

**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 2017 at 1:00 p.m.** for the Board to conduct the business of that meeting. The meeting will be held in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas. Such a meeting is a **REGULAR BOARD MEETING**.

The subjects to be discussed or considered or upon which any formal action might be taken are on the Agenda following.

Additionally, from time to time an issue will be raised concerning an item on our agenda that had not been anticipated. The issue, while within the scope of the agenda topic, may be one that is required or authorized by law to be considered in executive session rather than in public session. In order for the Board to consider such issue in executive session, rather than postpone consideration of it until the next board meeting, the Board lists below most if not all be all of the sections of the Open Meetings Act that address the purposes for which the Board may lawfully meet in executive/closed session. The Board's purpose is not to meet in executive session to consider matters not on the agenda for the meeting. Instead, its purpose is to efficiently and timely conduct its business in accordance with the law.

Therefore, if, during the course of the meeting on agenda items covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and purposes authorized by Sections 551.071-551.084, inclusive, of the Open Meetings Act, including, but not limited to:

- Section 551.071 For the purpose of a private consultation with the Board's attorney on any or all subjects matters authorized by law.*
- Section 551.072 For the purpose of discussing the purchase, exchange, lease or value of real property.*
- Section 551.073 For the purpose of considering a negotiated contract for a prospective gift or donation.*
- Section 551.074 For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.*
- Section 551.076 To consider the deployment, or specific occasions for implementation of security personnel or devices.*
- Section 551.082 For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.*
- Section 551.083 For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.*
- Section 551.084 For the purpose of excluding witness or witnesses from a hearing during examination of another witness.*

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive session, then such final action, final decision, or final vote shall be at either: a) the open meeting covered by this notice upon the reconvening of this public meeting, or b) at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

James Colbert, Jr., County School Superintendent



The Board of Trustees
September 20, 2017
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held September 20, 2017, beginning at 1:00 p.m. in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **Invocation** - Roberta Scott, Center for Safe and Secure Schools
2. **Pledge of Allegiance to the US flag** - Artillia Haughton, Center for Safe and Secure Schools
3. **Pledge of Allegiance to the Texas flag** - Artillia Haughton, Center for Safe and Secure Schools
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 2016 Popular Annual Financial Report (PAFR) - Jesus Amezcua, Assistant Superintendent for Business Services
 - B. **Annual update on the HCDE Center for Safe and Secure Schools Division** - Ecomet Burley, Director
 - C. **Annual update on the HCDE Facilities Division** - Greg Lookabaugh, Executive Director
 - D. **Annual update on the HCDE Teaching and Learning Center** - Frances Watson-Hester, Senior Director
 - E. **Report of the Board Feasibility Subcommittee** - Don Sumners
 - F. **Other reports from Board members** concerning attendance or participation in a board or HCDE-related conference, event, activity, or committee; accolades for an HCDE staff member or other deserving person.

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

B. Consider approval of the following Board Meeting Minutes:

1. 09/01/2017 Emergency Board Meeting Minutes
2. 08/16/2017 Board Meeting Minutes
3. 08/16/2017 Audit Committee Meeting Minutes

C. Consider ratification/approval of the following revenue contracts:

1. **Interlocal (revenue) contract for Highpoint School East for FY2018 in the aggregate amount of \$138,600 with the following districts:** Humble ISD for fourteen (14) in-county annual contracts in the amount of \$138,600 (\$9,900 each) for the contract period of 08/28/2017 through 07/06/2018.
2. **Interlocal (revenue) contracts for ABS East for FY 2018 in the aggregate amount of \$604,700 with the following districts:** Dickinson ISD for five (5) out-of-county annual contracts in the amount of \$117,500 (\$23,500 each), Houston ISD for twenty-three (23) in-county annual contracts in the amount of \$466,900 (\$20,300 each), and Pearland ISD for one (1) in-county annual contract in the amount of \$20,300 (\$20,300 each) for the contract period of 08/28/2017 through 07/06/2018.
3. **Interlocal (revenue) contract for ABS West for FY 2018 in the aggregate amount of \$5,200 for Extended School Year (ESY) 2017 with Pearland ISD for one (1) in-county summer school contract in the amount of \$5,200 (\$5,200 each) for the contract period of 06/07/2017 through 07/13/2017.**
4. **Interlocal (revenue) contracts for FY 2018 for ABS West in the aggregate amount of \$188,000 with the following districts:** Bellville ISD for one (1) out-of-county annual contracts in the amount of \$23,500 (\$23,500 each), Conroe ISD for four (4) out-of-county annual contracts in the amount of \$94,000 (\$23,500 each), and Santa Fe ISD for three(3) out of-county annual contracts in the amount of \$70,500 (\$23,500) for the contract period of 08/28/2017 through 07/06/2018.
5. **Interlocal (revenue) contract renewal with Fort Bend County for Records Management Services** for the period of 10/1/2017 through 09/30/2018 in an amount not to exceed \$100,000.
6. **Contract Renewal (revenue) for School Based Therapy Services with Beaumont ISD for Occupational Therapy/Physical Therapy Program Evaluation** from 09/1/2017 through 08/31/2018.

7. **Consider approval of Service Agreement (revenue) with United Way of Greater Houston for CASE for KIDS** to provide quality support services to 125 after school programs in Harris County for the period of 09/1/2017 through 7/31/2018 in an amount of \$75,000.

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

1. **Interlocal (revenue) contract for School Based Therapy Services for FY 2018 in the aggregate amount of \$417,850 with the following entities:** Avondale House (22 students served in FY 2017) in the amount of \$9,025, Clear Creek ISD (new contract) in the amount of \$800, Humble ISD (9 students served in FY 2017) in the amount of \$35,150, and Spring Branch ISD (395 students served in FY 2017) in the amount of \$372,875.
2. **Interlocal (revenue) contract for School Based Therapy Services with Houston ISD** for ten school days of occupational and physical therapy (Independent Educational Evaluation Services) in the amount of \$4,750 from 08/14/2017 through 06/30/2018.
3. **Interlocal (revenue) contract for School Based Therapy Services with Houston ISD** to provide 26 full time equivalent physical therapist and/or occupational therapist personnel in the amount of \$2,374,350.00 from 08/14/2017 through 06/30/2018.
4. **CASE for Kids for 21st Century Community Learning Center(s) grant Cycle 8B, Year 5 for FY 2018** in the aggregate amount of \$231,167 with Aldine ISD (150 students served).
5. **CASE for Kids (revenue agreement) with the City of Houston for the period of 09/01/2017 through 06/30/2018** in the amount up to \$1,045,000 for CASE for Kids to provide after-school programs and/or out-of-school activities and projects.
6. **Adult Education Interlocal (expenditure) Contract with Lee College for the provision of Adult Basic Education (ABE), General Education Development (GED), and English as a Second Language (ESL) classes** in an amount not to exceed \$1,200 for the period of 07/01/2017 through 06/30/2018.
7. **Adult Education Interlocal Non-Monetary contract with Goose Creek ISD for the provision of Adult Education Basic Education (ABE), General Education Development (GED), and English as a Second Language (ESL) classes** for the period of 07/01/2017 through 6/30/2018.

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

1. **Contract renewal option for job no. 13/011CG for Energy Conservation Services with:** Ameresco, Inc. for the period of 10/15/2017 through 10/14/2018.
2. **Contract renewal option for job no. 13/057DA for Elevators and Other Related Services with the following vendor:** EMR Elevator, Inc. for the period 11/19/2017 through 11/18/2018.
3. **Contract renewal option for job no. 13/067DG for Janitorial Products and Services with the following vendors:** Buckeye International, Inc. d/b/a Buckeye Cleaning Center-Houston; Complete Supply, Inc. and Cordell, Inc. d/b/a Ridley's Vacuum & Janitorial Supply for the period 11/19/2017 through 11/18/2018.
4. **Contract renewal option for job no. 13/070DG for Rental, Lease, and Purchase of Copiers and Related Items with the following vendor:** Bob Peckham & Associates, Inc. d/b/a Office Systems of Texas for the period 10/15/2017 through 10/14/2018.

5. **Contract renewal option for job no. 14/036JN to Furnish and Install Integrated Technology Learning Laboratories with the following vendor:** Learnscapes, Inc. d/b/a Creative Learning Systems for the period 11/18/2017 through 11/17/2018.
6. **Contract renewal option for job no. 15/060JN for Third Party Code Inspection Services with the following vendor:** Bureau Veritas North America, Inc. for the period 10/20/2017 through 10/19/2018.
7. **Contract renewal option for job no. 15/065KC for Affordable Care Act (ACA) Auditing/Reporting Service with the following vendor:** Eligibility Tracking Calculators, LLC for the period 10/20/2017 through 10/19/2018.
8. **Contract renewal for job no. 16/059KH for Student Information System with the following vendor:** Focus School Software for the period 10/18/2017 through 10/17/2018.
9. **Contract renewal for job 16/060CG for Security Officers and Related Items with the following vendor:** Executive Threat Solutions, LLC; for the period 11/15/2017 through 11/14/2018.
10. **Contract award for job no. 17/044JN for IDIQ/JOC Electrical Services, Minor Construction, Maintenance and Other Related Services** to the vendors offering the best value to HCDE/Choice Partners Cooperative and meeting the specifications outlined in the proposal: Trio Electrical, LLC and Turner Power Systems & Contractor, LLC d/b/a Turner Power and Construction, LLC for the period 09/20/2017 through 09/19/2019.
11. **Contract award for job no. 17/045KC Temporary Personnel Services to those vendors offering the best value to HCDE/Choice Partners Cooperative and meeting the specifications outlined in the proposal:** 22nd Century Technologies, Inc.; A-1 Personnel of Houston, Inc.; ExecuTeam Staffing, LP; LaneStaffing, Inc.; ObjectWin Technology, Inc.; PESG of Texas, LLC; Silver & Associates Consulting, Inc.; Staffmark Investment, LLC d/b/a Staffmark/CBS Personnel Services; Superior Talent Resources, Inc.; Atterro, Inc. d/b/a Technical ProSource; Tempower, LLC; The Spearhead Group, Inc. and vTech Solutions, Inc. for the period 09/20/2017 through 09/19/2018.
12. **HCDE Interlocal Agreements with:** Alto Independent School District, Alto, Texas; Argyle Town of, Argyle, Texas; Capital Area Council of Governments, Austin, Texas; Cen-Tex Family Services, Inc., Bastrop, Texas; Full Filled Project, Inc., Plano, Texas; Hallsville Independent School District, Plano, Texas; International Leadership of Texas, Richardson, Texas; Palominas Elementary School District, Hereford, Arizona; Panfork Baptist Encampment, Wellington, Texas; Port of Longview, Longview, Washington; Refugio County, Refugio, Texas; Seattle Colleges, Seattle, Washington; Texarkana College, Texarkana, Texas; University of Texas Southwestern (Medical Center), Dallas, Texas and Whitesboro city of, Whitesboro, Texas.

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

1. **Renewal option for RFP no. 13/074KJ for Laptops and Other Related Equipment with the following vendor:** Bass Computer, Inc. for the period of 10/15/2017 through 10/14/2018.

2. **Contract award for job no. 17/032YR-3 CASE for Kids Consultants and Trainers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Bell and Smarts; 3W Consulting Group, LLC; MCREL International; Prismatic Services, Inc.; Go-Strategic Management Services; Children's Museum of Houston; SPDF Kids; Dr. Pope's STEM and Liberal Arts Academy; Recipe for Success Foundation; L. Smurphe F. Institute Solutions; Imagiread Consulting Services; Artist Boat; Coast 2 Coast Coaching, LLC, and Coach Drew's Basketball Camp for the period of 09/20/2017 through 09/19/2022 subject to annual appropriations of funding.
3. **Contract award for job no. 17/033YR-03 for Early Head Start Child Care Partnership to the proposers meeting the specifications and application criteria established by HCDE:** Preschool Express Learning Academy for the period of 09/20/2017 through 09/19/2018 with an option to renew annually for up to four additional years.
4. **Contract award for job no. 17/050YR for Early Head Start Child Care Partnership to the proposers meeting the specifications and application criteria established by HCDE:** Pals Activity Center for the period of 09/20/2017 through 09/19/2018 with an option to renew annually for up to four additional years

G. Consider approval of the following grant awards:

1. **Consider approval of a Memorandum of Agreement for FY 2018 for an award by OneStar Foundation providing HCDE CASE for Kids up to four (4) AmeriCorps VISTA members** who will deliver services that help build CASE for Kids' organizational capacity in meeting its mission of strengthening, supporting, and sustaining afterschool programs and out of school time activities. HCDE CASE for Kids will contribute match funds of \$8,000 per Vista for up to four (4) Vistas, not to exceed \$32,000.
2. **Acceptance of funds totaling \$1,746,000 from the Texas Education Agency for CASE for Kids' Cycle 9 Year 2 21st Century Community Learning Centers grant** for the period of 08/01/2017 through 07/31/2018; CASE for Kids anticipates serving 820 students with these grant funds.

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

- A. **Discussion of "Truth in Taxation" calculations, Effective Tax Rate, Rollback Tax rate and approval of Tax Rate for Fiscal Year 2017-2018. Consider a proposed Tax Rate of \$0.005220 per \$100 assessed property value for Fiscal Year 2017-2018 (Tax Year 2017).** The Effective Tax Rate has been calculated at \$0.005236 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.
- B. **Consider approval of a resolution amending the Authorized Representatives** in the Lone Star,TEXPool, and TexSTAR investment pools due to a change in investment responsibilities in the business office.
- C. **Consider approval of amendment to lease agreement between HCDE and KQC Investors, Inc., (RFP16/013YR) relating to lease of Baytown Head Start facility,** including an increase in the rent amount from \$19,952 to \$21,162 for the initial Five (5) Lease Years (to be paid for with Head Start funds).

- D. **Consider the following Local Policies on Second Reading and Final Approval:**
BAA
CDC
CFB
CH
CI
CJ
CQ
DC
DEE
DFAA
DFBA
DGBA
GE
GKB
GKG
- E. **Consider approval of a Revenue Contract in the amount of \$252,637 with Region 10 Education Service Center** to provide Central Operations support and transition services for the Texas Virtual School Network for the period 09/01/2017 through 12/31/2017.
- F. **Consider approval of modification of the 2017-2018 Adult Education Supplemental Salary Schedule for part-time teachers and staff.** This supplemental schedule would provide pay increases for teachers and staff in a range of \$1 to \$2 per hour. This cost is to be charged to federal funds.
- G. **Consider approval of Service Contracts for Choice Consultant Services (job no. 15/053KJ) with the following vendors:** Elder Consulting in an amount not to exceed \$72,000 (including approved reimbursable expenses up to \$9,000) and F&S Calhoun Consulting, Inc. in an amount not to exceed \$71,000 (including approved reimbursable expenses up to \$12,500) for the period of 09/01/2017 through 08/31/2018.
- H. **Consider approval for HCDE Head Start's 2018 Continuation Grant Request for funding in the amount of \$12,248,162** for the project period of 01/01/2018 through 12/31/2018.
- I. **Consider removing from the Table Agenda Item 8.O. (Non-Consensus) from the August 16, 2017 Board of Trustees Meeting:**"Consider approval of contract with Facilities Sources (16/054JN-04) in the amount of \$53,886 to rename and update existing signage for North Post Oak facility located at 6005 Westview, to former HISD English teacher and Cy-Fair ISD Trustee Ethel Wolfe."
- J. **Consideration and possible action on proposed RFP for political consultant services.**
8. **EXECUTIVE SESSION** Under the Texas Government Code pursuant to any and all purposes permitted by Sections 551.001-551.084, including, but not limited to: 551.071; 551.074
- A. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.**
9. **RECONVENE** for possible action on items discussed in executive session

10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **August 2017 Employee Count**
 - C. **Submission of request of two teacher supply boxes to the Kids in Need Foundation to support ABS-East, ABS-West and Highpoint-East teachers and students.**
 - D. **Submission of grant proposal to Owsley Foundation in the amount of \$5,000 for the CASE for Kids' division Kids' Day at the Hobby Center for the Performing Arts, a summer arts project that provides enrichment activities for 150 students.**
 - E. **Submission of grant proposal to Glasscock Foundation in the amount of \$10,000 to support the Teaching and Learning Center-Science's Weather Apps to Teach Environmental Resilience (WATER) project. The project focuses on Geographic Information Systems and plans to serve 150 students.**
 - F. **Submission of grant proposal to Kinder Morgan Foundation in the amount of \$5,000 to support the Teaching and Learning Center-Science's Weather Apps to Teach Environmental Resilience (WATER) project. The project focuses on Geographic Information Systems technology and plans to serve 150 students.**
 - G. **HCDE Donation/Sponsorship Report for the Month of August 2017**
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, October 18, 2017, 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