23,500 for an aggregate amount of \$23,500
5. **Academic and Behavior School West (revenue contract) for FY 2016 with the following districts:** Conroe ISD for one individual monthly student contract in the amount of \$8,750; Santa Fe ISD for one individual monthly student contract in the amount of \$14,000 in the aggregate amount of \$22,750
6. **Academic and Behavior School East (revenue contract) for FY 2016 with Goose Creek Consolidated ISD** for two individual monthly student contracts for an amount of \$7,500 each, an aggregate amount of \$15,000
7. **CASE for Kids for FY16 with Pasadena ISD** (to serve 240 students) for one CASE for Kids Partnership Project Afterschool Sustainability Initiative Grant in the amount of \$30,000 for the period of 05/02/16 through 07/31/16
8. **Interlocal revenue contract with Copperas Cove ISD for the Center for Safe and Secure Schools to provide National Incident Management System Training** for administrative staff for the period of 6/1/2016 through 8/31/2016 in an amount not to exceed \$2,717
9. **Interlocal revenue contract with Copperas Cove Independent School District for the Center for Safe and Secure Schools to provide Threat Assessment Training** for internal administrative staff for the period of 6/1/2016 through 8/31/2016 in an amount not to exceed \$2,766

10. **Amendment to revenue Interlocal Agreement between HCDE and the City of Houston** to increase the contract amount from \$700,000 to \$900,000 to provide afterschool programs and/or out-of-school time activities and projects through the City Connections Program for the period of 09/01/15 through 06/30/16

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

1. **HCDE Governmental Services with:** Aransas Pass ISD, Aransas Pass, TX; Armand Bayou Nature Center, Pasadena, TX; Crestview Baptist Church, Georgetown, TX; Dayton city of, Dayton, TX; Del Mar College District, Corpus Christi, TX; DeWitt County, Cuero, TX; Edinburg Housing Authority, Edinburg, TX; Lake Worth city of, Tarrant County; Navasota city of, Navasota, TX; Nova Academy, West Oak Cliff, Dallas, TX; Riverwalk Education Foundation, Inc., San Antonio, TX; Rockport city of, Rockport, TX; St. David's Episcopal Church, Austin, TX; Terrell ISD, Terrell, TX; West Austin Youth Association, Austin, TX; White Oak city of, Gregg County and World Harvest Outreach SDA Church, Houston, TX

2. **Contract assignment for job no. 11/054CM-06 for Frozen Beverages:** from Bellebaum LLC D.B.A. Tropical Flurry to Equipment Masters LLC

Assignment of contract for job no. 11/058KJ-01 for Fire, Security and Surveillance Equipment: from Alarm Integrations, LLC to PSX, Inc. effective upon Board approval

4. **Contract award for job no. 16/022CG for Carpet Cleaning and Related Items with the following vendors:**ABS Janitorial Services, LLC d/b/a ABS Multi Service; Strumbono, LLC d/b/a Corporate Care; GMW Quality Cleaning Solutions d/b/a Hospitality Cleaning Solutions and The King's Southern Division, LLC for the period 05/02/2016 through 05/01/2017
5. **Contract renewal option for job no. 13/044DG for Drug Testing Services with the following vendors:** Forward Edge, Inc. and Pinnacle Medical Management for the period of 05/21/2016 through 05/20/2017
6. **Contract renewal option for job no. 13/045DG for Financial & Operations Analysis, Evaluation & Reporting Software with the following vendor:** TransACT Communications, Inc. for the period of 05/21/2016 through 05/20/2017

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

1. **Contract award for job no. 16/028LB for Document Shredding Services for HCDE to the proposer offering the best value** to HCDE and meeting the specifications outlined in the proposal: Data Shredding Services of Texas for the period of 5/02/2016 through 5/01/2017 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
2. **Contract award for Request for Qualifications (RFQ) no. 16/031LB for Auditing Services for HCDE to the firm offering the best value** to HCDE and meeting the specifications outlined in the proposal: Whitley Penn, LLP for the period of 7/19/2016 through 7/18/2017 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

3. **Contract awards for job no. 15/063YR-4 for CASE After-School and Summer Direct Services to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Puppet Pizzazz, Virtuous Star, Inc., Girlstart, HYPE Freedom School, Inc., Dance & Gymnastics, USA, Cam Fire Art Workshops, Abelitoart Appreciation, Gateway Community Church Houston, Brazilian Arts Foundation, and Action Potential Learning for the period of 05/02/16 through 05/01/2017 with an option to renew annually up to four (4) additional years
4. **Contract awards for RFP 16/014YR for Early Head Start Child Care Partnerships** to the proposers meeting the specifications and application criteria established by HCDE: Grace Academy Learning Center, Kool Kids Daycare, and Community Partners Fifth Ward Early Childhood Development Center for the period of 05/02/2016 through 05/01/2017 with an option to renew annually for up to four additional years
5. **Contract renewal options for job no. 12/046LB for Adult Education Textbooks with the following vendors:** Advance Educational Products, Complete Book and Media Supply, and Cambridge University Press, for the period of 5/15/2016 through 5/14/2017
6. **Contract renewal option for job no. 13/040KJ for Head Start Substitute Teachers and Teacher Aides with ChildCare Careers,** for the period of 4/23/2016 through 4/22/2017
7. **Contract renewal option for job no. 13/021EK** for Mobile Application Development with Appddiction Studio for the period of 04/15/2016 to 04/14/2017
8. **Contract award for RFP #16/033YR for Warehouse Lease for Harris County Department of Education to Virginia Peguero,** and approving a Lease Agreement in the amount of \$3,090 per month for the period of 06/01/2016 thru 05/31/2021 with five additional one-year renewals as outlined in the Request for Proposal (subject to annual budget appropriations)

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

- A. **Consider changing the date of the 07/19/2016 Board Meeting** to 07/26/2016.
- B. **Consider approval and ratification of an Early Head Start Child Care Partners (EHS) agreement with Kool Kids Daycare (RFP 16/014YR) for the period of 4/19/2016 through 7/31/2016 and Let's Learn Christian Learning Center (RFP 15/051YR-4) for the period of 1/22/2016 through 6/30/2016** to provide Early Head Start Child Care services in an amount not to exceed \$50,000 per vendor.
- C. **Consider approval of the submission of a budget amendment to Health and Human Services (HHS)** to purchase a replacement van in the amount of \$22,537 for the Head Start division and a dishwasher in the amount of \$6,079 for JD Walker Head Start; for a total amount of \$28,616.
- D. **Consider approval of the submission of a Non-Federal Share Waiver Request for Year 01 of 06HP0028 for the Early Head Start Child Care Partnership Grant** in the amount of \$1,057,376.
- E. **Consider approval of an amendment to the Services Contract between Harris County Department of Education and Executive Threat Solutions** (job no. 12/007LB) to increase the number of hours at Academic Behavior School East from 3,216 to 3,819 and to add an hourly rate of \$100 for Traffic Officers for an amount not to exceed \$760,404 (an increase of \$60,300).

- F. **Consider the acceptance of the Site-Based Workplace Literacy Project grant** between Harris County Department of Education and Texas Workforce Commission contract number 2816AEL005 in an amount not to exceed \$298,202 for the period of 04/15/2016 through 06/30/2017.
 - G. **Consider acceptance of the Notice of Award - Amendment 2 for Early Head Start Child Care Partnerships (EHS-CCP) from the Department of Health and Human Services (HHS) Administration for Children and Families (AFC)** for the amount of \$1,000,000 for the balance of funds for program operations and \$250,000 for training and technical assistance for a total aggregate amount of \$1,250,000.
 - H. **Consider acceptance of the Notice of Award - Amendment 3 for Early Head Start Child Care Partnerships (EHS-CCP) from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF)** in the amount of \$210,800 for supplemental funds.
 - I. **Consider approval of a Services Contract with Weber Services for job no. 15/050KJ for Accounting Services** for the time period 09/01/2016 through 08/31/2017 in an amount not to exceed \$60,000 and travel reimbursement not to exceed \$7,700.
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**, including, but not limited to, Superintendent's contract, in accordance with Tex. Gov't Code Section 551.074.
 - B. **Consultation with attorney regarding Board Resolution to declare a reduction in force** due to a program change affecting Highpoint North in accordance with Policy DFFB (Local).
 - C. **Deliberate superintendent's recommendation to terminate certain probationary contracts at the end of the 2015-2016 school year** in the best interest of the Department and obtain legal advice regarding same.
 - D. **Consultation with attorney regarding superintendent's recommendation of the employment areas** affected by the reduction in force, in accordance with Policy DFFB (Local), including:
 - a. 1 Assistant Principal position at Highpoint North
 - b. 1 Transition Specialist position at Highpoint North
 - c. 1 Counselor position at Highpoint North
 - d. 1 Middle School Social Studies Teacher position at Highpoint North
 - e. 1 High School Science Teacher position at Highpoint North
 - E. **Deliberate possible action to rescind proposed termination** of certified employee's term contract and seek legal advice regarding same
 - F. **Employment:**
Curriculum Director Special Populations - Teaching and Learning Center
Director - Technology

- G. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline** and/or dismissal of HCDE employees.
- H. **Obtain legal advice regarding trustees' access** to Department information
- 9. **RECONVENE** for possible action on items discussed in executive session
 - A. **Possible action** regarding Superintendent's contract
 - B. **Consider approving Board Resolution to declare a reduction in force** due to a program change affecting Highpoint North in accordance with Policy DFFB (Local)
 - C. **Consider terminating certain probationary contracts at the end of the 2015-2016** school year in the best interest of the Department
 - D. **Consider determining the employment areas affected by the reduction in force**, in accordance with Policy DFFB (Local), including:
 - a. 1 Assistant Principal position at Highpoint North
 - b. 1 Transition Specialist position at Highpoint North
 - c. 1 Counselor position at Highpoint North
 - d. 1 Middle School Social Studies Teacher position at Highpoint North
 - e. 1 High School Science Teacher position at Highpoint North
 - E. **Consider rescinding proposed termination** of certified employee's term contract.
 - F. **Employment:**
Curriculum Director Special Populations - Teaching and Learning Center
Director - Technology
- 10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **March Employee Count**
 - C. **Revenue contracts less than \$50,000 for FY 2015 - 2016:**
 - Between Teaching Learning Center and Beaumont ISD - for Math Institute & Building Conceptual Understanding (Nicole Shanahan) for the period of 2/17/2016 - 3/17/2016 for \$8,000
 - Between Teaching Learning Center and Harmony School of Excellence - for Consultation and training for the period of 3/7/2016 - 3/7/2016 for \$1,000
 - Between Teaching Learning Center and Galena Park ISD - for Coach and demonstrate lessons for STAAR for the period of 3/10/2016 - 3/10/2016 for \$1,000
 - Between Teaching Learning Center and Spring ISD - for 5th Grade Science training (Lisa K. Felske) for the period of 4/1/2016 -4/30/2016 for \$3,000
 - Between Teaching Learning Center and Southwest School - for Coaching, Mentoring, and Lesson Design (Nicole Shanahan) for \$14,000
 - Between Teaching Learning Center and Spring ISD - for 2-hour follow-up on Problem Solving with Model Drawing in grades 3-5 for the period of 3/1/2016 - 3/31/2016 for \$1,500
 - Between Choice Partners and Beaumont ISD - for Energy Study for Beaumont ISD for

the period of 2/15/2016 - 8/15/2016 for \$20,840

- Between CASE and Boys & Girls Club of Greater Houston - for implementing the SMART Moves program for the period of 1/4/2016 - 4/30/2016 for \$17,500

D. **Non-monetary contracts for FY 2015-2016:**

- Between Adult Education and Launch Point- Location for Adult Education classes for the period of 2/1/2016 - 6/30/2016
- Between Therapy Services and Lone Star College Agreement for the period of 8/16/2015 - 8/15/2016
- Between Business Services and Neighborhood Centers for the period of 12/1/2015 - 12/31/2018

E. **Submission of grant proposal to the American Library Association for the Coretta Scott King Book Awards Donation Grant to build Area I Head Start's** collection of books with more than 70 titles by African American authors and illustrators. The program will use the collection to promote a positive self-image of African American children and broaden the worldview 1,230 students on African American heritage and culture.

F. **Submission of grant proposal of \$2,500 to Fiskars' Project Orange Thumb 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.

G. **Submission of grant proposal to Andrews Foundation in the amount of \$2,500** for the Success for All project to provide refresher Applied Behavior Analysis training for teachers and paraprofessionals at Academic and Behavior East School. Training will assist 26 teachers.

H. **Submission of grant proposal to the National Oceanic and Atmospheric Administration in the amount of \$493,741** for the Weather Applications to Teach Environmental Resilience (WATER) for Teaching and Learning Center-Science. The project focuses on GIS technology; 500 students served.

I. **Submission of grant proposal to Texas Education Agency in the amount of \$1.8 million each year for three years for the CASE for Kids 21st Century Community Learning Centers** afterschool program, annually serving 820 students and 400 adult family members at 10 campuses in the Harris County area.

J. **CASE grant awards (expenditure) to implement the CASE for Kids City Connections for the period of 03/01/2016 - 05/31/2016 with the following entities:**

- Houston Marathon Foundation for \$2,500
- Five Star Life for \$9500
- Young Women Preparatory Network for \$,6000
- Helping Hands Fitness for \$10,000
- JJ's I'm Me Foundation for \$5,000
- Evelyn Rubenstien Jewish Community Center for \$10,000
- Peoples United Summit for \$10,000
- Amannah Refugee Services for \$3,228
- UCP - Theory Me for \$10,000
- Progressive Amateur Boxing Association for \$2,500
- Project Row Houses for \$7,000
- St. Peter the Apostle School for \$2,500
- Youth Building Success Enhancement for \$10,000

- K.I.N.D. Girls Mentoring for \$10,000
- YMCA Alief Family for \$10,000
- Knowledge - First Empowerment Center for \$9,600
- Braids N Beads for \$4,000
- Comp U Dopt for \$4,500
- South Central Sportz for \$8,000
- American Latino Center for Research Education & Justice for \$3,784
- Houston Youth Symphony for \$10,000
- SEWA International for \$6,000
- Alief Clovers for \$9,500
- 713 Community Service Organization for \$2,000
- The Woods Project for \$2,500
- Multicultural Education and Counseling through the Arts for \$10,000
- Boykins Youth Foundation for \$10,000
- SW Schools Mangum E.S. for \$9,000
- Houston Area Urban League for \$5,000
- Connect YMCA for \$9,400
- Houston Marathon Foundation for \$2,500
- Urban Harvest for \$12,000
- FotoFest International for \$1,240
- FotoFest International for \$1,310
- FotoFest International for \$3,500
- Project GRAD Houston for \$10,000
- Brentwood Community Foundation for \$8,175
- Sunnyside Place CDC for \$3,000
- Young Audiences of Houston for \$1,090
- Young Audiences of Houston for \$1,690
- Young Audiences of Houston for \$2,465
- South Union Missionary Baptist Church Academic Tutorials for \$5,000
- Texan - French Alliance for the ARTS for \$5,000
- Chinese Community Center for \$10,000
- Grace Learning Academy for \$15,000
- The Forge for Families for \$3,000
- Somali Bantu for \$10,000
- Young Audiences of Houston for \$2,000
- FotoFest International for \$1,840
- Family Point Resources for \$18,000
- Solutions for Better Living - iServe Fifth Ward for \$6,500
- North East Partners in Power for \$5,000
- College Community Career for \$5,300
- Color of Life Community Resource & Activity Center for \$5,000
- The Woods Project for \$5,000
- AAMA Sanchez Charter School for \$5,000
- YMCA of Greater Houston Northeast Childcare for \$5,000
- Together We Grow for \$2,000
- Together We Grow for \$6,000
- Fifth Ward Enrichment Program for \$3,500
- Life Support Development Ministry for \$5,000
- American Latino Center for Research Education & Justice for \$2000
- The Ensemble Theatre for \$3,500
- Amaanah Refugee Services for \$5,700
- The Village Learning Center, Inc. for \$12,110
- The Audiences of Houston for \$2,190
- Partnership for the Advancement & Immersion of Refugees for \$5,000
- American Latino Center for Research Education & Justice \$3,784

- K. **Memorandum of Understanding between HCDE Head Start and AVANCE Houston Inc.**, to provide job training, college classes, and services and a participant in job placement to low income Houston Head Start/Early Head Start families through the "Strengthening Working Families," Department of Labor grant 2016.
- L. **HCDE Area I Head Start USDA Meal Totals for the months of January and February 2016.** 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.
- M. **HCDE Area I Head Start Performance Report** for the months of January and February 2016
- N. **Contract-related cooperative fees** report for FY 2015
- O. **At the 02/23/2016, Board meeting, an Interlocal Agreement with Travis Central Appraisal District** was approved. There was a question as to whether the correct name was Travis Central Appraisal District or Travis County Appraisal District. The correct name is Travis Central Appraisal District, as originally indicated on the Consensus Agenda Item D.1. No further action is necessary.
- P. **HCDE Donation/Sponsor Reports** for February and March 2016
- Q. **Bravo Awards:** in recognition of David McGeary, Lynnice Hockaday and Kelly Tummy with the Teaching and Learning Center for their assistance with the Simmons Foundation Grantee Information Session.
- 12. **ADJOURN** - Next regular meeting is scheduled for Tuesday, May 17, 2016, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.



James Colbert, Jr.
County School Superintendent