

**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 **16th day of August 2017 at 1:00 p.m.** 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
August 16, 2017
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held August 16, 2017, beginning at 1:00 p.m. 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** - Azelia O'Neal, Teaching and Learning Center
2. **Pledge of Allegiance to the US flag** - Andrea Segraves, Teaching and Learning Center
3. **Pledge of Allegiance to the Texas flag** - Andrea Segraves, Teaching and Learning Center
4. **Public Hearing regarding the Department's revised Internet Safety Policy**
5. **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.
6. **Reports and presentations:**
 - A. **Announcement of awards from the Association of School Business Officials International (ASBO) for the HCDE** - Comprehensive Annual Financial Report (CAFR), for the fiscal year ended 08/31/2016 - Jesus Amezcua, Assistant Superintendent for Business Services.
 - B. **Announcement of awards from the Government Finance Officers Association (GFOA) for the HCDE 2016 Comprehensive Annual Financial Report (CAFR)** - Jesus Amezcua, Assistant Superintendent for Business Services.
 - C. **Presentation of the 2017 Annual Achievement of Excellence in Procurement Award** - Jesus Amezcua, Assistant Superintendent for Business Services
 - D. **Report of the Board Feasibility Subcommittee** - Don Sumners
 - E. **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.

F. **Monthly Financial Reports through 07/31/2017** - Jesus Amezcua, Assistant Superintendent for Business Services

7. **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

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

1. 07/18/2017 Policy Committee Meeting
2. 07/18/2017 Budget Workshop
3. 07/18/2017 Board Meeting

C. **Consider acceptance of the following grant awards:**

1. **Consider acceptance of the Notice of Award in the amount of \$3,000 from the Texas Council for Developmental Disabilities** to the Teaching and Learning Center-Special Populations for the Fall Autism Summit in October 2017.

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

1. **Interlocal (revenue) contract with Liberty Independent School District for the HCDE Teaching and Learning Center** to provide English Language Arts professional development services for the period of 08/17/2017 through 08/17/2017 (one day) in the amount of \$1,150.
2. **Interlocal (revenue) contract with Sheldon Independent School District for the HCDE Teaching and Learning Center** to provide English Language Arts professional development services for the period of 08/16/2017 through 07/31/2018 in the amount of \$8,800.
3. **Interlocal (revenue) contract renewal with Pasadena ISD for Records Management and Digitizing Services** for the period 09/01/2017 through 08/31/2018 in the amount of \$11,550 plus services to be billed consistent with the agreement.
4. **Interlocal (revenue) contract for School Based Therapy Services for FY 2018 in the aggregate amount of \$2,071,050 with the following entities:** Hempstead ISD (31 students served in FY 2016) in the amount of \$45,150, Dayton ISD (56 students served in FY 2016) in the amount of \$96,800, Pasadena ISD (22 students served in FY 2016) in the amount of \$17,575 and Katy ISD (1,916 students served in FY 2016) in the amount of \$1,911,525.
5. **Addendum #1 to Interlocal (revenue) contract between HCDE ABS West and Houston ISD** to increase the amount from \$406,000 to \$452,800 (an increase of \$46,800) for extended School Year (ESY) Summer School (in-county \$5,200 each) for FY 2017.

6. **Interlocal (revenue) contract for FY 2017 in the aggregate amount of \$26,000 with Academic and Behavior School West** for Extended School Year (ESY) 2017 with Clear Creek ISD for five (5) in-county summer school units.
7. **Addendum #1 to Interlocal (revenue) contract between HCDE ABS East and Houston ISD** to increase the amount from \$466,900 to \$529,300 (an increase of \$62,400) for Extended School Year (ESY) Summer School (in-county \$5,200 each) for FY 2017.
8. **Interlocal (revenue) contract for FY 2018 in the aggregate amount of \$121,800 with Academic and Behavior School East with the following district: Dayton ISD** for six (6) in-county annual contracts in the amount of \$121,800 (\$20,300 each) for the contract period of 08/28/2017 through 06/06/2018.
9. **Interlocal (revenue) contract for FY 2018 in the aggregate amount of \$406,000 with Academic and Behavior School West with the following district: Houston ISD** for twenty (20) in-county annual contracts in the amount of \$406,000 (\$20,300 each) for the contract period of 08/28/2017 through 06/06/2018.
10. **Interlocal (revenue) contracts for Highpoint East for FY 2018 in the aggregate amount of \$120,700 with the following districts:** Galena Park ISD for five (5) in-county annual contracts in the amount of \$49,500 (\$9,900 each), and Spring Branch ISD for eight (8) in-county annual contracts in the amount of \$71,200 (\$8,900 each) for the contract period of 08/28/2017 through 07/06/2018.
11. **Amendment to Interlocal (revenue) contract between School Based Therapy Services and Katy ISD for FY 2017** to increase from \$1,752,400 to \$1,834,850 (an increase of \$82,450) 1,916 students were served in FY 2016.
12. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$203,000 with Academic and Behavior School West with the following districts:** Spring Branch ISD for ten (10) in-county annual contracts in the amount of \$203,000 (\$20,300 each) for the contract period of 08/28/2017 through 07/13/2018.
13. **Interlocal (revenue) contract for School Based Therapy Services with Houston ISD** for four days of occupational and physical therapy in the amount of \$1,900 from 08/14/2017 through 06/30/2018.
14. **Interlocal Master contract with Houston ISD** for services and/or materials outlined in HISD request for proposal #16-10-48 Teacher and Staff Development - Instructional for the contract period of 06/29/2017 through 06/30/2018.
15. **Interlocal (revenue) contract with Fort Bend Independent School District for HCDE Teaching and Learning Center** to provide Equity and Culture Assessment professional development for the period of 08/07/2017 through 10/2/2017 in the amount of \$48,996.
- E. **Educational (expenditure) contract with Adult Education and BakerRipley in the amount of \$6,000** 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.
- F. **Consider approval of the following non-monetary Interlocal Contracts for Adult Education:**

1. **Interlocal contract with Katy 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.
 2. **Interlocal contract with Pasadena 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 08/01/2017 through 06/30/2018.
 3. **Interlocal contract with City of Houston Parks & Recreation Department** 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.
 4. **Interlocal contract with Northwest Assistance Ministries and St. Edith Stein Catholic Church** 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.
- G. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract renewal option for job no. 14/026CG for Pest Control and Pool Services with the following vendor:** Copesan Services, Inc. d/b/a Holder's Pest Solutions for the period 09/16/2017 through 09/15/2018.
 2. **Contract renewal option for job no. 14/029JN for Disaster Mitigation Services with the following vendors:** Blackmon Mooring Services/BMS CAT; Dura Pier Facilities Services, Ltd d/b/a Facilities Sources; Gerloff Company, Inc.; Mooring Recovery Services; Power Vac America, Inc.; AKS Holdings, Inc. d/b/a SERVPRO of Spring/Tomball and Texas General Contractors, Inc. for the period 09/16/2017 through 09/15/2018.
 3. **Contract renewal option for job no. 14/030MP for Digital Archiving, Imaging and Related Services with the following vendor:** Delta-T Digital Archiving, Ltd. for the period 09/16/2017 through 09/15/2018.
 4. **Contract renewal option for job no. 14/034MP for Vocational Products and Services with the following vendors:** ASI Associates, Inc. d/b/a Arbor Scientific; The Burmax Company, Inc.; Cengage Learning, Inc.; Henry Schein Inc.; Southeast Texas Horizons, LLC d/b/a New Horizons CLC of Houston; Penn State Industries, Inc.; Teaching Systems, Inc.; Technical Laboratory Systems, Inc. and Texas Pride Marketing for the period 09/16/2017 through 09/15/2018.
 5. **Contract renewal option for job no. 15/044MP for Web Design Services with the following vendor:** Short Enterprises, Inc. d/b/a WebRevelation for the period 09/15/2017 through 09/14/2018.
 6. **Contract renewal option for job no. 15/048CG for Art and Artwork Advisory Services with the following vendor:** Art + Artisans Consulting, Inc. for the period 09/15/2017 through 09/14/2018.
 7. **Contract renewal option for job no. 15/049JN for Trenchless Technology Rehabilitation and Related Items and Services with the following vendor:** SAK Construction, LLC for the period 09/15/2017 through 09/14/2018.

8. **Contract renewal option for job no. 15/052KC for Scientific Equipment and Related Items with the following vendors:** Carolina Biological Supply Company; Educator's Depot Inc.; Flinn Scientific Inc.; School Specialty, Inc. d/b/a Frey Scientific; SJS Partnership WRS Group, Ltd d/b/a Health Edco, Health Impressions, Childbirth Graphics; NAO Global Health, LLC; Pitsco Education and Carol Espensen d/b/a Southern Science Supply for the period 09/15/2017 through 09/14/2018.
 9. **Contract renewal option for job no. 15/066TJ for Direct Delivery of Ice Cream with the following vendors:** Dippin' Dots and Southern Ice Cream for the period of 10/20/2017 through 10/19/2018.
 10. **Contract renewal option for job no. 16/015CG for Chemicals, Supplies and Related Services with the following vendor:** NAO Global Health, LLC for the period 09/20/2017 through 09/19/2018.
 11. **Contract renewal option for job no. 16/058KH for Web-Based Electronic Bidding System with the following vendors:** EqualLevel, Inc. and Ion Wave Technologies, Inc. for the period 09/20/2017 through 09/19/2018.
 12. **HCDE Interlocal Agreements with:** Corsicana city of, Corsicana, Texas; First Step Learning Center, Hearne, Texas; Miramar city of, Miramar, Florida; Navarro ISD, Seguin, Texas; Pantego Town of, Pantego, Texas; Port Neches-Groves ISD, Port Neches, Texas; West University Place city of, West University Place, Texas, Woodville ISD, Woodville, Texas and Union Elementary School District #62, Tolleson, AZ.
- H. Consider approval of the following items for Internal Purchasing:
1. **Renewal option for job no. 15/061KJ for Temporary Lease of a Baytown Head Start Facility with the following vendor:** HT Land Company for the period of 09/14/2017 through 09/15/2018 (fully funded by the Head Start grant).
 2. **Contract award for job no. 17/041KJ General Consultant Services for Harris County Department of Education to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Carol Cooper dba N& C Consulting, Dana Lee and Olivier, Inc for the period of 07/18/2017 through 07/17/2022 subject to annual appropriations of funding.
 3. **Contract award for Job. No. 17/046MR Playground Equipment and Supplies with the following vendors:** Adventure Playground Systems, Hunter Kneppshield of Texas, Inc, and Kaplan Early Learning Company for the period of 08/15/2017 through 08/15/2019.
 4. **Expenditures which have been previously procured and are expected to aggregate to \$50,000 or more for FY 2018 under Policy CH Local** for various HCDE divisions for an aggregate amount not to exceed \$12,818,060: HT Land Company; HDW Pruetz; Harris County Appraisal District; KQC Investors, LLC; Zieben Foundation Properties; City Of Houston; Health Department; CV Baytown Joint Venture; Childcare Careers. LLC; Scholastic; Milk Products LLC; City Of Houston Water; Digital Air (DAC); Emcor Gowan; Executive Threat Solutions LLC; Fusion; Trading/Highmark Roofing; Harris County Treasurer; Reliant Business Products; Suez Energy; Fleet Services (Wright Express); High Point Sanitary Solutions; Metropolitan Landscape Mgmt Inc.; Quality Security Systems; StaffMark; Texas Mutual Insurance Company; TRS Active Care; TRS Active Care; Met Life; Standard Disability; Davis Vision; Prime Systems; Rogers, Morris & Grover, L.L.P; Public Agency Retirement (PAR); Unum Life Insurance Co Of America; First Financial - Flex Medical; First Financial - Health Savings; TCG Administrators - 403(b) Retirement Savings; TCG Administrators - 457 Retirement Savings; Butler Business Products; Accudata; GTS (formerly

Austin Ribbon and Computer Company); CDW Government Inc; Exebridge dba Le Tigre Solutions; Houston Information Team LLC; Netsync Network Solutions; Phonoscope Lightwave Inc.; Prime Systems; Capsuletek; SHI Government Solutions, Inc.; Sungard Public Sector Inc; Unique Digital Technology; Verizon Wireless

I. Consider approval of the following Revenue Agreements:

1. **Acceptance of funds totaling \$2,183,083 from the Texas Education Agency for CASE for Kids' Cycle 8 Year 5 21st Century Community Learning Centers grant** for the period of 8/1/2017 through 7/31/2018; CASE for Kids anticipates serving 1,290 students with these grant funds.

8. **ACTION ITEMS - NON-CONSENSUS**

- A. **Approval of grant award from the Education Foundation of Harris County to HCDE's CASE for Kids division in the amount of \$300,000** and the creation of two full-time equivalent (FTE) grant funded positions to implement the Afterschool Strategic Investment (ASI) program consistent with the grant for a three-year (3) period effective 7/17/2017 and ending 8/31/2020. The source of this grant funding is the Houston Endowment.
- B. **Consider approval of naming the recovery high school: Fortis Academy.**
- C. **Consider approval of estimated reserved fund balances for non-spendable, restricted, committed assigned and unassigned** under the Governmental Accounting Standards Board (GASB) 54.
- D. **Consider possible action on certification of the anticipated debt collections rate for the tax year 2017**, certification of the excess debt collection rate for the tax year 2016 and the calculation of the 2017 Effective Tax Rate and Roll Back calculation to be prepared by Harris County Tax Assessor/Collector.
- E. **Consider an endorsement for an individual running for the Texas Association of School Boards (TASB) Board of Directors, Region 4.** The following individual has requested endorsement: Charles Cunningham, Humble ISD.
- F. **Consider approving a month to month lease to HDW Pruett TX, LLC, RFP# 17/014YR-2**, in the amount of \$15,951.57 a month pending final approval of lease terms by Superintendent or his designee; fully funded by the Head Start grant (133 students served).
- G. **Consider approval of Service Agreement, RFP#15/056KJ, with Julie Smith to provide student disability consulting services to HCDE Head Start Division - Early Head Start/Child Care Partnerships** for the period of 09/01/2017 through 08/31/2018 in the aggregate amount of \$21,350, fully funded by the Head Start grant.
- H. **Consider acceptance of the Notice of Award (NOA) in the amount \$1,939,477 for the balance of funds for the Head Start operations and training and technical assistance** based on the initial application submitted for the 01/01/2017-12/31/2017 budget period in the amount of \$1,804,468 and for supplemental funds for the cost-of-living adjustment increase for the Head Start program for Fiscal Year 2017 in the amount of \$120,298.
- I. **Consider approval of contract with Phonoscope Lightwave (contract # 15/006M16) to provide data and internet services** to all HCDE locations in an amount not to exceed \$97,000 for the period of 9/1/2017 through 8/31/2018.

- J. **Consider approval of Services Agreement between Harris County Department of Education and Capsuletek LLC** (Choice Partners contract # 17/026KH-09) to provide Field Technician contractors for the Technology Help Desk in an amount not to exceed \$97,000 for the period of 9/01/2017 through 08/31/2018.
- K. **Consider approval to write off and dispose of obsolete, non-repairable assets** from various Harris County Department of Education divisions; totaling \$1,487,939.47.
- L. **Consider the following (LOCAL) Policies on First Reading:**
 - BAA
 - CDC
 - CFB
 - CH
 - CI
 - CJ
 - CQ
 - DC
 - DEE
 - DFAA
 - DFBA
 - DGBA
 - GE
 - GKB
 - GKG
- M. **Consider Removing from the Table Agenda Item 8.O. (Non-Consensus) from the July 18, 2017 Board of Trustees Meeting:** "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)."
- N. **Consider and possible action regarding issuing an RFQ/RFP for a consultant and/or political consultant.**
- O. **Consider approval of contract with Facilities Sources (16/054JN-04) in the amount of \$53,886 to rename and update existing signage for North Post Oak facility** located at 6005 Westview, to former HISD English teacher and Cy-Fair ISD Trustee Ethel Wolfe.
- 9. **EXECUTIVE SESSION** Under the Texas Government Code pursuant to any and all purposes permitted by Sections 551.001-551.084, including, but not limited to: 551.071; 551.074
 - A. **Deliberate Superintendent's recommendation to terminate the non-chapter 21 term contract** of the Head Start Child Care Partnership Director.
 - B. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.**
- 10. **RECONVENE** for possible action on items discussed in executive session
 - A. **Action, if any, regarding Superintendent's recommendation to terminate the non-chapter 21 term contract of the Head Start Child Care Partnership Director.**

11. **INFORMATION ITEMS**
- A. **Human Resources Information Items**
 - B. **July 2017 Employee Count**
 - C. **07/17/2017 Development Committee Minutes**
 - D. **Memorandum of Understanding Contract (non-monetary) for FY 2018 through FY 2020 Between School-Based Therapy Services and Georgia College & State University** to provide training and fieldwork experiences for student music therapists.
 - E. **Notice of MOUs for CASE for Kids 2016-2017 Childcare Afterschool Project**
 - F. **Submission of grant proposal to Texas Council for Developmental Disabilities in the amount of \$3,000 for the Teaching and Learning Center's Autism Conference**, which will provide information on best practices in serving students with autism for 100 educators and parents.
 - G. **Submission of a \$3,000 grant request to the Oliver Foundation to start school garden program** at Academic and Behavior School East. This grant would provide nutritional and physical activity, teaching the importance of healthy lifestyles to 75 students.
 - H. **HCDE Donation/Sponsorship Report for July 2017**
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, September 20, 2017 , Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, appearing to read "James Colbert, Jr.", is positioned above the printed name.

James Colbert, Jr.
County School Superintendent