

**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 **13th day of December 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
December 13, 2017
Agenda of Regular Meeting**

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held December 13, 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** - Denise Johnson, Adult Education
2. **Pledge of Allegiance to the US flag** - Alyssa Morris, Student at HCDE's Adult Education Division
3. **Pledge of Allegiance to the Texas flag** - Alyssa Morris, Student at HCDE's Adult Education Division
4. **Open Forum** - Gov't Code 551.003 (5) - Public Participation. Pursuant to Policy BED (Local), a citizen who wishes to speak may do so by completing a participation request card available at the Board room at least 10 minutes prior to a regular Board meeting.
5. **Reports and presentations:**
 - A. **Superintendent Monthly Report** - James Colbert, Jr.
 - B. **Report on Board member training** - Louis Evans, Board President
 - C. **Presentation by Hillco Partners to the Board of Trustees**
 - D. **Annual update on the HCDE Adult Education Division** - Eduardo Honold, Director
 - E. **Report of the Board Feasibility Subcommittee** - Don Sumners
 - F. **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.
 - G. **Monthly Financial Reports through 11/30/2017** - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

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

B. Consider approval of the following Board Meeting Minutes:

1. 11/29/2017 Special Committee on Board Secretary Meeting
2. 11/29/2017 Policy Committee Meeting

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

1. **Interlocal (revenue) contract for FY 2018 in the aggregate amount of \$19,500 with Academic and Behavior School West with the following district: Harmony Public Schools** for one (1) in-county monthly individual contract for \$19,500 (\$3000 a month for 6 1/2 months) for the contract period of 11/09/2017 through 06/06/2018.
2. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$21,700 with Academic and Behavior School East with the following district: Pearland ISD** for one (1) in-county monthly individual contract for \$16,500 (In-county \$3000 a month for 5 1/2 months for at total of \$16,500) and for ESY Summer School Services for \$5,200 (In-county \$5,200) for the contracted period of 12/04/2017 through 07/31/2018.
3. **Interlocal (revenue) contracts for FY 2018 for ABS West in the aggregate amount of \$352,500 with the following district: Fort Bend ISD** for fifteen (15) out-of-county annual contracts in the amount of \$352,500 (Out of county \$23,500 each) for the contract period of 08/28/2017 through 06/06/2018.

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

1. **HCDE Interlocal Agreements with:** Fern Bluff MUD, Round Rock, Texas and Hamilton East Public Library, Noblesville, Indiana
2. **Contract renewal option for job no. 13/068DG for Technology Products and Services with the following vendor:** Unique Digital Technology, Inc. dba Unique Digital, Inc. for the period 01/23/2018 through 01/22/2019.

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

1. **Contract renewal option for job no. 17/015KJ for Architectural Design Services with the following vendors:** AutoArch Architects, LLC., Swart Architects, Inc., Cre8 Architects, Natex Corporation Architects and Corgan for the period of 01/19/2018 through 01/18/2019.
2. **Contract renewal options for job no. 17/017LB for Head Start Substitute Teachers and Teacher Assistants with the following vendors:** PESG of Texas, Zenith Learning, and Delta T-Group, Inc. for the period 01/19/2018 through 01/18/2019.

3. **Consider approval to purchase the Microsoft campus license for the 2nd year of a 3 year agreement from CDWG** (Job No. 13/068DG-09) in an amount not to exceed \$100,435.18.
- F. **Consider approval of Certification Contribution Agreement (Revenue Agreement) between the HCDE CASE for Kids Division and the Gulf Coast Workforce Board** for the period of 10/01/2017 through 09/30/2018. HCDE will certify \$1,700,000 to receive matching funds from the Gulf Coast Workforce Board for the CASE Partnership Project in the amount of \$1,753,386.
7. **ACTION ITEMS - NON-CONSENSUS**
 - A. **Consider approval of contract renewal option for RFP no. 16/020KJ for Governmental Relations Services with HillCo Partners** for the period of 01/01/2018 through 12/31/2018 and approving a Services Contract in an amount not to exceed \$10,000 per month.
 - B. **Consider approval of the proposed Annual Budget Calendar for FY 2019.**
 - C. **Consider approval of 1.0 full-time equivalent (FTE) clerical support position for the HCDE Board of Trustees.**
 - D. **Consider changing the regular Board meeting dates including possible revision to Policy BE (Local).**
 - E. **Consider acceptance of the Notice of Award - Amendment 4 for Head Start carryover request from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF)** in the amount of \$120,986 for the 2017 program year.
 - F. **Consider approval to increase the allowable contract amount under CH Local FY 2018 from \$60,000 to \$75,000 (an increase of \$15,000) with Scholastic, Inc. (#13/062DG-45) (Classroom & Community Division); fully funded by the Head Start Grant.**
8. **EXECUTIVE SESSION** Under the Texas Government Code pursuant to any and all purposes permitted by Sections 551.001-551.084, including, but not limited to: 551.071; 551.074
 - A. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees, including, but not limited to, Superintendent's evaluation and contract in accordance with Tex. Gov't Code Section 551.074.**
9. **RECONVENE** for possible action on items discussed in executive session
 - A. **Possible action regarding Superintendent's contract.**

10. **INFORMATION ITEMS**

- A. **Human Resources Information Items**
 - B. **Employee Count**
 - C. **Submission of grant proposal to Dudley T. Dougherty Foundation in the amount of \$5,386 for the CASE for Kids division Kids' Day at the Hobby Center for the Performing Arts, a summer arts enrichment project for 150 students in the Harris County area.**
 - D. **Submission of grant proposal to Rockwell Collins in the amount of \$9,000 for CASE for Kids division Kids' Day at the Hobby Center for the Performing Arts, a summer enrichment project for 150 students in the Harris County area.**
 - E. **Submission of grant proposal to the Max and Victoria Dreyfus Foundation in the amount of \$8,000 for Teaching and Learning Center-Science's environmental education project, *Citizen Science:It's for the Birds!*, training 50 science teachers in citizen science activities related to birds.**
 - F. **HCDE Donation/Sponsorship Report for the month of November 2017**
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, January 24, 2018, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr." with a stylized flourish at the end.

James Colbert, Jr.
County School Superintendent