

**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 **17th 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 17, 2016
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held May 17, 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** - Roxanne Torres, Human Resources
2. **Pledge of Allegiance to the US flag** - Carol Vaughn, Communication and Community Enrichment
3. **Pledge of Allegiance to the Texas flag** - Carol Vaughn, Communication and Community Enrichment
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 Communication and Community Enrichment** - Tammy Lanier, Director
 - B. **Annual update on the HCDE Human Resources Division** - Natasha Truitt, Executive Director
 - 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. **Monthly Financial Reports through 04/30/2016** - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

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

B. **Consider approval of the 05/02/2016 Board Meeting Minutes**

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

1. **Academic and Behavior School East (revenue contract) for FY 16** for Extended School Year (ESY-Summer School Program) with Goose Creek Consolidated ISD for three (3) in-county units for an aggregate amount of \$15,600 (\$5,200 each)
2. **Academic and Behavior School East (revenue contract) for FY 17 in the aggregate amount of \$253,200 with the following districts:** Galveston ISD for three (3) out-of-county annual contracts in the amount of \$70,500 (\$23,500 each) and Deer Park ISD for nine (9) in county annual contracts in the amount of \$182,700 (\$20,300 each)
3. **Academic and Behavior School West (revenue contract) for FY 16 in the aggregate amount of \$7,000** with Stafford MSD for one (1) individual out-of-county monthly student contract
4. **Academic and Behavior School West (revenue contract) for FY 16** for Extended School Year (ESY-Summer School Program) with Conroe ISD for one (1) out-of-county unit for aggregate amount of \$5,500
5. **Highpoint School East (revenue contract) for FY 16 in the aggregate amount of \$4,950** with KIPP Houston Public Schools for one (1) in-county student annual contract

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

1. **HCDE Governmental Services with:** Central Valley School District, #356, Spokane Valley, Washington; East Central ISD, San Antonio, Texas; Hudson ISD, Lufkin, TX; Midland Academy Charter School, Midland, Texas; Mexia ISD, Mexia, Texas; Red Oak ISD, Red Oak, Texas; St. Mary's Charter School, Beeville, Texas and The TSTC Foundation, Waco, Texas
2. **Contract renewal option for job no. 10/049MP for Energy Purchase and Aggregation with the following vendor:** Reliant Energy for the period of 05/18/2016 through 05/17/2017
3. **Contract renewal option for job no. 13/012PB for IDIQ HVAC Equipment and Services with the following vendors:** Custom Air Products & Services Inc.; Dominion Air & Heat LLC; ERC Environmental & Construction Services; Gowan Inc.; Heat Transfer Solutions; Climatec LLC and The Brandt Companies, LLC for the period of 05/21/2016 through 05/20/2017

4. **Contract renewal for job no. 14/015CG for IDIQ Athletic (Indoor/Outdoor) Surfaces with following vendors:** Adventure Playground Systems, Inc., Jellison Inc. dba Jelco, PTI Sports & Recreation Construction (fka Playgrounds Today Inc.) and Soil Express, Ltd. for the period 05/20/2016 through 05/19/2017
5. **Contract renewal for job no. 15/021KC for Insurance and Third Party Administration Services with the following vendors:** Brown & Brown Insurance Services of San Antonio, Inc. dba Alamo Insurance Group; Financial Benefit Services, LLC (FBS); Curtis M. Finley dba Finley Financial Services; TCG Group Holdings, LLP dba JEM Resources Partners; TRISTAR Insurance and U.S. Employee Benefits Services Group, LLC for the period 05/19/2016 through 05/18/2017
6. **Contract renewal for job no. 15/030JN for Exterior Building Cleaning and Related Services with the following vendors:** Americlean; Hardy & Hardy Inc., and Mid-Continental Restoration Co., Inc. for the period 05/19/2016 through 05/18/2017
7. **Assignment of contract for job no. 15/041JN-09 for IDIQ Construction:** from KBR, LLC to Brown & Root Industrial Services
8. **Contract award for job. 16/016TJ for Commodity Processing of USDA Foods with the following vendors:** AdvancePierre Foods, Inc.; Alpha Foods Co; Chinese Food Solutions, Inc. (dba Asian Food Solutions); Basic American, Inc. (dba Basic American Foods); Bongards Creameries; Cargill Kitchen Solutions; ConAgra Foods, Inc.; Lamb Weston Sales, Inc.; Goodman Food Products (dba Don Lee Farms); ES Foods; Foster Poultry Farms (dba Foster Farms); Pilgrim's Pride Corporation; High Liner Foods (USA) Inc.; Let's Do Lunch (dba Integrated Food Service); Smucker Foodservice, Inc (dba J.M. Smuckers).; J.R. Simplot Company; Jennie-O Turkey Store Sales, LLC; J.T.M. Provisions Company, Inc.; Land O' Lakes, Inc.; M.C.I. Foods, Inc.; Maid-Rite Specialty Foods, LLC; McCain Foods USA, Inc.; Michael Foods, Inc.; National Food Group Inc.; Out of the Shell, LLC (dba Ling's); Peterson Farms Fresh, Inc.; Red Gold, LLC; Rich Chicks, LLC; Rich Products Corporation; Rose & Shore; Schwan's Food Service, Inc.; Tabatchnick Fine Foods, Inc.; Tasty Brands; The Father's Table, LLC; Trident Seafoods Corporation; Tyson Prepared Foods, Inc.; Wawona Frozen Foods, Inc. for the period 07/01/2016 through 06/30/2017
9. **Contract renewal option for job no. 12/036SC for Bread Products** with the following vendor: Kurz & Co. for the period of 08/01/2016 through 07/31/2017
10. **Contract renewal option for job no. 12/037SC for Dairy Products** with Borden Dairy Co. for the period 08/01/2016 through 07/31/2017
11. **Contract renewal option for job no. 12/038SC for Ice Cream Products** with La Brisa for the period 08/01/2016 through 07/31/2017
12. **Contract renewal option for job no. 12/056SC for Site-Based Pizza Program** with Bull's Eye Brands, Inc. DBA Smart Mouth Pizza for the period 08/01/2016 through 07/31/2017
13. **Contract renewal option for job no. 14/018TJ for Chemical Products and Services** with the following vendors: Auto-Chlor Services, LLC, EcoLab, Inc., Hygeia Enviro-Clean, Inc., Magnus Procurement & Logistic Solution, Inc and PortionPac Chemical Corporation for the period 08/01/2016 through 07/31/2017
14. **Contract renewal option for job no. 15/022TJ for Produce and Other Specialty items** with the following vendors: Brothers Produce, Anyway you Slice It, Inc. DBA Chef's Produce, Hardie's Fruit & Vegetable Co.- Houston L.P. and Scarmardo Produce for the period 08/01/2016 through 07/31/2017

15. **Contract renewal option for job no. 15/034TJ for Food Equipment, Parts, Repair, Installation, Maintenance, Small Wares, and Related Items and Service** with the following vendors: Ace Mart Restaurant Supply Company, H. A. Franz & Company, Heritage Food Service Group, Inc., ITW Food Equipment Group, LLC (Hobart Service), ISI Commercial Refrigeration, Inc., Tari, Inc. DBA Jean's Restaurant Supply, Terry Woodard Enterprises, Inc. (Kommercial Kitchens), Pasco Brokerage, Inc., Preferred Foodservice Design/Supply, Inc., Crazy Cousins, Inc. (Shepherd Food Equipment), and Texas Food Service Equipment Co. for the period 08/01/2016 through 07/31/2017
 16. **Contract renewal for job no. 12/015DG for Technology Hardware, Software and Related Items with the following vendors:** Dahill Office Technology, d/b/a Dahill; Conference Technologies, Inc.; Summit Integration Systems and Zeno Imaging for the period 06/19/2016 through 06/18/2017
 17. **Contract renewal for job no. 12/047DG for Bottled Drinking Water, Coolers and Related Items with the following vendors:** DS Services of America, Inc. dba Sparkletts and Nestle Waters North America for the period 06/19/2016 through 06/18/2017
 18. **Contract renewal option for job no. 13/030DG for Exterior School Bus Surveillance Violation Detection System and Related Items and Services with the following vendors:** American Traffic Solutions, Inc.; Redflex Guardian, Inc. and Dallas County Schools dba TexServe for the period of 06/18/2016 through 06/17/2017
 19. **Contract renewal option for job no. 13/050PB for Modular Buildings and All Occupancy Ready Related Services with the following vendor:** GroundFORCE Building Systems, LLC for the period of 06/18/2016 through 06/17/2017
 20. **Contract renewal option for job no. 14/020MP for Office Supplies and Related Items with the following vendors:** Bosworth Paper Company; Butler Business Products, LLC; Challenge Office Products, Inc.; Hallmark Office Products, Inc.; Reliant Business Products, Inc.; School Specialty; Tejas Office Products, Inc.; and U R Investments Inc., dba Texas Teacher Supply; for the period 06/17/2016 through 06/16/2017
 21. **Contract renewal for job no. 14/021JN for IDIQ Heating, Ventilating and Air Conditioning (HVAC) with the following vendors:** ABM Building & Energy Solutions, LLC; A/W Mechanical Services, LP; Dura Pier Facilities Services, Ltd dba Facilities Sources; HVAC Mechanical Services of Texas Ltd/Hunton Services and Letsos Company for the period 06/17/2016 through 06/16/2017
 22. **Contract assignment for job no. 14/015CG-03 for IDIQ Athletic (Indoor/Outdoor) Surfaces:** from Playgrounds Today, Inc. to PTI Sports & Recreation Construction
- E. Consider approval/ratification of the following items for Internal Purchasing:
1. **Contract renewal option for job no. 14/019EK for Safe School Alerts System with the following vendor:** Witt O'Brien's for the period of 05/20/2016 through 5/19/2017
 2. **Contract renewal option for job no. 15/027KJ for Head Start Substitute Teachers and Teacher Aides** with BlazinBrook Preparatory Schools of the Artz and Delta-T Group, Inc., for the period of 06/15/2016 through 06/14/2017

3. **Contract award for job no. 15/063YR-4 for CASE After-School and Summer Direct Services to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal:** Cookie Joe, for the period of 05/17/16 through 05/16/2017 with an option to renew annually up to four (4) additional years
4. **Contract renewal for job no. 15/028LB for CASE After-School and Summer Direct Services to the following vendors:** 5 Star Academy; Action Potential Learning; Adaptive Instructional Modeling; After School To Achieve; American Robotics; Bayou City Fencing; Be A Champion; BlazinBrook Preparatory Schools of the Artz; Bot Shop; Boys & Girls Club; Braids N Beads; Building Brains; City Artworks; College Community Career; Cultured Pearls; Dance & Gymnastics; Dinky Drums; Engineering For Kids; Foto Fest; Golf Scholars; Houston Ballet; Houston Healthy Hip Hop; Houston Tennis Association; Interactive Robotics; Jump Bunch; Kids Robotics Academy; Leraldo Anzaldua; Mad Science of Houston; Multi Ed & Counseling Through Arts; Nutty Scientist of Houston; Recipe for Success; Sounds of Perfection Music; Spirit of Youth; The Ensemble Theatre; Training & Leadership Consulting; Twinkle Toes; Urban Harvest; USA Fight Co.; Virtuous Star; YMCA; Young Audiences; Young Picassos Houston and Zenith Learning for the period of 4/21/16 through 4/20/17

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

- A. **Consider approval of amendment two to a revenue Consultant Services Contract between Business Services and La Marque ISD** to increase the revenue amount from \$130,500 to \$180,500 (increase of \$50,000) and to add 120 consulting days for three consultants through 06/30/2016 to the contract.
- B. **Consider approval of revenue Consultant Services Contract between HCDE Business Services and Texas City ISD** to provide accounting and consulting services for the period of 7/01/2016 through 11/15/2016 in an amount not to exceed \$137,000.
- C. **Consider approval of Interlocal Revenue Contract between HCDE and Alief ISD in which HCDE** will establish and implement a Learning Management System to support and host education programs for the period of 07/01/16 through 06/30/17 in the amount of \$59,650.
- D. **Discussion and possible action regarding the approval of the AB West Construction Project** and authorizing the Superintendent and the HCDE PFC to move forward with the project to include but not limited to financing, procurement, and other matters related thereto.
- E. **Consider approval to purchase playground equipment and installation from Kaplan Early Learning** (Choice Partners job no. 14/031MP) for HCDE Early Head Start Child Care Partners (EHS CCP); Building Blocks in the amount of \$29,534 and John G. Jones in the amount of \$31,430.
- F. **Consider approval of a \$2,050,000 request to the US Department of Health and Human Services** for continued funding of HCDE Early Head Start – Child Care Partnership and Expansion grant for the 9/1/2016 to 8/31/2017 budget period.
- G. **Consider approval of an amendment to the Service Agreement between Harris County Department of Education and Metropolitan Landscape Management, Inc** (job no. 15/023JN-05) to increase the amount to \$72,794 (a \$4,400 increase).

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 superintendent's recommendation to propose nonrenewal of term contracts affected by the reduction in force** and specifying the manner of hearing(s), if any, concerning the proposed nonrenewals, in accordance with Policy DFBB and obtain legal advice regarding same.
- B. **Deliberate possible action to rescind proposed termination of certified employee's term contract** and seek legal advice regarding same.
- C. **Deliberate superintendent's recommendation to propose nonrenewal of certified employee's term contract**, specifying manner of hearing, if any, concerning the proposed nonrenewal, and seek legal advice regarding same.
- D. **Employment:**
Director - Technology
- E. **Deliberate superintendent's recommendation to award Non-Chapter 21 Contracts for 2016-2017**
Assistant Superintendent, Business Services
Construction Director, Facilities
Director, Texas Virtual School Network
Director, Head Start
Director, Safe and Secure Schools
Director, Records Management
Director, Choice Partners
Director, Client Engagement
Director, Adult Education
Executive Director, Facilities
Director, Communication
Director, Purchasing Support
Senior Director, Head Start
Maintenance Director, Facilities
Senior Director, School-Based Therapy Services
Director, Center for Grants Development
Chief Information Officer, Technology
Director, Center for Afterschool, Summer and Expanded Learning
Chief Accounting Officer, Business Services
Executive Director, Human Resources
Director, Research & Evaluation Institute
Special Assistant to Superintendent, Administration
- F. **Deliberate superintendent's recommendation to award Chapter 21 Contracts for 2016-2017:**
- 1 Principal, Academic & Behavior School East
2 Assistant Principals, Academic & Behavior School East
1 Board Certified Behavior Analyst, Academic & Behavior School East
1 Counselor, Academic & Behavior School East
1 Nurse, Academic & Behavior School East
19 Teachers, Academic & Behavior School East
1 Transition Specialist, Academic & Behavior School East
1 Principal, Academic & Behavior School West
1 Assistant Principal, Academic & Behavior School West
1 Counselor, Academic & Behavior School West
1 Nurse, Academic & Behavior School West

18 Teachers, Academic & Behavior School West
1 Principal, Highpoint School East
2 Assistant Principals, Highpoint School East
1 Counselor, Highpoint School East
1 Nurse, Highpoint School East
15 Teachers, Highpoint School East
1 Transition Specialist, Highpoint School East
1 Principal, Highpoint School North
4 Teachers, Highpoint School North
1 Director, Educator Certification and Professional Advancement
1 Curriculum and Compliance Officer, Educator Certification and Professional Advancement
1 Senior Director, Teaching and Learning Center
1 Director, Teaching and Learning Center
3 Curriculum Directors, Teaching and Learning Center
1 Senior Director, Schools
1 Curriculum Director, Schools
2 Assistant Superintendents, Administration

- F. **Deliberate the appointment, employment, evaluation, reassignment**, duties, discipline and/or dismissal of HCDE employees.
9. **RECONVENE** for possible action on items discussed in executive session
- A. **Consider proposing nonrenewal of term contracts affected by the reduction in force** and specifying the manner of hearing(s), if any, concerning the proposed nonrenewals, in accordance with Policy DFBB.
- B. **Consider rescinding proposed termination** of certified employee's term contract.
- C. **Consider proposing nonrenewal of certified employee's term contract** and specifying manner of hearing, if any, concerning the proposed nonrenewal.
- D. **Employment:**
Director - Technology
- E. **Consider approval of superintendent's recommendation to award Non-Chapter 21 Contracts for 2016-2017**
Assistant Superintendent, Business Services
Construction Director, Facilities
Director, Texas Virtual School Network
Director, Head Start
Director, Safe and Secure Schools
Director, Records Management
Director, Choice Partners
Director, Client Engagement
Director, Adult Education
Executive Director, Facilities
Director, Communication
Director, Purchasing Support
Senior Director, Head Start
Maintenance Director, Facilities
Senior Director, School-Based Therapy Services
Director, Center for Grants Development
Chief Information Officer, Technology
Director, Center for Afterschool, Summer and Expanded Learning
Chief Accounting Officer, Business Services

Executive Director, Human Resources
Director, Research & Evaluation Institute
Special Assistant to Superintendent, Administration

F. **Consider approval of superintendent's recommendation to award Chapter 21 Contracts for 2016-2017**

1 Principal, Academic & Behavior School East
2 Assistant Principals, Academic & Behavior School East
1 Board Certified Behavior Analyst, Academic & Behavior School East
1 Counselor, Academic & Behavior School East
1 Nurse, Academic & Behavior School East
19 Teachers, Academic & Behavior School East
1 Transition Specialist, Academic & Behavior School East
1 Principal, Academic & Behavior School West
1 Assistant Principal, Academic & Behavior School West
1 Counselor, Academic & Behavior School West
1 Nurse, Academic & Behavior School West
18 Teachers, Academic & Behavior School West
1 Principal, Highpoint School East
2 Assistant Principals, Highpoint School East
1 Counselor, Highpoint School East
1 Nurse, Highpoint School East
15 Teachers, Highpoint School East
1 Transition Specialist, Highpoint School East
1 Principal, Highpoint School North
4 Teachers, Highpoint School North
1 Director, Educator Certification and Professional Advancement
1 Curriculum and Compliance Officer, Educator Certification and Professional Advancement
1 Senior Director, Teaching and Learning Center
1 Director, Teaching and Learning Center
3 Curriculum Directors, Teaching and Learning Center
1 Senior Director, Schools
1 Curriculum Director, Schools
2 Assistant Superintendents, Administration

10. **INFORMATION ITEMS**

A. **Human Resources Information Items**

B. **April 2016 Employee Count**

C. **Request for food donation** to SUBWAY® Restaurants to support CASE for Kids – Kids' Day @ The Hobby Center. This food donation is for the 200 participants – students, artists and volunteers – for the Kids' Day event.

D. **Proposal request of \$10,000 to the Wish You Well Foundation to expand HCDE Area I Head Start's** comprehensive family literacy program called Read and Rise. The goal of the program is to serve 150 families of preschoolers enrolled at 15 Area I Head Start centers in 2016-2017.

E. **Submission of grant proposal to Simmons Foundation in the total amount of \$90,000 to support CASE for Kids** efforts to educate youth development, school district and afterschool staff representing over 800 out-of-school time program over the next two years to improve social and emotional learning investments and outcomes for youth.

F. **HCDE Donation/Sponsor Report** for April 2016

11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, June 21, 2016, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

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

James Colbert, Jr.
County School Superintendent