

**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 **23rd day of February 2016 at 1:00 PM** for the Board to conduct the business of that meeting. The meeting will be held in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas. Such a meeting is a **REGULAR BOARD MEETING**.

The subjects to be discussed or considered or upon which any formal action might be taken are on the Agenda following.

Additionally, from time to time an issue will be raised concerning an item on our agenda that had not been anticipated. The issue, while within the scope of the agenda topic, may be one that is required or authorized by law to be considered in executive session rather than in public session. In order for the Board to consider such issue in executive session, rather than postpone consideration of it until the next board meeting, the Board lists below most if not all be all of the sections of the Open Meetings Act that address the purposes for which the Board may lawfully meet in executive/closed session. The Board's purpose is not to meet in executive session to consider matters not on the agenda for the meeting. Instead, its purpose is to efficiently and timely conduct its business in accordance with the law.

Therefore, if, during the course of the meeting on agenda items covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and purposes authorized by Sections 551.071-551.084, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 For the purpose of a private consultation with the Board's attorney on any or all subjects matters authorized by law.

Section 551.072 For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 To consider the deployment, or specific occasions for implementation of security personnel or devices.

Section 551.082 For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.083 For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.

Section 551.084 For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive session, then such final action, final decision, or final vote shall be at either: a) the open meeting covered by this notice upon the reconvening of this public meeting, or b) at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

James Colbert, Jr., County School Superintendent



The Board of Trustees
February 23, 2016
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held February 23, 2016, beginning at 1:00 PM in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **Invocation** - Deirdre Sharkey, Educator Certification and Professional Advancement Division
2. **Pledge of Allegiance to the US flag** - Jonett Edwards Miniell, Educator Certification and Professional Advancement Division
3. **Pledge of Allegiance to the Texas flag** - Jonett Edwards Miniell, Educator Certification and Professional Advancement 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.
5. **Reports and presentations:**
 - A. **Annual update on the HCDE Educator Certification and Professional Advancement Division** - Lidia Zatopek, Director
 - B. **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.
 - C. **Monthly Financial Report through January 31, 2016** - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

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

B. **Consider approval of the following Board Meeting Minutes**

1. 01/21/2016 Audit Committee Meeting Minutes
2. 01/21/2016 Board Training Minutes
3. 01/21/2016 Board Meeting Minutes

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

1. **Amendment 1 to FY 16 (grant) contract number 212-16 between Harris County Department of Education and Houston-Galveston Area Council (H-GAC)** for the purpose of providing additional funds for Adult Education Literacy (AEL): Distance Learning, \$30,000; AEL Career Pathways \$48,000; and Youth Demonstration Project, \$100,000 for a total increase of \$178,000 effective 01/01/2016
2. **Highpoint School East revenue contract for FY 17 in the aggregate amount of \$297,000 with the following district:** Crosby ISD for 30 annual student contracts in the amount of \$297,000
3. **CASE for Kids for FY16 with Southwest Schools** (to serve 50 students) for one CASE for Kids Partnership Project Afterschool Sustainability Initiative Grant in the amount of \$22,000 for the period of 03/01/16 through 07/31/16
4. **Academic and Behavior School West (revenue contract) for FY 16 in the aggregate amount of \$15,750** with Hitchcock ISD for one (1) individual monthly student contract in the amount of \$15,750
5. **Academic and Behavior School West (revenue contract) for FY 16 in the aggregate amount of \$16,000** with Santa Fe ISD for one (1) annual student contract in the amount of \$16,000
6. **Academic and Behavior School West (revenue contract) for FY 16 in the aggregate amount of \$34,500** with Promise Community Schools for one (1) individual monthly student contract for an aggregate amount of \$18,000; KIPP, Inc. for one (1) individual monthly student contract for an aggregate amount of \$16,500

7. **Interlocal revenue contract with Deer Park ISD for the Center for Safe and Secure Schools** to provide safety and security audit of instructional and non-instructional facilities to meet compliance requirements of Texas Education Code Chapter 37.108 for the period of 10/26/2015 to 07/31/2017 in the amount of \$19,452

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

1. **HCDE Governmental Services with:** Cleburne ISD, Cleburne, Texas; Hondo ISD, Hondo, Texas; Leander Church of Christ, Inc., Leander, Texas; Lott city of, Lott, Texas; City of Manteca, California; Marion ISD, Marion, Texas; Prosper ISD, Prosper, Texas; Spring Valley Village, Houston, Texas; and Travis Central Appraisal District, Austin, Texas
2. **Amendment to Choice Facility Partners Request for Proposal #13/011CG with Ameresco, Inc.** for Energy Management and Conservation Services (ESCO) to reduce the current administrative fee of 3% to 2%
3. **Amendment to Choice Facility Partners Request for Proposal #15/040CG with Siemens Industry, Inc.** for Energy Management and Conservation Services (ESCO) to reduce the current administrative fee of 3% to 2%
4. **Contract renewal option for job no. 12/006CG for Indoor/Outdoor Athletic Surfaces and Related Items with the following vendor:** Hellas Construction, Inc. for the period 04/17/2016 through 04/16/2017
5. **Contract renewal option for job no. 14/002DA for Online Tutoring with the following vendors:** Focus Cares, Inc. dba Focus EduVation, Inc., On The Third Day Christian Ministries dba Laureate Learning Center for the period of 04/15/2016 through 04/14/2017
6. **Contract renewal option for job no. 14/016DG for Graduation, Yearbooks and Commemorative Items with the following vendors:** Pride and Recognition Inc. dba Balfour Company, Taylor Publishing Company dba Balfour Publishing, Herff Jones, and Jostens, Inc. for the period of 04/15/2016 through 04/14/2017
7. **Contract renewal for job no. 15/002CG for Disaster Recovery Consultants with the following vendors:** Adjusters International, Inc., Scott M Favre Public Adjuster LLC and Tidal Basin Government Consulting, LLC for the period 04/21/2016 through 04/20/2017
8. **Contract renewal for job no. 15/008KC for Travel Services with the following vendors:** GBT Inc., d/b/a AFC Transportation, Travel Corp LLC d/b/a Corporate Travel Management, Allure by ctm, BH Goodman Bus Service, Cobler Investments Inc., d/b/a Infinity Travel Management and Marriott Hotels for the period 04/21/2016 through 04/20/2017

9. **Contract renewal for job no. 15/019KC for Uniforms and Accessories - Purchase and Rental with the following vendors:** Al's #39 Formal Wear of Houston, Ltd d/b/a Al's #39 Formal Wear, Nur International Inc. d/b/a Aviva Wholesale, Boss & Hughes LLC, Varsity Brands Holding Co., Inc. d/b/a BSN Sports, LLC, Corporate Incentives, Inc., Fruhauf Uniforms, Inc., G & K Services, JW Drouin & Associates, LP d/b/a J. Harding & Co., Mondor Ltd, Texas Motion Sports LLC, The Mariachi Connection, Inc., Triple D Uniform Rental, Inc., and Yofi Cosmetics for the period 04/21/2016 through 04/20/2017
10. **Contract renewal for job no. 15/020CG for Materials, Parts, Equipment, Supplies and Related Items for Maintenance and Operations with the following vendors:** Alklean Industries, Inc., City Supply Co. Inc., Clifford Power Systems Inc., Crawford Electric Supply Company, Diversified Metal Fabricators, Inc., Eagle Mountain Flag & Flagpole, Hunter Knepshield 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 04/21/2016 through 04/20/2017
11. **Contract renewal for job no. 15/023JN for Tree Trimming, Landscaping, Debris Removal and Other Related Services with the following vendors:** 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 04/21/2016 through 04/20/2017
12. **Contract award for job no. 16/003MP for Art Supplies and Related Items with the following vendors:** Blick Art Materials LLC, Butler Business Products LLC, C.A.S. Industries, Inc d/b/a Commercial Art Supply, The Art Store, Pyramid Paper Company d/b/a Pyramid School Products, S&S Worldwide, Inc., School Specialty, Inc., Standard Stationery Supply Co. and Triarco Arts and Crafts for the period 04/01/2016 through 03/31/2017
13. **Contract award for job no. 16/004MP for Athletic Supplies and Related Items with the following vendors:** Varsity Brands Holding Co., Inc. d/b/a BSN Sports, LLC, Orr Textile Company, Inc., Pyramid Paper Company d/b/a Pyramid School Products, S&S Worldwide, Inc., and School Specialty, Inc. for the period 04/01/2016 through 03/31/2017
14. **Contract award for job no. 16/005MP for Classroom Teaching Supplies and Related Items with the following vendors:** Butler Business Products, LLC, DGS Educational Products, Pyramid Paper Company d/b/a Pyramid School Products and School Specialty, Inc. for the period 04/01/2016 through 03/31/2017
15. **Contract award for job no. 16/006MP for Food Service Supplies and Related Items with the following vendors:** Calico Industries, Inc., Orr Textile Company, Inc., Pollock Investments, Inc. d/b/a Pollock Paper Distributors/Pollock Packaging, Pyramid Paper Company d/b/a Pyramid School Products, Tejas Office Products, Inc. and Wallace Packaging, LLC for the period 04/01/2016 through 03/31/2017
16. **Contract award for job no. 16/007MP for Janitorial Supplies and Related Items with the following vendors:** Buckeye International, Inc. d/b/a Buckeye Cleaning Center-Houston, Crown Paper and Chemical, Last Group Enterprises, Inc., Orr Textile Company, Inc. and Pollock Investments, Inc. d/b/a Pollock Paper Distributors/Pollock Packaging for the period of 04/01/2016 through 03/31/2017

17. **Contract award for job no. 16/009MP for Office Supplies and Related Items with the following vendors:** Butler Business Products LLC, Daniel Office Products, Inc., Educators Depot, Inc., Bhatt Commercial Inc.d/b/a Lee Office Solutions, Pyramid Paper Company d/b/a Pyramid School Products, School Specialty, Inc. and Standard Stationery Supply Co. for the period of 04/01/2016 through 03/31/2017
18. **Contract award for job no. 16/008MP for Medical Supplies and Related Items:** Henry Schein, Inc., NAO Global Supply LLC, Pyramid Paper Company d/b/a Pyramid School Products, SMS Ambassadors Corp d/b/a Safe Handle Gloves and School Health Corporation for the period 04/01/2016 through 03/31/2017
19. **Contract award for job no. 16/010MP for Technology Supplies and Related Items with the following vendors:**ACCO Brands Corporation d/b/a ACCO Brands USA LLC, DD Office Products d/b/a Liberty Paper, Pyramid Paper Company d/b/a Pyramid School Products, School Specialty, Inc. and Standard Stationery Supply Co. for the period 04/01/2016 through 03/31/2017
20. **Contract award for job no. 16/011MP for Fine Paper and Related Items with the following vendors:**Bosworth Papers, Inc. and Butler Business Products, LLC for the period 04/01/2016 through 03/31/2017
21. **Contract award for job no. 16/021KC for Early Childhood Supplies and Related Items with the following vendors:**Charles J. Becker & Bro., Inc. d/b/a Becker's School Supplies, Brattle Publishing Group, LLC, Complete Book and Media Supply, LLC, U.S. Toy Co., Inc. d/b/a Constructive Playthings, Express Booksellers, LLC d/b/a Express Booksellers, Kaplan Early Learning Company, Learning Resources d/b/a Educational Insights, Music in Motion, Inc., National Educational Systems, S&S Worldwide, Inc., School Health Corporation, Therapro, Inc., Varsity Brands Holding Co., Inc. - BSN Sports, LLC d/b/a US Games, and Anna Walther-Wood Etc. Co. d/b/a Wood Etc. for the period 02/23/2016 through 02/22/2017
22. **Contract award for job no. 16/002CG for Indoor/Outdoor LED Lighting and Related Items with the following vendors:**Aleddra, Inc., Kingdom Alliance, LLC d/b/a Batteries Plus Bulbs #428, BTM Solutions LLC, Consolidated Electrical Distributors, Inc., Crawford Electric Supply Co., Inc., Eco Induction Systems, LLC d/b/a EIS Lighting, Genesis Telecom Inc., d/b/a Genesis Business Communication Solutions, James Industry Group, Inc. d/b/a James Lighting, LEDs Unlimited LLC, Summit Electric Supply Co., Inc., D Reynolds Company LLC d/b/a The Reynolds Company, Unified Sunergy Systems LLC and XtraLight Manufacturing, Ltd. for the period 02/23/2016 through 02/22/2017
23. **Assignment of contract for job no. 13/068DG-14 for Technology, Hardware, Software and Services:** from Global Gov/Ed Solutions, Inc. to PCMG, Inc. d/b/a Global GovEd, effective upon Board approval
24. **Contract renewal for job no. 13/072CG for Equipment – Playground Equipment (IDIQ) with the following vendor,**Adventure Playground Systems, Inc. for the period 12/17/2015 through 12/16/2016

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

1. **Contract award for job no. 15/063YR-2 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:** Intelligent Minds Development Center; Shamelessly Saved Productions; Houston Youth Symphony; Game On Sports Training; Solutions for Better Living; Brainchild, Inc.; Ondi Love Center Ministries; Abundance Educational Consulting, LLC; World Youth Foundation, Inc.; Imagiread; 5Works, Inc.; Artist Boat; Newspring; Life Support Development Ministry; Making it Better, and Young Women Christian Association of Houston for the period of 02/23/2016 through 02/22/2017 with an option to renew annually up to four (4) additional years
2. **Contract award for job no. 15/063YR-3 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:** Texans Together Education Fund, Inc.; The K16 Ready Society, Inc. dba Texas Initiative Programs; Educational Leadership, Inc. dba Southwest Schools; Pasadena Independent School District; The Bryant Heritage LLC, and Wesley Community Center for the period of 02/23/16 through 02/22/2017 with an option to renew annually up to four (4) additional years
3. **Contract award for job no. 16/019YR for Coffee, Tea Services, and Related Items** to the proposer offering the best value to HCDE and meeting the specifications outlined in the RFP: Reliant Business Products, Inc. for the period of 02/23/16 through 02/22/2017
4. **Contract renewal options for Internal Purchasing for job no. 12/014KJ for Local Food and Catering Services with the following vendors** Boudreaux Cajun Kitchen, and Chick-fil-A (I-45/ Crosstimbers), for the period of 02/28/2016 through 02/27/2017
9. **Contract renewal option for Internal Purchasing for job no. 15/003LB for Local Food and Catering with** Rice, Inc. dba Hungry's Café for the period of 12/16/2015 through 12/15/2016

F. **Remove from the table and consider approval of contract award for job no. 16/018LB for Real Estate Broker Services for HCDE to the proposer offering the best value to** HCDE and meeting the specifications outlined in the proposal: The Guess Group, Inc. for the period of 2/23/2016 through 2/22/2017 with HCDE 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.

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

- A. **Consider selecting HCDE Board members to serve as a representative and an alternate** on the HCDE Head Start Policy Council.
- B. **Consider approval of the 2016-2017 HCDE Work/Holiday Calendar.**

- C. **Consider awarding RFP #16/013YR for Baytown Head Start Lease to KQC Investors, LLC**, and approving a Lease Agreement in the amount of \$19,962 per month for the period of 02/23/2016 through 02/22/2021 with three additional five-year renewals as outlined in the Lease Agreement (subject to annual budget appropriations).
- D. **Consider approval of letter of support for CASE for Kids application** for 21st Century Cycle 9 Grant from the Texas Education Agency.
- E. **Consider approval to amend Early Head Start Child Care Partnerships Contracts for job no. 15/038JG:** Building Blocks Childcare and John G Jones Learning Center to allow for reimbursements of expenses incurred by the provider for the period of 7/22/2015 through 6/30/2016 with an option to renew up to four additional years.
- F. **Consider approval of Amendment to a Revenue Contract with La Marque ISD** for consultant services for an increase of \$38,200 for the period of 09/01/2015 through 06/30/2016. The original contract was in the amount of \$85,800.
- G. **Consider approval to increase the purchase amount for 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 additional amount of \$50,000 for FY 16.
- H. **Consider approval of a Contracted Services Contract with BlazingBrook Management to provide substitute Teaching Assistants RFP # 15/027KJ** to the HCDE Area I Head Start program for the period of 03/01/2016 through 12/31/2016 in an amount not to exceed \$56,448.
- I. **Consider approval 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 02/24/2016 through 04/22/17 in an amount not to exceed \$75,000.
- J. **Consider approval of 1.6 grant funded FTE positions for HCDE Adult Education in connection with the Youth Demonstration Project** grant providing integrated vocational and skills training for workers in the construction, manufacturing and logistic fields.
- K. **Consider approval of Service Agreement with Metropolitan Landscape Management** (Choice Partners job no. 15/023JN-05) for lawn maintenance and care at various HCDE locations for the period 01/01/2016 through 08/31/2016 in an amount of \$68,394.
- L. **Consider awarding RFP# 16/020KJ for Governmental Relations services** for Harris County Department of Education to Hillco Partners recommended by the HCDE Administration and authorizing the superintendent or designee to negotiate and execute contract.

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**
Director, Facilities
 - B. **Deliberate Superintendent's recommendation to propose termination** of certified employee's term contract for good cause as determined by the Board and obtain legal advice regarding same.
 - C. **Consultation with attorney regarding pending litigation**, T.F. Harper & Associates, LP v. Harris County Department of Education d/b/a Choice Partners, and deliberate possible settlement offer.
 - D. **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**
Director, Facilities
 - B. **Possible action regarding Superintendent's recommendation to propose termination** of certified employee's term contract for good cause as determined by the Board.
 - C. **Action, if any, regarding pending litigation**, T.F. Harper & Associates, LP v. Harris County Department of Education d/b/a Choice Partners, and/or possible settlement offer.
10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **January Employee Count**
 - C. **Revenue contract less than \$50,000:**
 - Between Teaching Learning Center and Deer Park ISD - Present Professional Development services to Deer Park ISD staff on January 19, 2016 for a revenue amount of \$1,300 plus \$20.00 per book.
 - Between Teaching Learning Center and Lead4Ward - HCDE will host and facilitate services for Lead4ward for the period of January 1, 2016 through August 31, 2016 in a revenue amount of \$37.50 per attendee (25% of a base registration fee of \$150.00) or \$43.75 per attendee (25% of base registration fee of \$175.00) for services.
 - D. **Proposal request of up to \$1,500 to ScottsMiracle-Gro to support HCDE Schools Division's** garden program at Academic and Behavior Schools West campus. This program will use food and nutrition education to teach the importance of healthy lifestyles to 50 students with disabilities.

- E. **Grant proposal to Sequent Energy Management** in the amount of \$5,000 for the Education of Harris County's Houston: Energy City of the Future 2050 project, serving over 100 middle and high school students.
- F. **Submission of proposal to Brinker International to support Head Start's Read Excel Achieve Learn (REAL) SuperMENTors Read program.** The request is to purchase age appropriate pre-packaged Scholastic Inc. book sets for 74 students at the Humble Head Start Center.
- G. **Letter of Inquiry request of \$22,000 to Nasdaq Educational Foundation** to support The Teaching and Learning Center's project, Own Your Future. This project would train 44 high school mathematics, social studies and Career & Technical teachers in financial markets literacy and entrepreneurship in a real-world environment.
- H. **Sponsorship/donation request to Barnes & Noble Booksellers to support CASE for Kids – Kids' Day @ The Hobby Center.** The sponsorship would cover some of the expenses of the event and a donation could be in the form of bags to give to each of the 190 participants – students, artists and volunteers – for the Kids' Day event.
- I. **Donation request for products to Kroger to support CASE for Kids – Kids' Day @ The Hobby Center.** This donation of bottle water, snacks and notebooks is for the 190 participants – students, artists and volunteers – for the Kids' Day event.
- J. **Donation request to So Delicious Dairy Free** of 190 products, frozen desserts and beverages to support CASE for Kids – Kids' Day @ The Hobby Center. This donation of frozen desserts and beverages is for the students, artists and volunteers for the Kids' Day event.
- K. **Non-monetary contracts for FY 2015-2016:**
- Between Adult Education and North Pasadena Community Outreach - Location for Adult Education classes for the period of 9/01/2015 - 6/30/2016
- L. **HCDE Area I Head Start USDA Meal Totals for the month of Decemer 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.
- M. **HCDE Area I Head Start Performance Report** for the month of December 2015
- N. **Adult Education Division - Texas Educating Adults Management System (TEAMS) Report for January, 2016**
- O. **Schools Division Enrollment Report** for January 2016
- P. **Donation report** for January 2016

11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, April 19, 2016, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr.", is centered in the upper right portion of the page. The signature is fluid and cursive, with a large initial "J" and a distinct "C" for "Colbert".

James Colbert, Jr.
County School Superintendent