

**Harris County Department of Education  
Minutes of Regular Board Meeting  
April 21, 2015**

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The Harris County Board of School Trustees met in regular session on April 21, 2015 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Angie Chesnut, Board President, called the meeting to order at 1:05 p.m. and declared a quorum present, that the meeting was duly called, and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Gov't. Code §551.041 and §551.051.

**Board Members Present:** Angie Chesnut, Board President; Kay Smith, Board Vice-President; Erica Lee Carter; Marvin Morris; Don Sumners; Diane Trautman; and Michael Wolfe

**Board Members Absent:** None

**Board Attorney:** Sarah Langlois

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

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

**Visitors:** John Batey; Deborah Huston; Debra Kerner; Carol Kitson; Kevin Lunday; Megan Schlain; Colleen Vera; William Wilson

1. **Invocation** - Mindy Robertson, Special Schools
2. **Pledge of Allegiance to the US flag** - Dr. Victor Keys, Special Schools
3. **Pledge of Allegiance to the Texas flag** - Dr. Victor Keys, Special Schools
4. **Open Forum** - Gov't Code 551.003 (5) - Public Participation. Pursuant to Policy BED (Local), a citizen who wishes to speak may do so by completing a participation request card available at the Board room at least 10 minutes prior to a regular Board meeting.

*Colleen Vera addressed the Board regarding the Education Foundation of Harris County (EFHC) meeting minutes and the use of tax payer funds to endorse candidates.*

*Kevin Lunday addressed the Board regarding the benefits of the EFHC to Harris County school children.*

*John Bayley addressed the Board regarding the EFHC.*

*Megan Schlain addressed the Board regarding her personal experience and work with children through the EFHC and Energy City.*

*Deborah Huston addressed the Board regarding the important role the EFHC plays in helping children.*

5. **Reports and presentations:**
  - A. Presentation of the Government Finance Officers Association (GFOA) Award - Jesus Amezcua, Assistant Superintendent for Business Services
  - B. Update on HCDE Academic Behavior Centers (ABC) - Dr. Dee Mattox-Hall, 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

*Diane Trautman reported on her attendance to the Head Start Policy Council and her tour of the Head Start Sheffield and Baytown centers.*

*Angie Chesnut asked the Board if any member had made any requests for information that have not been addressed. Don Sumners reported that he had made a request of Mr. Colbert and Ms. Chesnut and that he had not received a response from Ms. Chesnut; Ms. Chesnut responded that a response from her would be forthcoming soon and it would be the same as Mr. Colbert's response. Kay Smith reported that she had made a request a while back of the previous superintendent but could not recall what the request was for and would check her files to determine if the information was still needed. Ms. Lee reported that she had a made a request of the previous superintendent but she no longer needed the requested information.*
  - D. Monthly Financial Reports through March 31, 2015 - Jesus Amezcua, Assistant

Superintendent for Business Services

*Erica Lee Carter exited the room at 1:50 p.m. and returned at 1:52 p.m.*

### **Items removed from the Consent Agenda**

*Michael Wolfe requested to remove item 6.J. from the consent agenda.*

*Motion made by Kay Smith, seconded by Marvin Morris to approve items 6.A. through 6.J. with the exception of item 6.I.*

*Motion passes with 7-0 voting to approve items 6.A. through 6.J. with the exception of item 6.I.*

## **6. ACTION ITEMS - CONSENSUS**

### **A. Consider approval of the following Business Services items:**

1. Disbursement Reports for February and March 2015
2. Monthly Budget Amendment Report
3. Monthly Investment Reports for February and March 2015

### **B. Consider approval of the following meeting minutes:**

1. February 24, 2015 Governmental Relations Committee Meeting
2. February 24, 2015 Board Meeting
3. February 28, 2015 Board Retreat and Training
4. March 24, 2015 Special Board Meeting
5. April 8, 2015 Special Board Meeting

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

1. HCDE Governmental Services with: Coastal Child Nutrition Services (Lufkin, Texas); Falls County Appraisal District (Marlin, Texas); Food For Growth (Houston, TX); city of Grapevine, Texas; Houston First Corporation (Houston, Texas); Keller ISD (Keller, Texas); New Braunfels ISD (New Braunfels, Texas); Normangee ISD (Normangee, Texas); Oakwood ISD (Oakwood, Texas); Randolph Field ISD (Universal City, Texas); South Brazos County Fire Department (College Station, Texas); Sweet Grass County (Big Timber, Montana); University of Alabama (Tuscaloosa, Alabama); and University of Houston - Clear Lake (Houston, Texas)
2. Amendment to HCDE Therapy Services Interlocal Contract for FY 2014-2015 with Greater Gulf Coast Cooperative increasing/decreasing the number of days at its locations with no monetary effect
3. Galena Park ISD (120 students served) for one CASE Partnership Project Quality Improvement Grant in the amount of \$120,000 for the period of 8/1/14 through 8/31/15. Original Interlocal Agreement revised to reflect new changes in the campus expenditure reimbursement model
4. Alief ISD (241 students served) for one CASE for Kids City Connections Grant in the

amount of \$15,200 for the period of 3/30/2015 through 6/30/2015

5. Houston ISD (50 students served) for one CASE for Kids City Connections Grant in the amount of \$10,000 for the period of 3/30/2015 through 6/30/2015
  6. Houston ISD (770 students served) for one CASE Partnership Project Quality Improvement Grant in the amount of \$770,000 for the period of 08/01/14 through 08/31/15; original Interlocal Agreement revised to reflect new changes in the campus expenditure reimbursement model
  7. Harmony Public Schools for one (1) individual monthly student contract with HCDE ABC West in the amount of \$10,150 for FY15
  8. Texas City ISD for one (1) individual monthly student contract with HCDE ABC East in the amount of \$13,600 for the period of 2/2/15 through 6/4/15
  9. KIPP Inc., for one (1) annual contract with Highpoint East in the amount of \$5,537 for FY 2014-2015
  10. Dayton ISD with HCDE Adult Education Division to provide Adult Education classes for the period of 07/01/2014 through 06/30/2015
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. Assignment of contract for job no. 13/043DA-02 for IDIQ Electrical Services from Open Tech to Climatec LLC effective upon Board approval
  2. Assignment of contract for job no. 13/012PB-08 for HVAC Equipment, Installation & Service from Open Tech to Climatec LLC effective upon Board approval
  3. Assignment of contract for job no. 12/015DG-07 for Technology Hardware, Software & Related Items from Industrial Audio/Video, Inc. to Conference Technologies, Inc. effective upon Board approval
  4. **Contract award for job no. 15/007TJ for USDA Commodity Processing to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal:** AdvancePierre Foods, Inc.; Alpha Foods Co; American Foods Group, LLC; Chinese Food Solutions, Inc. (dba Asian Food Solutions); Basic American, Inc. (dba Basic American Foods); Best Express Foods, LLC; Bongards Creameries; Artisan Bread Co, LLC (dba Bosco's Pizza Co); Cargill Kitchen Solutions; Cargill Meat Solutions Corporation; Omibus Trading Corporation (dba Chef's Corner Foods); ConAgra Foods, Inc.; Lamb Weston Sales, Inc.; Goodman Food Products (dba Don Lee Farms); ES Foods; Foster Poultry Farms (dba Foster Farms); Fresh Innovations California, LLC; Giorgio Foods, Inc.; Pilgrim's Pride Corporation; High Liner Foods Inc.; Horizon Snack Foods; Idahoan Foods, LLC; Let's Do Lunch (dba Integrated Food Service); J&J Snack Foods Sales Corp.; J.R. Simplot Company; Jennie-O Turkey Store Sales, LLC; J.T.M. Provisions Company, Inc.; Land O' Lakes, Inc.; Lux Bakery Inc.; M.C.I. Foods, Inc.; Maid-Rite Specialty Foods, LLC; McCain Foods USA, Inc.; Michael Foods, Inc.; MCF Operating, LLC (dba Mrs. Clark's Foods); Nardone Bros.; National Food Group Inc.; Out of the Shell, LLC (dba Ling's); Peterson Farms Fresh, Inc.; Red Gold, LLC; Rich

Chicks, LLC; Rich Products Corporation; S.A. Piazza & Assoc. LLC; Schwan's Food Service, Inc.; Tabatchnick Fine Foods, Inc.; Tasty Brands; Tyson Prepared Foods, Inc.; Uno Foods, Inc.; Wawona Frozen Foods, Inc. for the period 07/01/2015 through 06/30/2016

5. **Contract award for job no. 15/023JN for Tree Trimming, Landscaping, Debris Removal & Other Related Services to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal:** Asplundh Tree Expert Company, BIO Landscape & Maintenance, Inc., The F. A. Bartlett Tree Expert Company, Central Landscape & Maintenance and Metropolitan Landscape Management for the period 4/21/2015 through 4/20/2016
6. **Contract award for job no. 15/020CG for Materials, Parts, Equipment, Supplies and Related Items for Maintenance & Operations Department to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal:** Alklean Industries, Inc., City Supply Co. Inc., Clifford Power Systems Inc., Coburns Supply Co Inc., Crawford Electric Supply Company, D&G Quality Roofing Inc., Diversified Metal Fabricators, Inc., Eagle Mountain Flag & Flagpole, Hunter Kneppshield of Texas Inc., Lady Liberty Flag and Flagpole, LEDs Unlimited LLC, Micro-X1 Inc., Texas Solar Resources Inc., Visiontron Corporation, and ZED Security Inc. for the period 4/21/2015 through 4/20/2016
7. **Contract award for job no. 15/019KC for Uniforms and Accessories - Purchase & Rental to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal:** Al's formal Wear of Houston, Ltd dba Al's Formal Wear, Nur International Inc. dba Aviva Wholesale, Boss & Hughes LLC, Varsity Brands Holding Co., Inc. dba BSN Sports, LLC, Cheers Etc., Inc., Corporate Incentives, Inc., Fruhauf Uniforms, Inc., G & K Services, Gulf Coast Athletic Supply. Inc., Graduate Sales & Recognition LLC/Herff Jones/North Houston Athletics, JW Drouin & Associates, LP dba J. Harding & Co., Mondor Ltd, Texas Motion Sports LLC, The Mariachi Connection, Inc., Triple D Uniform Rental, Inc., and Yofi Cosmetics for the period 4/21/2015 through 4/20/2016
8. **Contract award for job no. 15/008KC for Travel Services to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal:** GBT Inc., dba AFC Transportation, Travel Corp LLC dba Corporate Travel Management, Allure by ctm, BH Goodman Bus Service, Inc., dba Goodman Bus Service, Cobler investments Inc., dba Infinity Travel Management, Marriott Hotels and STA Travel Inc. for the period 4/21/2015 through 4/20/2016
9. **Contract award for job no. 15/002CG for Disaster Recovery Consultants to the proposers offering the best value to HCDE Choice Partners and meeting the specifications outlined in the proposal:** Adjusters International, Inc., Scott M Favre Public Adjuster LLC, and Tidal Basin Government Consulting, LLC for the period 4/21/2015 through 4/20/2016

10. **Contract renewal option for job no.13/050PB for Modular Buildings and All Occupancy Ready Related Services with the following vendors:** GroundFORCE Building Systems, LLC and M SPACE Holdings, LLC for the period of 6/18/2015 through 6/17/2016
11. **Contract renewal option for job no. 09/040JC for Job Order Contracting with the following vendors:** BASIC IDIQ, Construction Masters of Houston, Facilities Sources and Tricon, Inc. for the period of 6/16/2015 through 6/15/2016
12. **Contract renewal option for job no. 10/049MP for Energy Purchase and Aggregation with the following vendor:** Reliant Energy for the period of 5/18/2015 through 5/17/2016
13. **Contract renewal option for job no. 13/045DG for Financial & Operations Analysis, Evaluation & Reporting Software with the following vendor:** TransACT Communications, Inc. for the period of 5/21/2015 through 5/20/2016
14. **Contract renewal option for job no. 13/044DG for Drug Testing Services with the following vendors:** Forward Edge, Inc. and Pinnacle Medical Management for the period of 5/21/2015 through 5/20/2016
15. **Contract renewal option for job no. 13/030DG for Exterior School Bus Surveillance Violation Detection System and Related Items and Services with the following vendors:** American Traffic Solutions, Inc., Redflex Guardian, Inc. and Dallas County Schools dba TexServe for the period of 6/18/2015 through 6/17/2016
16. **Contract renewal option for job no. 13/012PB for IDIQ HVAC Equipment and Services with the following vendors:** Custom Air Products & Services Inc., Dominion Air & Heat LLC, ERC Environmental & Construction Services, GOES Sales of Texas, Inc., Gowan Inc., Heat Transfer Solutions, Climatec LLC and The Brandt Companies, LLC for the period of 5/21/2015 through 5/20/2016
17. **Contract renewal option for job no. 12/047DG for Bottled Drinking Water, Coolers and Related Items with the following vendors:** DS Services of America, Inc. dba Sparkletts and Nestle Waters North American for the period of 6/19/2015 through 6/18/2016
18. **Contract renewal option for job no. 12/015DG for Technology Hardware, Software & Related Items with the following vendors:** Dahill Office Technology Corporation, Conference Technologies, Inc., Summit Integration Systems and Zeno Imaging for the period of 6/19/2015 through 6/18/2016
19. **Contract renewal option for job no. 11/058KJ for Fire & Security Equipment, Monitoring & Installation with the following vendors:** Alarm Integrations and Video Insight, Inc. for the period of 6/21/2015 through 6/20/2016
20. **Contract renewal option for job no. 11/044LB for Boxes, Shipping and Packaging Supplies with the following vendor:** Xpedx for the period of 6/21/2015 through 6/20/2016

21. **Contract renewal option for job no. 11/040LB for Printing and Copying Services with the following vendors:** Houston ISD (PS1), Pamela Printing Company, Simon Printing and Texas Litho for the period of 6/21/2015 through 6/20/2016
  22. **Contract renewal option for job no. 11/039JC for Building Controls with the following vendors:** Automated Logic and Digital Air Control, Inc. for the period of 6/21/2015 through 6/20/2016
  23. **Contract renewal option for job no. 11/036JC for Construction Photographic Documentation Service with the following vendor:** Multivista for the period of 5/17/2015 through 5/16/2016
  24. **Contract renewal option for job no. 11/034MP for Ramps, Walkways and Stair Systems with the following vendor:** REDD Team by Sapa for the period of 6/21/2015 through 6/20/2016
  25. **Contract renewal option for job no. 10/052JC for Job Order Contracting with the following vendors:** BaseLine Paving & Construction, Inc., Kellogg Brown & Root LLC (KBR), and Millennium Project Solutions, Inc. for the period of 5/18/2015 through 5/17/2016
- E. Consider approval of the following items for Internal Purchasing:
1. **Contract award for job no. 15/028LB 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:** 5 Star Academy; A Yancy Life; Action Potential Learning; Adaptive Instructional Modeling; After School To Achieve; American Robotics; Bayou City Fencing; Be A Champion; Blazin Brook Preparatory; Bot Shop; Boys & Girls Club; Braids N Beads; Building Brains; City Artworks; College Community Career; Crossing Borders; Cultured Pearls; Dance & Gymnastics; Dinky Drums; East Side University; Easter Seals; Engineering For Kids; Foto Fest; Golf Scholars; Houston Ballet; Houston Healthy Hip Hop; Houston Tennis Association; Insync Ed; Interactive Robotics; Jump Bunch; Keey 4 Communications; Kids Robotics Academy; Leraldo Anzaldua; Lipan Urban; Mad Science of Houston; Multi Ed & Counseling Through Arts; Nutty Scientist of Houston; Play Smarter Technologies; Playworks Ed Energized; Recipe for Success; Sounds of Perfection Music; Spirit of Youth; The Ensemble Theatre; The MLLES Alumnae Inc.; Training & Leadership Consulting; Tutor Me Guillory; Twinkle Toes; Urban Harvest; Urban Schools Collaborative; USA Fight Co.; Virtuous Star; YMCA; Young Audiences; Young Picassos Houston and Zenith Learning for the period of 4/21/15 through 4/20/16
  2. **Contract renewal options for job no. 12/014KJ for Local Food and Catering with the following vendors:** Boudreaux Cajun Kitchen, Chick-fil-A I-45, and LaBrisa Ice Cream for the period of 02/28/2015 through 02/27/2016

3. **Contract renewal options for job no. 12/046LB for Adult Education Textbooks with the following vendors:** Complete Book and Media Supply, Cambridge University Press, and Advanced Educational Products for the period of 5/15/2015 through 5/14/2016
4. Fourth contract renewal option of job no. 11/050LB for Auditing Services with WhitleyPenn, LLP for audit of fiscal year ending August 31, 2015 in an amount not to exceed \$41,600; HCDE must meet circular A-133 requirements, which requires an annual independent audit be conducted
5. A two-year contract renewal with JPMorgan Chase Bank for depository banking services with HCDE for the period of September 1, 2015 through August 31, 2017; the original contract is a result of job no. 13/056JG for the period of September 1, 2013 through August 31, 2015 with an option for two two-year renewals; contract is in accordance with Public Education Code 44.031
- F. Consider approval of the HCDE Area I Head Start Health and Safety Screener from the Office of Head Start (OHS).
- G. Consider approval of the HCDE Area I Head Start Governance, Leadership, and Oversight Capacity Screener from the Office of Head Start (OHS).
- H. Consider acceptance of the Notice of Award - Amendment 1 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for \$5,957,578 for the Area I Head Start Division for a total aggregate amount of \$11,915,157.
- I. Consider acceptance of the Notice of Award from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for the Area I Head Start Division to provide Early Head Start services in the amount of \$2,768,705 from 03/01/2015 through 08/31/2016.
6. J. Consider approval of a 6 month extension contract from TEA for TxVSN with Region 10 for FY 2014-15.

*Motion made by Erica Lee Carter, seconded by Diane Trautman to approve a 6 month extension contract from TEA for TxVSN with Region 10 for FY 2014-15.*

*Motion passes with 5-2 voting to approve with Don Sumners and Michael Wolfe voting nay.*

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

- A. Consider second reading and final approval of policies:

CDA (Local) - Other Revenues Investments

DCD (Local) - Employment Practices At-Will Employment

DCE (Local) - Employment Practices Other Types of Contracts

DCB (Local) - Employment Practices Educator Term Contracts

DFAB (Local) - Probationary Contracts Termination at End of Year

GBA (Local) - Public Information Program Access to Public Information

*Motion made by Erica Lee Carter, seconded by Michael Wolfe to approve the*



*following policies:*

*CDA (Local) - Other Revenues Investments*

*DCD (Local) - Employment Practices At-Will Employment*

*DCE (Local) - Employment Practices Other Types of Contracts*

*DCB (Local) - Employment Practices Educator Term Contracts*

*DFAB (Local) - Probationary Contracts Termination at End of Year*

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

*Motion made by Kay Smith, seconded by Marvin Morris to approve the second and final reading of GBA (Local) - Public Information Program Access to Public Information.*

*Motion made by Don Sumners, seconded by Michael Wolfe to amend the motion to delay voting on GBA (Local) until next month.*

*Motion to amend fails with 2-4-1 voting to amend, with Marvin Morris, Diane Trautman, Erica Lee Carter and Angie Chesnut voting nay and Kay Smith abstaining.*

*Original motion to approve the second and final reading of GBA (Local) - Public Information Program Access to Public Information passes with 5-2 voting to approve with Don Sumners and Michael Wolfe voting nay.*

- B. Consider approval of Speaker Agreement with Lead4ward for Instructional Support Services to provide (3) one-day trainings on "Focus Standards: Cooling the Curriculum Hot Spots in Math" for Grades K-8 TEKS for the period of July 20, 2015 through July 22, 2015 for an aggregate amount of \$63,000.

*Motion made by Erica Lee Carter, seconded by Diane Trautman to approve a Speaker Agreement with Lead4ward for Instructional Support Services to provide (3) one-day trainings on "Focus Standards: Cooling the Curriculum Hot Spots in Math" for Grades K-8 TEKS for the period of July 20, 2015 through July 22, 2015 for an aggregate amount of \$63,000.*

*Motion passes with 5-0-2 voting to approve with Marvin Morris and Kay Smith abstaining.*

- C. Consider approval of Master Service Agreement between Phonoscope Lightwave, Inc., and HCDE in the amount of \$94,140 for the period of 7/1/2015 thru 6/30/2016 and Internet Service Agreement in the amount of \$16,800 for the period of 7/1/2015 thru 6/30/2016 for E-rate Telecommunication Services (Internal Purchasing job #15/010KJ approved at the 1/22/15 meeting).

*Motion made by Diane Trautman, seconded by Marvin Morris to approve a Master Service Agreement between Phonoscope Lightwave, Inc., and HCDE in the amount of \$94,140 for the period of 7/1/2015 thru 6/30/2016 and Internet Service Agreement in the amount of \$16,800 for the period of 7/1/2015 thru 6/30/2016 for E-rate Telecommunication Services (Internal Purchasing job #15/010KJ approved at the 1/22/15 meeting).*

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

- D. Consider approval of Contractor Agreements with Quality Security Systems (Choice Partners job no. 13/032DG-19) to install a security system upgrade, additional cameras, an access and intercom system, and a fire alarm system at the Highpoint North campus for an aggregate amount of \$54,567.

*Motion made by Marvin Morris, seconded by Kay Smith to approve Contractor Agreements with Quality Security Systems (Choice Partners job no. 13/032DG-19) to install a security system upgrade, additional cameras, an access and intercom system, and a fire alarm system at the Highpoint North campus for an aggregate amount of \$54,567.*

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

- E. Consider approval of Contractor/Service Agreements with Quality Security Systems (Choice Partners job no. 13/032DG-19) to upgrade the camera systems at the following Head Start locations: Barrett Station, Baytown, La Porte, and JD Walker for an aggregate amount of \$72,208.

*Motion made by Marvin Morris, seconded by Erica Lee Carter to approve Contractor/Service Agreements with Quality Security Systems (Choice Partners job no. 13/032DG-19) to upgrade the camera systems at the following Head Start locations: Barrett Station, Baytown, La Porte, and JD Walker for an aggregate amount of \$72,208.*

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

- F. Consider approval of the construction method using Job Order Contracting for the new Baytown Early Head Start Center (policy CV (Legal)).

*Motion made by Diane Trautman, seconded by Marvin Morris to approve the construction method using Job Order Contracting for the new Baytown Early Head Start Center (policy CV (Legal)).*

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

- G. Consider approval of the construction method of job order contracting for the installation of the new elevator located at 6005 Westview (policy CV (Legal)).

*Motion made by Erica Lee Carter, seconded by Diane Trautman to approve the construction method of job order contracting for the installation of the new elevator located at 6005 Westview (policy CV (Legal)).*

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

- H. Consider approval of the HCDE Mission Statement & Goals

*Motion made by Diane Trautman, seconded by Angie Chesnut to approve the HCDE Mission Statement & Goals.*

*Motion made by Michael Wolfe, seconded by Don Sumners to amend Goal #2 to add the words "fiscally responsible and conservative."*

*Motion fails with 2-5 voting to amend Goal #2 to add the words “fiscally responsible and conservative,” with Marvin Morris, Diane Trautman, Erica Lee Carter, Angie Chesnut and Kay Smith voting nay.*

*Motion made by Michael Wolfe, seconded by Marvin Morris to amend the Mission Statement to read, “value added services.”*

*Motion fails with 3-4 voting to amend with Diane Trautman, Erica Lee Carter, Angie Chesnut and Kay Smith voting nay.*

*Original motion passes with 6-0-1 voting to approve the HCDE Mission Statement & Goals with Marvin Morris abstaining.*

- I. Consider approval of revised HCDE Board of Trustees Operating Procedures

*Motion made by Kay Smith, seconded by Diane Trautman to approve the revised HCDE Board of Trustees Operating Procedures.*

*Motion made by Michael Wolfe, seconded by Don Sumners to table the item until after the next Policy Committee meeting.*

*Motion passes with 4-0-3 voting to table the item with Marvin Morris, Angie Chesnut and Kay Smith abstaining.*

*The Board recessed at 2:50 p.m. and entered into Executive Session at 3:00 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. Deliberate the implications of statements made by a board member in various minutes of the Education Foundation of Harris County and obtain legal advice regarding same.
  - B. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.

*The Board entered into open session at 4:05 p.m.*

9. **RECONVENE** for possible action on items discussed in executive session
  - A. Action, if any, concerning the implications of statements made by a board member in various minutes of the Education Foundation of Harris County.

*Motion made by Don Sumners, seconded by Michael Wolfe that the HCDE Board of Trustees makes it clear that the Board expects the trustees and employees of HCDE, in their official capacities, to abide by the laws and HCDE policies and procedures concerning political advertising and electioneering.*

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

10. **INFORMATION ITEMS**

- A. HR Information Items
- B. March Employee Count
- C. February 24, 2015 Policy Committee Meeting
- D. Memorandum of Understanding Contracts for FY 2014-2015 with the following Divisions/Entities:
  - Volunteers of America for the purpose of Adult Educational and Training from 9/1/2014 - until terminated by either party
  - Marek Brothers Systems, Inc. for the purpose of Adult Educational and Training from 9/1/2014 - until terminated by either party
- E. HCDE's Area I Head Start USDA Meal Totals for the months of January and February 2015
- F. HCDE's Area I Head Start Performance Reports for the months of January and February 2015
- G. Revenue contracts less than \$50,000 for an aggregate amount of \$6,000:
  - Between Choice Partners and Grandview ISD - for facilities planning and operations to provide assistance with the creation of a Request for Proposal for contract custodial services for the period of 2/9/2015 - 4/30/2015 for \$2,000
  - Between Instructional Support Services and Dickinson ISD - for Math Institute Part 2 "Aligning the Pre-K Guidelines to the New TEKS" (conducted by Nicole Shanahan) for the period of 6/15/2015 - 6/15/2015 for \$2,200
  - Between Instructional Support Services and Houston ISD - for a one-day session on "Thinking Skills to Enhance Depth and Complexity" at Schroggins Elementary for the period of 2/28/2015 - 2/28/2015 for \$1,600
  - Between Therapy Services and Region 9 Education Service Center - for Management Consulting via Webinar for the period of 2/20/2015 - 2/20/2015 for \$200
- H. CASE grant awards (expenditure) to implement the After-School Initiative for the Fall 2014/Spring 2015 and the CASE for Kids City Connections 2015 with the following entities:
  - The Kids Reading Room for the period of 2/10/2015 - 5/30/2015 for \$500
  - Houston Youth Symphony for the period of 3/2/2015 - 6/1/2015 for \$7,000
  - Multicultural Education & Counseling Through the Arts for the period of 3/2/2015 - 6/30/2015 for \$15,000
  - Partnership for the Advancement & Immersion of Refugees (PAIR) - Lee High School for the period of 3/30/2015 - 6/30/2015 for \$3,750
  - Partnership for the Advancement & Immersion of Refugees (PAIR) - Paul

- Revere Middle School for the period of 3/30/2015 - 6/30/2015 for \$3,750
  - Brentwood Economic Community Dev. Corp. dba Brentwood Community Foundation for the period of 3/2/2015 - 5/27/2015 for \$9,251
  - Brenda & John Duncan YMCA for the period of 3/2/2015 - 6/30/2015 for \$5,719
- I. Submission of bid proposal to Education Service Center Region 10 for HCDE's Technology Division, including Cirrus Learn<sup>SM</sup> and the Texas Virtual School Network Services, to provide technology services to the center, school districts in its service area, as well as, for statewide projects operated by the center
- J. Submission of grant proposal to Wish You Well Foundation for \$5,000 to support 138 children 3-5 years of age through Head Start's Read Excel Achieve Lead (REAL) SuperMENTors Read program
- K. Submission of grant proposal to Sequent Energy Management in the amount of \$2,500 to support Education Foundation of Harris County's Houston: Energy City of the Future 2050 competition, which serves over 100 middle and high school students to encourage them to pursue a career in the energy industry
- L. Submission of grant proposal to OneStar Foundation in the amount of \$20,000 for Alternative Certification division's AmeriCorps Teacher Professional Corps program, serving 600 students in high needs schools; the program provides \$114,600 in education awards for 20 participating teachers
- M. Submission of grant proposal to ScottsMiracle-Gro for \$1,500 to support Area 1 Head Start Gardens. This hands-on early childhood development initiative uses food and nutrition education to teach preschoolers the importance of healthy lifestyles. Funding from this grant will benefit 126 students and families at its Sheffield Head Start Center. In the fall and spring, students plant fruit, vegetable and herb gardens guided by teachers, parents and community volunteers who receive training from field experts. In November, Area 1 Head Start hosts a garden festival at the center to celebrate items harvested.
- N. Submission of grant proposal to the Baker Hughes Foundation for \$5,000 to expand participation of Houston/Harris County area 5th-8th grade students in the Education Foundation of Harris County's All-Earth EcoBot Challenge (EcoBot). This is a hands-on workforce development initiative, which uses robotics, engineering and a digitized curriculum aligned with national curriculum standards. EcoBot's goal is to serve 1,250 students from schools, youth groups and community organizations in 2014-2015. Students participate in 4-person teams, led by teachers, coaches and volunteers who receive training in robotic software programming from engineers.
- O. Non-monetary contracts for FY 2014-2015:
- Adult Education - Highlands United Methodist Church- Location for Adult Education Classes for the period of 7/1/2014 - 6/30/2015.

- P. Adult Education Division - Texas Educating Adults Management System (TEAMS) Report for March, 2015.
  - Q. CASE Performance Report
  - R. February and March 2015 HCDE Donation/Sponsor Reports
  - S. BRAVO Awards
11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, May 19, 2015, Board room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

*Motion made by Marvin Morris, seconded by Michael Wolfe to adjourn the meeting.  
Motion passes with 7-0 voting to adjourn.*

*The meeting adjourned at 4:07 p.m.*