

**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 **19th day of August 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. 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.

Angie Chesnut, Board President



The Board of Trustees
August 19, 2014
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held August 19, 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** - Les Hooper, Executive Director Facilities
2. **Pledge of Allegiance to the US flag** - Jay Atkins, Director HCDE Construction
3. **Pledge of Allegiance to the Texas flag** - Jay Atkins, Director HCDE Construction
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 Facilities Division - Les Hooper, Executive Director
 - B. Board Voting System - 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 June 30, 2014
 - E. Monthly Financial Reports through July 31, 2014

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

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

B. Consider approval of the following meeting minutes:

1. July 7, 2014 Special Board Meeting
2. July 15, 2014 Board Meeting
3. July 15, 2014 Policy Committee Meeting

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

1. Pearland ISD (125 students served) for one CASE 21st Century Community Learning Center(s) grant Cycle 7, Year 4 in the amount of \$174,496 for the period of 8/1/14 through 7/31/15
2. Pasadena ISD for Records Management Services for the period of 09/01/2014 - 08/31/2015 in the amount of \$11,533 plus service fees
3. Fort Bend County for a contract extension for Records Management Services for the period of 10/1/2014 through 9/30/2015 in an amount not to exceed \$100,000
4. Aldine ISD (150 students served) for one CASE 21st Century Community Learning Center(s) grant Cycle 7, Year 4 in the amount of \$189,272 for the period of 8/1/14 through 7/31/15
5. HCDE Governmental Services with: Collin County Community College District (McKinney, Texas); city of Florence, Texas; Jewish Community Center and Pre-School (Corpus Christi, Texas); Kendall County (Boerne, Texas); Kimball County (Junction, Texas); City of La Feria, Texas; Lady Lex Museum on the Bay Association (Corpus Christi, Texas); city of Mission, Texas; Plano ISD; Prairie Lea ISD (Prairie Lea, Texas); San Jacinto River Authority (Conroe, Texas); Sanger ISD (Sanger, Texas); Willing Workers Baptist Church (Houston, Texas); and city of South Houston, Texas
6. Therapy Services for FY2014-2015 with the following districts: Katy ISD for \$1,575,375.00; KIPP Houston Public Schools for \$28,975.00; Spring Branch ISD for \$399,100.00 and Sweeny ISD for \$23,625

7. Highpoint North for FY 2014-2015 with the following districts: Spring ISD for seventy (70) annual contracts in the amount of \$679,000 and Klein ISD for twenty-five (25) annual contracts in the amount of \$242,500
 8. HCDE Special Schools Division (ABC East) with La Porte ISD for FY 2014-2015 to increase the number of student contracts from six (6) to seven (7) for a total amount of \$139,300; (an increase of \$19,900)
 9. Highpoint East for FY 2014-2015 with the following districts: Aldine ISD for fifty (50) annual contracts in the amount of \$485,000; and La Porte ISD for ten (10) annual contracts in the amount of \$97,000
 10. ABC West for FY 2014-2015 with the following district: Aldine ISD for eight (8) annual contracts in the amount of \$159,200
 11. ABC East for FY 2014-2015 with the following district: Goose Creek Consolidated ISD for seven (7) annual contracts in the amount of \$139,300
 12. Head Start with Houston ISD to provide comprehensive services to 3 & 4 year old Head Start eligible children (total enrollment is 1230 of which approximately 207 children are served within this collaboration) within district for the period of 08/25/14 to 07/31/15
 13. Memorandum of Understanding for FY 2014-2015 for Therapy Services with Houston Community College/District College for Health Sciences for Physical Therapist Assistant Clinical (Fieldwork) Education Program
 14. Memorandum of Understanding FY 2014-2015 for Therapy Services with Houston Community College/District College for Health Sciences for Occupational Therapy Assistant Clinical (Fieldwork) Education Program
 15. Interlocal Revenue Contract with Southwest Schools for HCDE to provide safety and security services through the Center for Safe & Secure Schools for the period of 03/06/2014-08/31/14 in an amount not to exceed \$3,362
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. Contract renewal option for job no. 10/053CG for Specialty Furniture and Related Items with the following vendors: Business Interiors by Staples, Carroll's Discount Office Furniture, Computer Comforts, Inc., Debner + Company, Library Design Systems Inc., and Vanguard Environments for the period of 9/21/2014 through 9/20/2015
 2. Contract renewal option for job no. 10/066DG for Food Equipment, Parts, Repair, Maintenance, Installation, Small Wares & Related Items & Services with the following vendors: Preferred Food Service Design, Shepherd Food Equipment, Jean's Restaurant Supply, Pasco Brokerage, Kommercial Kitchens, Heritage Food Service, Ace Mart, Edward Don & Company, H.A. Franz, Texas Food Service, Hobart Service, and ISI Commercial Refrigeration for the period of 9/21/2014 through 9/20/2015

3. Contract renewal option for job no. 10/039MP for Trenchless Technology Rehabilitation & Related Items & Services with the following vendor: SAK Construction, LLC for the period of 10/19/2014 through 10/18/2015
4. Contract renewal option for job no. 11/002KD for Art and Artwork Advisory Professional Consulting Services with the following vendor: Art + Artisans Consulting, Inc. for the period of 10/19/2014 through 10/18/2015
5. Contract renewal option for job no. 13/070DG for Rental, Lease and Purchase of Copiers with the following vendors: Apollo Office Systems, Office Systems of Texas, and Zeno Imaging for the period of 10/15/2014 through 10/14/2015
6. Contract renewal for job no. 12/001LB for Charter Bus Transportation Services with the following vendors: AFC Transportation and B.H. Goodman Bus Service Inc. for the period of 10/18/2014 through 10/17/2015
7. Contract award for job no. 14/031MP for Curriculum, Instructional, Assessment & Intervention Materials & Supplies to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: AbleNet, Inc., Accelerate Learning Inc., Audio Optical Systems of Austin, Inc., Brain Hurricane/Wowzers, Brainchild, Cengage Learning, Inc., Curriculum Associates LLC, Delaney Educational Enterprises, Inc., Early Childhood LLC dba Discount School Supply, DrumFIT Inc., Educator's Depot, Turning Tech LLC dba eInstruction by Turning Technologies, Lektro Inc dba Escue & Associates, Herff Jones/Nystrom, Inter-State Studio and Publishing Co., K12 Virtual Schools LLC, KAMICO Instructional Media, Inc., Kaplan Early Learning Company, Lerner Publishing Group, Lightspeed Technologies, Inc., Georgia Holdings Inc. dba McGraw-Hill School Education LLC, Peggy (Margaret M.) McGuire, M.A., Peoples Education, Inc., Positive Promotions, Inc., Rally! Education, School Specialty, Inc., ShopK12, Inc, Southwest Education, Inc., TCC Learning LLC, Teaching Systems, Inc., Technical Laboratory Systems, Inc., Hights Cross Communications dba Triumph Learning LLC, and Troxell Communications, Inc. for the period of 08/19/2014 through 08/18/2015
8. Contract award for job no. 14/024MP for Medical Supplies and Related Items to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: Alpha Omega System Services, Inc., dba AOSS Medical Supply, Heartsafe America, Inc., Henry Schein, Inc., NAO Global Supply LLC and School Health Corporation for the period 08/19/2014 through 08/18/2015
9. Contract award for job no. 14/033CG for JOC/IDIQ Coefficient(s) for Interior/Exterior Signage & Scoreboards to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: Kaiser International, Inc. and National Signs LLC for the period 08/19/2014 through 08/18/2015

E. Consider approval of the following Revenue Agreements:

1. Port Arthur ISD in the amount of \$20,848 for the Center for Safe and Secure Schools to conduct Facility Safety and Security Audits for the period of 4/23/2014 through 9/30/2014
2. La Marque ISD in the amount of \$9,735 for the Center for Safe and Secure Schools to conduct Facility Safety and Security Audits for the period of 07/07/2014 through 08/31/2014
3. Acceptance of funds totaling \$2,183,083 from the Texas Education Agency for CASE's Cycle 8 Year 2 21st Century Community Learning Centers grant from 6/1/2014 through 7/31/2015
4. Grant award for CASE AmeriCorps from OneStar Foundation for FY 2014-2015 in the amount of \$327,353

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

1. Expenditures renewals which have been previously procured and approved for fiscal year ending August 31, 2015 under Policy CH Local by various HCDE divisions for an aggregate amount not to exceed \$7,398,500 with the following vendors:
Tax related: Harris County Appraisal District (\$160,000 –Tax appraisal fees); Harris County Treasurer (\$155,000 Tax collection fees);
Rental Agreements: KQC Investors, LLC (\$260,000 - Sheffield and Channelview Leases - Head Start Rental Agreement); Zieben Foundation Properties (\$60,500 - Cool wood Head Start Rental Agreement); City of Houston Health Department (\$140,000 - Fifth Ward and Compton Rental Agreements); CV Baytown Joint Venture (90,000 – Baytown Head Start agreement); Glazier Foods Company (\$300,000 - Head Start food program); Borden Milk Products LLC (\$100,000 - Head Start food program; Childcare Careers, LLC (100,000 - Substitute teacher -staffing)
Utilities: Reliant Energy (\$85,000 - Utilities); City of Houston Water (\$75,000 - Utilities); Hudson Energy Services (\$700,000 - Utilities); Fleet Services (Wright Express) (\$60,000 – Facility Fleet Fuel); High Point Sanitary Solutions (\$150,000 – Facilities); Metropolitan Landscape Mgmt Inc (\$100,000 – Landscaping agreement); Quality Security Systems (\$275,000 – Security contracts); Executive Threat Solutions LLC (\$500,000 – Officers & Security Contract); ThyssenKrupp Elevator Corp (\$75,000 elevator service)
Temporary Staffing: CBS Personnel Services LLC (\$150,000 temporary staffing); Accountable Healthcare Staffing, Inc (\$120,000 temporary staffing); The Burnett Companies Consolidated (\$70,000 temporary staffing); National Pro-Source (\$70,000 temporary technology staffing);
Misc agreements: Rogers, Morris & Grover, L.L.P (\$300,000 – estimated legal fees); Public Agency Retirement (PAR) (\$400,000 – estimated various estimated employee retirements); Unum Life Insurance Co of America (\$158,000 – estimated voluntary insurance products); Butler Business Products (\$250,000 estimated office supplies); Marimon Business Systems (\$120,000 copier maintenance contract);
Technology related: AT&T (\$150,000 phone long distance service and e-rate eligible services); Verizon Wireless (\$200,000 cellular and wifi services); Prime Systems (\$150,000 technology solutions); Mark III Systems Inc (\$100,000 technology solutions); Total Technologies, LLC (\$190,000 - technology solutions); Two Trees Technology (\$80,000 - technology solutions); Industrial Audio/Video (\$80,000 – technology solutions); CDW Government Inc (\$300,000 technology solutions); Phonoscope Inc (\$250,000

internet service); Micro Integration (\$175,000 - network infrastructure solutions); SunGard Public Sector Inc (\$90,000 financial software); Austin Ribbon and Computer Company (\$200,000 technology supplies); Unique Digital, Inc. (\$150,000 -technology supplies); Le Tigre Solutions (\$150,000 - technology maintenance agreements); SHI Government Solutions, Inc. (\$110,000 technology supplies)

2. Contract award for job no. 14/032LB for Head Start Child Management Software to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: ChildPlus Software for the period 8/19/2014 through 8/18/2015 in an amount not to exceed \$18,048
3. Ratification and approval of contract renewal option for job no. 10/065KJ with Tavistock Freebirds, LLC dba Freebirds World Burrito for Local Food and Catering Services for the period of 07/20/2014 through 07/19/2015
4. Ratification and approval of contract renewal option with Holders Pest Solutions for job no. 10/047KJ for Integrated Pest Control Management for the period of 08/17/2014 to 08/16/2015
5. Contract renewal option with Scholastic, Inc., for job no. 10/071KJ for Family Literacy Training Material for the HCDE Head Start Division for the period of 09/21/14 to 09/20/15 in an estimated amount of \$50,000

G. Consider approval of the following grant submissions:

1. Submission of proposal to U.S. Department of Education, Institute of Education Sciences for Therapy Services and Research & Evaluation Institute's Online Professional Development Intervention for School-based Occupational and Physical Therapy Practitioners: Measuring the Effect on Student Outcomes Project
2. Submission of proposal to U.S. Department of Education, Institute of Education Science, Special Education Research Project for Therapy Services and Research & Evaluation Institute to conduct research on Online Professional Development Intervention with 60 School-based Occupational and Physical Therapy Practitioners

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

- A. Consider approval of Speaker Agreement with Lead4ward for Instructional Support Services to provide two (2) one-day trainings on STAAR 3Di for the period of September 18, 2014 and January 15, 2015 in an amount not to exceed \$62,800 (revenue for this specific contract is estimated at \$80,000).
- B. Consider ratification of a Professional Services contract amendment with Steve Cathey, Consultant for the Center for Safe and Secure Schools, for the period of 09/01/2013 through 08/31/2014 in the amount of \$72,500 plus authorized expenses of \$1,000 for a total contract amount not to exceed \$73,500 (increased amount of \$13,500).

- C. Discussion and possible action on a Professional Services Contract with Steve Cathey in the amount not to exceed \$55,000 for the Center for Safe Secure Schools for the period of September 1, 2014 to August 31, 2015.
 - D. Consider ratification of a Professional Services contract amendment with Rivera Vega Group, Consultant for the Center for Safe and Secure Schools, for the period of 09/01/2013 through 08/31/2014 in the amount of \$61,400 plus authorized expenses of \$9,000 for a total contract amount not to exceed \$70,400 (increased amount of \$4,400).
 - E. Discussion and possible action on a Professional Services Contract with Rivera Vega Group in the amount not to exceed \$55,000 for the Center for Safe Secure Schools for the period of September 1, 2014 to August 31, 2015.
 - F. Consider approval of Professional Services Contract with John Wilson, consultant for HCDE Center for Safe and Secure Schools, in an amount not to exceed \$50,232 plus pre-approved expenses for the period of 09/1/14 through 8/31/15.
 - G. Consider approval of a Professional Services Contract with Pat Strong, consultant for HCDE, in an amount not to exceed \$82,000 plus pre-approved expenses for the period of 09/01/2014 - 08/31/2015.
 - H. Consider approval of renewal of one-year lease agreements between HCDE Head Start and the City of Houston Northeast Multi Service Center in the monthly amount of \$6,000 (\$266.67 monthly increase) for the period of 08/24/2014 through 8/23/2015 for a total amount of \$72,000, and the City of Houston Fifth Ward Multi-Service Center in the monthly amount of \$2,880 (\$115.20 monthly increase) for the period of 12/14/2014 through 12/13/2015 for a total amount of \$34,560 (subject to annual budget appropriations).
 - I. Consider approval to use "Job Order Contracting" as the preferred method of construction to build out space for the new Deer Park Head Start facility, as per Texas Government Code 2269.
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, without limitation, HCDE superintendent.
 - B. Consultation with attorney(s) regarding program review(s).
9. **RECONVENE** for possible action on items discussed in executive session
10. **INFORMATION ITEMS**
- A. HR Information Items
 - B. July Employee Count

- C. CASE grant awards (expenditure) to implement the After-School Initiative for the Spring 2014/Fall 2014 with the following entity:
- United Way of Texas for the period of 1/1/2014 - 12/31/2014 for \$10,000.
- D. Grant proposal on behalf of the Education Foundation of Harris County in the amount of \$3,000 to CenterPoint Energy for the All-Earth EcoBot Challenge, which serves over 1,000 students
- E. Grant proposal to Bayer USA Foundation in the amount of \$10,000 to support the Houston Energy City of the Future 2050 project, which serves over 100 students
- F. Memorandum of Understanding Contracts for FY 2014-2015 with the following Divisions/Entities:
- Head Start with Legacy Community Health Services for primary and dental care, behavioral health services for adults and children, family planning, health promotion and community outreach, wellness and nutrition for Barrett Station, Baytown, Channelview, Deer Park, and La Porte Head Start center
 - CASE with the Boys & Girls Clubs of Greater Houston to implement the CASE AmeriCorps Kids' Day Project at their site
- G. Adult Education Division - Texas Educating Adults Management System (TEAMS) Report for July 2014.
- H. CASE Performance Report
- I. HCDE July 2014 Donation/Sponsor Report
11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, September 16, 2014, Board room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.