

**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 **20th day of September 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
September 20, 2016
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held September 20, 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** - Jay Atkins, Director of Construction
2. **Pledge of Allegiance to the US flag** - Joe Perales, Director Facilities
3. **Pledge of Allegiance to the Texas flag** - Joe Perales, Director Facilities
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. **Announcement of awards from the Government Finance Officers Association (GFOA)** for the HCDE 2015 Comprehensive Annual Financial Report (CAFR) and 2015 Popular Annual Financial Report (PAFR) - Jesus Amezcua, Assistant Superintendent for Business Services
 - B. **Annual update on the HCDE Facilities Division** - Jay Atkins and Joe Perales, Facilities
 - C. **Monthly Financial Reports through 08/31/2016** - Jesus Amezcua, Assistant Superintendent for Business Services
 - 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.

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

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

B. Consider approval of the following Board Meeting Minutes

1. **08/30/2016 Special Board Meeting**
2. **08/30/2016 Audit Committee Meeting**
3. **08/16/2016 Board Meeting**

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

1. **Academic and Behavior School East (revenue contract) for FY 2016 in the aggregate amount of \$15,600** with Clear Creek ISD for three (3) ESY summer school contracts (in-county: \$5,200 each).
2. **Academic and Behavior School East (revenue contract) for FY 2017 in the aggregate amount of \$1,157,100** with Clear Creek ISD for fourteen (14) annual student contracts for \$284,200 (in-county: \$20,300 each); Houston ISD for twenty-three (23) annual student contracts for \$466,900 (in-county: \$20,300 each); and Pasadena ISD for twenty (20) annual student contracts for \$406,000 (in-county: \$20,300).
3. **Academic and Behavior School West (revenue contracts) for FY 2016 in the aggregate amount of \$54,400** with Spring Branch ISD for two (2) ESY summer school contracts (in-county: \$5,200 each); and Fort Bend ISD for eight (8) ESY summer school contracts (out of county: \$5,500 each).
4. **Academic and Behavior School West (revenue contract) for FY 2017 in the aggregate amount of \$679,500** with Conroe ISD for three (3) annual student contracts in the amount of \$70,500 (out of-county: \$23,500 each); Houston ISD for twenty (20) annual student contracts in the amount of \$406,000 (in-county: \$20,300 each); Spring Branch ISD for ten (10) annual student contracts in the amount of \$203,000 (in-county: \$20,300 each).
5. **Academic and Behavior School West (revenue contracts) for FY 2017 in the aggregate amount of \$26,250 with Fort Bend ISD** for four (4) individual student monthly contracts for student # 1 in the amount of \$8,750; student # 2 in the amount of \$7,000; student # 3 in the amount of \$7,000; and student #4 in the amount of \$3,500 (out of county: \$3,500 a month per student).
6. **Adult Education Interlocal non-monetary contracts with Cy-Fair ISD, Channelview ISD, Galena Park ISD, Sheldon ISD, Spring Branch ISD and Lee College** for the provision of Adult Basic Education (ABE), General Education Development (GED), and English as a Second Language (ESL) classes for the period of 08/01/2016 through 06/30/2017.

7. **HCDE/CASE for Kids (revenue agreement) with the City of Houston** for the period of 09/01/2016 through 06/30/2017 in the amount of \$660,000 for CASE for Kids to provide after-school programs and/or out-of-school activities and projects.
 8. **School Based Therapy Services (revenue contract) for FY 2017 in the aggregate amount of \$2,666,600** with the follow entities: Stafford MSD in the amount of \$21,375 (22 Students served in FY 2016); Tomball ISD in the amount of \$315,000 (242 Students served in FY 2016); Yes Prep Public School in the amount of \$19,000 (16 Students served in FY 2016); Spring Branch ISD in the amount of \$372,875 (262 Students served in FY 2016); Greater Gulf Coast Cooperative in the amount of \$27,300 (19 Students served in FY 2016); Alief ISD in the amount of \$158,650 (39 Students served in FY 2016); and Katy ISD in the amount of \$1,752,400 (1346 Students served in FY 2016).
 9. **Memorandum of Understanding between HCDE Head Start/Early Head Start and San Jacinto Community College** to collaborate to register HCDE Head Start teaching staff in credit course work to obtain Child Development Associate "CDA" credentials by paying for the classes at San Jacinto College-North campus using Head Start training dollars.
 10. **HCDE Area I Head Start and La Porte ISD Memorandum of Understanding (MOU) for FY 2016-2017** to provide comprehensive services for 95 three and four year old Head Start eligible children within the district beginning 08/22/2016 through 07/31/2017
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **HCDE Governmental Services with:** Bastrop ISD, Bastrop, Texas; Baylor College of Medicine, Houston, Texas; Focus Learning Academy, Dallas, Texas; town of Prosper, Texas; Puyallup School District No. 3, Puyallup, Washington; Royse City ISD, Royse City, Texas; Sherman city of, Sherman, Texas and Windcrest United Methodist Church, San Antonio, Texas.
 2. **Contract award for job no. 16/015CG for Chemicals, Supplies and Related Services with the following vendors:** Ecolab, Inc.; Cordell Incorporated d/b/a Hygeia Enviro-Clean; Magnus Procurement & Logistic Solutions, Inc. d/b/a Magnus; Priscilla M Ayerite d/b/a NAO Global Health, LLC; Pollock Investments, Inc. d/b/a Pollock Paper Distributors or Pollock Packaging and Winfield Solutions, LLC for the period 09/20/2016 through 09/19/2017.
 3. **Contract award for job no. 16/037CG for IDIQ Lighting Supplies, Services and Installation with the following vendors:** Fine Line Production Company; Inline Electric Solutions of Texas, LLC; Lee Construction and Maintenance Company d/b/a LMC Corporation; Rexel, Inc.; Spark Lighting, LLC and XtraLight Manufacturing, Ltd for the period 09/20/2016 through 09/19/2018.
 4. **Contract award for job no. 16/058KH for Web-Based Electronic Bidding System with the following vendors:** E-Bid Systems, Inc. d/b/a eBid Systems; EqualLevel, Inc. and Ion Wave Technologies, Inc. for the period 09/20/2016 through 09/19/2017.
 5. **Contract renewal 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 10/20/2016 through 10/19/2017.
 6. **Contract renewal option for job no. 15/060JN for Third Party Code Inspection Services with the following vendors:** Bureau Veritas North America, Inc. and Robert Correy Woods d/b/a ProTech Group for the period 10/20/2016 through 10/19/2017.

7. **Contract renewal option for job no. 15/065KC for Affordable Care Act (ACA) Auditing/Reporting Service with the following vendors:** Businessolver.com, Inc.; Eligibility Tracking Calculators, LLC and U.S.R. Health, LLC d/b/a U.S. Employee Benefits Services Group for the period 10/20/2016 through 10/19/2017.
 8. **Contract renewal for job no. 14/035TJ for Technical Services and Products for Food Service with the following vendors:** Robert Beyer Enterprises, LLC dba Automated Financial Systems; Water Walkers Inc (Health-e Meal Planner Pro); Heartland School Solutions, a division of Heartland Payment Systems, Inc.; Education Management Systems, Inc (Meals Plus); PCS Revenue Control Systems, Inc. and ISITE Software (School Nutrition and Fitness) for the period of 11/18/2016 through 11/17/2017.
 9. **Amendment to Choice Partners Request for Proposal #13/051DG-02 with Dahill Office Technology Corporation dba Dahill** to reduce administrative fees from 2% to 1.5% for sales exceeding \$5 million, and to 1.0% for sales exceeding \$10 million in annual sales beginning FY 2017. For future years, calendar year sales will follow the same administrative fee schedule per calendar year.
- E. Consider approval of the following items for Internal Purchasing:
0. **Consider ratification and approval of contract renewal option for job no. 14/1014KJ Workshop Management Software** for Harris County Department of Education with the following Ungerboeck Software International for the period of 07/15/2015 through 07/14/2016 and 7/15/2016 through 7/14/2017.
 1. **Award of RFP no. 16/047YR-2 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:** Imagiread and Schultz Center for Teaching and Leadership, Inc. for the period of 09/20/2016 through 09/19/2017 with an option to renew annually up to four (4) additional years.
 2. **Approval of RFP #17/002LB for Property and Casualty Insurance** to the proposer offering the best value to HCDE and meeting the specifications outlined in the RFP for a period of 10/1/2016 through 9/30/2017.
 3. **Renewal options for RFP no. 15/063YR for CASE After-School and Summer Direct Service Providers with the following vendors:** Little Birdies Mobile Golf Academy, Zulli Method, and Soaring with Eagles, Inc. for the period of 09/15/2016 through 09/14/2017.
 4. **Renewal option for RFP no. 13/074KJ for Laptops and Other Related Equipment with the following vendor:** Bass Computer, Inc. for the period of 10/15/2016 through 10/14/2017.
 5. **Renewal option for RFP no. 14/032LB for Head Start Child Management Software** with the following vendor: ChildPlus Software for the period of 8/19/2016 through 8/18/2017; total expenditures for FY 2017 are estimated at \$17,000.
 6. **Renewal option for RFP no. 15/061KJ for Temporary Lease of a Baytown Head Start Facility** with the following vendor: HT Land Company for the period of 09/14/2016 through 09/15/2017.
 7. **Expenditures which have been previously procured and are expected to aggregate to \$50,000 or more for FY 2017 under Policy CH Local** by various HCDE divisions for an aggregate amount not to exceed \$11,547,064, as per attached Excel Spreadsheet.

F. Consider approval/ratification of the following Revenue Agreements:

1. **Task Completion Subcontract between Region 10 ESC and HCDE for Texas Virtual School Network (TXVSN)** services for the period of 09/01/2016 through 08/31/2017 in an amount of \$1,310,186.
2. **Acceptance of funds totaling \$1,800,000 from the Texas Education Agency for CASE for Kids' Cycle 9 Year 1 21st Century Community Learning Centers grant** for the period of 08/01/2016 through 07/31/2017; CASE for Kids anticipates serving 820 students with these grant funds. Using TEA grant funds, CASE for Kids will hire new one coordinator to support the implementation of the grant.

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

- A. **Consider acceptance of the Notice of Award - Amendment 4 for Early Head Start Child Care Partnerships (EHS-CCP) from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF)** in the amount of \$86,000 for the 2016-2017 year. Cost of Living Adjustment (COLA) \$36,000 and \$50,000 for training and technical assistance for a total amended grant amount of \$2,086,000.
- B. **Consider approval of service agreement with the Boys & Girls Clubs of Greater Houston** in the amount of \$70,000 for job no. 15/028LB to implement the CASE for Kids Partnership Project grant at two clubs (150 students served) for the period of 09/01/2016 through 07/31/2016. Approval of this service agreement will increase HCDE funds for the Boys & Girls Clubs of Greater Houston from \$16,500 (existing contract) to new grand total amount of \$86,500.
- C. **Consider approval of the Authorization and Adoption of the HCDE Area I Head Start Teaching Assistant Supplemental Pay Program.**
- D. **Consider approval of an Interlocal (revenue contract) with Round Rock ISD for the Center for Safe and Secure Schools** to provide safety auditing services for the period of 09/01/2016 through 01/31/2017 in an amount of \$92,365.
- E. **Consider approval of a 36 month contract with Dahill Office Technology Corporation (Choice Partners contract number 13/051DG)** to provide copiers capable of "Print Scan Copy" for HCDE beginning 12/01/2016 for a total amount of \$211,409.
- F. **Consider First and Final Reading and Approval of Policy EHBAF (Local).**
- G. **Consider approval of contract with Phonoscope Lightwave (job no. 15/006M16)** to provide data and internet to all HCDE services locations in an amount not to exceed \$97,000 for the period of 09/01/2016 - 08/31/2017.
- H. **Discussion of "Truth in Taxation" calculations, Effective Tax Rate, Rollback Tax rate and approval of Tax Rate for Fiscal Year 2016-2017. Consider a proposed Tax Rate of \$0.005200 per \$100 assessed property value for Fiscal Year 2016-2017 (Tax Year 2016).** The Effective Tax Rate has been calculated at \$0.005301 per \$100 assessed property value. The recommended tax rate is below the Effective Tax Rate. If approved, the proposed tax rate will not require additional public hearings and notices.

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:**
Curriculum and Compliance Officer - Educator Certification and Professional Advancement
Chief Information Officer - Technology
 - B. **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:**
Curriculum and Compliance Officer - Educator Certification and Professional Advancement
Chief Information Officer - Technology
10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **August 2016 Employee Count**
 - C. **Grant request of \$1,500 submitted to Humanities Texas to support The Teaching and Learning Center's two professional development sessions:** 1) Build Your Bookshelf: Young Adult Literature and Their Wonderful Maps and 2) Teaching Social Studies with Digital Maps, serving 170 educators across both sessions.
 - D. **Grant Award of \$1,500 from Humanities Texas to support two Teaching and Learning Center professional development sessions:** 1) Build Your Bookshelf: Young Adult Literature and Their Wonderful Maps and 2) Teaching Social Studies with Digital Maps, serving 170 educators across both sessions.
 - E. **Submission of grant proposal to Ed Rachal Foundation** in the amount of \$9,000 for Kids' Day at The Hobby Center for the Performing Arts on behalf of CASE for Kids division; 150 students served.
 - F. **Schools Division Enrollment Report** for August 2016
 - G. **HCDE Donations Report**
11. **ADJOURN** - Next regular meeting is scheduled for Tuesday, October 18, 2016, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.



James Colbert, Jr.
County School Superintendent