

**Harris County Department of Education
Minutes of Regular Board Meeting
February 23, 2016**

The Harris County Board of School Trustees met in regular session on February 23, 2016 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Louis D. Evans, III, Board Vice-President, called the meeting to order at 1:06 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: Louis D. Evans, III, Board Vice-President; Erica Lee Carter; Marvin Morris; Don Sumners; Diane Trautman; and Michael Wolfe

Board Members Absent: Angie Chesnut

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

Jay Atkins, Director Construction; Becky Bell, Director Digital Learning & Instructional Technology; Ecomet Burley, Director Center for Safe and Secure Schools; Lisa Caruthers, Director CASE for Kids; Karla Cantu, Board Secretary; Curtis Davis, Director Records Management; Jeff Drury, Director Choice Partners Cooperative; Eduardo Honold, Director Adult Education; Les Hooper, Senior Director Facilities; Tammy Lanier, Director Communications & Public Information; Dee Mattox-Hall, Senior Director Special Schools; Bill Monroe, Director Purchasing; Gayla Rawlinson, Director Center for Grants Development; Jim Schul, Chief Information Officer; Rosa Maria Torres, Chief Accounting Officer; Natasha Truitt, Executive Director Human Resources; Jeannette Truxillo, Director Research & Evaluation; Danny Vu, Director Technology; Jimmy Wynn, Special Assistant to Superintendent; Lidia Zatopek, Director Alternative Certification

Visitors: None

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.

No one from the public addressed the Board.

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.

Diane Trautman reported on her attendance to the Scholastic Art reception at the Houston Museum of Fine Arts and the ribbon cutting for the Head Start center in Humble.

Erica Lee Carter reported on her attendance to the February Head Start Policy Council meeting.

- C. **Monthly Financial Report through January 31, 2016** - Jesus Amezcua, Assistant Superintendent for Business Services

Diane Trautman requested to remove items 6.B.1., 6.B.2., 6. B.3., and 6.C.1. from the consent agenda.

Erica Lee Carter requested to remove items 6.D.2. and 6.D.3. from the consent agenda.

Don Sumners requested to remove item 6.E.3. from the consent agenda.

Michael Wolfe requested to remove items 6.D.1. and 6.D.23. from the consent agenda.

Administration requested to remove item 6.F. from the consent agenda.

Motion made by Marvin Morris, seconded by Michael Wolfe to approve remaining items with the exception of items 6.B.1., 6.B.2., 6.B.3., 6.C.1., 6.D.1., 6.D.2., 6.D.3., 6.D.23., 6.E.3. and 6.F.

Motion passes with 6-0 voting to approve remaining items.

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
- C. Consider approval/ratification of the following Interlocal Contracts:
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:
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 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 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:** Aledra, 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
 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
 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
- 6.B. Consider approval of the following Board Meeting Minutes
1. 01/21/2016 Audit Committee Meeting Minutes
Motion made by Erica Lee Carter, seconded by Diane Trautman to approve the 01/21/2016 Audit Committee Meeting Minutes.
Motion passes with 5-0-1 voting to approve with Diane Trautman abstaining.
 2. 01/21/2016 Board Training Minutes
Motion made by Diane Trautman, seconded by Michael Wolfe.
Motion passes with 5-0-1 voting to approve with Diane Trautman abstaining.
 3. 01/21/2016 Board Meeting Minutes
Motion made by Marvin Morris, seconded by Michael Wolfe to approve the 01/21/2016 Board meeting minutes as amended to show Erica Lee Carter as present at the meeting.
Motion passes with 5-0-1 voting to approve with Diane Trautman abstaining.

- 6.C.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

Motion made by Diane Trautman, seconded by Erica Lee Carter to approve 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.

Motion passes with 6-0 voting to approve.

- 6.D.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

Motion made by Marvin Morris, seconded by Diane Trautman to approve 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.

Motion passes with 5-0-1 voting to approve with Michael Wolfe abstaining.

- 6.D.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%

Motion made by Diane Trautman, seconded by Marvin Morris to approve 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%.

Motion passes with 6-0 voting to approve.

- 6.D.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%

Motion made by Marvin Morris, seconded by Michael Wolfe to approve 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%

Motion passes with 6-0 voting to approve.

- 6.D.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

Motion made by Marvin Morris, seconded by Louis Evans to approve 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

Motion passes with 6-0 voting to approve.

- 6.E.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

Motion made by Marvin Morris, seconded by Louis Evans to approve 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.

Motion passes with 6-0 voting to approve.

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

- 6.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.

Motion made by Erica Lee Carter, seconded by Diane Trautman to remove from the table.

Motion passes with 5-1 voting to remove from the table, with Michael Wolfe voting nay.

In the January board meeting motion was made by Louis Evans, seconded by Erica Lee Carter to approve the contract award.

At the request of Don Sumners this item was moved to Executive Session to seek confidential legal advice from the Board's attorney.

- A. **Consider selecting HCDE Board members to serve as a representative** and an alternate on the HCDE Head Start Policy Council.

Motion made by Michael Wolfe, seconded by Louis Evans to appoint Don Sumners as the Head Start Policy Council representative.

Motion made by Erica Lee Carter, seconded by Louis Evans to amend the motion to clarify that this appointment is for a 1-year term.

Motion to amend the motion to clarify that this appointment is for a 1-year term passes with 6-0 voting to amend the motion.

Original motion, as amended, passes with 6-0 voting to appoint Don Sumners as the Head Start Policy Council representative for a 1-year term.

Motion made by Don Sumners, seconded by Louis Evans to appoint Michael Wolfe as the alternate for a 1-year term.

Motion passes with 6-0 voting to appoint Michael Wolfe as the Head Start Policy Council alternate for a 1-year term.

B. Consider approval of the 2016-2017 HCDE Work/Holiday Calendar.

Motion made by Diane Trautman, seconded by Marvin Morris to approve the 2016-2017 HCDE Work/Holiday Calendar.

Motion made by Michael Wolfe, seconded by Marvin Morris to amend the calendar to show the Winter Break as "Christmas Holiday."

Motion to amend passes with 4-2 voting to approve with Diane Trautman and Erica Lee Carter voting nay.

Original motion as amended passes with 4-0-2 voting to approve the 2016-2017 HCDE Work/Holiday Calendar, showing the Winter Break as "Christmas Holiday", with Diane Trautman and Erica Lee Carter abstaining.

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).

Motion made by Diane Trautman, seconded by Marvin Morris to award 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).

Motion passes with 6-0 voting to approve.

D. Consider approval of letter of support for CASE for Kids application for 21st Century Cycle 9 Grant from the Texas Education Agency.

Motion made by Marvin Morris, seconded by Diane Trautman to approve a letter of support for CASE for Kids application for 21st Century Cycle 9 Grant from the Texas Education Agency.

Motion passes with 6-0 voting to approve.

Marvin Morris exited the room at 2:01 p.m. and returned at 2:03 p.m.

- 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.

Motion made by Erica Lee Carter, seconded by Diane Trautman 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.

Motion passes with 6-0 voting to amend.

- 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.

Motion made by Marvin Morris, seconded by Louis Evans to approve an 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.

A friendly amendment was made by Marvin Morris and Louis Evans to change the dates to 02/23/2016 – 06/30/2016.

Motion passes with 6-0 voting to approve.

- 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.

Motion made by Marvin Morris, seconded by Louis Evans to approve 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.

Motion passes with 6-0 voting to approve.

- 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.

Motion made by Diane Trautman, seconded by Marvin Morris to approve 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.

Motion passes with 6-0 voting to approve.

- 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.

Motion made by Diane Trautman, seconded by Erica Lee Carter to approve 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.

Motion passes with 6-0 voting to approve.

- 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.

Motion made by Marvin Morris, seconded by Diane Trautman to approve 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.

Motion passes with 6-0 voting to approve.

- 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.

Motion made by Louis Evans, seconded by Diane Trautman to approve a 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.

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

- 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.

Motion made by Marvin Morris, seconded by Diane Trautman to award 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.

At the request of Don Sumners this item was moved to Executive Session to seek confidential legal advice from the Board's attorney.

The Board entered into Executive Session at 2:16 p.m.

The Board entered into Open Session at 3:34 p.m.

8. **EXECUTIVE SESSION** Under the Texas Government Code pursuant to any and all purposes permitted by Sections 551.001-551.084, including, but not limited to: 551.071; 551.074
 - A. **Employment** 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.
6. F. **Obtain legal advice regarding item 6.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.L. **Obtain legal advice regarding item 7.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.

The Board entered into Open Session at 3:34 p.m.

9. **RECONVENE** for possible action on items discussed in executive session
- 6.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.

Motion made earlier in the meeting by Erica Lee Carter, seconded by Diane Trautman to remove from the table.

Motion passed earlier in the meeting with 5-1 voting to remove from the table, with Michael Wolfe voting nay.

In the January board meeting motion was made by Louis Evans, seconded by Erica Lee Carter to approve a 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.

Motion passes with 5-1 voting to approve with Michael Wolfe voting nay.

- 7.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.

Motion made earlier in the meeting by Marvin Morris, seconded by Diane Trautman to award 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.

Motion made by Don Sumners, seconded by Michael Wolfe to amend the motion to approve the agenda item as written but to exclude the words “and execute.”

Motion to amend fails with 2-4 voting to amend the motion with Marvin Morris, Diane Trautman, Erica Lee Carter and Louis Evans voting nay.

A friendly amendment was made by Marvin Morris and Diane Trautman to award 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 a contract not to exceed \$10,000 per month.

Motion passes with 4-2 voting to award the contract and authorize the superintendent or designee to negotiate and execute a contract not to exceed \$10,000 per month with Don Sumners and Michael Wolfe voting nay.

A. **Employment**

Director, Facilities

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

Motion passes with 6-0 voting to approve employment.

- B. **Possible action regarding Superintendent’s recommendation to propose termination** of certified employee’s term contract for good cause as determined by the Board.

Motion made by Don Sumners, seconded by Diane Trautman to propose termination of Hattie Blackmon’s term contract for good cause as determined by the Board and authorize the Superintendent to notify the employee in accordance with applicable law and policy.

Motion passes with 5-1 voting to approve termination with Michael Wolfe voting nay.

- 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.

Motion made by Erica Lee Carter, seconded by Michael Wolfe to approve the settlement agreement between T.F. Harper & Associates, LP and Harris County Department of Education d/b/a Choice Partners as discussed in Executive Session and authorize the Superintendent to finalize and execute an agreement.

Motion passes with 6-0 voting to approve the settlement agreement and authorize the Superintendent to finalize and execute an agreement.

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.
- Motion made by Marvin Morris, seconded by Louis Evans to adjourn the meeting.*
- Motion passes with 6-0 voting to adjourn.*
- Meeting adjourns at 3:43 p.m.*