

**Harris County Department of Education  
Minutes of Regular Board Meeting  
May 19, 2015**

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The Harris County Board of School Trustees met in regular session on May 19, 2015 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Angie Chesnut, Board President, called the meeting to order at 1:05 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; Kay Smith, Board Vice-President; Erica Lee Carter; Marvin Morris; Don Sumners; Diane Trautman; and Michael Wolfe

**Board Members Absent:** None

**Board Attorney:** Sarah Langlois

**Administration:** James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; Celes Harris, Assistant Superintendent for Student Services; and Linda Pitre, Assistant Superintendent for Support Services

Jay Atkins, Director Construction; Ecomet Burley, Director Center for Safe and Secure Schools; Lisa Caruthers, Director CASE for Kids; Karla Cantu, Board Secretary; Curtis Davis, Director Records Management; Jorgannie Carter, Director Purchasing; Derek Gillard, Director Choice Partners Cooperative; Louise Henry, Director Marketing; Eduardo Honold, Director Adult Education; Les Hooper, Executive Director Facilities; Tammy Lanier, Director Communications & Public Information; Brenda Mullins, Director Curriculum and Compliance Services; Dee Mattox-Hall, Senior Director Special Schools; Jean Polichino, Director Therapy Services; Gayla Rawlinson, Director Center for Grants Development; Jim Schul, Chief Information Officer; Natasha Truitt, Executive Director Human Resources; Jeannette Truxillo, Director Research & Evaluation; Danny Vu, Director Technology; Jimmy Wynn, Special Assistant to Superintendent

**Visitors:** La Shonda Brown; Carol Kitson; Joseph Le; Maria Norman; Terry Rasmussen; Colleen Vera; William Wilson

1. **Invocation** - Armando Rodriguez, Head Start
2. **Pledge of Allegiance to the US flag** - Taiwan Reliford, Head Start
3. **Pledge of Allegiance to the Texas flag** - Taiwan Reliford, Head Start
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.  
*Colleen Vera addressed the Board regarding Senate Bill 1216 and referenced a paid HCDE employee represented the department without a Board vote. Ms. Vera also discussed items 8.D. and 8.A., 8.B. and 8.C. requesting to know the source of funding for those contracts.*
5. **Reports and presentations:**
  - A. The HCDE Board of Trustees will swear in 2014-2015 CASE Quarter-time AmeriCorps volunteers.

*The Board entered into Executive Session at 1:12 p.m.*

**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

8. G. Deliberate superintendent's recommendation to terminate certain probationary contracts at the end of the 2014-2015 school year in the best interest of the Department and obtain legal advice regarding same
8. H. Consultation with attorney regarding Board Resolution to declare a reduction in force due to a program change affecting Highpoint North in accordance with Policy DFFB (Local)
8. I. Consultation with attorney regarding superintendent's recommendation of the employment areas affected by the reduction in force, in accordance with Policy DFFB (Local), including:
  - (a) 1 Assistant Principal position at Highpoint North
  - (b) 1 transition specialist position at Highpoint North
  - (c) 1 physical education teacher position at Highpoint North
  - (d) 1 ELA teacher position at Highpoint North
  - (e) 1 science teacher position at Highpoint North

*The Board reconvened into Open Session at 1:50 p.m.*

9. F. Consider terminating certain probationary contracts at the end of the 2014-2015 school year in the best interest of the Department.

*Motion made by Kay Smith, seconded by Marvin Morris for the Board to terminate the probationary contracts of the employees listed under separate cover at the end of the 2014-2015 contract period, in the best interest of the Department.*

*Motion passes with 7-0 voting to approve the termination of probationary contracts of the employees listed under separate cover at the end of the 2014-2015 contract period, in the best interest of the Department.*

9. G. Consider approving Board Resolution to declare a reduction in force due to a program change affecting Highpoint North in accordance with Policy DFFB (Local).

*Motion made by Diane Trautman, seconded by Marvin Morris to approve the Board Resolution to declare a reduction in force due to a program change affecting Highpoint North in accordance with Policy DFFB(Local).*

*Motion passes with 7-0 voting to approve the Resolution declaring a reduction in force due to a program change affecting Highpoint North in accordance with Policy DFFB(Local).*

9. H. Consider determining the employment areas affected by the reduction in force, in accordance with Policy DFFB (Local), including:

- (a) 1 assistant principal position at Highpoint North
- (b) 1 transition specialist position at Highpoint North
- (c) 1 physical education teacher position at Highpoint North
- (d) 1 ELA teacher position at Highpoint North
- (e) 1 science teacher position at Highpoint North

*Motion made by Erica Lee Carter, seconded by Marvin Morris for the Board to determine that the employment areas affected by the reduction in force due to the program change affecting Highpoint North are as follows:*

- (a) 1 Assistant Principal position at Highpoint North
- (b) 1 transition specialist position at Highpoint North
- (c) 1 physical education teacher position at Highpoint North
- (d) 1 ELA teacher position at Highpoint North
- (e) 1 science teacher position at Highpoint North

*and direct the Superintendent and/or his designee to apply the respective criteria found in Board Policy DFFB (Local), as applicable, and return to the Board of Trustees with any contract recommendations for the Board of Trustees' consideration later in the meeting.*

*Motion passes with 7-0 voting for the Board to determine that the employment areas affected by the reduction in force due to the program change affecting Highpoint North as follows:*

- (a) 1 Assistant Principal position at Highpoint North
- (b) 1 transition specialist position at Highpoint North
- (c) 1 physical education teacher position at Highpoint North
- (d) 1 ELA teacher position at Highpoint North
- (e) 1 science teacher position at Highpoint North

*and direct the Superintendent and/or his designee to apply the respective criteria found in Board Policy DFFB (Local), as applicable, and return to the Board of Trustees with any contract recommendations for the Board of Trustees' consideration later in the meeting.*

- 5. B. Update on HCDE Early Head Start Program - Venetia Peacock, Director
- 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
 

*Kay Smith reported on her attendance to the EcoBot Challenge.*

*Diane Trautman reported on her attendance to the Gulf Coast Area Association of School Boards' meeting and the Head Start Policy Council meeting.*
- D. Monthly Financial Reports through April 30, 2015

**Items removed from the Consent Agenda**

*Erica Lee Carter requested to remove item 6.E.17. from the consent agenda.*

*Michael Wolfe requested to remove items 6.D.1., 6.D.4., 6.D.7., and 6.F. from the consent agenda.*

*Motion made by Marvin Morris, seconded by Kay Smith to approve items 6.A. through 6.F. with the exception of items 6.D.1., 6.D.4., 6.D.7., 6.E.17. and 6.F.*

*Motion passes with 7-0 voting to approve items 6.A. through 6.F. with the exception of items 6.D.1., 6.D.4., 6.D.7., 6.E.17. and 6.F.*

**6. ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

- 1. April Disbursement Report
- 2. Monthly Budget Amendment Report
- 3. Monthly Investment Reports for April 2015

B. Consider approval of the April 21, 2015 Board Meeting Minutes

C. Consider acceptance of the Notice of Grant Award in the amount of \$4,900 from the Texas Council for Developmental Disabilities to Instructional Support Services-Special Education for the Summer Autism Institute in June 2015.

D. Consider approval/ratification of the following Interlocal Revenue Contracts:

- 2. HCDE Therapy Services for FY2014-2015 with University of Houston Charter School in the amount of \$7,600.
- 3. HCDE Therapy Services for FY2015-2016 with KIPP Houston Public Schools (19 students) in the amount of \$28,975.
- 5. Houston ISD (180-190 students served) for one CASE for Kids City Connections Grant in the amount of \$13,600 for the period of 4/7/2015 through 6/30/2015
- 6. Approval of Interlocal Contracts for ABC West for FY 15-16 in the aggregate amount of \$957,300 with the following districts: Alief ISD for forty (40) annual student contracts in the amount of \$812,000, Cypress Fairbanks ISD for six (6) annual student contracts in the amount of \$121,800, and Magnolia ISD for one (1) annual student contract in the

amount of \$23,500.

8. Approval of Interlocal Contracts for ABC East for FY 15-16 in the total aggregate amount of \$656,000 with the following districts: Channelview ISD for five (5) annual student contracts in the amount of \$101,500; Crosby ISD for two (2) annual student contracts in the amount of \$40,600; Dayton ISD for four (4) annual student contracts in the amount of \$81,200; Deer Park ISD for nine (9) annual student contracts in the amount of \$182,700; Friendswood ISD for two (2) annual student contracts in the amount of \$47,000; Goose Creek Consolidated ISD for ten (10) annual student contracts in the amount of \$203,000.
  9. Ratification of Interlocal contract with LaPorte ISD for the Center for Safe and Secure Schools to provide Safety and Security services for the period of 2/1/2015 through 8/31/2018 in the amount of \$25,050
  10. Approval of amendment to Interlocal contract between HCDE ABC East and Houston ISD to increase the amount from \$457,700 to \$514,900 (an increase of \$57,200) for Extended School Year (ESY)/Summer School Services for FY 2013-2014
  11. Approval of amendment to revenue Consultant Services Contract between La Marque ISD and Business Services for accounting work, extending the contract period to August 31, 2015 and increasing the contract amount by \$65,000 (total contract amount is \$82,265)
- E. Consider approval of the following awards and renewals for the HCDE Choice Partners Cooperative:
1. **Contract award for job no. 15/022TJ for Produce and Other Specialty items to the proposers offering the best values to HCDE Choice Partners and meeting specification outlined in the proposal:** Brothers Produce, Anyway you Slice It, Inc. DBA Chef's Produce, Hardie's Fruit & Vegetable Co. Houston L.P., Scarmardo Produce and Third Coast Fresh Distribution for the period 8/01/2015 through 7/31/2016
  2. **Contract award for job no. 15/030JN for Exterior Building Cleaning and Related Services to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal:** Americlean, Hardy & Hardy Inc., and Mid-Continental Restoration Co., Inc. for the period 5/19/2015 through 5/18/2016
  3. **Contract award for job no. 15/025JN for Modular Buildings and Other IDIQ Related Services to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal:** Aries Building Systems, LLC, Industrial Laminates Corporation dba ILCOR Builders, M Space Holdings, LLC, McGrath Rent Corp and Subsidiaries dba Mobile Modular Management Corporation and Palomar Modular Buildings LLC for the period 5/19/2015 through 5/18/2017

4. **Contract award for job no. 15/021KC for Insurance and Third Party Administration Services to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal:** Brown & Brown Insurance Services of San Antonio, Inc. dba Alamo Insurance Group, Financial Benefit Services, LLC (FBS), Curtis M. Finley dba Finley Financial Services, TCG Group Holdings, LLP dba JEM Resources Partners, TRISTAR Insurance and U.S. Employee Benefits Services Group, LLC for the period 5/19/2015 through 5/18/2016
5. **Contract renewal option for job no. 14/023MP for Musical Instruments & Related Items & Services with the following vendors:** Bandstar Music, H&H Music/Brook Mays, Music & Arts Center, Taylor Music The Mariachi Connection and Washington Music Center for the period of 7/15/2015 through 7/14/2016
6. **Contract renewal option for job no. 14/022CG for Furniture, Fixtures, Equipment (FFE) and Related Items with the following vendors:** Butler Business Products, LLC, Educator's Depot, Inc., Harrison & Company, Kaplan Early Learning Company, Kay Davis Associates, LLC, Lakeshore Learning Materials, Library Interiors Of Texas and School Specialty Inc. for the period of 7/15/2015 through 7/14/2016
7. **Contract renewal option for job no. 13/055PB for IDIQ Openings (Windows, Doors, Hardware and Related Items) with the following vendors:** ERC Environmental & Construction Services Inc. and Lee Construction and Maintenance Company dba LMC Corporation for the period of 7/16/2015 through 7/15/2016
8. **Contract renewal option for job no. 13/054PB for IDIQ Finishes (Painting, Drywall, Acoustical Ceiling and Flooring) with the following vendors:** BaseLine Paving & Construction, Inc., ERC Environmental & Construction Services and Lee Construction and Maintenance Company dba LMC Corporation for the period of 7/16/2015 through 7/15/2016
9. **Contract renewal option for job no. 13/047DG for Solid Waste and Recycling Services with the following vendor:** Waste Management of Texas for the period of 7/16/2015 through 7/15/2016
10. **Contract renewal option for job no. 11/061DG for Digital Duplicators with the following vendors:** Dahill Office Technology Corporation dba Dahill and Zeno Imaging for the period of 7/19/2015 through 7/18/2016
11. **Contract renewal option for job no. 14/020MP for Office Supplies and Related Items with the following vendors:** Bosworth Paper Company, Butler Business Products, LLC, Challenge Office Products, Inc., Hallmark Office Products, Inc., Reliant Business Products, Inc., School Specialty, Standard Office Products, Tejas Office Products, Inc., U R Investments Inc., dba Texas Teacher Supply, Unity Education Resources and Xpress Business Products for the period 6/17/2015 through 6/16/2016
12. **Contract renewal option for job no.13/009SC for Food Service Management with the following vendor:** Lagniappe Dining Services for the period 08/01/2015 through 07/31/2016

13. **Contract renewal option for job no. 11/054CM for Frozen Beverage Products with the following vendors:** Trident Beverage Inc., Bellebaum LLC, D/B/A Tropical Flurry and Sunny Sky Products, LLC for the period 08/01/2015 through 07/31/2016
14. **Contract renewal option for job no. 14/018TJ for Chemical Products and Services with the following vendors:** Auto-Chlor Services, LLC, EcoLab, Inc., Hygeia Enviro-Clean, Inc., Magnus Procurement & Logistic Solution, Inc., Pollock Investments, Inc.;dba Pollock Paper Distributors and PortionPac Chemical Corporation for the period 08/01/2015 through 07/31/2016
15. **Contract renewal option for job no. 12/035SC for Grocery Products with the following vendors:** Glazier Foods Company and Labatt Foods for the period 08/01/2015 through 07/31/2016
16. **Contract renewal option for job no.12/056SC for Site-Based Pizza Program with the following vendor:** Bull's Eye Brands, Inc. DBA Smart Mouth Pizza for the period 08/01/2015 through 07/31/2016
18. **Contract renewal option for job no. 12/037SC for Dairy Products with the following vendor:** Borden Dairy Co. for the period 08/01/2015 through 07/31/2016
19. **Contract renewal option for job no. 12/036SC for Bread Products with the following vendor:** Kurz & Co. for the period 08/01/2015 through 07/31/2016
20. **Contract renewal option for job no. 14/019EK for Safe School Alert Systems with the following vendor:** Witt O'Brien's for the period of 05/20/2015 through 5/19/2016.

***Items removed from the consent agenda***

6. D.1. HCDE Governmental Services with: Bishop Garriga Middle School (Corpus Christi, Texas); Brownsville Navigation District of Cameron County (Brownsville, Texas); Canyon ISD (Canyon, Texas); First United Methodist Church of Beeville (Beeville, Texas); town of Flower Mound, Texas; city of Grand Saline, Texas; Highland Park ISD (Dallas, Texas); Johnson County (Cleburne, Texas); March of Dimes Foundation (San Antonio, Texas); and Sugar Grove Church of Christ (Meadows Place, Texas)

*Motion made by Erica Lee Carter, seconded by Diane Trautman to approve HCDE Governmental Services with: Bishop Garriga Middle School (Corpus Christi, Texas); Brownsville Navigation District of Cameron County (Brownsville, Texas); Canyon ISD (Canyon, Texas); First United Methodist Church of Beeville (Beeville, Texas); town of Flower Mound, Texas; city of Grand Saline, Texas; Highland Park ISD (Dallas, Texas); Johnson County (Cleburne, Texas); March of Dimes Foundation (San Antonio, Texas); and Sugar Grove Church of Christ (Meadows Place, Texas).*

*Motion passes with 6-1 voting to approve and Michael Wolfe voting nay.*

6. D.4. HCDE ABC West with Stafford MSD for one (1) individual student contract in the amount of \$8,700 for FY 2014-2015

*Motion made by Diane Trautman, seconded by Erica Lee Carter to approve one (1) individual student contract for HCDE ABC West with Stafford MSD in the amount of \$8,700 for FY 2014-2015.*

*Motion passes with 6-0-1 voting to approve and Michael Wolfe abstaining.*

6. D.7. Approval of Interlocal Contracts for Highpoint East for FY 15-16 in the aggregate amount of \$545,500 with the following districts: Channelview ISD for forty-four (44) annual student contracts in the amount of \$435,600; Barbers Hill ISD for one (1) annual student contract in the amount of \$10,900; and La Porte ISD for ten (10) annual student contracts in the amount of \$99,000.

*Motion made by Diane Trautman, seconded by Don Sumners to approve Interlocal Contracts for Highpoint East for FY 15-16 in the aggregate amount of \$545,500 with the following districts: Channelview ISD for forty-four (44) annual student contracts in the amount of \$435,600; Barbers Hill ISD for one (1) annual student contract in the amount of \$10,900; and La Porte ISD for ten (10) annual student contracts in the amount of \$99,000.*

*Motion passes with 6-0-1 voting to approve and Michael Wolfe abstaining.*

6. E.17. Contract renewal option for job no.12/038SC for Ice Cream Products with the following vendors: Blue Bell Creameries, LP and La Brisa for the period 08/01/2015 through 07/31/2016

*Motion made by Diane Trautman, seconded by Marvin Morris to approve the contract renewal option for job no.12/038SC for Ice Cream Products with the following vendors: Blue Bell Creameries, LP and La Brisa for the period 08/01/2015 through 07/31/2016.*

*Motion passes with 6-1 voting to approve and Michael Wolfe voting nay.*

6. F. Consider approval of the following fully grant funded Early Head Start positions:
- A-6 Director
  - A-3 Education and Special Services Coordinator
  - A-3 Family Services and Community Partnership Coordinator
  - A-3 Staff Accountant
  - A-2 Health Specialist
  - S-4 Data Compliance Specialist
  - S-4 Administrative Assistant
  - A-1 Assistant Center Manager
  - A-1 Family Services Provider
  - I-4 Early Childhood Teacher
  - O-1 Cook
  - O-1 Housekeeper

The Board previously approved the Early Head Start grant application and award which included the positions listed above.

*Motion made by Erica Lee Carter, seconded by Diane Trautman to approve the following fully grant funded Early Head Start positions:*

- A-6 Director*
- A-3 Education and Special Services Coordinator*
- A-3 Family Services and Community Partnership Coordinator*
- A-3 Staff Accountant*



A-2 Health Specialist  
S-4 Data Compliance Specialist  
S-4 Administrative Assistant  
A-1 Assistant Center Manager  
A-1 Family Services Provider  
I-4 Early Childhood Teacher  
O-1 Cook  
O-1 Housekeeper

*Motion passes with 7-0 voting to approve.*

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

- A. Consider approval of the JOC proposal from Construction Masters of Houston, Inc; for the expansion at HCDE's Baytown Head Start Center. This expansion will aid the Baytown Early Head Start Project. Total of this expansion quote from Construction Masters is \$641,771.

*Motion made by Marvin Morris, seconded by Diane Trautman to approve the JOC proposal from Construction Masters of Houston, Inc; for the expansion at HCDE's Baytown Head Start Center. This expansion will aid the Baytown Early Head Start Project. Total of this expansion quote from Construction Masters is \$641,771.*

*Motion passes with 7-0 voting to approve.*

- B. Consider approval to purchase a Cisco Data center, internet network traffic manager and internet and data security firewalls from Netsync Network Solutions (job no. 15/010KJ) in an amount not to exceed \$285,000.

*Motion made by Marvin Morris, seconded by Angie Chesnut to approve the purchase of a Cisco Data center, internet network traffic manager and internet and data security firewalls from Netsync Network Solutions (job no. 15/010KJ) in an amount not to exceed \$285,000.*

*Motion passes with 7-0 voting to approve.*

- C. Consider approval of a three (3) year contract between Special Schools Division and Edgenuity Inc. for a learning management software in the yearly amount of \$41,120 for an aggregate total amount of \$123,360 (sole source vendor).

*Motion made by Diane Trautman, seconded by Erica Lee Carter to approve a three (3) year contract between Special Schools Division and Edgenuity Inc. for a learning management software in the yearly amount of \$41,120 for an aggregate amount of \$123,360 (sole source vendor).*

*Motion passes with 7-0 voting to approve.*

- D. Consider reorganization of the HCDE Board of Trustees' Officers.

*Motion made by Michael Wolfe, seconded by Don Sumners to vote Kay Smith as president and Erica Lee Carter as Vice President.*

*Motion made by Marvin Morris, seconded by Diane Trautman to amend the original*

*motion to vote on the president and vice president separately.*

*Motion to amend the original motion and vote on the president and vice president separately passes with 5-2 voting to amend the motion, with Don Sumners and Michael Wolfe voting nay.*

*Motion to vote Kay Smith as president fails with 2-3-2 voting to Ms. Smith as president, with Marvin Morris, Diane Trautman and Angie Chesnut voting nay and two abstentions by Erica Lee Carter and Kay Smith.*

*Motion made by Marvin Morris, seconded by Kay Smith to vote Angie Chesnut as Board president.*

*Motion made by Michael Wolfe, seconded by Don Sumners to amend the motion and nominate Don Sumners as Board president.*

*Motion to amend fails with 2-5 voting to amend the motion to nominate Don Sumners as Board president with Marvin Morris, Diane Trautman, Erica Lee Carter, Angie Chesnut and Kay Smith voting nay.*

*Motion made by Michael Wolfe, seconded by Don Sumners to amend the motion and nominate Marvin Morris as Board president.*

*Marvin Morris refused the nomination.*

*Motion to call the question made by Diane Trautman, seconded by Marvin Morris.*

*Motion to call the question passes with 6-1 voting to call the question with Michael Wolfe voting nay.*

*Motion to vote Angie Chesnut as Board president passes with 6-1, with Michael Wolfe voting nay.*

*Friendly amendment to original motion for vice president made by Michael Wolfe and Don Sumners to vote Kay Smith as vice president of the board.*

*Motion passes with 5-0-2 voting Kay Smith as vice president of the Board with Diane Trautman and Erica Lee Carter abstaining.*

E. Consider approval of revised Policy BE (Local).

*Motion made by Marvin Morris, seconded by Kay Smith to table the item to the next Board meeting.*

*Motion to call the question made by Marvin Morris, seconded by Kay Smith.*

*Motion to call the question passes with 6-1 voting to call the question with Don Sumners voting nay.*

*Motion to table the item passes with 4-2-1 voting to table the item to the next Board meeting, with Erica Lee Carter and Angie Chesnut voting nay and Don Sumners abstaining.*

F. Consider awarding RFP# 15-033KJ for Baytown Head Start Lease to HDW, PRUETT TX, LLC and approving a Lease Agreement in the amount of \$18,406 per month for

the period of June 1, 2015 to June 30, 2020 with three additional renewals as outlined in the Lease Agreement.

*Motion made by Diane Trautman, seconded by Marvin Morris to award RFP# 15-033KJ for Baytown Head Start Lease to HDW, PRUETT TX, LLC and approving a Lease Agreement in the amount of \$18,406 per month for the period of June 1, 2015 to June 30, 2020 with three additional renewals as outlined in the Lease Agreement.*

*Friendly amendment made by Diane Trautman and Marvin Morris to change the amount to \$18,506 per month.*

*Motion passes with 7-0 voting to award.*

7. G. Consider awarding RFP# 15-032KJ for Humble Head Start Lease to Journey of Faith United Methodist Church and approving a Lease Agreement in the amount of \$4,000 per month for the period of June 1, 2015 to May 31, 2020 with three additional renewals as outlined in the Lease Agreement.

*Motion made by Erica Lee Carter, seconded by Marvin Morris to award RFP# 15-032KJ for Humble Head Start Lease to Journey of Faith United Methodist Church and approving a Lease Agreement in the amount of \$4,000 per month for the period of June 1, 2015 to May 31, 2020 with three additional renewals as outlined in the Lease Agreement.*

*Motion passes with 7-0 voting to award.*

*The Board recessed at 3:15 p.m. and entered into Executive Session at 3:20 p.m.*

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. Employment:

Assistant Superintendent for Professional Support Services

Change of Status:

Venetia Peacock, Director to Senior Director

- B. Deliberate superintendent's recommendation to award Chapter 21 Contracts for 2015-16 Certified Administrators:

Stevia Babers

Latosha Bennett

Marion Cooksey

Lisa Felske

Malcolm Greer

Celestine Harris

Melba Kent

Victor Keys

Mercedes Love

Dorothy Mattox-Hall

Keith Montgomery

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Brenda Mullins  
David Oquin  
Mindy Robertson  
Nicole Shanahan  
Lidia Zatopek

Certified Classroom Teachers  
Counselors  
Nurses

C. Non-Chapter 21 Contracts

Managerial Non-Certified:

Jesus Amezcua  
Jay Atkins  
Ecomet Burley  
Jorgannie Carter  
Curtis Davis  
Derek Gillard  
Louise Henry  
Eduardo Honold  
Leslie Hooper  
Gerald Janczak  
Tammy Lanier  
Venetia Peacock  
Jean Polichino  
Gayla Rawlinson  
James Schul  
Angela Smith  
Lisa Thompson  
Rosa Maria Torres  
Natasha Truitt  
Jeannette Truxillo  
Danny Vu  
Jimmy Wynn

- D. Deliberate a statement of alleged political electioneering made by a board member and the implications thereof and obtain legal advice regarding same.
- E. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.
- F. Consultation with attorney regarding pending litigation, T.F. Harper & Associates, LP v. HCDE d/b/a Choice Partners, and deliberate possible settlement offer
- J. Deliberate superintendent's recommendation to propose nonrenewal of term contracts affected by the reduction in force and specifying the manner of hearing(s), if any, concerning the proposed nonrenewals, in accordance with Policy DFBB and obtain legal advice regarding same

*The Board reconvened at 5:55 p.m.*

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

A. Employment:

Assistant Superintendent for Professional Support Services

*Motion made by Marvin Morris, seconded by Diane Trautman to approve Employment: Assistant Superintendent for Professional Support Services.*

*Motion passes with 7-0 voting to approve.*

*Motion made by Erica Lee Carter, seconded by Michael Wolfe to approve Change of Status: Venetia Peacock, Director to Senior Director.*

*Motion passes with 7-0 voting to approve.*

B. Consider approval of Chapter 21 Contracts for 2015-16

Certified Administrators:

Stevia Babers  
Latosha Bennett  
Marion Cooksey  
Lisa Felske  
Malcolm Greer  
Celestine Harris  
Melba Kent  
Victor Keys  
Mercedes Love  
Dorothy Mattox-Hall  
Keith Montgomery  
Brenda Mullins  
David Oquin  
Mindy Robertson  
Nicole Shanahan  
Lidia Zatopek

Certified Classroom Teachers

Counselors

Nurses

*Motion made by Kay Smith, seconded by Marvin Morris to approve Chapter 21 Contracts for 2015-16*

*Certified Administrators:*

*Stevia Babers  
Latosha Bennett  
Marion Cooksey  
Lisa Felske*

Malcolm Greer  
Celestine Harris  
Melba Kent  
Victor Keys  
Mercedes Love  
Dorothy Mattox-Hall  
Keith Montgomery  
Brenda Mullins  
David Oquin  
Mindy Robertson  
Nicole Shanahan  
Lidia Zatopek

Certified Classroom Teachers  
Counselors  
Nurses

*Motion passes with 7-0 voting to approve.*

C. Non-Chapter 21 Contracts

Managerial Non-Certified:

Jesus Amezcua  
Jay Atkins  
Ecomet Burley  
Jorgannie Carter  
Curtis Davis  
Derek Gillard  
Louise Henry  
Eduardo Honold  
Leslie Hooper  
Gerald Janczak  
Tammy Lanier  
Venetia Peacock  
Jean Polichino  
Gayla Rawlinson  
James Schul  
Angela Smith  
Lisa Thompson  
Rosa Maria Torres  
Natasha Truitt  
Jeannette Truxillo  
Danny Vu  
Jimmy Wynn

*Motion made by Kay Smith, seconded by Michael Wolfe to approve Non-Chapter 21 Contracts*

*Managerial Non-Certified:*

Jesus Amezcua  
Jay Atkins  
Ecomet Burley  
Jorgannie Carter  
Curtis Davis  
Derek Gillard  
Louise Henry  
Eduardo Honold  
Leslie Hooper  
Gerald Janczak  
Tammy Lanier  
Venetia Peacock  
Jean Polichino  
Gayla Rawlinson  
James Schul  
Angela Smith  
Lisa Thompson  
Rosa Maria Torres  
Natasha Truitt  
Jeannette Truxillo  
Danny Vu  
Jimmy Wynn

*Motion passes with 7-0 voting to approve.*

- D. Action, if any, concerning a statement of alleged political electioneering made by a board member and the implications thereof.

*No action was taken on this item.*

- E. Action, if any, regarding pending litigation, T.F. Harper & Associates, LP v. HCDE d/b/a Choice Partners, and/or possible settlement offer

*Motion made by Marvin Morris, seconded by Kay Smith to authorize HCDE's legal counsel to proceed as discussed in executive session regarding the matter of T.F. Harper & Associates, LP v. HCDE d/b/a Choice Partners.*

*Motion passes with 7-0 voting to authorize.*

- I. Consider proposing nonrenewal of term contracts affected by the reduction in force and specifying the manner of hearing(s), if any, concerning the proposed nonrenewals, in accordance with Policy DFBB

*Motion made by Diane Trautman, seconded by Michael Wolfe to:*

- 1) Propose nonrenewal of the term contracts of the employees listed under separate cover who were identified after the Superintendent or his designee's application of the criteria found in Board Policy DFFB(Local) pursuant to the reduction in force and program change enacted by the Board of Trustees;*
- 2) Specify that any requested hearing(s) concerning the proposed nonrenewals will*

- be conducted by the Board; and*
- 3) *Direct the Superintendent or his designee to deliver written notice of proposed nonrenewal to the affected employees pursuant to Board policy and law.*

*Motion passes with 7-0 voting to propose nonrenewal, specify the manner of hearings as Board hearings, and directing the delivery of written notice of proposed nonrenewals.*

10. INFORMATION ITEMS

A. HR Information Items

B. April Employee Count

C. Memorandum of Understanding Contracts for FY 2014-2015 with the following Divisions/Entities:

- With Capital Idea - Houston for the purpose of Adult Education and Training from 9/1/2014 until terminated by either party.
- With Lee College for the purpose of Adult education and training from 3/1/2015 - 8/31/2016.

D. Revenue contracts less than \$50,000 for an aggregate amount of \$13,667:

- Between Instructional Support Services and Royal ISD - for "Math Institute" training conducted by Nicole Shanahan (40 participants) for the period of 8/6/2015 - 8/7/2015 for \$3,875.
- Between Instructional Support Services and Waller ISD - for "Math Institute" training conducted by Nicole Shanahan (1 participant) for the period of 8/6/2015 - 8/7/2015 for \$125.00.
- Between Instructional Support Services and Hempstead ISD - for "Math Institute" training conducted by Nicole Shanahan (5 participants) for the period of 8/6/2015 - 8/7/2015 for \$625.00.
- Between Instructional Support Services and Galena Park ISD - for "Bilingual 164 Supplemental Test" training conducted by Dr. Patricia Morales for the period of 3/26/2015 - 3/26/2015 for \$1,400.00 plus books.
- Between Choice Partners and Irving ISD - for Facility Trending Study for Maintenance, Custodial & Grounds Departments for the period of 3/30/2015 - 5/29/2015 for \$6,000.
- Between Technology and Guthrie Common School District - to provide professional development for the revision of existing online courses to meet the accessibility requirements set forth by TxVSN for the period of 4/27/2015 - 4/27/2015 for \$1,642.



E. Non-monetary contracts for FY 2014-2015:

- Between Head Start and Harris County Public Health and Environmental Services (HCPHES) - for Delivery System Reform Incentive Payments (DSRIP) Mobile Dental Services for the period of 3/16/2015 - 9/30/2016.

F. CASE grant awards (expenditure) to implement the After-School Initiative for the Fall 2014/Spring 2015 and the CASE for Kids City Connections 2015 with the following entities:

- 713 Ministries Community Service Org. for the period of 3/30/2015 - 6/30/2015 for \$15,000.
- Push To Win Outreach, Inc. for the period of 4/27/2015 - 6/30/2015 for \$3,000.
- Family Point Resources for the period of 3/30/2015 - 6/30/2015 for \$15,000.
- Wesley Community Center for the period of 3/30/2015 - 6/30/2015 for \$15,000.
- Girls on the Run Greater Houston for the period of 3/30/2015 - 6/30/2015 for \$7,320.
- Arrow Academy for the period of 3/30/2015 - 6/30/2015 for \$7,500.00
- Citizens School Texas for the period of 3/30/2015 - 6/30/2015 for \$10,000.
- Boys & Girls Clubs of Greater Houston for the period 3/30/2015 to 6/30/2015 for \$10,000.
- Houston Chinese Youth Camp for the period of 3/30/2015 to 6/30/2015 for \$10,580.
- Childrens Museum for the period of 3/30/2015 to 6/30/2015 for \$7,287.
- Alief Clovers for the period of 3/30/2015 to 6/30/2015 for \$10,000.
- Wesley Community Center for the period of 3/30/2015 - 6/30/2015 for \$15,000.

G. CASE Performance Report

H. Special Schools April 2015 Enrollment Report

I. April 2015 HCDE Donation/Sponsor Report

11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, June 16, 2015, Board room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

*Motion made by Kay Smith, seconded by Michael Wolfe to adjourn the meeting.*

*Motion passes with 7-0 voting to adjourn.*

*Meeting adjourned at 6:00 p.m.*