

**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 **26th day of July 2016 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.

James Colbert, Jr., County School Superintendent



The Board of Trustees
July 26, 2016
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held July 26, 2016, 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** - Jaime Martinez, Business Services
2. **Pledge of Allegiance to the US flag** - Mireya Reyes, Purchasing
3. **Pledge of Allegiance to the Texas flag** - Mireya Reyes, Purchasing
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. **Presentation of the *Media Honor Roll*** - Carol Vaughn, Communication & Community Engagement
The *Media Honor Roll* 2016 awards are issued by Harris County Department of Education on behalf of the Texas Association of School Boards. The awards recognize journalists for providing valuable education as well as fair and balanced reporting. Three journalists receive plaques and are honored through a video presentation: Jessica Rivera, Univision 45; Lauren Talarico, KHOU-TV; and Sylvia Obén, Semana News - Carol Vaughn, Communications and Community Engagement
 - B. **Annual update on the HCDE Business Services** - Jesus Amezcua, Assistant Superintendent for Business Services
 - C. **Annual update on the HCDE Purchasing Division** - Bill Monroe, Director
 - D. **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.
 - E. **Monthly Financial Reports through 06/30/2016** - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. **June Disbursement Report**
2. **Monthly Budget Amendment Report**
3. **Monthly Investment Report** for June 2016

B. Consider approval of the following Board Meeting Minutes:

1. **06/07/2016 Special Board Meeting**
2. **06/21/2016 Budget Committee Meeting**
3. **06/21/2016 Board Meeting**

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

1. **Addendum to Interlocal contract between HCDE ABS East and Houston ISD** to increase the amount from \$466,900 to \$524,100 (an increase of \$57,200) for Extended School Year Services - Extended School Year (ESY) Summer School (in-county \$5,200 each) for FY 2016
2. **Addendum to Interlocal contract with Harmony Public Schools** to provide procurement consulting services (revenue will be based on services provided)
3. **Addendum to Interlocal contract between HCDE ABS West and Houston ISD** to increase the amount from \$304,500 to \$366,900 (an increase of \$62,400) for Extended School Year Services - ESY Summer School (in-county \$5,200 each) for FY 2016
4. **School-Based Therapy Services revenue contract for FY 2016** in the amended aggregate amount of \$19,475 with Dayton ISD to serve 17 students (\$2,375 increase)
5. **School-Based Therapy Services revenue contracts for FY 2017 in the aggregate amount of \$2,887 with the following entities:** Providence Treatment Center (new contract) in the amount of \$262 and Brazosport ISD (new contract) in the amount of \$2,625
6. **School-Based Therapy Services for FY 2017 in the aggregate amount of \$1,084,800** with the following entities: Providence Treatment Center (new contract) in the amount of \$1,575; Deer Park ISD (25 Students) in the amount of \$35,150; KIPP Houston Public Schools (25 Students) in the amount of \$35,625; Royal ISD (10 Students) in the amount of \$12,600; Spring ISD (580 Students) in the amount of \$999,850
7. **Academic and Behavior School West (revenue contract) for FY 2017 in the aggregate amount of \$87,600 with KIPP, Inc** for two (2) annual student contracts in the amount of \$40,600 (in-county \$20,300 each); Santa Fe ISD for two (2) annual student contracts in the amount of \$47,000 (out of county \$23,500 each)

8. **Academic and Behavior School East (revenue contracts) for Extended School Year (ESY) 2016 with Spring ISD** in the aggregate amount of \$10,400 (\$5,200 each) for two (2) in-county summer school contracts
 9. **Academic and Behavior School East (revenue contract) for FY 2017 in the aggregate amount of \$759,600 with the following districts:** Goose Creek Consolidated ISD for twelve (12) annual student contracts in the amount of \$243,600 (in-county \$20,300 each); KIPP, Inc. for one (1) annual student contract in the amount of \$20,300 (in-county \$20,300 each); La Porte ISD for eight (8) annual student contracts in the amount of \$162,400 (in-county \$20,300 each); and Texas City ISD for nine (9) annual student contracts in the amount of \$211,500 (out of county \$23,500 each); Huffman ISD for three (3) annual student contracts in the amount of \$60,900 (in-county \$20,300 each); and Galena Park ISD for three (3) annual student contracts in the amount of \$60,900 (in-county \$20,300 each)
 10. **Highpoint School East (revenue contracts) for FY 2017 in the aggregate amount of \$217,800 with the following districts:** Humble ISD for twelve (12) annual student contracts in the amount of \$118,800 (in-county \$9,900 each); Galena Park ISD for ten (10) annual student contracts in the amount of \$99,000 (in-county \$9,900 each)
 11. **Adult Education Interlocal Non-Monetary Contracts with Alief, Deer Park, Hardin, Katy, Klein and Liberty ISD's** for the provision of adult basic education (ABE), General Education Development (GED), and English as a Second Language (ESL) classes for the period of 07/01/2016 through 06/30/2017
 12. **Interlocal (revenue contract) with Cypress-Fairbanks ISD for the Teaching & Learning Center** for the provision of Learning Management System hosting and support for the period of 08/01/2016 through 07/31/2017 in an amount not to exceed \$118,200
 13. **Academic and Behavior School West (revenue contract) for Extended School Year (ESY) FY 2016 with Conroe ISD** in the aggregate amount of \$5,500 for one (1 unit student #2) out-of-county summer school contract
 14. **Interlocal (revenue contract) with Beaumont ISD for the Center for Safe and Secure Schools** to conduct (out of county) facilities safety and security audits for the period of 09/01/2016 through 08/31/2017 in an amount not to exceed \$41,029
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **HCDE Governmental Services with:** Bee County; Covenant Preparatory School (The), Kingwood Texas; Family Service Association, San Antonio, Texas; Varnett Public School (The), Houston Texas; and Your Paracletus CDC, Houston Texas
 2. **Contract assignment for job no. 16/016TJ-25 for Commodity Processing of USDA Foods:** from Out of the Shell, LLC d.b.a. Ling's to Out of the Shell, LLC d.b.a. Yangs 5th Taste
 3. **Contract award for job. 16/025TJ for Frozen & Chilled Beverages** with the following vendors: Sunny Sky Products and Trident Beverage for the period 08/01/2016 through 07/31/2017
 4. **Contract award for job no. 16/046KC for Rental, Lease or Purchase of Digital Duplicators and Related Items with the following vendor:** Dahill Office Technology Corporation d/b/a Dahill for the period 07/26/2016 through 07/25/2017

5. **Contract award for job no. 16/052JN for Retail Energy Provider(s) with the following vendors:** Reliant Energy Retail Services, LLC and Energy Future Holdings Corporation d/b/a TXU Energy Retail Company, Inc. for the period 07/26/2016 through 07/25/2017
6. **Contract ratification for job no. 16/040CG for IDIQ - Fire, Safety, Security Surveillance Equipment Installation Services with the following vendors:** Active Campus, LLC d/b/a All Campus Security; IVS, Inc. d/b/a AngelTrax; ARC Government Solutions, Inc. d/b/a Austin Ribbon & Computer Supplies, Inc.; CLS Technology, Inc.; Duke Communications, LLC d/b/a DukeSys; LVC Technologies, LLC; PSX, Inc. and VIP Systems, Inc. for the period 06/21/2016 through 06/20/2018
7. **Contract ratification for job no. 16/044JN for JOC/CSP for On-Call IDIQ for Division 8, 11, 23, 26, and 32 Building Controls and Related Items with the following vendors:** Automated Logic Contracting Services, Inc. d/b/a Automated Logic-Houston; Digital Air Control, Inc. d/b/a DAC, Inc. and Unify Energy Solutions for the period 06/21/2016 through 06/20/2018
8. **Contract renewal option for job no. 13/043DA for IDIQ Electrical Services with the following vendors:** Lee Construction and Maintenance Company dba LMC Corporation; Climatec, LLC and Trio Electric Ltd. for the period 08/20/2016 through 08/19/2017
9. **Contract renewal option for job no. 13/049DA for Energy Procurement and Management Consulting Services with the following vendor:** Amerex Brokers, LLC for the period 08/20/2016 through 08/19/2017
10. **Contract renewal option for job no. 13/051DG for Rental, Lease, and Purchase of Copiers and Related Items with the following vendors:** Dahill Office Technology Corporation d/b/a Dahill; and Marimon Business Systems, Inc. for the period 08/20/2016 through 08/19/2017
11. **Contract renewal option for job no. 14/024MP for Medical Supplies and Related Items with the following vendors:** Alpha Omega Systems Services, Inc. dba AOSS Medical Supply; HeartSafe America, Inc.; Henry Schein, Inc.; Priscilla Ayerite dba NAO Global Supply, LLC and School Health Corporation for the period 08/19/2016 through 08/18/2017
12. **Contract renewal option for job no. 14/031MP for Curriculum, Instructional, Assessment and Intervention Materials and Supplies with the following vendors:** AbleNet, Inc.; Accelerate Learning Inc.; Cengage Learning, Inc. d/b/a/ National Geographic Learning; Delaney Educational Enterprises, Inc.; Early Childhood, LLC d/b/a Discount School Supply; Danielle Sherbo d/b/a DrumFit, Inc.; Educator's Depot, Inc.; Turning Tech, LLC d/b/a elnstruction, a division of Turning Technologies, LLC; Lektro, Inc. d/b/a Escue & Associates; Inter-State Studio & Publishing, Co.; KAMICO Instructional Media, Inc.; Kaplan Early Learning Company; Lerner Publishing; Lightspeed Technologies, Inc.; Georgia Holdings, Inc. d/b/a McGraw-Hill School Education, LLC; Margaret M McGuire d/b/a Peggy McGuire, MA; Peoples Education, Inc.; Positive Promotions, Inc.; Rally! Education; School Specialty, Inc.; Southwest Education, Inc.; TCC Learning, LLC; Teaching Systems, Inc.; Hights Cross Communications d/b/a Triumph Learning, LLC; and Troxell Communications, Inc. for the period 08/19/2016 through 08/18/2017
13. **Contract renewal option for job no. 14/033CG for JOC/IDIQ Coefficient(s) for Interior/Exterior Signage and Scoreboards with the following vendors:** Kaiser International, Inc. dba Same Day - Kaiser Graphics and National Signs, LLC for the period 08/19/2016 through 08/18/2017

14. **Contract renewal option for job no. 15/058TJ for Frozen Dessert Products** with Champion Concessions, LLC (Dippin' Dots) for the period 08/18/2016 through 08/17/2017

E. Consider approval of the following items for Internal Purchasing:

1. **Contract award for job no. 16/026YR for Local Food and Catering Services** to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: Chick-Fil-A 45 & Crosstimbers, The French Corner, and Potbelly Sandwich Works, LLC for the period of 07/26/16 through 07/25/2017
2. **Contract award for job no. 16/047YR for Head Start Trainers and Consultants for HCDE to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Dyrun Enterprises, Inc. dba A-Smart Consulting, Lakeshore Learning Materials, Dorsey & Company, PVH Consulting Group, LLC, and Joyce Davis/Erin Whitney for the period of 07/26/2016 through 07/25/2017 with an option to renew annually up to four (4) additional years
3. **Contract renewal options for job no. 15/038JG-2 for Early Head Start Child Care Partnerships** with the following vendors: Crapo, LLC dba Building Blocks Childcare and John G. Jones Learning Center, for the period of 07/01/2016 through 06/30/2017

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

- A. **Consider assigning a member of the HCDE Board as the Texas Association of School Boards (TASB) delegate** and another as the alternate for the TASB annual assembly, to be held in conjunction with the TASA/TASB Convention September 23-25, 2016 in Houston, Texas.
- B. **Consider approval of a resolution amending the Authorized Representatives in the Lone Star, TEXPool, and TexSTAR** investment pools due to a change in investment responsibilities in the business office.
- C. **Consider approval of amendment to Consultant Services Contract with Weber Services** to increase the amount from \$60,000 to \$68,000 (increase of \$8,000) and the travel reimbursement from \$7,700 to \$9,500 (\$1,800 increase).
- D. **Consider approval of Contractor Agreement with Dura Pier Facilities Sources, Ltd.** (Choice Partners RFP # 15/041JN-07) for the remodeling and improvements of the Administration Building main lobby, lounge and garage elevator corridors in an amount not to exceed \$204,926.
- E. **Consider approval of Early Head Start Child Care Partners (EHS agreements)** for the period of 08/01/2016 through 07/01/2017 with the following vendors: Building Blocks Childcare (RFP 15/038JG); Fellowship of Purpose Early Childhood Learning Center (RFP 15/051YR-4); Learning Center (RFP 15/051YR-4); John G Jones Learning Center (RFP 15/038JG); Kool Kids Daycare (RFP 16/014YR); Let's Learn Christian Learning Center (RFP 15/051YR-4); and Stream of Life Christian Academy (RFP 15/051YR-4) to provide Early Head Start Child Care services in an amount not to exceed \$50,000 per vendor.
- F. **Consider job order method of procurement and job order contract with Baseline Paving and Construction, Inc.** (Choice # 15/041JN-02) to repair the parking lot and bus way area at the ABS East campus in an amount not to exceed \$119,642.

- G. **Consider approval of the job order contracting method of procurement and approval of the Contractor Agreement with Quality Security Systems (Choice Partners job no. 15/037JN-07)** for the installation of cameras and microphones in 25 self-contained classrooms and six student restrooms at the ABS East campus at a total cost of \$79,529; and for the installation of three self-contained classrooms and four student restrooms at the ABS West campus in the amount of \$19,517 in voluntary compliance with SB 507. Total of the entire project will be \$99,046.94.
- H. **Consider approval of HCDE Head Start's 1309 application** for a build to suit to lease project to house the Baytown HS/EHS program located at 323 Massey Thompkins Road, Baytown, Texas 77521, in the amount of \$560,580.
- I. **Consider First and Final Reading of Local Policy (as recommended by Board Counsel):**
1. Business and Support Services (C)
CV
- J. **Consider approval of Resolution Adopting Prevailing Wage Rates** for Harris County Department of Education Facilities' Construction Projects.
- K. **Consider First Reading of the following Local Policies:**
1. Local Governance (B)
BF
2. Business and Support Services (C)
CDA
CB
CAA
CKE
CFE
3. Personnel (D)
DBB
DEA
DEAA
DEC
DEE
DFFA
DHE
DGBA
DBD
DH
DIA
DC
4. Instruction (E)
EB
5. Students (F)
FFG
FFH
FB
6. Community and Governmental Relations (G)
GKA
GKD
GRA

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:**
3 Teachers, Academic & Behavior School East
5 Teachers, Academic & Behavior School West
3 Teachers, Highpoint School East
Transition Specialist, Highpoint School East
Nurse, Highpoint School East and Academic & Behavior School East
 - B. **Deliberate the appointment, employment, evaluation, reassignment,** duties, discipline and/or dismissal of HCDE employees.
9. **RECONVENE** for possible action on items discussed in executive session
 - A. **Employment:**
3 Teachers, Academic & Behavior School East
5 Teachers, Academic & Behavior School West
3 Teachers, Highpoint School East
Transition Specialist, Highpoint School East
Nurse, Highpoint School East and Academic & Behavior School East
10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **June 2016 Employee Count**
 - C. **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
 - D. **Submission of grant proposal to Best Buy Foundation in the amount of \$5,000** for the Weather Apps to Teach Environmental Resilience (WATER) for the Teaching and Learning Center-Science; project focuses on GIS technology; 150 students served
 - E. **Memorandum of Understanding for FY 201-2017 between HCDE Area I Head Start** with South Texas Dental is to ensure that the adults and children belonging to the Area I HCDE Head Start/Early Head Start program have access to a full continuum of services such as oral health education, awareness, and prevention and that South Texas Dental (STD) is provided various ways to partner with HCDE Area I Head Start/Early Head Start
 - F. **HCDE Area I Head Start and The Healthy Lunch Box agrees that the Healthy Lunch Box** will provide 82 meals per day (including a cold breakfast, hot lunch, and an afternoon snack) at a rate of \$6.10 per person for a maximum number of 80 days in the amount not to exceed \$40,016 for Tidwell Head Start located at 8302 John Ralston Road, Houston, Texas 77044, for a period of 08/22/2016 through 12/31/2016.
 - G. **HCDE Area I Head Start USDA Meal Totals for the month of May 2016;** this information was derived from the free standing centers, as well as those that are a part of a multi-service center. It is the count of the students' attendance, breakfasts, lunches, and PM snacks

- H. **HCDE Area I Head Start Performance Report** for the month of May 2016
- I. **Donations Report**
- 11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, August 16, 2016, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr.", is positioned above the printed name. The signature is fluid and cursive, with a large initial 'J' and a distinct 'C'.

James Colbert, Jr.
County School Superintendent