

**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 **17th day of April 2019 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
April 17, 2019
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held April 17, 2019, 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** - Benjamin Magallon, Head Start Student
2. **Pledge of Allegiance to the US flag** - Sheridan Labbe, Client Engagement
3. **Pledge of Allegiance to the Texas flag** - Sheridan Labbe, Client Engagement
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. **Presentation of 2019 Texas Association of School Business Officials (TASBO) Recognized Award of Merit for Purchasing Operations** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services.
 - B. **Harris County Department of Education was awarded a Certification of Distinction for its Investment Policy from the "Government Treasurers' Organization of Texas"**
 - C. **Presentation on HCDE Awareness Campaign** - Danielle Clark, Chief Communications Officer
 - D. **Annual Update from Head Start** - Venetia Peacock, Senior Director
 - E. **Superintendent Monthly Report** - James Colbert, Jr.
 1. Presentation of report on the current operating status of Fortis Academy and the improvement plan to make Fortis Academy a viable school operation in the future.
 2. Presentation of report on the current status of the construction of the new AB School West, the anticipated opening date of the school, and a detailed analysis of the costs incurred to date and the future estimated costs to be incurred for completion.

3. Presentation of report on the status of the Education Foundation of Harris County, including identifying its acting directors and officers, and compliance with federal and state filings and regulatory provisions.

F. **Report of the Board Feasibility Subcommittee** - Don Sumners

G. **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.

H. **Monthly Financial Reports through 03/31/2019** - Jesus Amezcua, Assistant Superintendent for Business Services

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 March 2019

B. Consider approval of the following Board Meeting Minutes

1. 02-27-2019 Regular Board Meeting Minutes
2. 02-27-2019 Called Board Meeting Minutes
3. 12-19-2018 Audit Committee Meeting Minutes

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

1. **Interlocal agreement with the Houston Independent School District Consultant Medicaid/SHARS Services** for submission of reimbursement claims associated with special education services provided by HCDE at the Special Schools and School-based Therapy Services as eligible under Medicaid regulations for the period of May 1, 2019 to April 30, 2020.

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

1. **Contract renewal option for job no. 15/021KC for Insurance and Third Party Administration Services with the following vendors:** Brown & Brown Lone Star Insurance Services, Inc. dba Alamo Insurance Group (#15/021KC-01); Financial Benefit Services, LLC (#15/021KC-02), and Total Compensation Group Consulting, LP dba TCG Consulting (#15/021KC-04) for the period 05/19/2019 through 05/18/2020.

2. **Contract renewal option for job no. 15/025JN for Modular Buildings and Other IDIQ Related Services with the following vendors:** Aries Building Systems, LLC (#15/025JN-01); McGrath RentCorp and Subsidiaries dba Mobile Modular Management Corporation (#15/025JN-04), and Palomar Modular Buildings LLC (#15/025JN-05) for the period 05/19/2019 through 05/18/2020.
3. **Contract renewal option for job no. 15/030JN for Exterior Building Cleaning and Related Services with the following vendors:** Ameri-Clean (#15/030JN-01) and Mid-Continental Restoration Company, Inc. (#15/030JN-03) for the period 05/19/2019 through 05/18/2020.
4. **Contract renewal option for job no. 15/037JN for Fire, Safety, Security, Surveillance Equipment and Installation Services with the following vendors:** Digital Air Control, Inc. dba DAC, Inc. (#15/037JN-02); and QSS, LC dba Quality Security Systems (#15/037JN-07) for the period 6/16/2019 through 6/15/2020.
5. **Contract renewal option for job no. 16/034KC for Athletic and Physical Education Supplies and Related Items with the following vendors:** Educator's Depot, Inc. (#16/034KC-02); North Houston Athletics, LLC (#16/034KC-06); Sideline Interactive, LLC (#16/034KC-09); and Soccer 4 All, Inc. (#16/034KC-11) for the period 06/21/2019 through 06/20/2020.
6. **Contract renewal option for job no. 16/035KC for Boxes, Packaging Supplies, Freight Services and Related Items with the following vendor:** Veritiv Operating Company (#16/035KC-02) for the period 06/21/2019 through 06/20/2020.
7. **Contract renewal option for job no. 16/036CG for High Quality Printing, Copying and Related Items with the following vendors:** Houston Independent School District (#16/036CG-01); Long Plan Printing, Inc. dba LP Printing (#16/036CG-02); Color One Systems, Inc. dba Texas Litho (#16/036CG-04), and Thomas Reprographics, Inc. dba Thomas Printworks (#16/036CG-05) for the period 06/21/2019 through 06/20/2020.
8. **Contract renewal option for job no. 16/040CG for IDIQ - Fire, Safety, Security, Surveillance Equipment and Installation Services with the following vendor:** Active Campus, LLC dba All Campus Security (#16/040CG-01) for the period 06/21/2019 through 06/20/2020.
9. **Contract renewal for job no. 16/044JN for JOC/CSP for On-Call IDIQ Building Controls and Related Items with the following vendors:** Automated Logic Contracting Services, Inc. (#16/044JN-01); and Digital Air Control, Inc. dba DAC, Inc. (#16/044JN-02) for the period 06/21/2019 through 06/20/2020.
10. **Contract renewal option for job no. 17/026KH for Technology Products and Services with the following vendors:** Advantage Imaging Supply, Inc. (#17/026KH-04); Aspire HR, Inc. (#17/026KH-06); AVES Audio Visual Systems, Inc. (#17/026KH-07); Blackboard, Inc. (#17/026KH-08); Paul Lo dba Capsuletek, LLC (#17/026KH-09); Dahill Office Technology Corporation dba Dahill (#17/026KH-10); EduProject ELL, LLC (#17/026KH-11); Evolve Holdings, Inc. (#17/026KH-12); GovConnection, Inc. dba Connection (#17/026KH-16); GTS Technology Solutions, Inc. (#17/026KH-17); iLearn, Inc. (#17/026KH-19); Lantana Communications Corporation (#17/026KH-22); M&A Technology, Inc. (#17/026KH-23); Micro Integration & Programming Solutions, Inc. (#17/026KH-24); Nazca Technologies and Consulting (#17/026KH-26); Northwest Communications Inc. dba NW Radio/NW Wireless (#17/026KH-28); PCPC Direct, LTD (#17/026KH-29); RLS Interests, Inc. dba Prime Systems/Directron (#17/026KH-30); Quasar Data Center, Ltd (#17/026KH-31); Ron Turley Associates, Inc. (#17/026KH-33); Teaching Systems, Inc. (#17/026KH-36); Total

Technologies, LLC (#17/026KH-37); Troxell Communications, Inc. (#17/026KH-38); Twotrees Technologies, LLC (#17/026KH-39), and Unique Digital Technology, Inc. dba Unique Digital Inc. (#17/026KH-40) for the period 06/21/2019 through 06/20/2020.

11. **Contract renewal option for job no. 17/027KC for Recapped Tires, New Tires and Related Items and Services with the following vendors:** Goodyear Tire & Rubber Company (#17/027KC-01), and Goolsbee Tire Services, Inc. (#17/027KC-02) for the period 06/20/2019 through 06/19/2020.
12. **Contract renewal option for job no. 17/029TJ Bottled Drinking Water, Coolers, and Other Related Products with the following vendors:** DS Services of America, Inc. (dba Sparkletts) and Nestle Waters North America (dba ReadyRefresh by Nestle, a division of Nestle Waters North America) for the period 06/20/2019 through 06/19/2020.
13. **Contract renewal option for job no. 18/027TJ Commodity Processing of USDA Foods with the following vendors:** Alpha Foods Co; Chinese Food Solutions, Inc. (dba Asian Food Solutions); Basic American, Inc. (dba Basic American Foods); Bongards Creameries; Brookwood Farms, Inc; Cargill Kitchen Solutions Inc; Cargill Meat Solutions Corporation; ConAgra Brands, Inc.; Del Monte Foods, Inc. Goodman Food Products (dba Don Lee Farms); Foster Poultry Farms (dba Foster Farms); High Liner Foods; Idahoan Foods, LLC; Let's Do Lunch (dba Integrated Food Service); Smucker Foodservice, Inc (dba J.M. Smuckers); J.R. Simplot Company; Jennie-O Turkey Store Sales, LLC; J.T.M. Provisions Company, Inc.; Lamb Weston Sales, Inc.; Land O' Lakes, Inc.; M.C.I. Foods, Inc.; Maid-Rite Specialty Foods, LLC; McCain Foods USA, Inc.; Michael Foods, Inc.; National Food Group; Out of the Shell, LLC (dba Yangs 5th Taste); Peterson Farms Fresh, Inc.; Pilgrim's Pride Corporation; Calfed Financial Corporation (dba Red Gold, LLC); Rich Chicks, LLC; Rich Products Corporation; Rodriguez Foods LTD; S.A. Piazza and Associates, LLC (dba Wild Mikes) Schwan's Food Service, Inc.; Tabatchnick Fine Foods, Inc.; Tasty Brands; Trident Seafoods Corporation; Tyson Prepared Foods, Inc.; Uno Foods, Inc.; Wawona Frozen Food for the period 07/01/2019 through 06/30/2020.
14. **Contract renewal option for job no. 18/033KC for Drug & Alcohol Testing Services & Related Items with the following vendors:** DISA Global Solutions, Inc. dba DISA, Inc (fka Forward Edge, Inc.) (#18/033KC-01), and Pinnacle Medical Management (#18/033KC-02) for the period 05/21/2019 through 05/20/2020.
15. **Contract renewal option for job no. 18/042KC for Waste & Recycling Collection Services with the following vendors:** Aggressive Waste Disposal, Inc. (#18/042KC-01) and Waste Management of Texas, Inc. (#18/042KC-02) for the period 06/20/2019 through 06/19/2020.
16. **Contract Award for job no. 19/028KC for Medicaid Claiming & Billing Services for the following vendors:** Houston ISD (Medicaid Finance & Consulting Services) (#19/028KC-01); MSB Consulting, LLC (#19/028KC-02), and Sivic Solutions Group, LLC (SSG) (#19/028KC-03) for the period 04/17/2019 through 04/16/2020.
17. **Assignment of contract for job no. 18/056KD-49 for Technology Hardware, Software and Services from** Pinnacle Office Group, Inc. (contract no. 18/056KD-49) to PopSmart Technologies, LLC. The effective date of the Consent for Assignment is April 17, 2019.
18. **Assignment of contract for job no. 18/075KD-07 for Custodial Supplies and Services from** High Point Sanitary Solutions (contract no. 18/075KD-07) to Western-BRW Paper Company, Inc. dba High Point . The effective date of the Consent for Assignment is April 17, 2019.

19. **HCDE Interlocal Agreements with:** Workforce Solutions of Central Texas, Belton, Texas; Robstown ISD, Robstown, Texas; City of Carrollton, Carrollton, Texas; West ISD, West, Texas; South Texas Water Authority, Kingsville, Texas; Intrinsic Foundation, Addison, Texas; Childress County, Childress, Texas; and Cleveland Metropolitan Park District, Cleveland, Ohio.

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

1. **Consider approval of renewal option for job no. 16/031LB for Auditing Services for HCDE with Whitley Penn, LLP** for the period of 7/19/2019 through 7/18/2020 and approval of audit contract for FY 2019.
2. **Contract award for job no. 19/029KJ Contracted Services for Choice Partners Cooperative to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Elder Consulting and F&S Calhoun Consulting, Inc. for the period of 05/01/2019 through 04/30/2024 (subject to annual appropriations of funding).
3. **Contract award for job no. 19/019KJ HVAC Testing and Balancing to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Campos Engineering Inc., LCTab, LLC, and National Precision, LLC. for the period of 05/01/2019 through 04/30/2024 (subject to annual appropriations of funding).
4. **Contract award for job no. 19/018YR Adult Education Vocational Training Programs and Workforce Development Training Programs to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal:** Florida Career College, for the period of 04/17/2019 through 04/16/2024 (subject to annual appropriations of funding).
5. **Contract award for job no. 19/030KJ Web Based After School Data Management Software to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Cityspan Technologies, Inc., Focus School Software, Hoonuit I, LLC., and Innive, Inc. for the period of 05/01/2019 through 04/30/2024 (subject to annual appropriations of funding).
6. **Contract renewal option for job no. 16/014YR for Early Head Start Child Care Partnerships with the following vendor:** Deskot, LLC dba Kool Kids Daycare for the period of 05/02/2019 through 05/01/2020.
7. **Contract 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 07/01/2019 through 06/30/2020.
8. **Contract renewal option for job no. 16/023YR for Nutrition Services Consultant with the following vendor:** Community Nutrition Outreach Services for the period of 06/21/19 through 06/20/2020.
9. **Contract renewal options for job no. 15/063YR-4 for CASE After School and Summer Direct Service Providers with the following vendors:** Cam Fine Art Workshops; Abelitoart Appreciation; and Brazilian Arts Foundation for the period of 05/02/2019 through 05/01/2020.

10. **Contract renewal option for job no. 15/027KJ for Head Start Substitute Teachers and Teacher Aides with the following vendor:** BlazinBrook Preparatory Schools of the Artz for the period of 06/15/2019 through 06/14/2020.
11. **Contract renewal option for job no. 16/024YR for Speech Language Pathology Services with the following vendor:** Bertha L. St. John dba Solid Rock Speech Language Clinic for the period of 06/21/2019 through 06/20/2020
12. **Contract renewal option for job no. 16/045YR for CASE After School and Summer Direct Service Providers with the following vendor:** Math-A-Matics Tutoring, LLC for the period of 06/21/19 through 06/20/2020.
13. **Contract award for job no. 19/022IA - Contracted Services for the Teaching Learning Center to the proposers offering the best value to HCDE** and meeting the specifications outlined in the proposal: Argument-Driven Inquiry, Dr. Mary E. White International, LLC, Generation Ready, Hub for Helpers, Jennifer Serravallo Consulting, LLC, NEDRP, LLC (RD360 EDUCATIONAL CONSULTING), Sharron Helmke, The Flippen Group, Universities Space Research Association, WestEd for the period of 5/01/2019 through 4/30/2024 (subject to annual appropriations of funding).

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

- A. **Consider approval of contract and renewal option for governmental relations services** (RFP #16/020KJ) with HillCo Partners in an amount not to exceed \$220,200 (agenda item requested by Trustees Dick, Norris, and Cantu).
- B. **Approval of agreement with Houston ISD to provide breakfast and lunch for ABS East and ABS West** for the period of October 1, 2018 to August 31, 2019 in an amount not to exceed \$135,000. (Houston ISD changed its food program and it is now charging districts for providing these meals. Funds are available and paid through district fees).
- C. **Consider approval of the 2019 HCDE Humble Head Start Program Performance Response Plan.**
- D. **Consider approval to submit a \$428,956 non-federal share waiver request to the U.S. Department of Health and Human Services, Office of Head Start (OHS), for Early Head Start Expansion and Early Head Start - Child Care Partnership programs in fiscal year 2018-2019.**
- E. **Consider approval of the 2019-2020 HCDE Work/Holiday Calendar.**
- F. **Consider approval of Services Agreement with Executive Threat Solutions, LLC (Job No. 16/060CG-01)** to provide on-site security services to the administration buildings of HCDE located at Irvington Blvd. and Westview Dr. in the amount of \$76,800 for the period of 05/01/2019 to 08/31/2019.
- G. **Consider approval to amend CH Local FY 2018-19 expenditure approval list to add Executive Threat Solutions, LLC (job no. 16/060CG-01) in the expenditure amount of \$80,000.**

- H. **Consider approval of a license agreement between Cityspan Technologies (Job no. 19/030KJ)** and HCDE (CASE for Kids) for the maintenance of FY 2018/2019 afterschool attendance system (\$44,000) and the development of a new online afterschool database management system (\$106,000) for a total amount not to exceed \$150,000 subject to legal counsel review, and delegate authority to Superintendent/designee to negotiate, finalize, and execute the contract documents.

- 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; 551.0821
 - A. Obtain legal advice regarding litigation matter *Ali v. Sneed*, et al, 4:18-cv-00025.
 - B. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.
 - C. Deliberate a matter involving a public school student and obtain legal advice regarding same.
 - D. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, and/or dismissal of public officers, including HCDE Trustee Position 5, including Resolution of Censure of Trustee Position 5, and obtain legal advice regarding same.

- 9. **RECONVENE** for possible action on items discussed in executive session
 - A. Possible action regarding evaluation, duties, and/or discipline of HCDE Trustees, including Resolution of Censure of Trustee Position 5.

- 10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **March 2019 Employee Count**
 - C. **Final Report of the Administration for Children and Families (ACF), Office of Head Start (OHS) Focus Area Two Monitoring Review of the HCDE Head Start and Early Head Start programs.**
 - D. **Notification that Harris County Department of Education meets the criteria for an open competition for Head Start Program for calendar year 2020.**
 - E. **Submission of grant proposal to TEGNA Foundation in the amount of \$11,000 to support Head Start's REAL SuperMENTors Read project, which promotes literacy skills for preschool students. Requested funds will help serve over 300 students.**
 - F. **Consider acceptance of the Notice of Award (NOA) from the Department of Health and Human Services Administration for Children and Families (HHS - ACF) for the HCDE Head Start Division for a Cost of Living Adjustment (COLA) in the supplemental amount of \$220,648.00.**

- G. **Submission of grant proposal to Bank of Texas/Bank of Oklahoma Financial Foundation in the amount of \$7,020 to support Head Start's Read Excel Achieve Lead (REAL) SuperMENTors Read program, which focuses on literacy skills. Funding will serve 195 students.**

 - H. **Submission of grant proposal to the Elkins Foundation in the amount of \$5,000 to support Teaching and Learning Center-Science's Weather Applications to Teach Environmental Resilience (WATER) project, which focuses on Geographic Information Systems. Project plans to serve up to 80 students.**

 - I. **HCDE Head Start Performance Report for the month of February 2019.**
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, May 15, 2019, 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.", with a stylized flourish at the end.

James Colbert, Jr.
County School Superintendent