

**Harris County Department of Education
Minutes of Regular Board Meeting
October 18, 2016**

The Harris County Board of School Trustees met in regular session on October 18, 2016 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Diane Trautman, Presiding Officer, called the meeting to order at 1:00 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: Erica Lee Carter; Marvin Morris; Diane Trautman; Mike Wolfe
Don Sumners arrived at 1:18 p.m.

Board Members Absent: Angie Chesnut, Board President; Louis Evans, Board Vice-President

Board Attorney: Sarah Langlois

Administration: James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; Kimberly McLeod, Assistant Superintendent for Education and Enrichment; and Jonathan Parker, Assistant Superintendent for Academic Support

Rebecca Bell, Director Texas Virtual School Network; Ecomet Burley, Director Center for Safe & Secure Schools; Karla Cantu, Board Secretary; Lisa Caruthers, Director CASE for Kids; Marion Cooksey, Principal Highpoint East; Curtis Davis, Director Records Management; Jeff Drury, Director Choice Partners Cooperative; Louise Henry, Director Marketing; Eduardo Honold, Director Adult Education; Les Hooper, Senior Director Facilities; Victor Keys, Principal Adaptive Behavior School West; Tammy Lanier, Director Communication & Public Engagement; Dee Mattox-Hall, Senior Director Schools Division; Bill Monroe, Director Purchasing; Brenda Mullins, Director Curriculum and Compliance Services; Venetia Peacock, Senior Director Head Start; Gayla Rawlinson, Director Center for Grants Development; Rosa Maria Torres, Chief Accounting Officer; Natasha Truitt, Executive Director Human Resources; Jimmy Wynn, Special Assistant to Superintendent

Visitors: Joseph Le; Colleen Vera

1. **Invocation** - Jan Toyota, School-Based Therapy Services
2. **Pledge of Allegiance to the US flag** - Isabel Nieves, School-Based Therapy Services
3. **Pledge of Allegiance to the Texas flag** - Isabel Nieves, School-Based Therapy Services
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.

No one from the public requested to address the Board.

5. **Reports and presentations:**

- A. **Principal Recognition** - Jonathan Parker, Assistant Superintendent for Academic Support Services
- B. **Annual update on the HCDE School-Based Therapy Services** - Jean Polichino, Senior Director
- D. **Monthly Financial Reports through 09/30/2016** - Jesus Amezcua, Assistant Superintendent for Business Services
- C. **Presentation by the Education Foundation of Harris County** – Jimmy Wynn, Special Assistant to the Superintendent

Education Foundation of Harris County announced a donation of \$28,000 to HCDE, including \$20,000 for EcoBot, \$20,000 of in-kind services for EcoBot, \$5,000 for Adult Education, and \$3,000 for the HCDE science center.

- E. **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.

Mike Wolfe reported on his attendance to the TASA/TASB Convention in Houston. Erica Lee Carter, Louis Evans, Don Sumners and Diane Trautman also attended the Convention.

Diane Trautman thanked Ginger Thomas for her assistance with the inquiry concerning an HCDE facility serving as an election day polling location.

Items to be removed from Consent Agenda:

Mike Wolfe requested to have items 6.C.7., 6.C.10., 6.D.1., 6.D.8 removed from the consent agenda.

Erica Lee Carter requested to have item 6.D.2. removed from the consent agenda.

Motion made by Marvin Morris, seconded by Mike Wolfe to approve all remaining items in the Consent Agenda with the exception of items 6.C.7., 6.C.10., 6.D.1., 6.D.2., 6.D.8.

Motion Passes with 5-0 voting to approve.

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 2016**

B. **Consider approval of the 09/20/2016 Board Meeting Minutes**

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

1. **Addendum #2 to Interlocal contract (revenue contract) between HCDE ABS East and Houston ISD** to increase the amount from \$524,100 to \$529,300 (an increase of \$5,200) for Extended School Year (ESY) Summer School (in-county \$5,200 each) for FY 2016
2. **Addendum #2 to Interlocal contract (revenue contract) between HCDE ABS West and Houston ISD** to increase the amount from \$366,900 to \$377,300 (an increase of \$10,400) for Extended School Year Services - ESY Summer School (in-county \$5,200 each) for FY 2016
3. **Amendment to Interlocal contracts (revenue contract) between HCDE ABS West and Tomball ISD** to increase the amount from \$20,300 to \$60,900 (an increase of \$40,600 for two additional in-county contracts); Conroe ISD to increase the amount from \$70,500 to \$94,000 (an increase of \$23,500 for one additional out-of-county contract) for FY 2017
4. **Acceptance of the Adult Education and Literacy 2017 contract between Harris County Department of Education and Houston-Galveston Area Council (H-GAC)** contract number 212-17 for the period of 10/01/2016 through 09/30/2017 in the amount of \$4,115,264
5. **Academic and Behavior School East (revenue contracts) for FY 2017 in the aggregate amount of \$142,100** with Spring ISD for four (4) annual student contracts for \$81,200 (in-county: \$20,300 each) and Sheldon ISD for three (3) annual student contracts for \$60,900 (in-county: \$20,300 each)
6. **Highpoint School East (revenue contract) for FY 2017 in the aggregate amount of \$9,900** with KIPP, Inc. for one (1) annual student contract (in-county: \$9,900 each).
8. **CASE for Kids for 21st Century Community Learning Center(s) grants for Cycle 8B, Year 4 for FY 2017 in the aggregate amount of \$1,132,916 with the following entities:** Alief ISD in the amount of \$391,058 (130 students served); Pasadena ISD in the amount of \$186,521 (125 students served); Pearland ISD in the amount of \$189,484 (125 students served); Sheldon ISD in the amount of \$179,799 (150 students served); and Stafford MSD in the amount of \$186,054 (135 students served)
9. **CASE for Kids 21st Century Community Learning Center(s) grants for Cycle 9, Year 1 for FY 2017 in the aggregate amount of \$470,400 with the following entities:** Alief ISD in the amount of \$156,800 (82 students served); Pasadena ISD in

the amount of \$156,800 (82 students served); and Sheldon ISD in the amount of \$156,800 (82 students served)

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

3. **Contract renewal option for job no. 12/058DG for Infrastructure as a Service (IaaS) with the following vendors:** ARC Government Solutions, Inc. for the period 11/20/2016 through 11/19/2017
4. **Contract renewal for job no. 13/001DG for Temporary Personnel Services with the following vendors:** ExecuTeam Staffing, LP; ObjectWin Technology, Inc.; RLS Interest d/b/a Prime Systems; CBS Personnel Services, LLC d/b/a Staffmark and Superior Talent Resources, Inc. for the period 11/20/2016 through 11/19/2017
5. **Contract renewal option for job no. 13/057DA for Elevators and Other Related Services with the following vendors:** EMR Elevator, Inc. for the period 11/19/2016 through 11/18/2017
6. **Contract renewal option for job no. 13/067DG for Janitorial Products and Services with the following vendors:** Buckeye International, Inc. d/b/a Buckeye Cleaning Center-Houston; Complete Supply, Inc. and Cordell, Inc. d/b/a Ridley's Vacuum & Janitorial Supply for the period 11/19/2016 through 11/18/2017
7. **Contract renewal option for job no. 14/036JN to Furnish and Install Integrated Technology Learning Laboratories with the following vendor:** Learnscapes, Inc. d/b/a Creative Learning Systems for the period 11/18/2016 through 11/17/2017
9. **Contract renewal option for job no. 15/047CG for Road Products, (Signage, Chemicals, Gravel, and Concrete) Equipment, and Related Items with the following vendors:** Campbell's Signs of Texas, LLC and Southwest Geo-Solutions, Inc. d/b/a Geo-Solutions, Inc. the period 11/17/2016 through 11/16/2017.
10. **Contract award for job no. 16/059KH for Student Information System to the proposers offering the best value to HCDE and Choice Partners Cooperative meeting the specifications outlined in the proposal:** Focus School Software; SunGard Public Sector, LLC (an FIS Company) d/b/a SunGard K-12 and Tyler Technologies, Inc. for the period 10/18/2016 through 10/17/2017

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

1. **Contract renewal option for All-in-One Early Childhood Mobile Tablets, job no. 13/015KJ,** with HATCH, Inc., for the HCDE Head Start Division for the period of 11/20/2016 through 11/19/2017
2. **Contract renewal option with Data Management, Inc., dba TimeClock Plus, job no. 12/046KJ** for Automated Payroll Time Reporting System for the period of 10/23/16 to 10/22/17

F. **Consider approval of a Certification Contribution Agreement (Revenue Agreement) between the HCDE CASE for Kids Division and the Gulf Coast Workforce Board** for the period of 10/01/2016 through 09/30/2017. HCDE will certify \$1,500,000 to receive matching funds from the Gulf Coast Workforce Board for the

CASE Partnership Project in the amount of \$1,713,386 (approximately 4,600 students served)

- 6.C.7. **CASE for Kids Partnership Project for FY 2017 in the aggregate amount of \$352,000 with the following entities:** Alief ISD in the amount of \$87,000 (200 students served); Academy of Accelerated Learning in the amount of \$40,000 (50 students served); Pasadena ISD in the amount of \$145,000 (200 students served); Sheldon ISD in the amount of \$60,000 (150 students served); and Southwest Schools in the amount of \$20,000 (50 students served)

Motion made by Marvin Morris, seconded by Erica Lee Carter to approve an Interlocal Agreement for the CASE for Kids Partnership Project for FY 2017 in the aggregate amount of \$352,000 with the following entities: Alief ISD in the amount of \$87,000 (200 students served); Academy of Accelerated Learning in the amount of \$40,000 (50 students served); Pasadena ISD in the amount of \$145,000 (200 students served); Sheldon ISD in the amount of \$60,000 (150 students served); and Southwest Schools in the amount of \$20,000 (50 students served).

Motion passes with 5-0 voting to approve.

- 6.C.10. **School Based Therapy Services (revenue contracts) for FY 2017 in the aggregate amount of \$50,725 with the following entities: Pasadena ISD in the amount of \$11,875 (27 students served in FY 2016) and Sweeny ISD in the amount of \$38,850 (new contract)**

Motion made by Marvin Morris, seconded by Don Sumners to approve School Based Therapy Services (revenue contracts) for FY 2017 in the aggregate amount of \$50,725 with the following entities: Pasadena ISD in the amount of \$11,875 (27 students served in FY 2016) and Sweeny ISD in the amount of \$38,850 (new contract).

Motion passes with 4-1 voting to approve with Mike Wolfe voting nay.

- 6.D.1. **HCDE Governmental Services with:** Everman ISD, Everman, TX; Highland Village city of, Highland Village, Texas; Lovelady ISD, Lovelady, Texas and Rockwall city of, Rockwall, Texas

Motion made by Marvin Morris, seconded by Erica Lee Carter to approve HCDE Governmental Services with: Everman ISD, Everman, TX; Highland Village city of, Highland Village, Texas; Lovelady ISD, Lovelady, Texas and Rockwall city of, Rockwall, Texas.

Motion passes with 4-1 voting to approve with Mike Wolfe voting nay.

- 6.D.2. **Contract renewal option for job no. 13/062DG for Curriculum, Instructional, Assessment and Intervention Materials and Supplies with the following vendors:** 3P Learning, Inc. d/b/a 3P Learning; Achieve3000, Inc.; Gregory D. Laufer d/b/a Adventures In Learning; B.E. Publishing; Carnegie Learning, Inc.; DLB Educational Corporation; DynaStudy, Inc.; Eric Armin, Inc., d/b/a EAI Education a division of Eric Armin, Inc.; Education Plus; Frog Street Press, Inc.; Richards Investments, Inc. d/b/a Hands-On Tasks Inc.; John R Green d/b/a Harrison and Company; Imagination Station, Inc. d/b/a Istation; Jarrett Publishing Company;

Keystone Books & Media; Lab Resources, Inc.; Lakeshore Equipment Company d/b/a Lakeshore Learning Materials; Kimco Educational Products d/b/a Learning Zone; Lectorum Publications, Inc.; LEGO Dacta-Pitsco, LLC d/b/a LEGO Education; Mentoring Minds, L. P.; ProLiteracy Worldwide d/b/a New Readers Press; Northwest Evaluation Association; Pitsco, Inc. d/b/a Pitsco Education; Primary Concepts, Inc.; Saddleback Educational Publishing, Inc.; Scholastic Library Publishing, Inc.; Steps To Literacy; Teacher Heaven, Inc. and UR Investment Inc., d/b/a Texas Teacher Supply for the period 11/19/2016 through 11/18/2017

Motion made by Erica Lee Carter, seconded by Marvin Morris to approve contract renewal options for job no. 13/062DG for Curriculum, Instructional, Assessment and Intervention Materials and Supplies with the following vendors: 3P Learning, Inc. d/b/a 3P Learning; Achieve3000, Inc.; Gregory D. Laufer d/b/a Adventures In Learning; B.E. Publishing; Carnegie Learning, Inc.; DLB Educational Corporation; DynaStudy, Inc.; Eric Armin, Inc., d/b/a EAI Education a division of Eric Armin, Inc.; Education Plus; Frog Street Press, Inc.; Richards Investments, Inc. d/b/a Hands-On Tasks Inc.; John R Green d/b/a Harrison and Company; Imagination Station, Inc. d/b/a Istation; Jarrett Publishing Company; Keystone Books & Media; Lab Resources, Inc.; Lakeshore Equipment Company d/b/a Lakeshore Learning Materials; Kimco Educational Products d/b/a Learning Zone; Lectorum Publications, Inc.; LEGO Dacta-Pitsco, LLC d/b/a LEGO Education; Mentoring Minds, L. P.; ProLiteracy Worldwide d/b/a New Readers Press; Northwest Evaluation Association; Pitsco, Inc. d/b/a Pitsco Education; Primary Concepts, Inc.; Saddleback Educational Publishing, Inc.; Scholastic Library Publishing, Inc.; Steps To Literacy; Teacher Heaven, Inc. and UR Investment Inc., d/b/a Texas Teacher Supply for the period 11/19/2016 through 11/18/2017.

Initially, no action is taken on this item with 2-2-1 voting to approve with Don Sumners and Mike Wolfe voting nay and Erica Lee Carter abstaining.

Motion made by Marvin Morris, seconded by Erica Lee Carter to reconsider the item and to approve.

Motion passes with 4-1 voting to approve with Mike Wolfe voting nay.

6.D.8. Contract renewal option for job no. 14/038DG for Telemedicine Services with the following vendors: Lone Star Telemedicine Services, Inc. and Phonoscope Health Network, Inc. for the period of 11/18/2016 through 11/17/2017

Motion made by Marvin Morris, seconded by Don Sumners to approve the contract renewal option for job no. 14/038DG for Telemedicine Services with the following vendors: Lone Star Telemedicine Services, Inc. and Phonoscope Health Network, Inc. for the period of 11/18/2016 through 11/17/2017.

Motion passes with 4-0-1 voting to approve with Mike Wolfe abstaining.

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

- A. **Consider approval to amend the child care partnership agreement between Harris County Department of Education and Deskot LLC, DBA Kool Kids Daycare** to service up to 24 children (increase of 8) ages 0-3 years at the provider's facility located at 602 Fairmont Parkway, Pasadena, Texas, 77504 in the amount not to exceed \$75,000.

Motion made by Erica Lee Carter, seconded by Marvin Morris to amend the child care partnership agreement between Harris County Department of Education and Deskot LLC, DBA Kool Kids Daycare to service up to 24 children (increase of 8) ages 0-3 years at the provider's facility located at 602 Fairmont Parkway, Pasadena, Texas, 77504 in the amount not to exceed \$75,000.

Motion passes with 5-0 voting to approve.

- B. **Consider approval of Amendment #1 to the Services Agreement with ChildCare Careers, LLC to provide substitute Teachers and Teaching Assistants (RFP # 13/040KJ) to the HCDE Area I Head Start program** for the period of 06/22/2016 through 04/22/2017 in an amount not to exceed \$119,748 (increase \$44,748).

Motion made by Marvin Morris, seconded by Mike Wolfe to approve Amendment #1 to the Services Agreement with ChildCare Careers, LLC to provide substitute Teachers and Teaching Assistants (RFP # 13/040KJ) to the HCDE Area I Head Start program for the period of 06/22/2016 through 04/22/2017 in an amount not to exceed \$119,748 (increase \$44,748).

Motion passes with 5-0 voting to approve.

- C. **Consider acceptance of the Head Start Program Performance Standards (HSPPS) Final Rule - Log No.ACF-PI-HS-16-04**, in compliance with the new HSPPS which become effective 11/07/2016.

Motion made by Marvin Morris, seconded by Diane Trautman to accept the Head Start Program Performance Standards (HSPPS) Final Rule - Log No.ACF-PI-HS-16-04, in compliance with the new HSPPS which become effective 11/07/2016.

Motion passes with 5-0 voting to accept.

- D. **Consider approval of Services Agreement between Harris County Department of Education and Prime Systems (Choice Partners contract # 13/001DG-05) to provide contractors for the HCDE Technology Division Help Desk** in an amount not to exceed \$72,960 for the period of 09/01/2016 through 08/31/2017.

Motion made by Marvin Morris, seconded by Mike Wolfe to approve a Services Agreement between Harris County Department of Education and Prime Systems (Choice Partners contract # 13/001DG-05) to provide contractors for the HCDE Technology Division Help Desk in an amount not to exceed \$72,960 for the period of 09/01/2016 through 08/31/2017.

Motion passes with 5-0 voting to approve.

- E. **Consider approval of addendum to Interlocal contract with Harmony Public Schools** to provide procurement consulting services (revenue will be based on services provided).

Motion made by Mike Wolfe, seconded by Don Sumners to table the item until next month's meeting.

Motion to table the item fails with 2-3 voting to table with Marvin Morris, Erica Lee Carter, and Diane Trautman voting nay.

Motion made by Erica Lee Carter, seconded by Marvin Morris to approve an addendum to Interlocal contract with Harmony Public Schools to provide procurement consulting services (revenue will be based on services provided).

Motion to call the question made by Marvin Morris.

Marvin Morris withdraws his motion to call the question.

No motion is taken on this item with 2-2-1 voting to approve with Don Sumners and Mike Wolfe voting nay and Marvin Morris abstaining.

F. **Consider First Reading of Local Policies**

1. BJCF
2. CLB
3. CLE
4. CPC
5. DBA
6. DFBB
7. DFFA
8. DFFB

No action was taken on this item.

G. **Consider approval of Memorandum of Understanding between Harris County Department of Education and the Education Foundation of Harris County to establish collaborative efforts.**

Motion made by Marvin Morris, seconded by Erica Lee Carter to approve a Memorandum of Understanding between Harris County Department of Education and the Education Foundation of Harris County to establish collaborative efforts.

Erica Lee Carter requested that this item be discussed in Executive Session.

The Board entered into Executive Session at 2:20 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:**

Teacher, Highpoint East

- B. **Discussion of timing and instruments for Board evaluation of the Superintendent.**
- C. **Obtain legal advice regarding new Academic and Behavior School West campus project.**
- D. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.**

The Board reconvened into Open Session at 3:10 p.m.

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

- G. **Consider approval of Memorandum of Understanding between Harris County Department of Education and the Education Foundation of Harris County to establish collaborative efforts.**

Motion made by Marvin Morris, seconded by Erica Lee Carter to approve a Memorandum of Understanding between Harris County Department of Education and the Education Foundation of Harris County to establish collaborative efforts.

Erica Lee Carter requested that this item be discussed in Executive Session.

Motion to amend the original motion made by Mike Wolfe, seconded by Don Sumners to include both a 30 day termination provision and to take out automatic renewals and to make it optional annual renewals.

Motion to amend fails with 2-3 voting to amend the original motion with Marvin Morris, Erica Lee Carter and Diane Trautman voting nay.

Motion to amend made by Mike Wolfe, seconded by Marvin Morris to add a 30 day termination provision.

Motion to amend passes with 5-0 voting to amend the original motion.

Original motion to approve Memorandum of Understanding between Harris County Department of Education and the Education Foundation of Harris County to establish collaborative efforts, as amended to add a 30 day termination provision passes with 4-1 voting to approve with Mike Wolfe voting nay.

- A. **Employment:**

Teacher, Highpoint East

Motion made by Marvin Morris, seconded by Mike Wolfe to approve employment as discussed in Executive Session.

Motion passes with 5-0 voting to approve employment.

- 10. **INFORMATION ITEMS**

- A. **Human Resources Information Items**
- B. **Employee Count**

C. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is \$42,820):**

- Between Teaching Learning Center and HISD - Presentation on "Develop and Coach PK - Grade 2 in PLC planning and structure" for the period of 08/01/2016 - 05/30/2017 for a revenue amount of \$8,800
- Between Teaching Learning Center and Galena Park - Training "Critical Writing Instruction and Instructional Coaching" (Kelly Tummy) for the period of 08/16/2016 - 02/16/2017 for a revenue amount of \$7,000
- Between Teaching Learning Center and Teen Truth, LLC - HCDE will host JC Pohl for Teen Truth for the period of 10/14/2016 - 10/14/2016 for a revenue amount of \$800
- Between Teaching Learning Center and Pearland ISD - Training on "Easy Prep Science Labs" (Lisa K. Felske) for the period of 08/16/2016 - 08/16/2016 for a revenue amount of \$1,000
- Between Teaching Learning Center and Lead4ward - Providing professional learning for the period of 09/16/2016 - 08/31/2017 for a revenue amount of \$37.50 to \$43.75 per participant
- Between Teaching Learning Center and Galena Park ISD - Presentation on "Assorted Elementary Math Sessions" (Nicole Shanahan) for the period of 10/01/2016 - 10/31/2016 for a revenue amount of \$1,600
- Between Teaching Learning Center and Brazosport ISD - "Grade 5 Science STAAR" (Lisa K. Felske) for the period of 10/03/2016 - 10/03/2016 for a revenue amount of \$565
- Between Teaching Learning Center and Galena Park ISD - "Assorted Elementary Math Sessions" (Nicole Shanahan) for the period of 10/01/2016 - 10/31/2016 in a revenue amount of \$1,600
- Between Teaching Learning Center and Royal ISD - "Workstation Make & Take" (Nicole Shanahan) for the period of 09/30/2016 - 09/30/2016 for a revenue amount of \$2,800
- Between Teaching and Learning Center and Texas Chemical Council - Presentation on "Science Teachers & Industry" for the period of 07/18/2016 - 07/21/2016 for a revenue amount of \$3,300
- Between Teaching and Learning Center and Alief ISD - Presentation on "Student Misconceptions in Elementary Science" for the period of 8/2/2016 - 8/2/2016 for a revenue amount of \$1,000
- Between Teaching and Learning Center and Royal ISD - Presentation on "Workstation Make & Take: Composing & Decomposing" for the period of 08/01/2016 - 08/31/2016 for a revenue amount of \$6,078
- Between Therapy Services and Region 12 ESC - Presentation on "Occupational Therapy and Physical Therapy Support for Literacy in Pre K 12 Schools" for the period of 09/26/2016 - 09/26/2016 in a revenue amount of \$1,977

- Between Special Schools and Region 6 ESC - Providing curriculum management resources - TEKS Resource Systems for the period of 08/01/2016 - 07/31/2017 in a revenue amount of \$6,310

D. Non-monetary contracts for FY 2017

- Between Adult Education and Promise Center
- Between Adult Education and Foundry United Methodist Church
- Between Adult Education and Our Lady of Guadalupe
- Between Adult Education and Highlands United Methodist Church
- Between Adult Education and North Pasadena Community Outreach
- Between Teaching Learning Center and Houston Revision for Professional Development "Ending prison pipeline in schools" for the period 10/3/2016 - 10/3/2016

E. HCDE Area I Head Start USDA Meal Totals for the month of August 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

F. Memorandum of Understanding to establish collaborative working procedures between Motivation Education and Training, Inc. (MET) and HCDE Area I Head Start for low income children who are eligible for Head Start services beginning 10/19/2016.

G. HCDE Area I Head Start Performance Report for the month of August 2016

H. HCDE September 2016 Donation/Sponsor Report

11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, November 15, 2016, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

Motion made by Marvin Morris, seconded Mike Wolfe to adjourn the meeting.

Motion passes with 5-0 voting to adjourn.

The meeting adjourned at 3:20 p.m.