

**Harris County Department of Education
Minutes of Regular Board Meeting
November 17, 2015**

The Harris County Board of School Trustees met in regular session on November 17, 2015 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Angie Chesnut, Board President, called the meeting to order at 1:15 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; Erica Lee Carter; Marvin Morris; Don Sumners; Diane Trautman; and Mike Wolfe

Kay Smith arrived at 1:46 p.m.

Board Members Absent: None

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

Ecomet Burley, Director Center for Safe and Secure Schools; Lisa Caruthers, Director CASE for Kids; Karla Cantu, Board Secretary; Curtis Davis, Director Records Management; Louise Henry, Director Marketing; Eduardo Honold, Director Adult Education; Les Hooper, Senior Director Facilities; Sonny Janczak, Director Maintenance; Tammy Lanier, Director Communications & Public Information; Brenda Mullins, Director Curriculum and Compliance Services; Dee Mattox-Hall, Senior Director Special Schools; Bill Monroe, Director Purchasing; Venetia Peacock, Senior Director Head Start; Gayla Rawlinson, Director Center for Grants Development; Jim Schul, Chief Information Officer; Rosa Maria Torres, Chief Accounting Officer; Natasha Truitt, Executive Director Human Resources; Danny Vu, Director Technology; Jimmy Wynn, Special Assistant to Superintendent

Visitors: Colleen Vera

1. **Invocation** - Michelle Pina Amos, CASE for Kids Division
2. **Pledge of Allegiance to the US flag** - Toni Candis, CASE for Kids Division
3. **Pledge of Allegiance to the Texas flag** - Toni Candis, CASE for Kids Division
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 addressed the Board.

5. **Reports and presentations:**

- A. Presentation of the Association of School Business Officials (ASBO) Certificate of Excellence Award to HCDE for its fiscal year ended 2014 - Jesus Amezcua, Assistant Superintendent for Business Services
- B. Annual update on the HCDE CASE for Kids Division - Lisa Caruthers, 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.

No Board members reported on any events.

- D. Monthly Financial Report through October 31, 2015 - Jesus Amezcua, Assistant Superintendent for Business Services

Items removed from the Consent Agenda *Michael Wolfe requested to remove items 6.B. and 6.E.1. from the consent agenda.*

Don Sumners requested to remove item 6.A.2. from the consent agenda.

Motion made by Marvin Morris, seconded by Michael Wolfe to approve the remaining items in the consent agenda.

Motion passes with 6-0 voting to approve remaining items with the exception of items 6.A.2., 6.B. and 6.E.1.

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. October Disbursement Report
3. Monthly Investment Report for October 2015

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

1. **Academic and Behavior School East (revenue contract) for FY 16 in the aggregate amount of \$85,400 with the following districts:** Pearland ISD for three (3) annual student contracts in the amount of \$60,900 and Galveston ISD for one (1) annual student contract in the amount of \$24,500 for an aggregate amount of \$85,400

2. **CASE for FY 16 with Aldine ISD** (205 students served) for one CASE for Kids Partnership Project Quality Improvement grant in the amount of \$90,000 for the period of 08/01/15 through 07/31/16
 3. **CASE for FY 16 with Aldine ISD** (150 students served) for one CASE for Kids 21st Century Community Learning Center(s) grant Cycle 8B, Year 3 in the amount of \$219,518 for the period of 8/01/15 through 7/31/16
 4. **CASE for FY 16 with Sheldon ISD** (40 students served) for one CASE for Kids Partnership Project Quality Improvement Grant in the amount of \$30,000 for the period of 8/01/15 through 7/31/16
 5. **CASE for FY 16 with Stafford MSD** (120 students served) for one CASE for Kids 21st Century Community Learning Center(s) grant Cycle 8, Year 3 in the amount of \$176,774 for the period of 08/01/15 through 07/31/16
 6. **School-Based Therapy Services (revenue contract) for FY16 in the aggregate amount of \$263,300** with the following entities: Alief ISD (new business) in the amount of \$124,925, La Marque ISD (8/16/15 - 9/30/15) (new business) in the amount of \$18,137, La Marque ISD (10/01/15 -8/15/16) (new business) in the amount of \$108,362, and Pasadena ISD (97 students) in the amount of \$11,875
 7. **School-Based Therapy Services (revenue contract) for FY 16 in the amended aggregate amount of \$26,362 with Pearland ISD** (35 students) (\$8,787 increase)
 8. **Highpoint School East (revenue contract) for FY16 in the aggregate amount of \$49,500 with Crosby ISD** for five (5) annual student contracts in the amount of \$49,500
- D. **Consider approval of non-monetary Interlocal Contracts for the HCDE Adult Education Division for FY 2016 with Pasadena ISD** for the period of 08/01/2015 through 06/30/2016 and Hardin ISD for the period of 10/01/2015 through 06/30/2016 for the promotion of Adult Education classes.
- E. Consider approval of the following items for the HCDE Choice Partners Cooperative:
2. **Contract renewal for job no. 13/002DG for Fleet Fuel Monitoring with the following vendors:** WEX, Inc. (Wright Express Financial Services Corp.) and Impac Fleet/Fleetcards Inc. for the period 12/18/2015 through 12/17/2016
 3. **Contract renewal for job no. 13/061DG for Vocational Products and Services with the following vendors:** ATech Training Inc., Laguna Tools, MTF Equipment Sales, Redbird Flight Simulations, Inc. and United Rentals, Inc. for the period 12/17/2015 through 12/16/2016
 4. **Contract renewal for job no. 15/001MP for Motor and Aviation Fuel, Alternative Fuel, Lubricants and Related Items with the following vendors:** Blender Direct, Diplomat Petroleum, Octcet Inc., Petroleum Traders Corporation, Sun Coast Resources, Inc. and Sundance Fuel Ltd for the period 12/16/2015 through 12/15/2016

5. **Contract renewal for job no. 13/062DG for Curriculum, Instructional, Assessment and Intervention Materials and Supplies** with the following vendor, Carnegie Learning, Inc. for the period 11/19/2015 through 11/18/2016
 6. **Contract renewal for job no. 12/051DA for Electrical Vehicle Charging Stations with the following vendor:** ABM Building Services, Inc. for the period 01/15/2016 through 01/14/2017
 7. **Contract renewal for job no. 13/068DG for Technology Products and Services with the following vendors:** Accudata Systems Inc., AMX SchoolView, ARC/Austin Ribbon & Computer Supplies, Inc., Aves Audio Visual Systems, Inc., Best Buy Stores, LP dba Best Buy for Business, Carahsoft Technology Corp, CDW LLC dba CDW Government LLC, CDW Government, CDWG, Critical Infrastructure Solutions (CIS) LLC, Global Gov/Ed Solutions, Inc., GovConnection, Inc., HiEd Inc., 5205 Limited Partnership dba Houston Communications, Inc., ImageNet Office Systems, LTD, Ion Wave Technologies, Inc., JADE Distributing, JANGA Technology, LLC, Message Logix, Inc. dba K12 Alerts dba Anonymous Alerts, Exebridge, Mark III Systems, Micro Integration, PC Care, Inc., PCPC Direct Ltd, Pinnacle Office Group, Inc., Presidio Networked Solutions, RLS Interests Inc. dba Prime Systems, Troxell Communications, Inc. and Unique Digital Technology, Inc. dba Unique Digital, Inc. for the period 01/23/2016 through 01/22/2017
 8. **Contract renewal for job no. 14/037CG for Parking and Street Cleaning Services with the following vendor:** Satco Services, Inc., dba Southern Care Sweeping and Paving Company for the period 12/16/2015 through 12/15/2016
 9. **Contract award for job no. 15/047CG for Road Products (Signage, Chemicals, Gravel and Concrete) Equipment and Related Items:** to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal: Campbell's Signs of Texas LLC, Southwest Geo-Solutions, Inc. dba Geo-Solutions, Inc. and USATEQ LLC for the period 11/17/2015 through 11/16/2016
 10. **Assignment of contract for job no. 13/062DG-23 for Curriculum, Instructional, Assessment and Intervention Materials and Supplies** from Harrison and Company to JR Green d/b/a Harrison and Company, effective upon Board approval
- F. **Consider approval of subrecipient grant amendment #6 for the Educator Certification and Professional Advancement FY 2016 from the Ohio State University** for the period of 10/1/2015 through 9/30/2016 for the amount of \$228,028 for mNET grant Year 5 activities.
6. A.2. **Monthly Budget Amendment Report**
Motion made by Erica Lee Carter, seconded by Diane Trautman to approve the Monthly Budget Amendment Report.
Motion passes with 4-2 with Don Sumners and Michael Wolfe voting nay.
 6. B. **Consider approval of the October 20, 2015 Board Meeting Minutes**

Motion made by Marvin Morris, seconded by Erica Lee Carter to approve the meeting minutes for the October 20, 2015 Board meeting.

Motion passes with 5-0-1 with Michael Wolfe abstaining.

6. E. **Consider approval of the following items for the HCDE Choice Partners Cooperative:**

1. **HCDE Governmental Services with: City of Cuero (Cuero, Texas), First Baptist Church and School (Brownsville, Texas), Liberty County (Liberty, Texas), Robertson County (Franklin, Texas), St Clare Catholic Church and Samantha Weaver School (Houston, Texas) and Van Alstyne ISD (Van Alstyne, Texas)**

Motion made by Marvin Morris, seconded by Diane Trautman to approve HCDE Governmental Services with: City of Cuero (Cuero, Texas), First Baptist Church and School (Brownsville, Texas), Liberty County (Liberty, Texas), Robertson County (Franklin, Texas), St Clare Catholic Church and Samantha Weaver School (Houston, Texas) and Van Alstyne ISD (Van Alstyne, Texas).

Motion passes with 5-0-1 with Michael Wolfe abstaining.

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

- A. **Consider approval of HCDE's Draft Emergency Operation Plan presented by the Center for Safe and Secure Schools.** The plan follows all of the National Incident Management System's (NIMS) standards.

Motion made by Erica Lee Carter, seconded by Marvin Morris to approve HCDE's Draft Emergency Operation Plan presented by the Center for Safe and Secure Schools. The plan follows all of the National Incident Management System's (NIMS) standards.

Motion passes with 6-0 voting to approve.

- B. **Consider approval of Contracted Services with Accudata Systems** (Choice Partners contract # 13/068DG-01) to perform Disaster Recovery (DR) planning in an amount not to exceed \$70,000.

Motion made by Marvin Morris, seconded by Michael Wolfe to approve contracted services with Accudata Systems (Choice Partners contract # 13/068DG-01) to perform Disaster Recovery (DR) planning in an amount not to exceed \$70,000.

Motion passes with 4-2 voting to approve with Erica Lee Carter and Don Summers voting nay.

- C. **Consider approval and ratification of a Contracted Services Contract with ChildCare Careers to provide substitute Teachers and Teaching Assistants RFP # 13/040KJ to the HCDE Area I Head Start program** for the period of 09/01/2015 through 12/31/15 in an amount not to exceed \$85,000.

Motion made by Diane Trautman, seconded by Marvin Morris to approve and ratify a Contracted Services Contract with ChildCare Careers to provide substitute Teachers

and Teaching Assistants RFP # 13/040KJ to the HCDE Area I Head Start program for the period of 09/01/2015 through 12/31/15 in an amount not to exceed \$85,000.

Motion passes with 6-0 voting to approve and ratify.

- D. **Consider awarding RFP #15/067YR for Coolwood Head Start Lease to Zieben Foundation Properties, LTD**, and approving a Lease Agreement in the amount of \$5,000 per month for the period of 12/01/2015 through 11/30/2016 with five additional one-year renewals as outlined in the Lease Agreement (subject to annual budget appropriations).

Motion made by Don Sumners, seconded by Michael Wolfe to table the item until the December board meeting.

Don Sumners and Michael Wolfe withdrew the motion to table the item.

Kay Smith arrived at 1:46 p.m.

Motion made by Don Sumners, seconded by Michael Wolfe to award RFP #15/067YR for Coolwood Head Start Lease to Zieben Foundation Properties, LTD, and approve a Lease Agreement in the amount of \$5,000 per month for the period of 12/01/2015 through 11/30/2016 with five additional one-year renewals as outlined in the Lease Agreement (subject to annual budget appropriations) and subject to final approval by superintendent and counsel.

Motion passes with 6-0-1 voting to award with Erica Lee Carter abstaining.

- E. **Consider approval to purchase corrugated boxes, shipping, and packaging supplies for the Records Management division** from XPEDX (Choice Partners job no. 11/044LB) in an amount not to exceed \$62,000 for the period 11/17/2015 through 8/31/2016.

Motion made by Marvin Morris, seconded by Michael Wolfe to approve the purchase of corrugated boxes, shipping, and packaging supplies for the Records Management division from XPEDX (Choice Partners job no. 11/044LB) in an amount not to exceed \$62,000 for the period 11/17/2015 through 8/31/2016.

Motion passes with 7-0 voting to approve.

- F. **Consider approval and ratification to purchase produce and other specialty grocery items from Labatt Food Service** (Choice Partners job no. 12/035SC) for the HCDE Head Start Division (all free standing sites/locations) in an amount not to exceed \$400,000 for FY 16.

Motion made by Marvin Morris, seconded by Kay Smith to approve and ratify the purchase of produce and other specialty grocery items from Labatt Food Service (Choice Partners job no. 12/035SC) for the HCDE Head Start Division (all free standing sites/locations) in an amount not to exceed \$400,000 for FY 16.

Motion passes with 7-0 voting to approve.

- G. **Consider approval and ratification to purchase produce and other specialty grocery items from Hardies Fruit & Vegetable Co. Houston-LP** (Choice Partners job no. 15/022TJ) for the HCDE Head Start Division (all free standing sites/locations) in an amount not to exceed \$50,000 for FY 16.

Motion made by Kay Smith, seconded by Marvin Morris to approve and ratify the purchase of produce and other specialty grocery items from Hardies Fruit & Vegetable Co. Houston-LP (Choice Partners job no. 15/022TJ) for the HCDE Head Start Division (all free standing sites/locations) in an amount not to exceed \$50,000 for FY 16.

Motion passes with 7-0 voting to approve.

- H. **Consider approval of audio and video recording of open meetings** pursuant to House Bill 283.

Motion made by Kay Smith, seconded by Michael Wolfe to approve audio and video recording of open meetings pursuant to House Bill 282.

Kay Smith and Michael Wolfe withdrew the motion so the Board could seek legal advice regarding the item in Executive Session.

- I. **Discussion and possible action regarding soliciting proposals for governmental relations services** in accordance with Policy CH (Local).

Motion made by Angie Chesnut, seconded by Diane Trautman to approve the solicitation of proposals for governmental relations services in accordance with Policy CH (Local).

Motion made by Don Sumners, seconded by Michael Wolfe to amend the motion to table the item until the board gets a written description of the desired services.

Motion to table fails with 3-4 voting to table with Angie Chesnut, Erica Lee Carter, Marvin Morris and Diane Trautman voting nay.

Motion passes with 4-3 voting to solicit proposals with Kay Smith, Don Sumners and Michael Wolfe voting nay.

- J. Consider appointing Dr. Diane Trautman, as a Texas School Board Association member, representing HCDE, to National School Board Association's (NSBA) grassroots initiative, Federal Relations Network (FRN). The purpose of this initiative is to build a strong advocacy voice on behalf of public education and local governance.

Motion made by Diane Trautman, seconded by Marvin Morris to appoint Dr. Diane Trautman, as a Texas School Board Association member, representing HCDE, to National School Board Association's (NSBA) grassroots initiative, Federal Relations Network (FRN). The purpose of this initiative is to build a strong advocacy voice on behalf of public education and local governance.

Motion made by Don Sumners, seconded by Michael Wolfe to amend the motion to table the item.

Marvin Morris stepped out at 2:16 p.m. and returned at 2:17 p.m.

The Board recessed at 2:18 p.m. and returned at 2:32 p.m.

Don Sumners and Michael Wolfe withdrew their motion to table.

Motion passes with 7-0 voting to appoint Diane Trautman as a Texas School Board Association member, representing HCDE, to National School Board Association's (NSBA) grassroots initiative, Federal Relations Network (FRN).

K. Discussion regarding possible expansion of scope of work of external auditor Whitley Penn.

Motion made by Don Sumners, seconded by Marvin Morris to approve the expansion of scope of work of external auditor Whitley Penn.

Motion fails with 3-3-1 with Angie Chesnut, Marvin Morris and Diane Trautman voting nay and Erica Lee Carter abstaining.

The Board entered into Executive Session at 2:39 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

Erica Lee Carter left the meeting at 3:07 p.m. and did not return.

A. Employment

- Teacher, Academic and Behavior School East

B. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees including but not limited to Superintendent evaluation and contract in accordance with Tex. Govt Code Sec. 551.074.

C. Consultation with Board attorney regarding all matters as authorized by law including Board governance in accordance with Tex. Govt Code Sec. 551.071.

The board reconvened at 3:37 p.m.

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

A. Employment

- Teacher, Academic and Behavior School East

No action was taken on this item

7. H. Consider approval of audio and video recording of open meetings pursuant to House Bill 283.

Motion made by Michael Wolfe, seconded by Don Sumners to approve audio and video recording of open meetings pursuant to House Bill 282.

Motion passes with 5-0-1 voting to approve with Marvin Morris abstaining.

10. **INFORMATION ITEMS**
- A. Human Resources Information Items
 - B. October Employee Count
 - C. **Project concept request of \$82,000 to FINRA Investor Education Foundation to support The Teaching and Learning Center's project, New Course, New Challenges:** Tackling Texas Financial Literacy by Empowering High School Educators and Students with Financial Mathematics Knowledge and Skills. If funded, this grant would assist approximately 70 high school mathematics and Career & Technical Education educators in the implementation of the state course, Financial Mathematics.
 - D. **Project concept request of \$15,000 to LyondellBasell Industries to support The Teaching and Learning Center's project, New Course, New Challenges:** Tackling Texas Financial Literacy Through Financial Mathematics Professional Development. This project would assist 35 high school mathematics and Career & Technical Education educators with the implementation of the new state course.
 - E. **CASE grant awards (expenditure) to implement the CASE for Kids City Connections for the period of 10/12/2015 - 12/31/2015 with the following entities:**
 - Church Of I Am for \$3,700
 - Knowledge-First Empowerment Center for \$8,400
 - Houston Youth Symphony for \$10,000
 - FotoFest International for \$2,500
 - Spring Spirit Baseball for \$3,000
 - The Woods Project for \$4,000
 - Alief Athletic Youth Association - Alief Titans for \$4,000
 - Partnership for the Advancement & Immersion of Refugees (PAIR) for \$3,000
 - Life Support Development Ministry for \$4,000
 - Southwest Schools for \$9,075
 - Young Audiences of Houston for \$3,250
 - Boys and Girls Clubs of Greater Houston for \$10,000
 - Young Audiences of Houston for \$2,520
 - South Union Missionary Baptist Church for \$3,000
 - Young Women's Preparatory Network for \$3,000
 - Church Of I Am for \$3,700
 - Evelyn Rubenstein Jewish Community Center for \$10,000
 - FotoFest International for \$1,185
 - Houston Marathon Foundation for \$4,500
 - Houston Marathon Foundation for \$2,500
 - Wesley Community Center for \$10,000
 - AAMA Sanchez Charter School for \$10,000
 - Bodies in Motion for \$10,000
 - Braids N Beads for \$2,000
 - College Community Career for \$3,000

- Partnership for the Advancement & Immersion of Refugees (PAIR) for \$4,500
- Amaanah Refugee Services for \$3,000
- Brazilian Arts Foundation for \$2,000
- Alief ISD Family YMCA for \$3,000
- The Connect YMCA for \$4,000
- SBCGH-Somali Bantu Community of Greater Houston for \$3,000
- MECA for \$10,000
- Living Word Christian Academy for \$3,600
- K.I.N.D. Girls Mentoring for \$3,000
- Young Audiences of Houston for \$1,890
- Amaanah Refugee Services for \$3,500
- Girls on the Run Greater Houston for \$3,400
- Sunnyside Place Community Development, Inc. for \$3,000
- Solutions for Better Living for \$6,000
- Newspring for \$3,000.00
- Heartbeat Performing Arts Charities for \$3,000
- Young Audiences of Houston for \$1,890
- Together We Grow for \$6,000
- College Community Career for \$3,500
- Partnership for the Advancement & Immersion of Refugees (PAIR) for \$2,250
- Texans Together Education Fund for \$6,000
- East End Chamber of Commerce Foundation for \$10,000
- Southwest Schools for \$3,000
- Project Grad Houston for \$10,000
- World Youth Foundation for \$2,000
- The Ensemble Theatre for \$10,000
- Houston Marathon Foundation for \$1,500
- Color of Life Community Resource and Activity Center for \$6,500
- YMCA of Greater Houston Northeast Childcare Group for \$10,000
- The Village Learning Center, Inc. for \$10,000
- Urban Harvest for \$8,000
- United Charitable Programs for \$10,000
- Chinese Community Center, Inc. for \$5,000

- F. **HCDE Area I Head Start USDA Meal Totals** for the month of September 2015. 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.
- G. Adult Education Texas Educating Adults Management System (TEAMS) Report
- H. Schools Division Enrollment Report for October 2015
- I. HCDE Area I Head Start Performance Report for the month of September 2015
- J. October 2015 HCDE Donation/Sponsor Report

11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, December 15, 2015, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

Motion made by Kay Smith, seconded by Diane Trautman to adjourn the meeting.

Motion to adjourn passes with 6-0 voting to adjourn.

Meeting adjourns at 3:39 p.m.