

**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 **15th day of September 2015 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
September 15, 2015
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held September 15, 2015, 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** - Susan Brown, Facilities

2. **Pledge of Allegiance to the US flag** - Jay Atkins, Facilities

3. **Pledge of Allegiance to the Texas flag** - Jay Atkins, Facilities

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. Required Head Start Eligibility Report - Venetia Peacock, Head Start

 - B. Annual update on the HCDE Facilities Division - Jay Atkins, Facilities

 - C. Announcement of awards from the Government Finance Officers Association (GFOA) for the HCDE 2014 Comprehensive Annual Financial Report (CAFR) and 2014 Popular Annual Financial Report (PAFR) - Jesus Amezcua, Assistant Superintendent for Business Services

 - 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 08/31/2015 - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. August Disbursement Report
2. Monthly Investment Report for August 2015
3. Monthly Budget Amendment Report

B. Consider approval of the 08/18/2015 Board Meeting Minutes.

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

1. **School-based Therapy Services (revenue contract) for FY 2016 in the aggregate amount of \$1,800,925** with the following entities: Galena Park ISD (2 students) in the amount of \$4,275; Katy ISD (1,043 students) in the amount of \$1,717,325 and Klein ISD (77 students) in the amount of \$79,325
2. **Adult Education for FY 2016 in the aggregate amount of \$1,200 with Lee College** for the promotion of adult education in Harris County
3. **Highpoint School East (revenue contract) for FY 2016 with Goose Creek Consolidated ISD** for 18 annual student contracts for an aggregate amount of \$178,200
4. **Highpoint School East Amendment to Interlocal (revenue contract) between and Barbers Hill ISD** for FY2016 to increase the number of student contracts from one (1) to two (2) for a total amount of \$21,800; (an increase of \$10,900)
5. **Academic and Behavior School East (revenue contract) for FY 2016 with Huffman ISD** for one annual student contract for an aggregate amount of \$21,000
6. **Choice Partners (revenue contract) with Beaumont ISD for HCDE/Choice Partners to act as the interim facility director** from 10/01/2015 through 09/30/2016 in the amount not to exceed \$131,250
7. **HCDE Governmental Services with:** Arlington Classics Academy (Arlington, Texas); Central Texas Community Health Centers dba CommUnityCare (Austin, Texas); Christ Church (Apostolic) Inc. (Houston, Texas); Houston West Chamber of Commerce (Houston, Texas); Ingleside United Methodist Church (Ingleside, Texas); Jacksonville ISD (Jacksonville, Texas); Jean Massieu Academy (Arlington, Texas); KI Education Foundation (San Marcos, Texas); KIPP DFW (Dallas, Texas); Lake Dallas ISD (Lake Dallas, Texas); City of Laredo, Texas; Leaders of Texas Foundation, Inc. (Houston, Texas); Marble Falls ISD (Marble Falls, Texas); Marian High School (NTI Career Institute) (Houston, Texas); McNeil Baptist Church (Luling, Texas); Momentous School (Dallas, Texas); City of Mount Pleasant, Texas; National Wildlife Federation (Austin, Texas); New Life Church (Spring, Texas); St. James Baptist Church (Austin, Texas); Starr County (Rio Grande City, Texas); and Walker County Hospital Corporation dba Huntsville Memorial Hospital (Huntsville, Texas)

- D. **Adult Education for FY 2016 with the following entities:** Cy Fair ISD, Deer Park ISD, Katy ISD and Klein ISD for the location of Adult Education classes
- E. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Assignment of contract for job no. 15/022TJ-03 for Produce Items** from Third Coast Fresh Distribution LLC to Hardie's Fruit and Vegetable Co. Houston, LP effective upon Board approval
 2. **Contract renewal option for job no. 14/035TJ for Technical Services and Products for Food Service** with the following vendors: Robert Beyer Enterprises, LLC dba Automated Financial Systems, Broadcast Signage Network, LLC dba Epicure Digital Systems, Water Walkers Inc (Health-e Meal Planner Pro), Heartland School Solutions, a division of Heartland Payment Systems, Inc., Education Management Systems, Inc (Meals Plus), and PCS Revenue Control Systems, Inc., ISITE Software (School Nutrition and Fitness) for the period of 11/18/2015 through 11/17/2016
 3. **Contract renewal option for job no. 13/057DA for Elevators and Other Related Services with the following vendors:**A&F Elevator Inc. and EMR Elevator, Inc. for the period 11/19/2015 through 11/18/2016
 4. **Contract renewal option for job no. 13/067DG for Janitorial Products and Services with the following vendors:** Buckeye International, Inc. dba Buckeye Cleaning Center-Houston, Complete Supply Inc. and Cordell Inc. dba Ridley's Vacuum & Janitorial Supply for the period 11/19/2015 through 11/18/2016
 5. **Contract renewal option for job no. 14/036JN for Integrated Technology Laboratories with the following vendor:** Learnscapes, Inc. dba Creative Learning Systems for the period 11/18/2015 through 11/17/2016
 6. **Contract renewal option for job no. 14/038DG for Telemedicine Services with the following vendors:** Doc-Aid Scribe Services, Inc. dba Doc-Aid Telemedicine Services, Lone Star Telemedicine Services, Inc. and Phonoscope Health Network, Inc. for the period of 11/18/2015 through 11/17/2016
 7. **Contract award for job no. 15/044MP for Web Design Services** to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: Ambonare Incorporated, Blackboard, Inc., ezTask.com, Inc., Vision Technology Solutions, LLC d/b/a Vision Internet Providers and Short Enterprises, Inc. d/b/a WebRevelation for the period 09/15/2015 through 09/14/2016
 8. **Contract award for job no. 15/046MP for Automotive Equipment, Tires, Parts and Services with the following vendors:**A to Z Tire & Battery Inc and Subsidiaries, Batteries Holdings, LP dba Batteries & Bulbs and Creative Bus Sales for the period 09/15/2016 through 09/14/2016
 9. **Contract award for job no. 15/048CG for Art and Artwork Advisory Services with the following vendor:** Art and Artisan Consulting, Inc. for the period 09/15/2015 through 09/14/2016

10. **Contract award for job no. 15/049JN for Trenchless Technology Rehabilitation and Related Items and Services with the following vendor:** Layne Inliner, LLC and SAK Construction, LLC for the period 09/15/2015 through 09/14/2016
11. **Contract award for job no. 15/052KC for Scientific Equipment and Related Items with the following vendors:** Carolina Biological Supply Company, Educator's Depot Inc., Flinn Scientific Inc., School Specialty, Inc. dba Frey Scientific, SJS Partnership WRS Group, Ltd dba Health Edco, Health Impressions, Childbirth Graphics, 259 Holdings Ltd., LLC dba Microscope World, Priscilla M. Ayerite dba NAO Global, Pitsco Education and Carol Espensen dba Southern Science Supply for the period 09/15/2015 through 09/14/2016

F. Consider approval of the following items for Internal Purchasing (as per Policy CH Local):

1. Expenditure renewals which have been previously procured and approved for FY 2016 under Policy CH Local by various HCDE divisions for an aggregate amount not to exceed \$8,312,500 with the following vendors:
Tax Related: Harris County Appraisal District (\$160,000 - HCDE tax appraisals)
Head Start Related: KQC Investors, LLC (\$260,000 - Lease for Channelview and Sheffield); Zieban Foundation Properties (\$60,500 - Lease for Coolwood); CV Baytown Joint Venture (\$90,000 - Lease for Baytown); Childcare Careers, LLC (\$100,000 Head Start Personnel); Glazier Food Company (\$300,000 - Head Start Groceries); Scholastic (\$60,000 - Read and Rise Literacy Program); Milk Products, LLC (\$100,000 - Dairy for Head Start campuses)
Facilities Related: City of Houston Water (\$75,000 - Utility payment); Cre8 (\$50,000 - Architect Services); Dominion Air & Heat (\$75,000 - HVAC Services); Executive Threat Services, LLC (\$695,000 - Contracted Security Services); Reliant Energy (\$85,000 - Utility Payment/Gas); Harris County Treasurer (\$68,000 - Security Services); Hudson Energy Services (\$700,000 - Electricity Provider); Fleet Services (\$60,000 - Fuel Fleet Vehicles); High Point Sanitary Solutions (\$150,000 - Custodial Supplies); McGriff, Seibels & Williams (\$530,000 - Property Insurance); Metropolitan Landscape Management, Inc. (\$100,000 - Landscape Management); Quality Security Systems (\$275,000 - Security Monitoring/Repair); Facilities Sources (\$150,000 - Job Order Contracting); Trio Electric (\$60,000 - Electrical Services); Southern Care (\$50,000 - Parking Lot and Sweeping Services); ThyssenKrupp Elevator Corp (\$75,000 - Elevator Service and Maintenance)
Human Resources Related: CBS Personnel Services, LLC (\$150,000 - Temporary Staffing); Claims Administrative Services (\$55,000 - Third Party Administrator for Workers Compensation); Rogers, Morris, & Grover, LLP (\$300,000 - Legal Services for HCDE); Public Agency Retirement (PAR) (\$400,000 - Retiree Alternative Retirement Plan Payment); National Prosource (\$70,000 - Technology Staffing); Unum Life Insurance Co. of America (\$158,000 - Life Insurance)
Technology Related: AT&T (\$100,000 – Telecom services); Verizon Wireless (\$200,000 - Cell phone service); Prime Systems (\$135,000 - Technology Equipment and Personnel); Total Technologies, LLC (\$96,000 - Technology Equipment, Phone Systems, Data Cabling); Two Trees Technology (\$80,000 - Technology Equipment); Industrial Audio/Video (\$80,000 - Technology Equipment); CDW Government (\$200,000 - Technology Equipment); Phonoscope Lightwave Inc. (\$150,000 - E-rate Internet, Ethernet circuits); Marimon Business Systems (\$120,000 - Copier); Micro Integration (\$100,000 - Technology Equipment); Sungard Public Sector, Inc. (\$70,000 - Pentamation Support and Maintenance); Austin Ribbon and Computer Company (\$100,000 – Technology Equipment, IaaS); Unique Digital (\$150,000 - Back Up and Recovery Systems, Technology Equipment); Exebridge dba Le Tigre Solutions (\$100,000 - Technology Equipment); Accudata (\$50,000 - Internal and external risk analysis/assessment); Houston Information Team, LLC (HIT) (\$125,000 - Technology Equipment); Netsync Network Solutions (\$200,000 - Technology Equipment); Troxell Communications (\$125,000 - Technology

Equipment); Unique Digital (\$200,000 - Technology Equipment); SHI Government (\$60,000 - Technology Equipment)

Other: Butler Business Products (\$250,000 - Office Supplies)

2. **Contract award for job no. 15/063YR for CASE After-School and Summer Direct Services to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:**L. Smurphe. F. Institute; Little Birdies Golf Academy; Soaring Eagles; Zulli Method
3. **Contract renewal option for job no. 11/047DG with McGriff Seibels & Williams for Property and Casualty Insurance**for the period of 10/1/2015 through 10/1/2016 for an estimated amount of \$512,497
4. **Contract renewal option with Bass Computer, Inc., for job no. 13/074KJ for Laptops and Other Related Equipment** for the period of 10/15/2015 to 10/14/2016

G. Consider approval of the following Revenue Agreements:

1. **Adult Education Revenue contract from Houston-Galveston Area Council (H-GAC) for FY 2016 in the amount of \$3,798,100** for Adult Education and Literacy services provided by HCDE for approximately 7,500 students in Harris and Liberty counties
2. **Ratification and approval of revenue Consultant Services Contract between HCDE Business Services and La Marque ISD** to provide business services for the period of 9/1/2015 through 8/31/2016 in an amount not to exceed \$85,800
3. **Acceptance of funds totaling \$2,073,929 from the Texas Education Agency for CASE's Cycle 8 Year 3 21st Century Community Learning Centers grant** from 8/1/2015 through 7/31/2016. CASE anticipates serving 1,275 students with these grant funds.
4. **Acceptance of funds totaling \$2,096,196 from the Texas Education Agency for CASE's Cycle 7 Year 5 21st Century Community Learning Centers grant** from 8/1/2015 through 7/31/2016. CASE anticipates serving 1,375 students with these grant funds.
5. **Consider approval of HCDE Area I Head Start's 2016 continuation grant** request for funding in the amount of \$11,915,157 for the project period of 01/01/2016 – 12/31/2016.

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

- A. **Consider awarding RFP# 15/044MP for web design services** for Harris County Department of Education to vendor recommended by the HCDE Administration and authorizing the superintendent or designee to negotiate and execute contract.

- B. **Consider approval of HCDE Early Head Start-Child Care Partnership's two amendment applications for: 1) Balance of Funds; and 2) Supplemental Funds.** Balance of Funds – request funding in the amount of \$1,250,000 (including program operations of \$1,000,000 and training/technical assistance of \$98,000) for the remaining six months of initial 18-month budget period 3/1/2015 – 8/31/2016. Supplemental Funds – request funding up to \$500,000 for additional funding to use within the initial 18-month budget period to support capacity building and quality improvement and to address facilities and infrastructure needs.
- C. **Consider approval of HCDE Head Start's amended 1309 application for major renovation** of a facility located at the corner of North Main and Baker Street in Baytown, Texas.
- D. **Consider authorization of continuation of Texas Virtual School Network (TxVSN) between HCDE and Region 10 Education Service Center (TEA)** – for the period of 9/1/2015 - 8/31/2017 estimated at \$2,800,000.
- E. **Consider approval of Speaker Agreement with Lead4ward for job no. 15/055KJ for The Teaching and Learning Center to provide six (6) workshops** on (2) Figuring out Figure 19 - Vol. 1 & 2 (K-5), (2) Figuring out Figure 19 - Vol. 1 & 2 (6-EOC), (1) Focus Standards: Cooling the Curriculum Hot Spots in ELAR (K-5) and (1) Focus Standards: Cooling the Curriculum Hot Spots in ELAR (6-EOC) for 10/12/2015 through 10/20/2015 for an aggregate amount not to exceed \$66,150 (speaker receives \$105.00 out of \$165.00 HCDE charges per participant; training is for up to 105 participants per workshop).
- F. **Consider approval of Speaker Agreement with Lead4ward for job no. 15/055KJ for The Teaching and Learning Center to provide a one-day training** on "Out with the Old...In with the New: Implementing New Math TEKS (Geometry, Algebra I, Algebra II)" for the period of 11/2/15 for an aggregate amount not to exceed \$16,800 (speaker receives \$105 out of \$165 HCDE charges per participant; training is for up to 160 participants).
- G. **Consider approval for the asphalt, striping, and sealcoat/crack fill repairs to the parking lot located at 6005 Westview.** The Facilities Division has contracted with Southern Care Sweeping and Paving Company (RFP# 14/037CG-01) to do the project for the amount of \$48,398. This project will be using funds from FY 2016.
- H. **Consider approval of a letter of non-opposition** to the approval of a Foreign Trade Zone site application for Noble Drilling (U.S.) LLC
- I. **Consider awarding RFP #15/064YR for Tidwell Head Start lease to KQC Investors, LLC.,** and approving a Lease Agreement in the amount of \$8,173 per month for the period of 9/15/2015 through 8/31/2020 with three additional five-year renewals as outlined in the Lease Agreement (subject to annual budget appropriations).
- J. **Consider approval of contract award for job no. 15/062KJ for External Relations Consulting to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal:** Pat Strong for an award for the period of 9/15/2015 through 9/14/2016 with HCDE and having the option to renew the contract for four additional years in one year increments, consequently, the total term of the contract may be for a period of five years.

K. **Discussion of "Truth in Taxation" calculations, Effective Tax Rate, Rollback Tax Rate and approval of a tax rate for FY2015-16.**

Consider a proposed tax rate of \$0.005567 per \$100 assessed property value for FY2015-2016 (tax year 2015). The Effective Tax Rate has been calculated at \$0.005567 per \$100 assessed property value.

The recommended tax rate is the Effective Tax Rate. If approved, the proposed tax rate will not require additional public hearings and notices.

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:

- TS Teacher, Academic and Behavior School East
- Director, Purchasing

B. Consider termination of certified teacher's term contract for good cause.

C. Consider finding that good cause did not exist for resignation of teacher and further consider request for sanctions for abandonment of probationary contract.

D. Obtain legal advice regarding Public Information Act request for the legal billings pertaining to the testimony of HCDE counsel before the Senate Education Committee on Senate Bill 1216 at the hearing on 04/28/2015.

E. 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:

- TS Teacher, Academic and Behavior School East
- Director, Purchasing

B. Possible action on termination of certified teacher's term contract for good cause

C. Possible action on finding that good cause did not exist for resignation of teacher and further consider request for sanctions for abandonment of probationary contract.

10. **INFORMATION ITEMS**

A. Human Resources Information Items

B. August Employee Count

C. **Submission of grant proposal to Texas Education Agency in the amount of \$2,096,196 to support CASE for Kids 21st Century Community Learning Centers, Cycle 7, Year 5 after-school sites.** Funds will provide academic and enrichment activities for 1,375 students at 10 campuses in the Harris County area.

D. **Submission of grant proposal to Texas Education Agency in the amount of \$2,073,929 to support CASE for Kids 21st Century Community Learning Centers, Cycle 8, Year 3 after-school sites.** Funds will provide academic and enrichment activities for 1,275 students at 10 campuses in the Harris County area

E. **Submission of grant proposal to Spindletop Charities, Inc. in the amount of \$5,000** to support the Golfing for Success program at HCDE's Academic and Behavior Schools; the program targets 25 students to help improve social skills and self-management

F. **Non-monetary contracts for FY 2014-2015:**

- Between CASE and Academic and Enrichment Learning - for CASE Summer Literacy Initiative participant for the period of 6/1/2015 - 8/31/2015
- Between CASE and Dimples-A-Cat-A-Me - for CASE Summer Literacy Initiative participant for the period of 7/1/2015 - 8/31/2015
- Between CASE and Houston Kidz Case - for for CASE Summer Literacy Initiative participant for the period of 6/1/2015 - 8/31/2015
- Between CASE and New Covenant Christian Daycare - for for CASE Summer Literacy Initiative participant for the period of 6/1/2015 - 8/31/2015
- Between Adult Education and First United Methodist Church - Location for Adult Education classes for the period of 08/01/2015 - 6/30/2016

- G. 2015-16 Early Head Start (EHS) Selection Criteria
- H. Update on Federal Register/Vol. 80, No. 27/Tuesday, 02/10/2015/Rules and Regulation
Federal Register/Vol. 80, No. 27/Tuesday, 02/10/2015/ Rules and Regulations
- I. Services Agreement between HCDE Head Start and Goose Creek Consolidated (GCC) ISD
- J. **Adult Education Division - Texas Educating Adults Management System (TEAMS)**
Report for August 2015
- K. **Report of donations and sponsorships** to HCDE divisions for the month of August 2015;
donations total \$0.00 for the month of August 2015.
- 11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, October 20, 2015, Board Room,
6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr." with a stylized flourish at the end.

James Colbert, Jr.
County School Superintendent