

Harris County Department of Education
Minutes of Regular Board Meeting
June 20, 2017

The Harris County Board of School Trustees met in regular session on June 20, 2017 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Louis Evans, Board President, called the meeting to order at 9:15 a.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 Evans, Board President; Eric Dick, Board Vice President; Erica Lee Carter; Don Sumners; Diane Trautman; Mike Wolfe

Board Members Absent: George Moore

Board Attorney: Sarah Langlois

Administration: James Colbert, Jr., County School Superintendent; Kimberly McLeod, Assistant Superintendent for Education and Enrichment; and Jonathan Parker, Assistant Superintendent for Academic Support

Jay Atkins, Director Construction; Rebecca Bell, Director Texas Virtual School Network; Ecomet Burley, Director Center for Safe & Secure Schools; Lisa Caruthers, Director CASE for Kids; Karla Cantu, Board Secretary; Carie Crabb, Senior Director Therapy Services; Curtis Davis, Director Records Management; Stephanie De Los Santos, Director Marketing; Jeff Drury, Director Choice Partners Cooperative; Eduardo Honold, Director Adult Education; Tammy Lanier, Director Communication & Public Engagement; Greg Lookabaugh, Senior Director Facilities; Dee Mattox-Hall, Senior Director Schools Division; Bill Monroe, Director Purchasing; Brenda Mullins, Director Curriculum and Compliance Services; Venetia Peacock, Senior Director Head Start; Joseph Perales, Director Maintenance; Gayla Rawlinson, Director Center for Grants Development; Helen Spencer, Chief Information Officer; Natasha Truitt, Executive Director Human Resources; Jeannette Truxillo, Director Research and Evaluation; Jimmy Wynn, Special Assistant to Superintendent; Lidia Zatopek, Director Alternative Certification

Visitors: Eric Emerson; Heather Hatfield; Stephen Jump; Mathew Maliel; Claire McKinney; Alexis Medrano; Anthony Motea; Mark Niles; Ryan Penner; Elizabeth Santos; Colleen Vera; Amber Weed; David Wilson

1. **Invocation** - Marion Cooksey - Highpoint East
2. **Pledge of Allegiance to the US flag** - Victor Keys - Academic and Behavior School West
3. **Pledge of Allegiance to the Texas flag** - Victor Keys - Academic and Behavior School West
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.

Heather Hatfield addressed the Board regarding the Houston Urban Debate League (HUDL) program and HCDE's assistance in the expansion of the program.

Eric Emerson addressed the Board regarding the HUDL program and the mentorship program it provides its participating students.

Ryan Penner and Alexis Medrano, past participants in the HUDL program, addressed the Board regarding the benefits of the program.

Stephen Jump presented highlights of the HUDL program from a comparison report completed by the HISD Research and Accountability Department.

Mathew Maliel addressed the Board in support of the increase in budget for the recovery high school's culinary program; in opposition of the RFQ for legal services, of terminating the contract with HillCo and in opposition of hiring an internal auditor who reports directly to the Board.

Colleen Vera addressed the Board regarding the culinary arts program at the recovery high school stressing the many factors which should be taken into consideration when developing this program.

5. **Reports and presentations:**
 - A. **Annual update on the HCDE School Division** - Dee Mattox Hall, Senior Director
 - B. **Report of the Board Feasibility Subcommittee** - Don Sumners

Don Sumners reported progress on the building of Academic Behavior School West and the Recovery High School and believes the revised opening date will be met.

James Colbert reported on development report of the HUDL program.

- 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.

Erica Lee Carter reported on her presentation to leadership development class of women and on her attendance, along with Superintendent Colbert, to the Hispanic Association of School Administrators' annual scholarship dinner.

- D. **Monthly Financial Reports through 05/31/2017** – Jaime Martinez presented the financial highlights.

Eric Dick exited the room at 10:10 and returned at 10:12 a.m.

Motion made by Eric Dick, seconded by Diane Trautman to approve items in the consent agenda.

Louis Evans requested to remove items 6.C.6., 6.C.9, 6.C.10., and 6.C.11. and 6.C.13. from the consent agenda.

Erica Lee Carter requested to remove items 6.B. and 6.E.7. from the consent agenda.

Mike Wolfe requested to remove item 6.D.17.

Motion passes with 6-0 voting to approve remaining items on the consent agenda with the exception of items 6.B., 6.C.6., 6.C.9, 6.C.10., 6.C.11., 6.C.13., 6.D.17. and 6.E.7.

6. **ACTION ITEMS - CONSENSUS**

- A. Consider approval of the following Business Services items:

1. Monthly Disbursement Report
2. Monthly Budget Amendment Report
3. Monthly Investment Report for May 2017

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

1. **Interlocal (revenue) contract with La Porte Independent School District for the Center for Safe and Secure Schools** to provide facilities auditing services for the period 08/31/2017 through 09/14/2020 school years in an aggregate amount of \$28,233.
2. **Interlocal (revenue) contract with Galena Park Independent School District for the HCDE Teaching and Learning Center** to provide Math professional development services for the period of 08/09/2017 in the amount of \$2,600.
3. **Interlocal (revenue) contract with Alief Independent School District for the Teaching and Learning Center** to provide Digital Learning professional development services for the period of 07/01/2017 through 06/30/2018 in the amount of \$54,650.
4. **School-Based Therapy Services (revenue) contract amendment for FY 2017** with Avondale House in the amount of \$9,025 (\$1,900 increase) (11 students served FY2016).
5. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$716,900 for Academic and Behavior School East with the following districts:** Channelview ISD for five (5) in-county annual contracts in the amount of \$101,500 (\$20,300 each), Deer Park ISD for nine (9) in-county annual contracts in the amount of \$182,700 (\$20,300 each), Friendswood ISD for two (2) out-of-county annual contracts in the amount of \$47,000 (\$23,500 each), Galena Park ISD for three (3) in-county annual contracts in the amount of \$60,900 (\$20,300 each), Huffman ISD for five (5) in-county annual contracts in the amount of \$101,500 (\$20,300 each), KIPP Inc. for two

(2) in-county annual contracts in the amount of \$40,600 (\$20,300 each), La Porte ISD for eight (8) in-county annual contracts in the amount of \$162,400 (\$20,300 each) and Pearland ISD for one (1) in-county annual contracts in the amount of \$20,300 (\$20,300 each).

7. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$813,800 for Highpoint School East with the following districts:** Barbers Hill ISD for two (2) out-of-county annual contracts in the amount of \$21,800 (\$10,900 each), Channelview ISD for forty-one (41) in-county annual contracts in the amount of \$405,900 (\$9,900 each), Crosby ISD for thirty (30) in-county annual contracts in the amount of \$297,000 (\$9,900 each), and Deer Park ISD for nine (9) in-county annual contract in the amount of \$89,100 (\$9,900 each).
 8. **Interlocal (revenue) contract for FY 2018 in the aggregate amount of \$47,000 with Academic and Behavior School East** with Barbers Hill ISD for two (2) out-of-county annual contracts in the amount of \$47,000 (\$23,500 each).
 12. **Contract Amendment 1 (# 21217) for FY 17 between HCDE Adult Education and Literacy and the Houston-Galveston Area Council** to increase funds from \$4,115,264 to \$4,234,548 (\$119,284 increase).
 14. **Interlocal Agreement between HCDE and Texas Department of Information Resource (DIR) to purchase goods and/or services.**
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract renewal option for job no. 13/032DG for Maintenance and Operation Parts and Equipment with the following vendors:** Acme Architectural Hardware, Inc.; High Point Sanitary Solutions; Johnson Supply & Equipment Corporation d/b/a Johnson Supply; Lansdowne-Moody Company, LP; Lennox Industries, Inc.; McCoy Corporation d/b/a McCoy's Building Supply and Zimmerer Kubota & Equipment, Inc. for the period 07/16/2017 through 07/15/2018.
 2. **Contract renewal option for job no. 13/047DG for Solid Waste and Recycling Services with the following vendor:** Waste Management of Texas, Inc. for the period 07/16/2017 through 07/15/2018.
 3. **Contract renewal option for job no. 13/051DG for Rental, Lease, and Purchase of Copiers and Related Items with the following vendor:** Dahill Office Technology Corporation d/b/a Dahill the period 08/20/2017 through 08/19/2018.
 4. **Contract renewal option for job no. 13/054PB for IDIQ Finishes (Painting, Drywall, Acoustical Ceilings and Flooring) with the following vendors:** BaseLine Paving & Construction, Inc. and Lee Construction and Maintenance Company d/b/a LMC Corporation for the period 07/16/2017 through 07/15/2018.
 5. **Contract renewal option for job no. 14/022CG for Furniture, Fixtures, Equipment and Related Items with the following vendors:** Butler Business Products, LLC; Educator's Depot, Inc.; Kaplan Early Learning Company; Kay Davis Associates, LLC; Lakeshore Equipment Company d/b/a Lakeshore Learning Materials and Library Interiors of Texas, LLC for the period 07/15/2017 through 07/14/2018.

6. **Contract renewal option for job no. 14/023MP for Musical Instruments and Related Items and Services with the following vendors:** Universal Melody Services d/b/a Brook Mays Music/H&H Music; Guitar Center, Inc. d/b/a Music and Arts Centers; The Mariachi Connection and Washington Music Sales Center, Inc. d/b/a Washington Music Center for the period 07/15/2017 through 07/14/2018.
7. **Contract renewal option for job no. 15/031CG for Furniture, Fixtures, Equipment, Related Items and Services with following vendors:** D3, Inc. d/b/a 9 to 5 Seating; Challenge Office Products, Inc.; Computer Comforts, Inc.; Allsteel, Inc., d/b/a Contract Resource Group, LLC; ESI Ergonomic Solutions, LLC; Facility Interiors, Inc.; Hallmark Office Products, Inc.; Lavaca County Office Supply, Inc. d/b/a South Texas School Furniture, a division; Palmieri Furniture Limited; TESCO Industries, LLC; Todays Classroom, LLC; Vanguard Environments, Inc. and Watson Furniture Group, Inc. for the period 07/21/2017 through 07/20/2018.
8. **Contract renewal option for job no. 15/035KC for Textbooks, Library Books and Related Items with the following vendors:** American Reading Company; Barnes & Noble Booksellers, Inc.; Coughlan Companies, Inc. d/b/a Capstone; Cengage Learning, Inc.; Complete Book and Media Supply, LLC; Lektro, Inc. d/b/a Escue and Associates; Express Booksellers, LLC d/b/a Express Booksellers; KAMICO Instructional Media, Inc.; Keystone Books & Media; Scholastic Library Publishing, Inc.; Steps To Literacy, LLC; Teacher Created Materials, Inc. and Cox Subscriptions, Inc. d/b/a WT Cox Information Services for the period 07/21/2017 through 07/20/2018.
9. **Contract renewal option for job no. 15/040CG for Energy Savings Contract Services (ESCO) with the following vendor:** Siemens Industry, Inc. for the period 08/18/2017 through 08/17/2018.
10. **Contract renewal option for job no. 15/041JN for IDIQ Construction and Maintenance (Job Order Contracting) with the following vendors:** Baseline Paving & Construction, Inc.; Basic IDIQ, Inc.; Construction Masters of Houston, Inc.; E Contractors USA, LLC; ERC Environmental & Construction Services Inc., d/b/a ERC; Horizon International Group, LLC; Brown & Root Industrial Services, LLC; Millennium Project Solutions, Inc.; SETEX Construction Corp.; JR Thomas Group, Inc. d/b/a The Thomas Group, Inc.; Tommy Klein Construction, Inc.; The Sithe Group, LLC d/b/a TSG Industries; J.T. Vaughn Construction, LLC d/b/a Vaughn Construction and Westco Ventures, LLC for the period 08/18/2017 through 08/017/2018.
11. **Contract renewal for job no. 16/046KC for Rental, Lease or Purchase of Digital Duplicators and Related Items with the following vendor:** Dahill Office Technology Corporation d/b/a Dahill for the period 07/26/2017 through 07/25/2018.
12. **Contract renewal option for job no. 16/052JN for Retail Energy Provider(s) with the following vendors:** Reliant Energy Retail Services, LLC and Energy Future Holdings Corporation d/b/a TXU Energy Retail Company, Inc. for the period 07/26/2017 through 07/25/2018.
13. **Contract award for job no. 17/026KH for Technology Products and Services to those vendors offering the best value to HCDE/Choice Partners Cooperative and meeting the specifications outlined in the proposal:** 3P Learning, Inc. d/b/a

3P Learning; 806 Technologies, Inc.; Marjan Dubois d/b/a Adaptive Technology Systems; Advantage Imaging Supply, Inc.; Alpha Omega Wireless, Inc.; Aspire HR, Inc.; AVES Audio Visual Systems, Inc.; Blackboard, Inc.; Paul Lo d/b/a Capsuletek, LLC; Dahill Office Technology Corporation d/b/a Dahill; Eduproject Ell, LLC; Evolve Holdings, Inc.; Exebridge, Inc.; Gaggle.Net, Inc.; GK Holdings, Inc. d/b/a Global Knowledge Training, LLC; GovConnection, Inc. d/b/a Connection; GTS Technology Solutions, Inc.; Howard Industries, Inc. d/b/a Howard Technology Solutions; iLearn, Inc.; J & B Imaging Services, Inc. d/b/a JABIS Security Services; Lantana Communications Corporation; M&A Technology, Inc.; Micro Integration & Programming Solutions, Inc.; myOn, LLC; Jessica Rocio Adam d/b/a NAZCA Technologies and Consulting; Northwest Communications Inc. d/b/a NW Radio; PCPC Direct, LTD; RLS Interests d/b/a Prime Systems; Quasar Data Center, Ltd; Rethink Autism, Inc.; Ron Turley Associates, Inc.; WayTech, LLC d/b/a Silicon Mountain Memory; Southern Computer Warehouse; Teaching Systems, Inc.; Total Technologies, LLC; Troxell Communications, Inc.; Twotrees Technologies and Unique Digital Technology, Inc. for the period 06/20/2017 through 06/19/2018.

14. **Contract award for job 17/027KC for Recapped Tires, New Tires, Related Items and Services to those vendors offering the best value to HCDE/Choice Partners Cooperative and meeting the specifications outline in the proposal:** Goolsbee Tire Services, Inc. and Goodyear Tire & Rubber Company for the period 06/20/2017 through 06/19/2018.
15. **Contract award for job no. 17/034TJ Ice Cream Products to the vendors** offering the best value to HCDE/Choice Partners Cooperative and meeting the specifications outlined in the proposal: JA-EN Enterprises (dba JP Ice Cream Distributors), Kemm Ice Cream LLC, La Brisa Ice Cream, La Costenita Distribuidor Inc., Paletteria El Pibe, The Master's Distribution System, and Yumi Ice Cream Co., Inc. for the period 08/01/2017 through 07/31/2018.
16. **Contract award for job no. 17/035TJ Site Based Pizza Program to the vendors** offering the best value to HCDE/Choice Partners Cooperative and meeting the specifications outlined in the proposal: Bull's Eye Brands, Inc.(dba Smart Mouth Foods) for the period of 08/01/2017 through 07/31/2018.

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

1. **Renewal option for job no. 15/038JG-02 for Early Head Start Child Care Partnership with the following vendor:** John G. Jones Learning Center for the period of 07/01/2017 through 06/30/2018.
2. **Renewal option for job no. 16/026YR for Local Food and Catering Services with the following vendor:** The French Corner Catering Company for the period of 07/26/2017 through 07/25/2018.
3. **Renewal options for job no. 16/047YR for Head Start Trainers and Consultants for HCDE with the following vendors:** Dyrun Enterprises, Inc. dba A-Smart Consulting, Lakeshore Learning Materials, Dorsey & Company, and Joyce Davis/Erin Whitney for the period of 07/26/2017 through 07/25/2018.

4. **Renewal option for job no. 16/055LB for Online Afterschool Database Management for the CASE division of HCDE with the following vendor:** Cityspan Technologies for the period of 8/16/2017 through 8/15/2018.
 5. **Renewal options for job no. 16/047YR-1 for Head Start Trainers and Consultants for HCDE with the following vendors:** Teachstone Training, LLC and Dr. Mary E. White International for the period of 08/16/2017 through 08/15/2018.
 6. **Renewal options for RFP no. 15/050KJ for Business Consulting Services for Harris County Department of Education with the following vendors:** edOpp Solutions LLC, Penelton Consulting Services LLC, Gibson Consulting Group, Inc., and Weber Services, for the period of 08/18/2017 through 08/17/2018.
 8. **Renewal options for job no. 15/055KJ for Instructional Support Contracted Services for Harris County Department of Education with the following vendors:** edOpp Solutions LLC, Susan Everett, and Lead4ward LLC for the period of 08/18/2017 through 08/17/2018.
 9. **Renewal option for job no. 14/032LB for Head Start Child Management Software with the following vendor:** ChildPlus Software for the period of 8/19/2017 through 8/18/2018.
 10. **Renewal option for job no. 16/031LB for Auditing Services for HCDE with the following vendor:** Whitley Penn, LLP for the period of 7/19/2017 through 7/18/2018.
 11. **Renewal options for job no. 15/053KJ for Choice Partners Consulting Services with the following vendors:** Carver Consulting, Elder Consulting, F&S Calhoun Consulting, Inc, Lindsey LeGrand, and RC Herrin Consulting for the period of 08/18/2017 through 08/17/2018.
 12. **A two-year contract renewal with JPMorgan Chase Bank for depository banking services with HCDE for the period of 09/01/2017 through 08/31/2019;** the original contract is a result of job no. 13/056JG for the period of 09/01/2013 through 08/31/2015 with an option for two (2) two-year renewals; contract is in accordance with Texas Education Code 45.201 through 45.209.
6. B. **Consider approval of the 05/16/2017 Board Meeting Minutes.**
- Motion made by Eric Dick, seconded by Mike Wolfe to approve the 05/16/2017 Board Meeting Minutes.*
- Motion passes with 5-0-1 voting to approve, with Erica Lee Carter abstaining.*
6. C. 6. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$206,200 for Academic and Behavior School West with the following districts:** Cypress Fairbanks ISD for four (4) in-county annual contracts in the amount of \$81,200 (\$20,300 each), Katy ISD for five (5) in-county annual contracts in the amount of \$101,500 (\$20,300 each) and Magnolia ISD for one (1) out-of-county annual contract in the amount of \$23,500 (\$23,500 each).
 6. C. 9. **Interlocal (revenue) contracts in the aggregate amount of \$41,600 for Extended School Year (ESY) 2017 for Academic and Behavior School East with the following districts:** Spring ISD for four (4) in-county summer school contracts in the

amount of \$20,800 (\$5,200 each), Galena Park ISD for three (3) in-county summer school contracts in the amount of \$15,600 (\$5,200 each) and Goose Creek ISD for one (1) in-county summer school contract in the amount of \$5,200 (\$5,200 each).

6. C. 10. **Interlocal (revenue) contract for School Based Therapy Services for FY 2018 in the aggregate amount of \$3,983,425.00 with the following entities:** Spring ISD (631 students served in FY16) in the amount of \$295,750 and \$782,000, Cypress Fairbanks ISD (1807 students served in FY16) in the amount of \$2,807,350, Royal ISD (10 students served in FY16) in the amount of \$12,600, Greater Gulf Coast Cooperative (15 students served in FY16) in the amount of \$27,300, Yes Prep Public Schools (16 students served in FY16) in the amount of \$19,000, Deer Park ISD (57 students served in FY16) in the amount of \$35,150, and Galena Park ISD (1 student served in FY16) in the amount of \$4,275.
6. C. 11. **Adult Education non-monetary Interlocal contracts with the following districts:** Alief ISD, Channelview ISD, Cy-Fair ISD, Deer Park ISD, Galena Park ISD, Sheldon ISD, Dayton ISD, Hardin ISD, and Liberty ISD for the provision of adult basic education (ABE), General Education Development (GED), and English as a Second Language (ESL) classes for the period of 07/01/2017 through 06/30/2018.
6. C. 13. **Interlocal Service Agreement (revenue) between Spring Independent School District and HCDE (Center for Safe and Secure Schools)** to provide a two-day Restorative Discipline Practices Workshop for administrative staff for the period of 06/05/2017 through 06/06/2017 in an amount of \$1,300.

Motion made by Erica Lee Carter, seconded by Diane Trautman to approve items 6.C.6., 6.C.9., 6.C.10., 6.C.11. and 6.C.13.

Motion passes with 5-0-1 voting to approve, with Louis Evans abstaining.

6. D. 17. **HCDE Interlocal Agreements with:** Alvin Museum Society, Alvin, Texas; Brazosport College, Lake Jackson, Texas; Brenham city of, Brenham, Texas; Center ISD, Center, Texas; Chapel Hill ISD, Tyler, Texas; Edcouch Elsa ISD, Edcouch, Texas; School Board of Leon County, Florida, Tallahassee, Florida; Nacogdoches ISD, Nacogdoches, Texas; Ridgeland School District 122 Board of Education, Oak Lawn, Illinois; Second Baptist, Houston, Texas; Somerton Elementary School District #11, Somerton, Arizona and Union Grove ISD, Gladewater, Texas.

Motion made by Erica Lee Carter, seconded by Diane Trautman to approve HCDE Interlocal Agreements with: Alvin Museum Society, Alvin, Texas; Brazosport College, Lake Jackson, Texas; Brenham city of, Brenham, Texas; Center ISD, Center, Texas; Chapel Hill ISD, Tyler, Texas; Edcouch Elsa ISD, Edcouch, Texas; School Board of Leon County, Florida, Tallahassee, Florida; Nacogdoches ISD, Nacogdoches, Texas; Ridgeland School District 122 Board of Education, Oak Lawn, Illinois; Second Baptist, Houston, Texas; Somerton Elementary School District #11, Somerton, Arizona and Union Grove ISD, Gladewater, Texas.

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

6. E. 7. **Renewal option for RFP no. 15/056KJ for Disabilities Consulting Services with the following vendor:** Julie Smith for the period of 08/18/2017 through 08/17/2018.

Motion made by Erica Lee Carter, seconded by Louis Evans to approve a renewal option for RFP no. 15/056KJ for Disabilities Consulting Services with the following vendor: Julie Smith for the period of 08/18/2017 through 08/17/2018.

Motion passes with 6-0 voting to approve.

7. ACTION ITEMS - NON-CONSENSUS

- A. Consider approval to purchase produce and other specialty grocery items from Hardies Fruit and Vegetable Company (Choice Partners job no. 15/022TJ-03) in an amount not to exceed \$15,000 for the HCDE Head Start Division (all free standing sites/locations) for FY17 (1044 students served daily). Fully funded with Head Start funds.**

Motion made by Eric Dick, seconded by Diane Trautman to approve the purchase of produce and other specialty grocery items from Hardies Fruit and Vegetable Company (Choice Partners job no. 15/022TJ-03) in an amount not to exceed \$15,000 for the HCDE Head Start Division (all free standing sites/locations) for FY17 (1044 students served daily). Fully funded with Head Start funds.

Motion passes with 6-0 voting to approve.

- B. Consider approval of Early Head Start Child Care Partners (EHS agreements for the period of 08/01/2017 through 07/31/2018 with the following vendors: Fellowship of Purpose Early Childhood Learning Center (RFP 15/051YR-4) in an amount not to exceed \$90,000; High Achievers Learning Center (RFP 15/051YR-4) in an amount not to exceed \$35,000; John G Jones Learning Center (RFP 15/038JG) in an amount not exceed \$75,000; Kool Kids Daycare (RFP 16/014YR) in an amount not to exceed \$90,000; Let's Learn Christian Learning Center (RFP 15/051YR-4) in the amount not to exceed \$55,000 to provide Early Head Start Child Care services.**

Motion made by Diane Trautman, seconded by Eric Dick to approve Early Head Start Child Care Partners (EHS agreements for the period of 08/01/2017 through 07/31/2018 with the following vendors: Fellowship of Purpose Early Childhood Learning Center (RFP 15/051YR-4) in an amount not to exceed \$90,000; High Achievers Learning Center (RFP 15/051YR-4) in an amount not to exceed \$35,000; John G Jones Learning Center (RFP 15/038JG) in an amount not exceed \$75,000; Kool Kids Daycare (RFP 16/014YR) in an amount not to exceed \$90,000; Let's Learn Christian Learning Center (RFP 15/051YR-4) in the amount not to exceed \$55,000 to provide Early Head Start Child Care services.

Motion passes with 6-0 voting to approve.

- C. Consider approval of submission of a carryover funds request to the Department of Health and Human Services to carry forward \$120,986 of unobligated funds for Head Start. The previous grant ended on 12/31/2016. This request is to extend through 12/31/2017 once the grant is authorized by the Department of Health and Human Services.**

Motion made by Mike Wolfe, seconded by Eric Dick to approve the submission of a carryover funds request to the Department of Health and Human Services to carry

forward \$120,986 of unobligated funds for Head Start. The previous grant ended on 12/31/2016. This request is to extend through 12/31/2017 once the grant is authorized by the Department of Health and Human Services.

Motion passes with 6-0 voting to approve.

- D. Contract between HCDE Area I Head Start and Houston ISD (HISD) to provide comprehensive services to 3 & 4 year old Head Start eligible children** (total enrollment is 1230 of which approximately 268 children are served within this collaboration) within district for the period of 08/01/2017 to 07/31/2018 in the amount of \$33,839.

Motion made by Diane Trautman, seconded by Mike Wolfe to approve the contract between HCDE Area I Head Start and Houston ISD (HISD) to provide comprehensive services to 3 & 4 year-old Head Start eligible children (total enrollment is 1230 of which approximately 268 children are served within this collaboration) within district for the period of 08/01/2017 to 07/31/2018 in the amount of \$33,839.

Motion passes with 6-0 voting to approve.

- E. Consider approval of a request for HCDE Area I Head Start 2017 Cost of Living Adjustment (1% COLA)** in the amount of \$120,298 for the project period of 01/01/2017 - 12/31/2017 and a request for HCDE Area I Early Head Start 2017 Cost of Living Adjustment (1%COLA) in the amount of \$20,360 for the project period of 09/01/2016 - 08/31/2017.

Motion made by Erica Lee Carter, seconded by Diane Trautman to approve a request for HCDE Area I Head Start 2017 Cost of Living Adjustment (1% COLA) in the amount of \$120,298 for the project period of 01/01/2017 - 12/31/2017 and a request for HCDE Area I Early Head Start 2017 Cost of Living Adjustment (1%COLA) in the amount of \$20,360 for the project period of 09/01/2016 - 08/31/2017.

Motion passes with 6-0 voting to approve.

- F. Consider approval to write off and dispose of obsolete, non-repairable assets located in the HCDE warehouse at 6311 Irvington Blvd.**

Motion made by Louis Evans, seconded by Mike Wolfe to approve the write off and disposal of obsolete, non-repairable assets located in the HCDE warehouse at 6311 Irvington Blvd.

Motion passes with 6-0 voting to approve.

- G. Consider approval to purchase 5 vehicles from Caldwell Country Chevrolet, LLP. (BuyBoard contract # 521-16), for the Maintenance and Records Management Divisions** in an amount not to exceed \$132,880 (\$26,496 each, plus BuyBoard fee of \$400).

Motion made by Eric Dick, seconded by Louis Evans to approve the purchase of 5 vehicles from Caldwell Country Chevrolet, LLP. (BuyBoard contract # 521-16), for the Maintenance and Records Management Divisions in an amount not to exceed \$132,880 (\$26,496 each, plus BuyBoard fee of \$400).

Motion passes with 6-0 voting to approve.

- H. **Consider approval to write off and dispose of obsolete surplus vehicles and shelving components.**

Motion made by Diane Trautman, seconded by Louis Evans to approve the write off and disposal of obsolete surplus vehicles and shelving components.

Motion passes with 6-0 voting to approve.

- I. **Consider approval of amendment to the Professional Services Agreement between Swart Architects and HCDE for the renovation of the Recovery High School to increase cost to 7.5% of construction costs, for a maximum amount not to exceed \$56,250 (increase of \$18,750), and addition of remodeling design of a culinary arts classroom and commercial kitchen lab to scope of work.**

Motion made by Erica Lee Carter, seconded by Diane Trautman to approve an amendment to the Professional Services Agreement between Swart Architects and HCDE for the renovation of the Recovery High School to increase cost to 7.5% of construction costs, for a maximum amount not to exceed \$56,250 (increase of \$18,750), and addition of remodeling design of a culinary arts classroom and commercial kitchen lab to scope of work.

No action is taken on this item with 3-3 voting to approve with Eric Dick, Don Sumners and Mike Wolfe voting nay.

Motion made by Eric Dick, seconded by Erica Lee Carter to approve an amendment to the Professional Services Agreement between Swart Architects and HCDE for the renovation of the Recovery High School to increase cost to 7.5% of construction costs, for a maximum amount not to exceed \$56,250 (increase of \$18,750), and addition of remodeling design of a culinary arts classroom and commercial kitchen lab to scope of work.

Motion passes with 4-1-1 voting to approve, with Don Sumners voting nay and Mike Wolfe abstaining.

- J. **Consider approval of the Request for Qualifications for legal services for Harris County Department of Education.**

Motion made by Mike Wolfe, seconded by Eric Dick to approve the Request for Qualifications for legal services for Harris County Department of Education.

Motion passes with 5-1 voting to approve, with Diane Trautman voting nay.

- K. **Consideration of terminating the consulting contract currently in place with Hillco, effective within 45 days of the date of passage, if approved by the HCDE Board of Trustees (agenda item submitted by George Moore, Don Sumners and Mike Wolfe).**

This item was pulled from the agenda.

- L. **Consideration of the creation of an RFQ for the position of Internal Auditor, who reports directly to the HCDE Board.** This RFQ creation will be assigned to a committee that will report back to the Board with a suggested RFQ for approval at the

July 2017 HCDE Board Meeting (agenda item submitted by George Moore, Don Summers and Mike Wolfe).

This item was pulled from the agenda.

The Board entered into Executive Session at 11:12 a.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:**
Senior Director, Schools Division
 - B. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.**

The Board entered into Opens Session at 11:43 a.m.

9. **RECONVENE** for possible action on items discussed in executive session
 - A. **Employment:**
Senior Director, Schools Division

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

Motion passes with 6-0 voting to approve.
10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **Employee Count for May 2017**
 - C. **HCDE Area I Head Start USDA Meal Totals for the month of April 2017;** 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
 - D. **Submission of a \$50,000 grant request to the Aetna Foundation** to support community gardens and food and nutrition education programs at Academic and Behavior School campuses.
 - E. **Submission of request to the American Library Association for The Coretta Scott King Book Awards Donation Grant** to build Area I Head Start's collection of books with more than 70 titles by African American authors and illustrators.
 - F. **Submission of grant proposal to Best Buy Foundation in the amount of \$5,000** to support CASE for Kids' All-Earth Ecobot Challenge project. The project engages students in robotics and promotes interest in STEM careers, serving over 1,000 students.

- G. **Submission of a \$2,500 grant request to Brinker International** to start a school garden at Academic and Behavior School East campus. The program plans to serve 75 students in grades 6th-12th.
- H. **Submission of a \$21,030 grant request to The Caplan Foundation for Early Childhood** to design and pilot two, 2-day professional development workshops for preschool teachers that would facilitate future mastery of math for young children. The project plans to serve a total of 100 participants across the workshop sessions.
- I. **Submission of grant proposal to Dollar General Literacy Foundation for \$4,000** to support Academic and Behavior School-East's Reading Initiative to Excel (RITE) program.
- J. **Submission of a \$5,000 grant request to the Home Depot Foundation** to start a school garden at Academic and Behavior School East campus. The program plans to serve 75 students in grades 6th-12th.
- K. **Submission of donation request to Kroger for snacks and bottled water to support CASE for Kids' Summer Learning Day**, a national advocacy day to keep students engaged in learning during the summer months. The project will serve 150 students.
- L. **Submission of a \$10,000 grant request to the Mazda Foundation** to start a school garden at Academic and Behavior School East campus. The program plans to serve 75 students in grades 6th-12th.
- M. **Submission of a \$1,000 grant request to Pappas Restaurants** to start a school garden at Academic and Behavior School East campus. The program plans to serve 75 students in grades 6th-12th.
- N. **Submission of donation request to So Delicious Dairy Free for frozen desserts to support CASE for Kids' Summer Learning Day**, a national advocacy day to keep students engaged in learning during the summer months. The project will serve 150 students.
- O. **Submission of a \$2,500 grant proposal request to the Walmart Foundation** to support Academic and Behavior School West's Garden Program. The program plans to serve 50 students in grades K-12.
- P. **Submission of a \$2,500 grant proposal request to the Walmart Foundation** to support Academic and Behavior School East's Garden Program. The program plans to serve 75 students in grades 6th-12th.
- Q. **HCDE Area I Head Start Performance Report** for the month of April 2017
- R. **May 2017 HCDE Donation/Sponsorship Report**
- 11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, July 18, 2017, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 9:00 a.m.

Motion made by Mike Wolfe, seconded by Eric Dick to adjourn the meeting.

Motion passes with 6-0 voting to adjourn.

The meeting adjourned at 11:45 a.m.