

**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 **21st day of October 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
October 21, 2014
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held October 21, 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** - Angelica De Leon, Adult Education
2. **Pledge of Allegiance to the US flag** - Dr. Dee Mattox-Hall, Special Schools
3. **Pledge of Allegiance to the Texas flag** - Dr. Dee Mattox Hall, Special Schools
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 Adult Education - Dr. Eduardo Honold, Director
 - B. 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
 - C. Monthly Financial Reports through September 30, 2014 - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

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

B. Consider approval of the following meeting minutes:

1. September 16, 2014 Board Meeting
2. September 16, 2014 Governmental Relations Committee Meeting
3. September 22, 2014 Special Board Meeting
4. September 23, 2014 Special Board Meeting
5. September 30, 2014 Special Board Meeting
6. October 2, 2014 Special Board Meeting

C. Consider ratification of the following Interlocal Contracts:

1. HCDE Governmental Services with: Argyle ISD (Argyle, Texas); Brushy Creek Municipal Utility District (Round Rock, Texas); Burkburnett ISD (Burkburnett, Texas); Camp County (Pittsburg, Texas); Camp County Ambulance Service Corporation (Pittsburg, Texas); Christ Church Learning Center (Bellaire, Texas); Crims Chapel VFD, Inc. (Henderson, Texas); city of Freeport (Freeport, Texas); Grayson County (Sherman, Texas); Harris County Housing Authority (Houston, Texas); city of Jacksboro, Texas; Kenmont School (Brownsville, Texas); Kirbyville CISD (Kirbyville, Texas); Lamar University (Beaumont, Texas); city of Linden, Texas; Los Fresnos CISD (Los Fresnos, Texas); McDade ISD (McDade, Texas); Memorial Lutheran School (Houston, Texas); Mesquite ISD (Mesquite, Texas); St. Thomas Episcopal School (Houston, Texas); The Village School (Houston, Texas); YES Prep Public Schools (Houston, Texas); and Zoe Learning Academy (Houston, Texas)
2. Galena Park ISD (100 students served) for one CASE 21st Century Community Learning Center(s) grant Cycle 7, Year 4 in the amount of \$133,563 for the period of 8/1/14 through 7/31/15
3. Galena Park ISD (125 students served) for one CASE 21st Century Community Learning Center(s) grant Cycle 8, Year 2 in the amount of \$187,224 for the period of 8/1/14 through 7/31/15

4. Galena Park ISD (120 students served) for one CASE Partnership Project Quality Improvement Grant in the amount of \$120,000 for the period of 8/1/14 through 8/31/15
 5. Houston ISD (65 students served) for one CASE After-School Initiative (ASI) Comprehensive Program of Older Youth grant in the amount of \$45,000 for the period of 9/2/2014 through 5/15/2015
 6. Houston ISD (100 students served) for one CASE 21st Century Community Learning Center(s) grant Cycle 8, Year 2 in the amount of \$207,696 for the period of 8/1/2014 through 7/31/2015
 7. Katy ISD for security services for the HCDE Adult Education evening classes from 7/1/2014 through 6/30/2015 in an amount not to exceed \$3,828
 8. Pasadena ISD (30 students served) for the CASE Quality Support Special Initiative program in the amount of \$50,000 for the period of 8/1/2014 through 8/31/2015
 9. HCDE Therapy Services for FY 2014-2015 with the following districts: Humble ISD for \$5,375; Klein ISD for \$73,150; Stafford MSD for \$21,375; Waller ISD for \$40,850; and YES Prep Public Schools for \$19,000 for an aggregate amount of \$159,750
 10. HCDE ABC West for FY 2014-2015 with Tomball ISD for one (1) annual student contract in the aggregate amount of \$20,300
 11. HCDE ABC East for FY 2014-2015 with the following district(s): Huffman ISD for two (2) annual student contracts in the amount of \$39,800 and Galveston ISD for one (1) annual student contract in the amount of \$23,500; for a total aggregate amount of \$63,300
 12. HCDE Highpoint East for FY 2014-2015 with the Crosby ISD for four (4) annual student contracts in the aggregate amount of \$38,800
- D. Consider approval of the following non-monetary Interlocal Contracts for the Adult Education division to provide Adult Education classes with Alief ISD, Katy ISD, Cypress-Fairbanks ISD, Channelview ISD, Deer Park ISD, Hardin ISD, Klein ISD, Pasadena ISD and Sheldon ISD for the period of 7/1/2014 through 6/30/2015.
- E. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. Contract renewal option for job no. 13/067DG for Janitorial Products and Services with the following vendors: Buckeye Cleaning Center-Houston, Complete Supply Inc., Ecolab, Inc. and Ridley's Vacuum and Janitorial Supply for the period of 11/19/2014 through 11/18/2015
 2. Contract renewal option for job no. 13/072CG for IDIQ Equipment (Playground Equipment) with the following vendors: Adventure Playground Systems, Inc. and McKenna Contracting Inc. for the period of 12/17/2014 through 12/16/2015

3. Contract renewal option for job no. 13/002DG for Fleet Fuel Monitoring with the following vendors: Impac Fleet/Fleetcard Inc. and WEX, Inc. (Wright Express Financial Services Corp.) for the period of 12/18/2014 through 12/17/2015
4. Contract renewal option for job no. 10/072JC for Job Order Contracting and Related Services with the following vendors: Hunt & Associates, Inc., Tommy Klein Construction, Inc., and J. T. Vaughn Construction, LLC for the period of 11/16/2014 through 11/15/2015

F. Consider ratification/approval of the following Revenue Agreements:

1. Judson ISD for the Center for Safe and Secure Schools to conduct Facility Safety and Security Audits for the period of 9/1/2014 through 8/31/2015 in the amount of \$31,164
2. Certification Contribution Agreement between the HCDE CASE for Kids Division and the Gulf Coast Workforce Board for the period of 10/01/14 through 09/30/15. HCDE will certify \$1,040,787 to receive matching funds from the Gulf Coast Workforce Board for the CASE Partnership Project in the amount of \$1,407,943 (approximately 2,500 students served)
3. Ratification and approval of revenue Interlocal Agreement between the HCDE CASE for Kids Division and the City of Houston for the period of 09/01/14 through 06/30/15 in the amount of \$550,000
4. Ratification and approval of revenue Consultant Services Agreement between HCDE Business Services and Varnett Public Schools for the period of 9/1/2014 through 12/31/2014 in an amount not to exceed \$21,120

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

- A. Consider approval of HGAC Workforce Solutions-Gulf Coast Workforce Board Contract for the implementation of the Adult Education and Literacy Program for the period of 09/01/14 to 06/30/15 in the amount of \$3,617,265.
- B. Consider approval of Contractor/Service Agreement with Quality Security Systems (Choice Partners job no. 13/032DG-19) to install new access and intercom, fire, and security systems at the Humble Head Start location for an aggregate amount of \$42,891.
- C. Consider approval of Contractor/Service Agreement with Quality Security Systems (Choice Partners job no. 13/032DG-19) to install new camera, fire and security systems at the Deer Park Head Start location for an aggregate amount of \$56,872.
- D. Consider approval of renovation project for labor, material, and equipment to the new Deer Park Head Start Facility located at 3702 Center Street, Deer Park, Texas with Facilities Sources (Choice Partners job no. 09/040JC) in an amount not to exceed \$572,090.
- E. Consider approval of use of Job Order Contracting as the preferred method of construction, as per Texas Government Code 2269, in an amount not to exceed \$299,768 and approval of Contractor Agreement with Facilities Sources (Choice Partners job no. 09/040JC-05) for the installation of site work and utilities for two (2) portable buildings located at the Humble Head Start facility.

- F. Consider approval of Speaker Agreements with Lead4ward for Instructional Support Services to provide one (1) one-day training on STAAR: Leading Intentional Intervention for the period of November 17, 2014 in an amount not to exceed \$31,500, eight (8) one-day trainings on STAAR ELA for the period of October 14, 2014 through November 13, 2014 in an amount not to exceed \$105,000 (\$13,125 daily), and two (2) one-day trainings on STARR: Relevant Review for Math Teachers - Intervention to Action for the period of March 2, 2015 through March 3, 2015 in an amount not to exceed \$35,000; for a total aggregate amount of \$171,500.
- G. Consider approval to purchase new Audio Video equipment for the NPO and Irvington conference facilities from Troxell Communications, Inc. (Choice Partners job no. 13/068DG) in an amount not to exceed \$80,000.
- H. Consider approval of a Professional Service Contract with Prime Systems (Choice Partners contract #13/001DG) to provide contractors for the HCDE Technology Division Help Desk in an amount not to exceed \$100,800 for the period of 9/01/2014 through 08/31/2015.
- 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. Contract Personnel Recommendations:

Employment:
Teacher, Highpoint North

Change of Status:
Assistant Principal, ABC East
Teacher, Highpoint North
 - B. Consider Approval of a Chapter 21 Probationary Contract Addendum for a Board Certified Behavior Analyst
 - C. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees, including, without limitation, HCDE superintendent and discussion of applicants for superintendent position and obtain legal advice regarding same.
 - D. Consultation with attorney regarding program review(s)

9. **RECONVENE** for possible action on items discussed in executive session

A. Contract Personnel Recommendations:

Employment:

Teacher, Highpoint North

Change of Status:

Assistant Principal, ABC East

Teacher, Highpoint North

B. Consider Approval of a Chapter 21 Probationary Contract Addendum for a Board Certified Behavior Analyst

C. Consider selection of lone superintendent finalist.

10. **INFORMATION ITEMS**

A. Personnel Information Items

B. September 2014 Employee Count

C. Revenue contracts less than \$50,000 for an aggregate amount of \$12,100:

- Between Instructional Support Services and Harmony Public Schools - for ESL 154 Test Prep Training - conducted by Dr. Patricia Morales for the period of 10/13/2014 - 10/13/2014 for \$1,400 plus \$14.00 for workbooks per participant.
- Between Instructional Support Services and Harmony Public Schools - for delivery of professional development on Project Based Learning for teachers for the period of 10/13/2014 - 10/13/2014 for \$1,500 for up to 15 teachers and IM Coordinator.
- Between Instructional Support Services and Waller ISD - for ESL 154 TExES Test Prep Training - conducted by Dr. Patricia Morales for the period of 9/25/2014 - 10/8/2014 for \$1,400 plus books.
- Between Instructional Support Services and Aldine ISD - for TExES Review ESL 154 Mini Academy 2014-15 for the period of 9/27/2014 - 6/18/2015 for 7,800 plus books.

D. Grant proposal to Bank of Texas/Bank of Oklahoma Financial Foundation in the amount of \$7,560 to support Area I Head Start's Read Excel Achieve Lead (REAL) SuperMENTors project. Requested funds will serve 210 students.

E. Submission of proposal to United Airlines to support Instructional Support Services' 29th Annual R. T. Garcia Early Childhood Winter Conference for approximately 1,600 participants with an in-kind airline voucher for a door prize and a cash donation for a featured conference speaker.

F. Submission of proposal to H-E-B to support Instructional Support Services' 29th Annual R.T. Garcia Early Childhood Winter Conference with product donations of bottled water and snacks for conference attendees.

- G. Submission of proposal to CVS Health to support Instructional Support Services' 29th Annual R.T. Garcia Early Childhood Winter Conference with donations of gift cards for conference door prizes.
- H. CASE grant awards (expenditure) to implement the After-School Initiative for the Fall 2014/Spring 2015 with the following entities:
- Financial Mentors of America, Inc. for the period of 1/1/2015 - 6/30/2015
 - Urban Harvest for the period 9/3/2014 - 7/10/2015
- I. Memorandum of Understanding between HCDE Area I Head Start and Galena Park Early Head Start for collaborative working procedures for low income children ages 3-5 in the Galena Park area that are eligible for services from August 1, 2014 through July 31, 2015; services are provided through funding from Health and Human Services at no cost to HCDE.
- J. Memorandum of Understanding Contracts for FY 2014-2015 with the following Divisions/Entities:
- Special Schools - ABC West with Lakewood Church to allow students the opportunity to perform vocational practice skills in a natural environment for the period 9/8/2014 - 5/18/2015.
 - Special Schools - ABC West with Goodwill Houston to allow students the opportunity to perform vocational practice skills in a natural environment for the period 9/8/2014 - 5/18/2015.
- K. Non-monetary contracts for FY 2014-2015:
- Adult Education - The Salvation Army - Location for Adult Education Classes for the period of 9/2/2014 - 4/2/2015
 - Adult Education - Memorial Assistance Ministries - Location for Adult Education Classes for the period of 7/1/2014 - 6/30/2015
 - Adult Education - Our Lady of Guadalupe Church - Location for Adult Education Classes for the period of 7/1/2014 - 6/30/2015
 - Adult Education - City of Houston Parks & Recreation Department - Location for Adult Education Classes for the period of 7/1/2014 - 6/30/2015
 - Adult Education - SER Jobs for Progress - for Vocational and Career Training for the period of 7/1/2014 - 6/30/2015
 - Adult Education - St. Edith Stein Catholic Church - Location for Adult Education Classes for the period of 7/1/2014 - 6/30/2015
 - Adult Education - Trinity Episcopal Church - Location for Adult Education Classes for the period of 7/1/2014 - 6/3/2015
- L. Harris County Department of Education was awarded a Certification of Investment Policy for developing an investment policy that meets the requirements of the Public Funds Investment Act and the standards for prudent public investing established by the Government Treasurers' Organization of Texas. The certificate is valid until September 30, 2016.
- M. CASE Performance Report
- N. Head Start Performance Reports for the month of August 2014

- O. Special Schools September Enrollment Report
 - P. September 2014 HCDE Donation/Sponsor Report
 - Q. BRAVO Awards
11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, November 18, 2014, Board room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in black ink that reads "Angie Chesnut". The signature is written in a cursive, flowing style.

Angie Chesnut
Board President