

**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 **24th day of January 2018 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
January 24, 2018
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held January 24, 2018, 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** - Alicia Gladney, Research and Evaluation Institute
2. **Pledge of Allegiance to the US flag** - Joyce Akins, Center for Grants Development
3. **Pledge of Allegiance to the Texas flag** - Joyce Akins, Center for Grants Development
4. **Public Hearing** on the Annual Financial Management Report for the fiscal year ending August 31, 2017.
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. **Superintendent Monthly Report** - James Colbert, Jr.
 - B. **Annual update on the HCDE Center for Grants Development** - Gayla Rawlinson, Director
 - C. **Annual update on the HCDE Research and Evaluation Institute** - Darlene Breaux, Director
 - D. **Report of the Board Feasibility Subcommittee** - Don Summers
 - 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 12/31/2017** - Jesus Amezcua, Assistant Superintendent for Business Services

7. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

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

B. Consider approval of the following Board Meeting Minutes:

1. 11/29/2017 Board Meeting
2. 12/13/2017 Board Meeting

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

1. **Interlocal (Expenditure) contract for FY 2018 CASE for Kids Partnership Project in the aggregate amount of \$162,000 with the following entity:** Houston ISD for eight schools: Benbrook Elementary (80 students served); Briscoe Elementary (60 students served); Burbank Elementary (30 students served); Field Elementary (70 students served); Park Place Elementary (200 students served); Port Houston Elementary (80 students served); Whidby Elementary (50 students served) and Whittier Elementary (50 students served).
2. **Interlocal (Expenditure) for FY 2018 for CASE for Kids 21st Century Community Learning Center(s) grants for Cycle 8B, Year 5 in the aggregate amount of \$207,696 with the following entity:** Houston ISD campus Sharptown International (130 students served).
3. **Interlocal (revenue) contract for Center for Safe and Secure Schools with Goose Creek Consolidated Independent School District** for Safety and Security Audits during the period of 11/30/2017 through 09/15/2020 in the amount of \$50,925 (work will begin pending HCDE Board approval). Audits are to include the following sites:

Elementary Schools: 16
Middle Schools: 5
High Schools: 7
Support Services: 7
Total Sites: 35

4. **Interlocal (revenue) contract for FY 2018 in the aggregate amount of \$23,500 with Academic and Behavior School East with the following district: Hitchcock ISD** for one (1) out of-county annual contract in the amount of \$23,500 (\$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. **Contract award for job no. 18/015KC for Furniture and Related Items for vendors offering best value to HCDE/Choice Partners Cooperative and meetings the specifications outlined in the proposal:** Carroll's Discount Office Furniture; Indiana Furniture Industries, Inc. d/b/a Indiana Furniture; J.R., Inc.; Kimball Office Inc.; Stylex; and Velocity Office Products, LLC d/b/a Velocity Business Products for the contract period 01/24/2018 through 01/23/2019.

2. **Contract renewal for job no. 14/012DA for IDIQ Roofing, Waterproofing & Moisture Control with the following vendors:** Atlas Universal, D & G Quality Roofing, Inc., for the period 02/25/2018 through 02/24/2019.
 3. **Contract renewal for job no. 15/005JN for Janitorial Services with the following vendors:** Ambassador Services, LLC; Hospitality Cleaning Solutions and Metroclean Commercial Building Services for the period 02/24/2018 through 02/23/2019.
 4. **Contract renewal for job no. 16/002CG for Indoor Outdoor LED Lighting with the following vendors:** Eco Induction Systems, LLC dba ESI Lighting; Summit Electric Supply Co., Inc.; Unified Sunergy Systems, LLC and XtraLight Manufacturing, Ltd from 02/23/2018 through 02/22/2019.
 5. **Contract renewal for job no. 16/021KC Early Childhood Supplies and Related Items with the following vendors:** Complete Book and Media Supply, LLC; Express Booksellers, LLC d/b/a Express Booksellers; Kaplan Early Learning Company; Learning Resources d/b/a Educational Insights; National Educational Systems; S&S Worldwide, Inc.; and Varsity Brands Holding Company, Inc, BSN Sports LLC d/b/a US Games from 02/23/2018 through 02/22/2019.
 6. **Contract renewal for job no. 15/006MP for Technology Products & Services with the following vendors:** Barnes & Noble Booksellers, Inc.; Double M Laser Products Inc. dba Enhanced Laser Products (ELP); Houston Information Team, LLC (HIT); Insource Technology Direct, LLC; iTech Enterprises dba iTech Solutions, LyncVerse Technologies, Inc.; Netsync Network Solutions; NWN Corporation; Phonoscope Enterprises Group, LLC dba Phonoscope Cable, PS LightWave, Inc.; Rugged Protection, LLC; Set Solutions, Inc., SHI/Government Solutions and True North Consulting Group, LLC for the period 02/24/2018 through 02/23/2019.
 7. **Contract renewal for job no. 17/019JN for Moving, Storage and Related Items with the following vendors:** A-Rocket Moving & Delivery, Inc. d/b/a A-Rocket Moving & Storage, Inc. and Roadrunner, Ltd d/b/a Roadrunner Moving & Storage for the period 02/28/2018 through 02/27/2019.
 8. **Contract renewal for job no. 17/021KC for Academic programs for QZAB Projects with the following vendors:** Action Potential Learning, LLC; Cengage Learning, Inc.; Education Galaxy, LLC; KAMICO Instructional Media, Inc.; McGraw-Hill Education, Inc. d/b/a McGraw-Hill School Education, LLC; W. Oscar Neuhaus Memorial Foundation d/b/a Neuhaus Education Center; Sirius Education Solutions, LLC d/b/a Sirius Education Solutions and 1Studentnest, Inc. for the period 02/28/2018 through 02/27/2019.
 9. **HCDE Interlocal Agreements with:** Red Lick ISD, Texarkana, Texas and Rockwall County, Rockwall, Texas
- E. Consider approval of the following items for Internal Purchasing:
1. **Contract award for job no. 18/015YR for Healthcare Professionals Training Provider Services for HCDE to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Providence Vocational, Inc., Lee College, and Nations Health Care Inc. dba Pioneer School of Health for the period of 01/24/2018 through 01/23/2023 (subject to annual appropriations of funding).

2. **Contract award for job no. 18/013KJ for Contracted Services for Instructional Support Services to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal** for the period of 01/24/2018 through 01/23/2023 (subject to annual appropriations of funding).

Vendor	Service
3W Consulting Group, LLC.	Educational Consulting
ACS Engineering & Safety	Safety training to school districts
Be Glad, LLC	Professional development in language and literacy
Best Practice Associates	Train school districts in achieving academic success
Deacon Hill Research Associates, LLC	Variety of trainings offered to district's front office staff
Dr. Mary E. White, LLC	Professional development in curriculum and instructions
Educational Leadership Consultants	Ziglar Legacy Certified trainings
Educational Research Consulting	Educational training in Social Sciences
L. Smurphe Enterprise	Training on human development
Lead Your School	Training on school improvement
Maker Maven	Professional Development in maker space
McRel International	Training on staff capacity building
Millennium Concepts	Training on culturally responsive teaching
Vida Education	Instructional training for teachers of SLL
Walsh Gallegos Trevino Russo and Kyle, P.C.	Training in Special Education law
Watkins & Associates Consulting Services, LLC.	Staff development and mentoring

3. **Renewal options for job no. 15/063YR-2 for CASE After-School and Summer Direct Service Providers with the following vendors:** Shamelessly Saved Productions; Ondi Love Center Ministries; Abundance Educational Consulting, LLC; Imagiread Consulting Services, LLC; and Artist Boat for the period of 02/23/2018 through 02/22/2019.
4. **Renewal option for job no. 15/063YR-3 for CASE After-School and Summer Direct Service Providers with the following vendor:** The K16 Ready Society, Inc. dba Texas Initiative Programs for the period of 02/23/2018 through 02/22/2019.
5. **Renewal option for job no. 16/019YR for Coffee, Tea Services, and Related Items with the following vendor:** Reliant Business Products, Inc. for the period of 02/23/2018 through 02/22/2019.
6. **Renewal options for job no. 17/024YR CASE for Kids Consultants and Trainers with the following vendors:** edOpp Solutions, LLC; Lan Nguyen; Horizon Intertainment, LLC/Teen Truth; and Training and Leadership Consulting for the period of 02/28/2018 through 02/27/2019.

7. **Renewal option for job no. 17/003YR for Food and Delivery Services for Harris County Department of Education Head Start with the following vendor:** Valley Services, Inc. for the period of 02/28/2018 through 02/27/2019.

9. **Renewal options for job no. 15/028LB for CASE After-School and Summer Direct Service Providers with the following vendors:** Adaptive Instructional Modeling, LLC; After School to Achieve; American Robotics Academy; Bayou City Fencing Academy, Inc.; Be A Champion; BlazinBrook Preparatory Schools of the Artz; Bot Shop; Cultured Pearls Creative; Engineering For Kids; FotoFest International; Houston Healthy Hip Hop; Houston Tennis Association, Inc.; Jump Bunch; Mad Science of Houston; Multicultural Education and Counseling through the Arts; Nutty Scientists of Houston; The Ensemble Theatre; Training & Leadership Consulting; Urban Harvest, Inc.; Young Audiences, Inc. of Houston; Young Picassos; and Zenith Learning for the period of 04/21/2018 through 04/20/2019.

- F. **Consider approval and ratification of Notice of Grant Award FY 2018 for CASE for Kids City Connections to YMCA of Greater Houston in the aggregate amount of \$60,000 to serve the following six sites:** Pine Shadows- \$4,000- (35 students), Sherwood- \$7,000 (70 students), Terrace- \$4,000 (33 students), West Childcare Group @YMCA Weekly On-Site- \$10,000 (75 students), Village Place Community Pool- \$20,000 (150 students), West Childcare Group @YMCA Trotter On-Site- \$15,000 (75 students).

8. **ACTION ITEMS - NON-CONSENSUS**
 - A. **Consider approval of the 2016-2017 Annual Financial Audit**, the fund balance categories and amounts as presented in the report and in the attached resolution for committed fund balance. The audit was conducted by Whitley Penn LLP.

 - B. **Consider first reading of Policy BE(Local).**

 - C. **Consider approval of a Service Agreement with Pioneer School of Health (RFP # 18/015YR) for the provision of Certified Nurse Assistant instruction** for the Adult Education Division in an amount not to exceed \$60,000 for the period 02/01/2018 through 06/30/2018.

 - D. **Consider approval of a Service Agreement with Providence Vocational Inc. (RFP # 18/015YR) for the provision of Certified Nurse Assistant instruction** for the Adult Education Division in an amount not to exceed \$90,000 for the period of 02/01/2018 through 06/30/2018.

 - E. **Consider approval of an additional supplemental rate to the 2017-2018 Supplemental Salary Schedule for teachers in the Schools division.** This supplemental rate would be provided to certified teachers providing instruction to students requiring homebound services (client districts will pay additional rate).

 - F. **Consider approval of Interlocal Agreement with the Harris County Sheriff's Office for FY2018 and FY2019 for law enforcement services at the Academic and Behavior School East for two (2) deputies**, Academic and Behavior School West for one (1) deputy, Highpoint School East for three (3) deputies, and Fortis Academy for one (1) deputy (\$69,165 per deputy) from 03/01/2018 through 02/28/2019 in an amount not to exceed \$484,155.

- G. **Consider ratification of Amendment #1 to Interlocal Agreement between HCDE and the Harris County Sheriff's Office to increase the amount from \$67,150 to \$108,932 (an increase of \$41,782)** for expanded law enforcement services to be provided at the Academic and Behavior School East and Highpoint School East Campuses from 01/06/2017 through 02/28/2018.
 - H. **Consider acceptance of the Notice of Award (NOA) from the Department of Health and Human Services Administration for Children and Families for the Area I Head Start Division** in the amount of \$6,124,081 for a period of 01/01/2018 through 12/31/2018.
 - I. **Consider approval of renewal option for job no. 17/014YR-2 for Lease of a Baytown Head Start Facility for HCDE with the following vendor:** HDW Pruet TX, LLC for the period of 02/01/2018 through 07/31/2019 and approval of First Amendment to the Lease Agreement (month-to-month lease) in the amount of \$15,951.57 per month from 02/01/2018 through 08/31/2018, with rent increasing thereafter as outlined in the Lease Agreement.
 - J. **Consider approval to purchase produce and other specialty grocery items from Labatt Food Service (Choice Partners job no. 16/029TJ)** in an amount not to exceed \$450,000 and Brothers Produce (Choice Partners job no. 15/022TJ) in an amount not to exceed \$150,000 and Milk Products, LLC, (Choice Partners job no. 12/037SC) in an amount not to exceed \$150,000 for the HCDE Head Start Division (all free standing sites/locations) for FY 2018 (1044 students served daily). This is due primarily to change of pre-approved vendors (Labatt and Brothers Produce), and actual usage exceeding estimated usage (Milk Products, LLC). Fully funded with Head Start/Early Head Start funds.
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; 551.082.
- A. **Employment**
Teacher, Academic and Behavior School West
 - 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. **Employment**
Teacher, Academic and Behavior School West
11. **Conduct hearing in accordance with Policy DGBA regarding complaint filed by former Assistant Principal;** if employee(s) against whom complaint is brought requests that the hearing take place in open session in accordance with Policy DGBA, the Board will conduct the hearing in open session; otherwise, the hearing will be held in executive session.
12. **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; 551.082. Consultation with attorney to receive legal advice regarding complaint filed by former Assistant Principal.
13. **RECONVENE** for possible action regarding complaint filed by former Assistant Principal.

14. **Conduct hearing in accordance with Policy DGBA regarding complaint filed by former Maintenance Technician;** employee has requested the hearing taking place in open session; if required by law, the hearing will be moved to executive session but otherwise will be conducted in open session.
15. **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; 551.082. Consultation with attorney to receive legal advice regarding complaint filed by former Maintenance Technician.
16. **RECONVENE** for possible action regarding complaint filed by former Maintenance Technician.
17. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **December 2017 Employee Count**
 - C. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is \$113,005):**
 - Between Teaching Learning Center and La Porte ISD - for Math coaching services for the period of 11/30/2017 - 06/06/2018 in a revenue amount of \$10,000.
 - Between Teaching Learning Center and Alief ISD - for training on "Integrating Social Studies within ELA" for the period 10/18/2017 - 10/18/2017 in a revenue amount of \$750.
 - Between Teaching Learning Center and Alief ISD - for training on the 6 Traits for the period of 01/31/2018 - 02/21/2018 in a revenue amount of \$3,600.
 - Between Teaching Learning Center and Dayton ISD - for training on Supporting in ELAR for the period of 10/13/2017 - 10/13/2017 in a revenue amount of \$2,255.
 - Between Teaching Learning Center and Alief ISD - for ELA Training for the period of 12/07/2017 - 01/11/2018 in a revenue amount of \$1,850.
 - Between School-Based Therapy Services and Sam Houston State University - for Occupational Therapy for the period of 08/16/2017 - 08/15/2018 in a revenue amount of \$7,125.
 - Between Choice Partners and Humble ISD - for Advisory Services for the period of 11/27/2017 - 08/30/2018 in a revenue amount of \$19,500.
 - Between Teaching Learning Center and Sheldon ISD - for 8 days of Curriculum Framework redesign for the period of 12/01/2017 - 05/31/2018 in a revenue amount of \$6,400.
 - Between Teaching Learning Center and Cypress-Fairbanks ISD - for ELA training for the period of 11/13/2017 - 08/31/2018 in a revenue amount of \$9,050.
 - Between Teaching Learning Center and Lamar CISD - for a training on "Making the Reading and Writing Connection" for the period of 02/19/2018 - 02/19/2018 in a revenue amount of \$1,200.
 - Between Teaching Learning Center and Lamar CISD - for a one-day training on "Science" for the period of 02/19/2018 - 02/19/2018 in a revenue amount of \$1,200.
 - Between Teaching Learning Center and La Porte ISD - for Matching Coaching for the period of 10/20/2017 - 06/06/2018 in a revenue amount of \$19,000.
 - Between School-Based Therapy Services and Angleton ISD - for Physical Therapy for the period of 09/01/2017 - 08/15/2018 in a revenue amount of \$28,875.
 - Between the Center for Safe and Secure Schools and Restorative Empowerment for Youth - for Restorative Discipline Training for the period of 11/02/2017 - 11/02/2017 in a revenue amount of \$1,000
 - Between the Center for Safe and Secure Schools and Spring ISD - for Professional Development for Principals on "How culture Impacts learning" for the period of

01/10/2018 - 01/10/2018 in a revenue amount of \$1,200.

D. **Non-monetary contracts for FY 2018**

- Between CASE and Boys & Girls Club of Greater Houston (MOU).
- Between CASE and Alief Independent School District (MOU).
- Between CASE and Harris County Public Library (MOU).
- Between CASE and Harris County Precinct One (MOU).
- Between Head Start and La Porte ISD (MOU).
- Between ABS West and Lakewood Church (MOU).
- Between Adult Education and Covenant with Christ International, Inc.
- Between Adult Education and The River of Life Center.

E. **HCDE Area I Head Start Performance Reports** for the months of September - November 2017

F. **HCDE Area I Head Start USDA Meal Totals for the months of September, October, and November 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.

G. **Schools Division Enrollment Report for December 2017**

H. **Donations/sponsorships for the month of December 2017**

18. **ADJOURN** - Next regular meeting is scheduled for Wednesday, February 28, 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