

**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 **25th day of February 2014 at 10:00 a.m.** 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.

*John E. Sawyer, Ed.D. County School Superintendent*



**The Board of Trustees**  
**February 25, 2014**  
**Agenda of Regular Meeting**

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A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held February 25, 2014, beginning at 10:00 a.m. 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** - Jeannette Truxillo, Research and Evaluation
2. **Pledge of Allegiance to the US flag** - Elvira Dixon, Human Resources
3. **Pledge of Allegiance to the Texas flag** - Elvira Dixon, Human Resources
4. **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. Discuss Superintendent's contract and obtain legal advice regarding same.
5. **RECONVENE** into Open Session
6. **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.

7. **Reports and presentations:**

- A. Update on the Public Awareness Plan - John Sawyer, County School Superintendent
- B. Annual update on the HCDE Communications & Public Information Division - Tammy Lanier, Director
- C. Annual update on the HCDE Human Resources Division - Natasha Truitt, Director
- D. Annual update on the HCDE Research & Evaluation Division - Jeannette Truxillo, 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 January 31, 2014 - Jesus Amezcua, Assistant Superintendent for Business Services

8. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

- 1. Monthly Disbursement Report
- 2. Monthly Budget Amendment Report
- 3. Investment Report for January 2014

B. Consider approval of the following meeting minutes:

- 1. February 12, 2014 Special Board Meeting
- 2. January 23, 2014 Board Meeting
- 3. January 23, 2014 Communications & Public Information Committee Meeting
- 4. January 21, 2014 Special Board Meeting

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

1. For HCDE Governmental Services with: Alamo Workforce (San Antonio, Texas); Brazos School for Inquiry and Creativity (Bryan, Texas); Carrollton-Farmers Branch ISD (Carrollton, Texas); Ector County (Odessa, Texas); City of Katy, Texas; Sheriffs' Association of Texas (Austin, Texas); Grandview ISD (Grandview, Texas); Sugar Grove Christian School (Meadows Place, Texas) and Texas Association of School Business Officials (TASBO) (Austin, Texas)
2. With Dickinson ISD for HCDE Special Schools Division, ABC East for FY 2013-2014 (1 individual student contract) in the amount of \$18,150
3. With Fort Bend ISD for HCDE Special Schools Division, ABC West for FY 2013-2014 (Annual Contract for 8 Students) for the amount of \$184,000
4. With AVANCE Houston, Inc., in the amount of \$3,375 for the Center for Safe and Secure Schools to provide Threat Assessment Training to AVANCE staff members for the period of 2/1/2014 through 3/3/14
5. With Spring Branch ISD in the amount of \$70,500 for the Center for Safe and Secure Schools to conduct Facility Safety and Security Audits for the period of 11/25/2013 through 8/31/2014
6. With Aldine ISD in the amount of \$83,200 for the Center for Safe and Secure Schools to conduct Facility Safety and Security Audits for the period of 11/1/2013 through 8/31/14
7. With Judson ISD for the Center for Safe and Secure Schools to conduct Facility Safety and Security Audits for the period of 11/22/2013 through 8/31/2014 (contract period amended; previously 9/1/2013 through 8/31/2014
8. With Alief Independent School District and the HCDE Technology Division to implement a Learning Management System to support and host educational programs for an amount not to exceed \$60,250 for the period of 03/01/2014 through 06/30/2015

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

1. Contract renewal option for job no. 10/042JC for Tree Trimming and Related Services with the following vendor: The F. A. Bartlett Tree Expert Company for the period of 4/20/2014 through 4/19/2015
2. Contract renewal option for job no. 10/002JC for Paint, Paint Application & Related Items with the following vendor: Millennium Project Solutions, Inc. for the period of 1/15/2014 through 1/14/2015
3. Contract renewal option for job no. 10/052JC for Job Order Contracting with the following vendors: BaseLine Paving Construction Inc., Kellogg Brown Root and Millennium Project Solutions, Inc. for the period of 5/18/2014 through 5/17/2015

4. Contract renewal option for job no. 11/020DG for Fine Paper Supplies and Related Items with the following vendors: Bosworth Papers, Inc., Butler Business Products, LLC and Olmsted-Kirk Paper Company for the period of 4/1/2014 through 3/31/2015
5. Contract renewal option for job no. 12/011JC for Safety and Security Film Installation and Related Services with the following vendor: XO Armor for the period of 2/28/2014 through 2/27/2015
6. Contract renewal option for job no. 13/017CG for Job Order Contracting with the following vendors: Horizon International Group Inc. and Kellogg Brown and Root (KBR) for the period of 2/26/2014 through 2/25/2015
7. Contract award for job no. 14/003DG for Art Supplies and Related Items to the proposers offering the best value to HCDE and Choice Partners Cooperative and meeting the specifications outlined in the proposal: Blick Art Materials, Butler Business Products, LLC, CAS Industries, Inc., dba Commercial Art Supply, The Art Store, Elgin School Supply Company, Inc., Pyramid Paper Company dba Pyramid School Products, S&S Worldwide, School Specialty, Standard Stationery Supply Co., UR Investment Inc. dba Texas Teacher Supply, Triarco Arts & Crafts LLC dba Triarco Arts & Crafts/Benton-Kirby/Good Time Attractions (GTA) for the period 4/1/2014 through 3/31/2015
8. Contract award for job no. 14/004DG for Classroom Teaching Supplies and Related Items to the proposers offering the best value to HCDE and Choice Partners Cooperative and meeting the specifications outlined in the proposal: Butler Business Products, LLC, Earlychildhood LLC dba Discount School Supply, Elgin School Supply Company, Inc., Pyramid Paper Company dba Pyramid School Products, S&S Worldwide, Inc. School Specialty, Inc., Standard Stationery Supply Co., Really Good Stuff and Reba Coutermarsh dba The Educational Outback for the period 4/1/2014 through 3/31/2015
9. Contract award for job no. 14/005DG for Medical Supplies and Related Items to the proposers offering the best value to HCDE and Choice Partners Cooperative and meeting the specifications outlined in the proposal: Interboro Packaging Corp., Products Unlimited, Inc., QuadMed, Inc., School Health Corporation and Supreme Medical Fulfillment Systems, Inc. dba Supreme Medical for the period 4/1/2014 through 3/31/2015
10. Contract award for job no. 14/006DG for Athletic Supplies and Related Items to the proposers offering the best value to HCDE and Choice Partners Cooperative and meeting the specifications outlined in the proposal: BSN Sports, Orr Textile Company, Inc., Pyramid Paper Company dba Pyramid School Products, S&S Worldwide, Inc. and School Specialty, Inc. for the period 4/1/2014 through 3/31/2015
11. Contract award for job no. 14/007DG for Technology Supplies and Related Items to the proposers offering the best value to HCDE and Choice Partners Cooperative and meeting the specifications outlined in the proposal: Butler Business Products, LLC, Elgin School Supply Company, Inc., ACCO Brands Corporation dba ACCO Brands USA LLC dba GBC, Pyramid Paper Company dba Pyramid School Products and Scott Electric for the period 4/1/2014 through 3/31/2015

12. Contract award for job no. 14/008DG for Food Service Supplies and Related Items to the proposers offering the best value to HCDE and Choice Partners Cooperative and meeting the specifications outlined in the proposal: Calico Industries, Inc., Edward Don & Company, Inc., Orr Textile Company, Inc., PASCO Brokerage, Inc., Pollock Investments, Inc. dba Pollock Paper Distributors or Pollock Packaging and Pyramid Paper Company dba Pyramid School Products for the period 4/1/2014 through 3/31/2015
13. Contract award for job no. 14/009DG for Janitorial Supplies and Related Items to the proposers offering the best value to HCDE and Choice Partners Cooperative and meeting the specifications outlined in the proposal: Buckeye International, Inc. dba Buckeye Cleaning Center-Houston, Edward Don & Company, Inc., Gulf Coast Paper Company, Inc., Interboro Packaging Corp., (Interline Brands, Inc. dba Sexauer, AmSan, Wilmar, JanPak, US Lock, Barnett, Maint USA, Hardware Express, AF Lighting, Trayco, Clean Source), Last Group Enterprises, Inc., Orr Textile Company, Inc., Pollock Investments, Inc. dba Pollock Paper Distributors or Pollock Packaging, Pyramid Paper Company dba Pyramid School Products, for the period 4/1/2014 through 3/31/2015
14. Contract award for job no. 14/010DG for Office Supplies and Related Items to the proposers offering the best value to HCDE and Choice Partners Cooperative and meeting the specifications outlined in the proposal: Butler Business Products, LLC, Elgin School Supply Co., Inc. Office Depot, Pyramid Paper Company dba Pyramid School Products, School Specialty Inc., Standard Stationery Supply Co. and Xpress Business Products for the period 4/1/2014 through 3/31/2015
15. Contract award for job no. 14/012DA for IDIQ Roofing, Waterproofing and Moisture Control to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: American Contracting U.S.A., Inc., Atlas Universal, Inc., Benco Construction Services, Inc., CS Advantage USAA, Inc., D & G Quality Roofing Inc., Facilities USA, LLC, Fusion Trading, LLC dba Hi Mark Roofing and Waterproofing, J Reynolds & Co., Inc., John A. Walker Roofing Co., Inc., Texas Liqua Tech Services Inc. dba Texas Liqua Tech, Mountaintop Enterprises, LLC dba Saratoga Roofing & Construction, Sea-Breeze Roofing Inc. and Tadco LLC dba Tadco Roofing for the period of 2/25/2014 through 2/24/2016
16. Assignment of contract for job no. 10/031CM-03 for Commodity Processing from American Pride Seafoods to High Liner Foods (USA) Inc effective upon Board approval

E. Consider approval/ratification of the following contract renewal options for Internal Purchasing:

1. Ratification and approval of contract renewal option for job no. 11/031KJ for Safe Schools Plans with SafePlans, LLC for the period of 02/22/2014 through 02/21/2015
2. Ratification and approval of revenue sharing contract between SafePlans, LLC. (job no. 11/031KJ) and the Center for Safe and Secure Schools to provide HCDE with a custom Emergency Response Information Portal (ERIP) and to establish HCDE as a reseller of ERIP for the period of 11/1/2013 through 1/1/2016
3. Approval of amendment to Service Agreement between Executive Threat Solutions, LLC and HCDE Special Schools Division (Highpoint East) to increase the number of service hours from 3,888 to 3,996 for a total amount of \$155,444.40 (an increase of \$4,201.20)

4. Approval of contract award for job no. 14/011KJ for E-rate Telecommunication Services for Harris County Department of Education to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal: AT&T Inc., Insource Technology Direct, LLC., Netsync Network Solutions, Phonoscope Light Wave, Inc., and Total Technologies, LLC. for the period of 7/1/2014 through 6/30/2015

9. **ACTION ITEMS - NON-CONSENSUS**

- A. Consider second reading and approval of Policy BE(Local) - "Board Meetings."
  - B. Consider ratification of amendment of award from The Ohio State University to increase funding in the amount of \$36,990 for a cumulative amount not to exceed \$407,185 for the Alternative Certification Program from 10/01/2011 through 09/30/2014.
  - C. Consider approval of Professional Services Contract with Joanie Rethlake to provide professional services to HCDE for the period of 03/01/2014 through 08/31/2014 in an amount not to exceed \$44,650 plus authorized expenses not to exceed \$5,000.
  - D. Consider approval of Professional Services contract with Dr. Richard Griffin, Consultant for School Governance, Executive Leadership and Fiscal Accountability for the period of 09/01/2014 through 08/31/2015 in an amount not to exceed \$149,625 plus authorized expenses.
10. **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:  
1 Registered School Nurse - Highpoint North
  - B. Obtain legal advice regarding Policy DEA and the Fair Labor Standards Act.
  - C. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, and/or dismissal of HCDE employees.
11. **RECONVENE** for possible action on items discussed in executive session
- A. Employment:  
1 Registered School Nurse - Highpoint North
  - B. Consider approval of payments in accordance with Policy DEA.
  - C. Consider possible action regarding Superintendent's contract.

12. **INFORMATION ITEMS**

- A. HR Information Items
- B. January Employee Count
- C. February 6, 2014 Preschool Initiative Meeting
- D. Revenue contracts less than \$50,000 for an aggregate amount of \$5.900 for FY 2013-2014:
  - Between Technology and Alief ISD to provide services for updating student and teacher registrations for there electronic classrooms for the period of 01/06/2014-01/17/2014 for \$1,000
  - Between Instructional Support Services and Bryan ISD for a one-day training ESL Test Preparation on 02/15/2014 for \$1,600 plus a fee of \$18.00 per book (total to be determined)
  - Between Instructional Support Services and Generation Ready - HCDE will provide meeting space and specialist to facilitate a meeting for the contracting party on 02/10/2014 for \$2,000
  - Between Instructional Support Services and Brazosport ISD - HCDE will provide TExES Review ESL Training hosted by Dr. Patricia Morales on 02/17/2014 for \$1,300 plus a fee of \$13.00 per book
- E. Ratification of proposal to John M. O'Quinn Foundation for \$20,000 to financially support CASE's Kids' Day at the Hobby Center, 4-week summer arts project serving over 150 youth
- F. Ratification of proposal to Valero Energy Foundation for \$15,000 to financially support CASE's Houston: Energy City of the Future 2050, an energy-focused workforce development competition specifically designed to serve over 75 Houston-area middle and high school students.
- G. Ratification of proposal to The Wish You Well Foundation for \$10,000 to financially support the Head Start Read Excel Achieve Learn (REAL) SuperMENTors initiative, serving over 300 children 3-5 years of age
- H. Ratification of proposal submission to Dollar General Literacy Foundation for \$15,000 to support Adult Education's FastTrak GED Project, providing 125 adults access to 10 fast-track GED classes
- I. HCDE 2013 Business Services Risk Awareness process
- J. 2013-2014 HCDE Head Start Self Assessment Closing Report
- K. HCDE's Area I Head Start USDA Meal Totals for the months of September through November 2013



- L. HCDE's Area I Head Start Performance Reports for the months of October - December 2013
  - M. CASE Performance Report
  - N. Special Schools February Enrollment Report
13. **ADJOURN** - Next regular meeting is scheduled for Tuesday, April 15, 2014, Board room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in black ink, appearing to read "J. Sawyer", is centered on a light gray rectangular background.

John E. Sawyer, Ed.D.  
County School Superintendent