

**Harris County Department of Education
Minutes of Regular Board Meeting
January 21, 2016**

The Harris County Board of School Trustees met in regular session on January 21, 2016 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Angie Chesnut, Board President, called the meeting to order at 1:10 p.m. and declared a quorum present, that the meeting was duly called, and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Gov't. Code §551.041 and §551.051.

Board Members Present: Angie Chesnut, Board President; Louis D. Evans, III, Board Vice-President; Erica Lee Carter; Don Sumners; and Mike Wolfe

Board Members Absent: Marvin Morris; Diane Trautman

Board Attorney: Sarah Langlois

Administration: James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; Kimberly McLeod, Assistant Superintendent for Education and Enrichment; and Jonathan Parker, Assistant Superintendent for Academic Support

Jay Atkins, Director Construction; Ecomet Burley, Director Center for Safe and Secure Schools; Lisa Caruthers, Director CASE for Kids; Karla Cantu, Board Secretary; Becky Bell, Director Digital Learning and Instructional Technology; Curtis Davis, Director Records Management; Jeff Drury, Director Choice Partners Cooperative; Eduardo Honold, Director Adult Education; Les Hooper, Senior Director Facilities; Tammy Lanier, Director Communications and Community Engagement; Dee Mattox-Hall, Senior Director Special Schools; Bill Monroe, Director Purchasing; Brenda Mullins, Director Curriculum and Compliance Services; Venetia Peacock, Senior Director Head Start; Jean Polichino, Director Therapy Services; Gayla Rawlinson, Director Center for Grants Development; Jim Schul, Chief Information Officer; Rosa Maria Torres, Chief Accounting Officer; Natasha Truitt, Executive Director Human Resources; Jeannette Truxillo, Director Research and Evaluation; Danny Vu, Director Technology; Jimmy Wynn, Special Assistant to Superintendent; Lidia Zatopek, Director Alternative Certification

Visitors: Marilyn Burgess; Colleen Vera

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
Rosa Maria Torres presented the Annual Financial Management Report (AFMR).
Colleen Vera addressed the Board regarding the AFMR.
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.
Colleen Vera addressed the Board regarding Agenda items 8.C. and 8.D and asked what budget the money was coming from.
6. **Reports and presentations:**
 - A. Recognition of Board Appreciation Month
In recognition of Board Appreciation Month, Superintendent, James Colbert thanked the Board members for their service to HCDE and Harris County.
 - B. Annual update on the HCDE Center for Grants Development - Gayla Rawlinson, Director
Gayla Rawlinson presented the annual report on the HCDE Center for Grants Development.
 - C. Annual update on the HCDE Research and Evaluation division - Jeannette Truxillo, Director
Jeannette Truxillo presented the annual report on the HCDE Research and Evaluation division.
 - 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.
No reports from Board members were given.
 - E. **Monthly Financial Report through December 31, 2015**
Rosa Maria Torres presented the Monthly Financial Report through December 31, 2015.

Items removed from the Consent Agenda *Erica Lee Carter requested to remove item 7.B.2. from the consent agenda.*
Louis Evans requested to remove item 7.C.2. from the consent agenda.
Michael Wolfe requested to remove items 7.C.1. and item 7.F. from the consent agenda.

Motion made by Michael Wolfe, seconded by Louis Evans to approve remaining items with the exception of items 7.B.2., 7.C.1., 7.C.2. and 7.F.

Motion passes with 5-0 voting to approve remaining items.

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

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

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.

7.B.2. **Consider approval of the December 15, 2015 Board Meeting Minutes**

Motion made by Louis Evans, seconded by Michael Wolfe to approve the December 15, 2015 Board Meeting minutes.

Motion passes with 4-0-1 voting to approve with Erica Lee Carter abstaining.

7.C.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)**

Motion made by Louis Evans, seconded by Erica Lee Carter to approve 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).

Motion passes with 5-0 voting to approve.

7.C.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

Motion made by Erica Lee Carter, seconded by Don Sumners to approve an Interlocal Contract for 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.

Motion passes with 4-0-1 voting to approve with Mike Wolfe abstaining.

7.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.

Motion made by Louis Evans, seconded by Erica Lee Carter to consider approval of a 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.

Motion to table the item made by Michael Wolfe, seconded by Don Sumners.

Motion to table passes with 5-0 voting to table the item.

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.

Motion made by Louis Evans, seconded by Don Sumners to approve 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.

Motion passes with 5-0 voting to approve.

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.

Motion made by Louis Evans, seconded by Erica Lee Carter to approve the purchase of Microsoft campus license agreement (renewal) from CDW-G (Job No.13/068DG-09) in an amount not to exceed \$105,000.

Motion passes with 5-0 voting to approve.

- 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.

Motion made by Erica Lee Carter, seconded by Angie Chesnut to approve the purchase of 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.

Motion passes with 3-0-2 voting to approve with Louis Evans and Michael Wolfe abstaining.

- 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.

Motion made by Louis Evans, seconded by Erica Lee Carter to approve the purchase of an Application Firewall Appliance from Netsync (job # 15/006MP-12) for the Technology Division in an amount not to exceed \$56,790.

Motion passes with 5-0 voting to approve.

- 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.

Motion made by Erica Lee Carter, seconded by Louis Evans to approve a 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.

Motion passes with 5-0 voting to approve.

- 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.

Motion made by Mike Wolfe, seconded by Louis Evans to approve a 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.

Motion passes with 5-0 voting to approve.

- 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.

Motion made by Louis Evans, seconded by Angie Chesnut to approve an 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.

Motion passes with 5-0 voting to approve.

- 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.

Motion made by Erica Lee Carter, seconded by Louis Evans to approve 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.

Motion passes with 3-2 voting to approve with Louis Evans and Mike Wolfe voting nay.

- 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.

Motion made by Erica Lee Carter, seconded by Louis Evans to approve 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.

Motion passes with 5-0 voting to approve.

The Board recessed at 2:42 p.m. and entered into Executive Session at 2:50 p.m.

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.

The Board reconvened into Open Session at 3:21 p.m.

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

Motion made by Louis Evans, seconded by Don Sumners to approve employment as discussed in Executive Session.

Motion passes with 5-0 voting to approve.

- 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.

No action was taken on this item.

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.**

Motion made by Louis Evans, seconded by Michael Wolfe to adjourn the meeting.

Motion passes with 5-0 voting to adjourn the meeting.

The meeting adjourned at 3:22 p.m.

Presiding Board Officer

Board Secretary