

**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 **Friday of June 2014 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. In stead, 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.



The Board of Trustees
July 15, 2014
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held July 15, 2014, 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** - Becky Bell, Texas Virtual School Network
2. **Pledge of Allegiance to the US flag** - Jim Schul, Chief Information Officer
3. **Pledge of Allegiance to the Texas flag** - Jim Schul, Chief Information Officer
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. Media Honor Roll--HCDE honors three area journalists: Sally MacDonald, KRIV Fox 26 news anchor and reporter; Grace Olivares, Univision 45 community affairs director; and Erik Barajas, KTRK Channel 13 reporter for their dedication to providing fair, accurate and balanced reporting on news about public education in Harris County through the 2014 Media Honor Roll Awards on behalf of the Texas Association of School Boards (video) - Carol Vaughn, Communications and Public Information.
 - B. Annual update on the HCDE Technology and Texas Virtual School Network Divisions - Jim Schul, Chief Information Officer
 - 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 May 31, 2014; note that the June 2014 Monthly Financials have been posted but will be presented at a later date.

6. **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 May 2014

B. Consider approval of the following meeting minutes:

1. 06/09/14 Special Board Meeting
2. 06/17/14 Board Meeting

C. Consider approval of the following Interlocal Contracts:

1. Approval for HCDE Governmental Services with: Addison, Texas; American General Contractors - Houston (Houston, Texas); Duncanville ISD (Duncanville, Texas); Fon du Lac Park District (East Peoria, Illinois); Grand Prairie ISD (Grand Prairie, Texas); Houston-Galveston Area Council (Houston, Texas); Sierra Blanca ISD (Sierra Blanca, Texas); City of Taylor, Texas; Texas A&M University System (College Station, Texas); Texas Southmost College (Brownsville, Texas); City of Whitney, Texas; YMCA of Greater Houston Area (Houston, Texas); and Lutheran Social Services of the South, Inc. (Austin, Texas)
2. For Therapy Services for FY2014-2015 with Royal Independent School District for \$10,500
3. Approval of Interlocal Contracts for ABC East for FY 2014-2015 with the following districts: Barbers Hill ISD for one (1) annual contract in the amount of \$23,500; Dickinson ISD for two (2) annual contracts in the amount of \$46,000; Galena Park ISD for two (2) annual contracts in the amount of \$39,800; Hitchcock ISD for one (1) annual contract in the amount of \$23,500; and La Porte ISD for six (6) annual contracts in the amount of \$119,400 for a total aggregate amount of \$252,200
4. Approval of Interlocal Contracts for ABC West for FY 2014-2015 with the following districts: Harmony Public Schools for one (1) annual contract in the amount of \$20,300 and Spring Branch ISD for ten (10) annual contracts in the amount of \$199,000; for a total aggregate amount of \$219,300
5. Approval of Interlocal Contract for ABC West for FY14 (Summer School Program) with Harmony Public School for one (1) unit for \$5,200
6. Approval of Interlocal Contract for Highpoint East for FY 2014-2015 with Galena Park ISD for ten (10) annual contracts in the amount of \$97,000

7. Approval of Interlocal Contracts for Highpoint North for FY 2014-2015 with the following districts: Spring Branch ISD for thirteen (13) annual contracts in the amount of \$126,100 and Humble ISD for nine (9) annual contracts in the amount of \$87,300; for a total aggregate amount of \$213,400

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

1. Contract award for job no. 14/018TJ for Chemical Products and Services to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: Auto-Chlor Services, LLC, Ecolab, Inc., Hygeia Enviro-Clean, Inc., Magnus Procurement and Logistic Solution, Inc., Pollock Investments, Inc. dba Pollock Paper Distributors or Pollock Packaging and PortionPac Chemical Corporation for the period 08/01/2014 through 07/31/2015
2. Contract award for job no. 14/022CG for Furniture, Fixtures and Equipment (FFE) to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: Butler Business Products, LLC, Educator's Depot, Inc., Harrison and Company, Kaplan Early Learning Company, Kay Davis Associates, LLC, Lakeshore Equipment Company dba Lakeshore Learning Materials, Library Interiors of Texas, LLC and School Specialty, Inc. for the period 7/15/2014 through 7/14/2015
3. Contract award for job no. 14/023MP for Musical Instruments & Related Items & Services to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: Bandstar Musical Instrument, LLC, Universal Melody Services, LLC dba Brook Mays Music ; H&H Music, Guitar Center, Inc. dba Music & Arts Center/Music and Arts Centers, Sam Ash Quickship Corp, Taylor Music, Inc., The Mariachi Connection, Inc. and The Washington Music Sales Center, Inc. for the period 7/15/2014 through 7/14/2015
4. Contract renewal option for job no. 12/016DG for Manage Print Service Program with the following vendors: Dahill Office Technology dba Dahill and Zeno Imaging for the period of 9/12/2014 through 9/11/2015
5. Contract renewal options for job no. 13/051DG for Rental, Lease & Purchase of Copiers & Related Items with the following vendors: Dahill Office Technology Corporation dba Dahill and Marimon Business Systems, Inc. for the period of 8/20/2014 through 8/19/2015
6. Contract renewal option for job no. 09/063DR for Disaster Recovery and Restoration with the following vendor: Dura Pier dba Facilities Sources for the period 9/21/2014 through 9/20/2015
7. Contract extension for job no. 09/048CG with Kaiser International, Inc. and National Signs, Ltd. for Signage, Installation, and Related Items for the period of 08/01/2013 through 08/19/2014
8. Reject all responses for job no. 14/025JN for Tele-Medicine.

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

1. A three-year contract (2nd year renewal) with Texas Educational Insurance Association (Claims Administrative Services Inc.; CAS) for third party administration of workers' compensation in the amount not to exceed \$40,703 for the current year, subject to payroll variations in subsequent years from 9/1/2014 through 8/31/2015
 2. Contract renewal options with Catering by George, Inc., Deli Management, Inc dba Jason's Deli, Hungry's Cafe and Catering, Hyatt Corporation, and The French Corner Catering for job no. 10/065KJ for Local Food and Catering Services for the period of 07/20/2014 through 07/19/2015
 3. Contract award for job no. 14/048KJ for the Lease of an HCDE Deer Park/Pasadena Head Start Facility to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: Coldwell Banker Commercial United Realtor for the period of 07/01/2014 through 06/30/2015 and Lease Agreement with Center Drive, Inc. for an initial one-year term with up to six additional one-year renewal terms for an annual amount not to exceed \$73,200
- F. Consider ratification of grant proposal submission on behalf of Instructional Support Services in the amount of \$2,500 to the National Council for the Social Studies to support the Thinking Geographically About International Issues workshop, which will serve 40 teachers in November 2014.
- G. Non-monetary contracts for FY 2013-2014:
- Special Schools - Galena Park ISD is providing support services and training for Substance Abuse and Mental Health Services Administration to increase awareness in mental health issues among school-aged youth from the period 6/10/2014 - 8/31/2015.
 - Head Start - Assistance League of Houston will provide school uniform packages to elementary school age children from 6/15/2014 until contract is terminated.

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

- A. Remove from the table and consider adoption of the Harris County Department of Education FY 2014-2015 Proposed Budget totaling \$52,161,254 for the General Fund, \$32,260,172 for the Special Revenue Funds, \$6,243,140 for the Internal Services Fund and \$2,534,231 for the Debt Service Fund for a total of \$93,198,797; the adoption of this budget also incorporates the 2014-2015 proposed salary increases and schedules.
- B. Consider and approve Resolution regarding the annual review of the Investment Policy in accordance with CDA (Local).
- C. Consider approval of a one time carry forward grant request for Head Start FY 2014 in the amount of \$331,579.
- D. Consider acceptance of Notice of Grant Award (NOGA) from the Department of Health and Human Services Administration for Children and Families for the Head Start Division in the amount of \$6,340,788.

- E. Consider approval for the Special Schools Division of the list of certified Professional Development Appraisal System (PDAS) appraisers for Chapter 21 teachers, counselors, and nurses.
- F. Consider approval of contract award for job no. 14/014KJ for a Workshop Management System for HCDE divisions to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: Ungerboeck Software International for the period of 7/15/2014 through 07/14/2015 for a one-time cost of \$81,122 and a yearly recurring cost of \$6,963 for annual maintenance; the total first-year cost is \$88,085.
- G. Ratification of grant proposal submission on behalf of Cooperative for After-School Enrichment (CASE) in the amount of \$2,206,522 to the Texas Education Agency for continued funding of 21st Century Community Learning Centers: Cycle 7 Year 4. Funding will serve 1,500 students at 10 campuses from 8/1/14 – 7/31/15.
- H. Consider approval of speaker agreement with Lead4ward for Instructional Support Services to provide three Math TEKS workshops for the period of 08/05/2014 through 08/07/2014 in an amount not to exceed \$80,325 (revenue for this contract is estimated at \$103,950).
- I. Consider approval of the following Professional Services Contracts:
 - 1. Consider approval of a Professional Service Contract with F&S Calhoun Consultant for Choice Partners and Client Development Services, for the period of 9/1/2014 through 08/31/2015 in an amount not to exceed \$56,700 plus pre-approved expenses in an amount not to exceed \$14,000 for a total of \$70,700.
 - 2. Consider approval of Professional Services Contract with Don Elder, consultant for Choice Partners and Client Development Services, for the period of 09/1/2014 through 08/31/2015 in an amount not to exceed \$91,800 plus pre-approved expenses in an amount not to exceed \$10,557 for a total aggregate amount of \$102,357.
 - 3. Consider approval of Professional Services contract with Jimmy E. Owens, consultant for Choice Partners Cooperative, for the period of 09/01/2014 through 08/31/2015 in an amount not to exceed of \$82,720 plus authorized expenses in an amount not to exceed \$10,000, for a total amount not to exceed of \$92,720.
 - 4. Consider approval of Professional Services Contract with Janet Wachs, consultant for Choice Partners and Client Development Services, for the period of 09/1/2014 through 08/31/2015 in an amount not to exceed \$61,200 plus pre-approved expenses not to exceed \$17,500 for a total aggregate amount of \$78,700.
 - 5. Consider approval of Professional Services contract with Dr. Patricia Morales for the period of 8/1/2014 through 8/31/2015 in an amount not to exceed \$57,850 plus pre-approved expenses.
- J. Discussion and possible action regarding the consideration of a proposal regarding a professional services agreement with Pat M. Strong for the period of Sept 1, 2014 to August 31, 2015 in accordance with CH Local.

- K. Consider an endorsement for an individual running for the Texas Association of School Boards (TASB) Board of Directors, Region 4, Position B - Steven Dennis, Channelview ISD.
- L. Consider assigning a member of the HCDE Board as the TASB delegate and another as the alternate for the TASB annual assembly, to be held in conjunction with the TASA/TASB Convention September 26-28, 2014 in Dallas, Texas.
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.
- B. Obtain legal advice regarding interim superintendent / superintendent search process.
9. **RECONVENE** for possible action on items discussed in executive session
10. **INFORMATION ITEMS**
- A. HR Information Items
- B. June 2014 Employee Count
- C. 06/17/14 Budget Committee Meeting Minutes
- D. Revenue contracts less than \$50,000 for an aggregate amount of \$43,300:
- Between Research & Evaluation and Neighborhood Centers, Inc - for consulting services that facilitate Head Start's 2013-2015 Triennial Community Assessment process and report for the period of 5/1/2014 - 2/28/2016 for \$12,000.
 - Between Business Services and Northwest Preparatory - providing professional services to the Business Office for the period of 9/1/2013 - 6/30/2014 for \$14,000.
 - Between Instructional Support Services and Texas Chemical Council - for Science Teachers & Industry...Learning about chemicals and the environment - Presenter: Lisa K. Felske for the period of 7/21/2014 - 7/24/2014 for \$3,300.
 - Between Technology Services and Alief ISD - for online professional development for the period 6/1/2014 - 8/1/2014 - Presenters: David McGeary and Lynnice Hockaday for \$7,000.
 - Between CASE HYPE Freedom School, Inc. - CASE AmeriCorps members will implement the CASE AmeriCorps Kids" Day Project for the period of 5/27/2014 - 7/30/2015 for \$6,000.
 - Between CASE and SpringSpirit Baseball - CASE AmeriCorps members will implement the CASE AmeriCorps Kids" Day Project for the period of 5/27/2014 - 7/30/2015 for \$1,000

- E. CASE grant awards (expenditure) to implement the After-School Initiative for the Fall 2014/Spring 2015 with the following entities:
- Dinkins Music and Art Foundation for the period of 6/9/2014 - 8/22/2014 for \$5,000.
 - Genesys Works Houston for the period 6/16/2014 - 8/8/2014 for \$45,000.
 - Family Point Resources for the period 6/16/2014 - 7/18/2014 for \$5,750.
 - FotoFest International for the period 6/10/2014 - 7/10/2015 for \$7,000.
 - Life Support Development Ministry for the period 6/9/2014 - 6/30/2015 for \$8,000.
 - College Community Center for the period of 9/2/2014 - 5/29/2015 for \$8,000.
 - Solutions for Better Living for the period of 6/9/2014 - 5/31/2015 for \$24,000.
 - Julia C. Hester House for the period 6/9/2014 - 5/29/2014 for \$30,000.
 - Spirit of Youth Fencing for the period of 6/9/2014 - 5/22/2015 for \$30,000.
 - Houston Tennis Association for the period of 6/9/2014 - 7/10/2015 for \$30,000.
 - North East Cultural Arts Council for the period 6/9/2014 - 7/11/2014 for \$2,000.
- F. Grant proposal to Texas Education Grantmakers Advocacy Consortium in the amount of \$28,645 to implement a public outreach campaign for after-school, summer and expanded learning programs.
- G. Memorandum of Understanding Contracts for FY 2013-2014 with the following Divisions/Entities:
- With Multicultural Education and Counseling Through the Arts (MECA) to implement the CASE AmeriCorps Kids Day Project from 5/27/2014 - 7/30/2014.
 - With Wesley House Houston to implement the CASE AmeriCorps Kids Day project from 5/27/2014 - 7/30/2014.
 - With Unlimited Visions Aftercare, Inc. "Project Towards No Drug Use" for Special Schools from 8/1/2014 - 6/30/2015.
- H. HCDE's Area I Head Start performance reports for the months of April and May 2014.
- I. HCDE's Area I Head Start USDA Meal Totals for the months of March - May 2014.
- J. Adult Education Division - Texas Educating Adults Management System (TEAMS) Report for June 2014
- K. CASE Performance Report
11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, August 19, 2014, Board room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

Angie Chesnut,
Board President