

**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 2016 at 1:00 PM** 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, 2016
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held August 16, 2016, beginning at 1:00 PM 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** - Andrea Segraves, Teaching and Learning Center
2. **Pledge of Allegiance to the US flag** - Tiffany Croone, Texas Virtual School Network
3. **Pledge of Allegiance to the Texas flag** - Tiffany Croone, Texas Virtual School Network
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. **Annual update on the HCDE Teaching and Learning Center** - Frances Watson-Hester, Senior Director
 - B. **Annual update on the HCDE Texas Virtual School Network (TxVSN)** - Rebecca Bell, Director
 - C. **Presentation regarding new AB West campus project**
 - D. **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.
 - E. **Monthly Financial Reports through July 31, 2016** - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. **July Disbursement Report**
2. **Monthly Budget Amendment Report**
3. **Monthly Investment Report for July 2016**

B. **Consider approval of the 07/26/2016 Board Meeting Minutes**

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

1. **Non-monetary contract with Dayton ISD** for the Adult Education Division for the provision of adult basic education (ABE), General Education Development (GED), and English as a Second Language (ESL) classes for the period of 07/01/2016 through 06/30/2017
2. **Revenue contract with The Harris Center for Mental Health and IDD (formerly MHMRA) for Records Management** services for the period of 09/01/2016 through 08/31/2017 in the amount of \$8,533 for records storage with additional services to be billed consistent with the contract.
3. **Revenue contract with Pasadena ISD for Records Management** services for the period of 09/01/2016 through 08/31/2017 in the amount of \$11,533 for records storage with additional services to be billed consistent with the contract.
4. **School Based Therapy Services (revenue contracts) for FY 2017 in the aggregate amount of \$2,837,750** with the following entities: Cy-Fair ISD (1,726 students served in FY 2016) in the amount of \$2,807,350; Galena Park ISD (2 students served in FY 2016) in the amount of \$4,275; Dayton ISD (25 students served in FY 2016) in the amount of \$26,125.
5. **Academic and Behavior School East (revenue contract) for FY 2016 in the aggregate amount of \$11,000** with Dickinson ISD for two (2) extended school year contracts (out of county: \$5,500 each).
6. **Academic and Behavior School East (revenue contract) for FY 2017 in the aggregate amount of \$101,500** with Dayton ISD for five (5) annual student contracts (in-county: \$20,300 each).
7. **Academic and Behavior School West (revenue contract) for FY 2016 in the aggregate amount of \$5,200** with Stafford MSD for one (1) extended school year contract (in-county).
8. **Academic and Behavior School West (revenue contract) for FY 2017 in the aggregate amount of \$81,200** with Cypress Fairbanks ISD for four (4) annual student contracts (in-county: \$20,300 each).
9. **Highpoint School East (revenue contract) for FY 2017 in the aggregate amount of \$396,000** with Aldine ISD for forty (40) annual student contracts (in-county: \$9,900 each).
10. **Highpoint School North (revenue contract) for FY 2017 in the aggregate amount of \$247,500** with Klein ISD for twenty-five (25) annual student contracts (in-county: \$9,900 each).

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

1. **HCDE Governmental Services with:** Centerville city of, Centerville TX; Chaparral Star Academy, Inc., Austin TX; Coppell city of, Coppell TX; The Harris Center for Mental Health and IDD, Houston TX; Harris County Emergency Service District 50, Channelview TX; Roman Catholic Diocese of Dallas, Dallas TX; Williamson Burnet County Opportunities dba Opportunities for Williamson Burnet Counties, Georgetown, TX; and Wylie city of, Wylie TX.
2. **Contract renewal option for job no. 15/039KC for Award Jackets, Screen Printing, Embroidery and Related Items with the following vendors:** Pride and Recognition, Inc., d/b/a Balfour; Butler Business Products, LLC; Corporate Incentives, Inc.; Keith Kouba d/b/a DBS Texas-Houston; JW Drouin & Associates d/b/a J. Harding & Company and Marketing Magic International Ltd for the period 08/18/2016 through 08/17/2017.
3. **Contract renewal option for job no. 12/016DG for Managed Print Service Program with the following vendors:** Dahill Office Technology Corporation d/b/a Dahill and Zeno Digital Solutions, LLC d/b/a Zeno Imaging for the period of 09/12/2016 through 09/11/2017.
4. **Contract renewal option for job no. 13/011CG for Energy Conservation Services with the following vendor:** Ameresco, Inc. for the period of 10/15/2016 through 10/14/2017.
5. **Contract renewal option for job no. 13/070DG for Rental, Lease, and Purchase of Copiers and Related Items with the following vendors:** Bob Peckham & Associates d/b/a Office Systems of Texas and Zeno Digital Solutions, LLC d/b/a Zeno Imaging for the period 10/15/2016 through 10/14/2017.
6. **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 09/16/2016 through 09/15/2017.
7. **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; S & R Operations, Inc. d/b/a ServPro of The Woodlands/Conroe and Texas General Contractors, Inc. for the period 09/16/2016 through 09/15/2017.
8. **Contract renewal option for job no. 14/030MP for Digital Archiving, Imaging and Related Services with the following vendors:** DataBank IMX, LLC; Delta-T Digital Archiving, Ltd and The Windward Group, LLC for the period 09/16/2016 through 09/15/2017.
9. **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.; Digital Quest Inc.; Education Associates, Inc.; Henry Schein Inc.; A Peace of Health Agency, LLC d/b/a Matters of Health; Southeast Texas Horizons, LLC d/b/a New Horizons CLC of Houston; Odysseyware; Penn State Industries, Inc.; Teaching Systems, Inc.; Technical Laboratory Systems, Inc. and Texas Pride Marketing for the period 09/16/2016 through 09/15/2017.
10. **Contract renewal option for job no. 15/044MP for Web Design Services with the following vendors:** Vision Technology Solutions, LLC d/b/a Vision Internet Providers and Short Enterprises, Inc. d/b/a WebRevelation for the period 09/15/2016 through 09/14/2017.

11. **Contract renewal for job no. 15/046MP for Automotive Equipment, Tires, Parts and Services with the following vendors:** A to Z Tire & Battery, Inc.; Batteries Holdings, LP d/b/a Batteries+Bulbs and Creative Bus Sales for the period 09/15/2016 through 09/14/2017.
12. **Contract renewal for job no. 15/048CG for Art and Artwork Advisory Services with the following vendor:** Art + Artisans Consulting, Inc. for the period 09/15/2016 through 09/14/2017.
13. **Contract renewal for job no. 15/049JN for Trenchless Technology Rehabilitation and Related Items and Services with the following vendors:** Layne Inliner, LLC and SAK Construction, LLC for the period 09/15/2016 through 09/14/2017.
14. **Contract renewal 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; 259 Holdings Ltd., LLC d/b/a Microscope World; Priscilla M. Ayerite d/b/a NAO Global; Pitsco Education and Carol Espensen d/b/a Southern Science Supply for the period 09/15/2016 through 09/14/2017.
15. **Contract renewal option for job no. 14/031MP for Curriculum, Instructional, Assessment and Intervention Materials and Supplies with the following vendor:** Curriculum Associates, Inc. for the period 08/19/2016 through 08/18/2017.
16. **Contract award for job no. 16/053KC for Student and Educational Travel Services with the following vendors:** Vagabond Tours, Inc. d/b/a Educational Travel Adventures; Grand Fund, Inc. d/b/a Green Light Group Tours and STA Travel, Inc. for the period 08/16/2016 through 08/15/2017.
17. **Contract award for job no. 16/054JN for JOC/CSP for IDIQ Public Work Minor Construction, Maintenance, and Renovation Work with the following vendors:** Aggieland Construction, LLC; RMB Management, LLC d/b/a Corestone Construction Services; Geoffrey Daenen d/b/a EcoXstream, LLC; Dura Pier Facilities Services, Ltd. d/b/a Facilities Sources; Generocity Services, Inc.; Brown & Root Industrial Services, LLC; Lee Construction and Maintenance Company d/b/a LMC Corporation; Mitchell Paint & Wallcovering, Inc. d/b/a Mitchell Contracting; Nash Industries, Inc.; Quad-Tex Construction, Inc.; Radius Design Works, LLC; AKS Holdings, Inc. d/b/a SERVPRO of Spring/Tomball; Edu-Source Corporation (The) and The Ratliff Group, LLC for the period 08/16/2016 through 08/15/2018.
18. **Contract award for job no. 16/057KC for Promotional and Related Items with the following vendors:** 4imprint, Inc.; Authentic Promotions.com; Buffalo Specialties, Inc.; Butler Business Products, LLC; Blue Ribbon Promotions, LLC d/b/a Calfee Specialties; Challenge Office Products, Inc.; Marketing Magic International, LTD; OTC Direct d/b/a Oriental Trading Company, Inc. for the period 08/16/2016 through 08/15/2017.

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

1. **Renewal option for RFP no. 15/056KJ for Disabilities Consulting Services** with the following vendor: Julie Smith, for the period of 08/18/2016 through 08/17/2017.
2. **Renewal options for RFP no. 15/055KJ for Instructional Support Contracted Services** for Harris County Department of Education with the following vendor: edOPP Solutions LLC, Susan Everett, Houghton Mifflin Harcourt Publishing Company, Lead4ward LLC, Kijo Consulting LLC, and The Bryant Heritage LLC, for the period of 8/18/2016 through 8/17/2017.
3. **Contract assignment for Internal Purchasing RFP no. 15/055KJ for Instructional Support for Contracted Services** from Passionate Performance to Kijo Consulting LLC.
4. **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 Service LLC, Gibson Consulting Group, Inc. The Bryant Heritage LLC., and Weber Services, for the period of 08/18/2016 through 08/17/2017.
5. **Award of RFP no. 16/055LB for Online Afterschool Database Management for the CASE division of HCDE to the proposer offering the best value and meeting the specifications outlined in the proposal:** Cityspan Technologies for the period of 8/16/2016 through 8/15/2017.
6. **Award of RFP no. 16/047YR-1 for Head Start Trainers and Consultants for HCDE to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Creatively Inspired Communications, Teachstone Training, LLC, German Consulting and Resources, LLC, and Dr. Mary E White International, for the period of 08/16/2016 through 08/15/2017 with an option to renew annually up to four (4) additional years.

F. **Consider approval of the list of teacher appraisers for the Schools Division.** Each teacher will be evaluated by a Harris County Department of Education Board approved appraiser using the HCDE local assessment-Professional Development Appraisal System (PDAS).

G. **Submission of grant proposal on behalf of Area I Head Start to the U.S. Department of Health and Human Services-Administration for Children and Families** to support an Early Head Start Expansion in the La Porte and Tidwell areas and Early Head Start-Child Care Partnerships, serving 60 children 0-3 years of age. There will be 16 slots at Tidwell, 16 slots at La Porte, and 28 Early Head Start-Child Care Partnerships slots. The requested amount of the grant will be \$1,626,623.

H. **Acceptance of funds totaling \$2,183,083 from the Texas Education Agency for CASE for Kids' Cycle 8 Year 4 21st Century Community Learning Centers grant** for the period of 8/1/2016 through 7/31/2017; CASE for Kids anticipates serving 1,290 students with these grant funds.

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

A. **Consistent with Board Policy FO (legal), consider approval of the HCDE Schools Division-Student Code of Conduct** (No Changes) for school year 2016-2017.

B. **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 Area I Head Start Division for the Cost of Living Adjustment (COLA) in the supplemental amount of \$212,707.**

- C. **Consider approval of HCDE Area I Head Start's 2017 continuation grant** request for funding in the amount of \$12,127,864 for the project period of 01/01/2017 through 12/31/2017.
- D. **Consider approval of estimated reserved fund balances** for non-spendable, restricted, committed, assigned and unassigned under the Governmental Accounting Standards Board (GASB) 54.
- E. **Contract renewal options for RFP #15/053KJ for Choice Consultant Services with the following vendors:** RC Herrin Consulting, Carver Consulting, LLC, Elder Consulting, F & S Calhoun Consulting, Inc., Jim E. Owens Facilities Consulting, LLC, and Lindsey LeGrand for the period of 08/18/2016 through 08/17/2017 and approving service agreements with Elder Consulting in an amount not to exceed \$72,000 (including approved expenses), F&S Calhoun Consulting, Inc., in an amount not to exceed \$71,000 (including approved expenses), and Jim E. Owens in an amount not to exceed \$50,120 for the period of 8/18/2016 through 8/17/2017.
- F. **Contract renewal option for RFP no. 15/062KJ for External Relations Consulting with Pat Strong** for the period of 09/15/2016 through 09/14/2017 and approving a services agreement in an amount not to exceed \$82,000 plus pre-approved expenses.
- G. **Consider Second Reading and Approval of the following Local Policies:**
 - 1. Local Governance (B)**
 - BF
 - 2. Business and Support Services (C)**
 - CDA
 - CB
 - CAA
 - CKE
 - CFE
 - 3. Personnel (D)**
 - DBB
 - DEA
 - DEAA
 - DEC
 - DEE
 - DFFA/DFFB
 - DHE
 - DGBA
 - DBD
 - DH
 - DIA
 - DC
 - 4. Instruction (E)**
 - EB
 - 5. Students (F)**
 - FFG
 - FFH
 - FB
 - 6. Community and Governmental Relations (G)**
 - GKA
 - GKD
 - GRA

- H. **Consider First and Final Reading and Approval** of Policy EHBAF (Local).
- I. **Consider possible action on certification of the anticipated debt collections rate for the tax year 2016**, certification of the excess debt collection rate for for the tax year 2015 and the calculation of the 2016 Effective Tax Rate and Roll Back calculation to be prepared by Harris County Tax Assessor/Collector.
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:**
Teacher, Academic and Behavior School West
- B. **Obtain legal advice** regarding the contract between HCDE and the Education Foundation of Harris County
- C. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal** of HCDE employees.
9. **RECONVENE** for possible action on items discussed in executive session.
- A. **Employment:**
Teacher, Academic and Behavior School West
10. **INFORMATION ITEMS**
- A. **Human Resources Information Items**
- B. **Employee Count**
- C. **07/25/2016 Board Workshop Minutes**
- D. **Revenue contracts less than \$50,000:**
- Between Teaching and Learning Center and Texas Chemical Council - Presentation on "Science Teachers & Industry" for the period of 7/18/2016 - 7/21/2016 for a revenue amount of \$3,300
 - Between Teaching and Learning Center and Alief ISD - Presentation on "Student Misconceptions in Elementary Science" for the period of 8/2/2016 - 8/2/2016 for a revenue amount of \$1,000
 - Between Teaching and Learning Center and Royal ISD - Presentation on "Workstation Make & Take: Composing & Decomposing" for the period of 8/1/2016 - 8/31/2016 for a revenue amount of \$6,078
- E. **Non-monetary contracts for FY 2016-2017 between Adult Education and the following entities:**
- Northwest Assistance Ministries
 - Memorial Assistance Ministries
 - St. Edith Stein Catholic Church
 - Trinity Episcopal Church
 - First United Methodist Church
 - City of Houston Parks and Recreation Department

- Houston Northwest Community Center
- Trinity Baptist Church
- Spring Branch Family Development Center
- The Salvation Army
- Memorial Drive United Methodist Church
- South Houston Community Center
- West Houston Memorial Assistance Ministries

F. **Proposal request of \$3,000 to the Oliver Foundation** to support HCDE's Area I Head Start Garden Program at the Tidwell Center. This program would use food and nutrition education to teach the importance of healthy lifestyles to 55 students and their families.

G. **Memorandums of Understanding for Head Start and Early Head Start:**

- Bay Area Rehabilitation Center Early Childhood Intervention Program (BARC-ECI) and HCDE Head Start/Early Head Start from 08/17/2016 through 07/31/2017
- ConnectCare Solutions, LLC dba Connect Care Therapy for Kids for the purpose of therapy service from 08/16/2016 through 07/31/2018
- OCI Acquisitions, LLC dba Care Options for Kids for the purpose of therapy service from 08/16/2016 through 07/31/2018
- San Jacinto Community College District North Campus Child Care Center (SJCD-NCCCC) to provide comprehensive services for 18 three and four year-old Head Start eligible children from 08/22/2016 through 07/31/2017

H. **The CASE for Kids Division awards the following school districts**, charter schools and not-for-profits for delivery of comprehensive afterschool programs for the 2016-2017 school year.

I. **HCDE Donation/Sponsor Report** for the Month of July 2016

11. **ADJOURN** - A PFC meeting is scheduled for Tuesday, August 30, 2016, Board Room, 6300 Irvington Blvd., Houston, Texas 77022 and the next *regular* meeting is scheduled for Tuesday, September 20, 2016, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.



James Colbert, Jr.
County School Superintendent