

**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 **29th day of November 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**  
**November 29, 2017**  
**Agenda of Regular Meeting**

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A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held November 29, 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** - Trina Finley, Center for Afterschool Summer and Enrichment
2. **Pledge of Allegiance to the US flag** - Michael Wilson, Center for Afterschool Summer and Enrichment
3. **Pledge of Allegiance to the Texas flag** - Michael Wilson, Center for Afterschool Summer and Enrichment
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. **Superintendent Monthly Report** - James Colbert, Jr.
  - B. **Presentation to the Board of the Meritorious Budget Award to HCDE for excellence in the preparation and issuance of its budget for the Fiscal Year 2018** - Jesus Amezcua, Assistant Superintendent for Business Services
  - C. **Annual update on the HCDE Center for Afterschool, Summer and Enrichment (CASE) Division** - Lisa Caruthers, Director
  - D. **Report of the Board Feasibility Subcommittee** - Don Sumners
  - 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 10/31/2017** - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. **Consider approval of the following Business Services items:**

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

B. **Consider approval of the following Board Meeting Minutes:**

1. 10/18/2017 Special Committee Meeting on Political Consultant RFP
2. 10/18/2017 Special Committee Meeting on Legal Services RFQ
3. 10/18/2017 Board Meeting
4. 11/15/2017 Special Committee Meeting on Legal Services RFQ

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

1. **Amendment #1 to Interlocal contract (revenue) contract between HCDE Highpoint School East and KIPP, Inc.** to increase the amount from \$9,900 to \$29,700 (an increase by \$19,800) for annual contract (in-county \$9,900 each) for FY 2018.
2. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$192,300 with Highpoint School East with the following districts:** Spring ISD for six (6) in-county annual contracts in the amount of \$121,800 (in-county \$20,300 each), Galveston ISD for two (2) out-of-county annual contracts in the amount of \$47,000 (out-of-county \$23,500 each), Alvin ISD for one (1) out-of-county annual contract in the amount of \$23,500 (out-of-county \$23,500 each) for the contract period of 08/28/2017 through 06/06/2018.
3. **Interlocal (revenue) contract for FY 2018 in the aggregate amount of \$20,300 with Academic and Behavior School West with the following district: Stafford Municipal School District** for one (1) in-county annual contract in the amount of \$20,300 (\$20,300 each) for the contract period of 09/11/2017 through 06/06/2018.
4. **Interlocal (revenue) contract for FY 2017 in the aggregate amount of \$44,000 with Academic and Behavior School West for Extended School Year (ESY) 2017 with the following district: Fort Bend ISD** for eight (8) out of county summer school units in the amount of \$44,000 (\$5,500 each) for the contract period of 06/05/2017 through 07/13/2017.
5. **CASE for Kids 21st Century Community Learning Center(s) grants for Cycle 8B, Year 5 for FY 2018 in the aggregate amount of \$738,077 with the following entities:** Galena Park ISD in the amount of \$187,224 (125 students served); Sheldon ISD in the amount of \$179,799 (150 students served); Spring Branch ISD in the amount of \$185,000 (100 students served) and Stafford MSD in the amount of \$186,054 (120 students served).

6. **CASE for Kids 21st Century Community Learning Center(s) grants for Cycle 9, Year 2 for FY 2018 in the aggregate amount of \$1,068,200 with the following entities:** Alief ISD in the amount of \$152,600 (82 students served); Clear Creek ISD in the amount of \$152,600 (82 students served); Galena Park ISD in the amount of \$152,600 (82 students served); Humble ISD in the amount of \$152,600 (82 students served); Sheldon ISD in the amount of \$152,600 (82 students served); Southwest Schools in the amount of \$152,600 (82 students served); and Spring ISD in the amount of \$152,600 (82 students served).
7. **CASE for Kids City Connections award for FY 2018 to Southwest Schools (charter) in the amount of \$6,900 for the following campus:** Bissonnet Elementary (80 students served) for the contract period of 10/23/2017 to 04/27/2018. Southwest Schools (charter) is also funded through the 21st CCLC Cycle 9 grant in the amount of \$152,600, along with Partnership grant in the amount of \$28,000 for a total aggregate amount of \$187,500.
8. **CASE for Kids City Connections award for FY 2018 to Boys & Girls Club of Greater Houston in the aggregate amount of \$13,000 for the following sites:** Morefield Boys & Girls Club, \$3,000 (30 students served) and Fort Bend Boys and Girls Club \$10,000 (200 students served) for the contract period of 10/23/2017 to 04/27/2018. Boys and Girls Club of Greater Houston is also funded through the Partnership grant in the amount of \$70,000 for a total aggregate amount of \$83,000.
9. **Interlocal (revenue) contract for Center for Safe and Secure Schools with Alief Independent School District** for Safety and Security Audits during the period of 11/30/17 through 09/15/2020 in the amount of \$64,125.00. Audits are to include the following sites:

Elementary Schools: 24  
Middle Schools: 6  
High Schools: 8  
Intermediate Schools: 6  
Support Services: 13  
Total Sites: 57

- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract renewal option for job no. 13/061DG for Vocational Products and Services with the following vendor:** United Rentals (North America), Inc. for the period 12/17/2017 through 12/16/2018.
  2. **Contract renewal option for job no. 13/068DG for Technology Products and Services with the following vendors:** GTS Technology Solutions, Inc.; Best Buy Stores, LP dba Best Buy for Business; CDW LLC dba CDW Government LLC, CDW Government, CDWG; Critical Infrastructure Solutions (CIS) LLC; PCMG, Inc. dba PCM Gov, Inc.; HiEd Inc.; 5205 Limited Partnership dba Houston Communications, Inc.; Mark III Systems, Inc.; PCCare, Inc.; PCPC Direct, Ltd; Pinnacle Office Group, Inc.; RLS Interests Inc. dba Prime Systems and Troxell Communications, Inc. for the period 01/23/2018 through 01/22/2019.
  3. **Contract renewal option for job no. 15/001MP for Motor and Aviation Fuel, Alternative Fuels, Lubricants and Related Items with the following vendors:** R & C Distributors, LLC d/b/a Blender Direct; Diplomat Petroleum, LLC; OCTCET, Inc.; Petroleum Traders Corporation; Sun Coast Resources, Inc. and Sundance Fuels, Ltd for the period 12/16/2017 through 12/15/2018.

4. **Contract renewal option for job no. 16/012MP for Educational and Instructional Software and Related Items with the following vendors:** Attainment Company, Inc.; Imagination Station, Inc., d/b/a Istation; Neufeld Learning Systems, Inc.; Rosetta Stone, Ltd. and TPR Education LLC dba The Princeton Review for the period 12/15/2017 through 12/14/2018.
5. **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 11/18/2017 through 11/17/2018.
6. **Contract award for job no. 17/052CG for Maintenance & Operations Parts and Equipment** to the vendors offering the best value to HCDE/Choice Partners Cooperative and meeting the specifications outlined in the proposal: DFS Holding Company, Inc. d/b/a AllPoints Food Service Parts & Supplies, LLC; Bailey Bark Materials, Inc.; Kingdom Alliance, LLC d/b/a Batteries+Bulbs #428; Best Plumbing Specialties, Inc.; CertainTeed Ceilings Corporation; Heat Transfer Solutions, Inc.; HDP Ltd. d/b/a Hunton Distribution; Johnson Supply & Equipment Corporation d/b/a Johnson Supply; Kleen Supply Company; Sanitary Supply Co., Inc.; Total Maintenance Solutions d/b/a TMS - South and Zimmerer Kubota & Equipment, Inc. for the period 11/29/2017 through 11/28/2018.
7. **Contract award for job no. 18/011KC for Fleet Fuel Monitoring System, Maintenance, GPS Systems, Tank Automation, Related Fueling Products and Services** to the vendors offering the best value to HCDE/Choice Partners Cooperative and meeting the specifications outlined in the proposal: MVC Technology, LLC d/b/a Fleet IQ; Fleetcard, Inc. d/b/a Impac Fleet and WEX Bank d/b/a WEX, Inc. for the period 11/29/2017 through 11/28/2018.
8. **Assignment of contract for job no. 13/044DG-01 for Turnkey Drug and Alcohol Testing Program for Department of Transportation (DOT) Regulated Employees and Non (DOT) Regulated Employees:** from Forward Edge, Inc. to DISA Global Solutions, Inc. dba DISA, Inc., effective upon Board approval. DISA Global Solutions, Inc. (DISA) has acquired the business and assets of Forward Edge, Inc. effective October 1, 2017.
9. **HCDE Interlocal Agreements with:** APV Redevelopment, Houston, Texas; Calhoun County Independent School District, Port Lavaca, Texas; Calvin Nelms Charter Schools, Katy, Texas; Chilton Independent School District, Chilton, Texas; Edmonds Community College, Lynnwood, Washington; Goodwill Industries of Central Texas, Austin, Texas; Nederland Independent School District, Nederland, Texas; Ohio State University, Columbus Ohio; Orangefield Independent School District, Orangefield, Texas; St. John's School, Houston, Texas; School of Science and Technology, San Antonio, Texas; Sugar Land city of, Sugar Land, Texas; Tulia city of, Tulia, Texas; V.J. Memorial, Houston, Texas and Windham School District, Huntsville, Texas.

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

1. **Contract award for job no. 17/051YR for CASE for Kids After School and Summer Direct Service Providers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** 5 Star Academy; Fostering Star Learning & Resource Center; Coast to Coast Coaching; Girlstart; Werk U Out Performance; Berlitz Languages, Inc.; Quest learning Institute; Read, Write & Create, Inc.; K.I.N.D. Girls Mentoring; Texans-French Alliance for the Arts; The Woods Project, Inc.; Frias Business Group, Inc. (Tutor Doctor); Spirit of Youth Fencing Foundation dba Interactive STEM Education; Wayout Kids; Wesley Community Center; When I Group Up, LLC; World Youth Foundation, Inc.; YMCA of Greater Houston; Science Unlimited, LLC; Soaring with Eagles, Inc.; Match Point Tennis; SPDF Kids, LLC; Nancy Deveraux (Let's Dance); TADA Kids, LLC; HYPE Freedom School, Inc.; Savannah Blue Arts & Outreach; and Grappling Zone for the period of 11/29/2017 through 11/28/2018.
2. **Contract award for job no. 17/041KJ General Consultant Services for Harris County Department of Education to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Carol Cooper dba N& C Consulting, Dana Lee, Olivier, Inc., Houston Health Hip-Hop, Mary Lynn Johnson, Ravir, LLC., Lucy Anderson, Patricia Morales, LLC, Elida Montalvo-Colvin, Accompanied by God's Love, and Leading School Learning for the period of 11/29/2017 through 11/28/2022 subject to annual appropriations of funding.

Purchasing and Related: N&C Consulting

Business and Related: Dana Lee, Olivier, Inc.

Case and Related: Houston Health Hip-Hop

Educators Certification and Professional Advancement and Related: Mary Lynn Johnson, Elida Montalvo-Colvin, Lucy Anderson

Teaching Learning Center and Related: Ravir, LLC, Patricia Morales, LLC, Accompanied by God's Love, Leading School Learning

3. **Renewal options for job no. 15/003LB for Local Food and Catering with the following vendors:** Pepi Corporation dba Alonti Cafe, Catering and Rolling Dough Ltd dba Panera Bread, and Demeris Catering, Inc. for the period 12/16/2017 through 12/15/2018.
4. **Renewal options for job no. 17/001YR for CASE for Kids Afterschool and Summer Direct Service Providers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Comp-U-Dot; Invent Now, Inc. dba National Inventors Hall of Fame; Language Kids Houston, LLC; Project GRAD Houston; Texas 4-H Youth Foundation; and DK High Steppers for the period 12/13/2017 through 12/12/2018.
5. **Amendment to contract for Harris County Department of Education with Metropolitan Landscape Management, Inc.** under RFP 15/023JN for monthly Lawn Care Services during the period of 09/01/2017 through 08/31/2018 in the amount not to exceed \$111,112.58 (an increase of \$55,556.29).

F. **Renewal options for RFP no. 15/051YR-4 for Early Head Start Child Care Partnerships with the following vendors:** The Breaking Free Foundation dba High Achievers Learning Center and Let's Learn Christian Learning Center, Inc. for the period 12/15/2017 through 12/14/2018 (fully funded by Head Start).

G. **Renewal option for job no. 15/051YR for Early Head Start Child Care Partnerships with the following vendor:** Fellowship of Purpose Early Childhood Learning Center (Purpose Kids) for the period 12/15/2017 through 12/14/2018 (fully funded by Head Start).

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

- A. **Discussion and possible action on entering into a payment in lieu of taxes with Sigma Tube and Bar (U.S.), LLC and HCDE non-opposition to the application for a Foreign Trade Zone Application**. The 2017 value of the property that could be subject to FTZ exemption is approx. \$9,910,925. The estimated HCDE tax amount is \$515.
- B. **Consider approval of Amendment # 1 to the Service Agreement with Valley Services, Inc.** scope of work to include providing meal services to all HCDE Head Start Centers on an as needed basis for the period of 08/28/2017 through 05/31/2018 (fully funded by Head Start).
- C. **Consider approval of Amendment #3 to the Services Agreement with ChildCare Careers, LLC to provide substitute Teachers and Teaching Assistants (RFP # 13/040KJ) to the HCDE Area I Head Start program** for the period of 04/23/2017 through 12/31/2017 in an amount not to exceed \$118,080 (increase of \$40,000) (fully funded by Head Start).
- D. **Consider approval of Amendment #1 to the Services Agreement with Zenith Learning to provide substitute Teachers and Teaching Assistants (RFP # 17/017LB) to the HCDE Head Start program** for the period of 08/01/2017 through 7/31/2018 in an amount not to exceed \$118,000.00 (increase of \$70,000) (fully funded by Head Start).
- E. **Consider approval of Services Agreement with Zenith Learning (Zenith Premier, Inc.) (RFP 17/017LB)) to provide substitute Teachers and Teaching Assistants to the HCDE Early Head Start, Child Care Partnerships and Head Start program** for the period of 01/01/2018 through 12/31/2018 in an amount not to exceed \$70,000 (fully funded by Head Start).
- F. **Consider approval of CASE for Kids Partnership Project award for FY 2018 to Southwest Schools (charter) in the amount of \$28,000 for the following campus:** Bissonnet Elementary (55 students served) for the contract period of 08/01/2017 to 07/31/2018. Southwest Schools (charter) is also funded through the 21st CCLC Cycle 9 grant in the amount of \$152,600 for a total aggregate amount of \$180,600.
- G. **Consider approval of Amendment #1 to Interlocal Agreement between HCDE and the Harris County Sheriff's Office to increase the amount from \$67,150 to \$98,487 (an increase of \$31,337)**for expanded law enforcement services to be provided at the Academic and Behavior School East and Highpoint School East Campus from 01/06/2017 through 02/28/2018.
- H. **Consider approval to replace network storage systems considered end of life with a new storage system for Irvington and NPO data centers** from Unique Digital (Job No.13/068DG-38) in an amount not to exceed \$199,587.52.
- I. **Consider approval of Master Job Order Contract with Facilities Sources (Job # 16/054JN-04), for the restoration at the Fortis Academy campus** due to water damage from Hurricane Harvey in the amount of \$128,411.

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, 551.082.
  - A. **Employment**  
Director of Maintenance, Facilities
  - B. **Employment**  
Teacher, Highpoint East
  - C. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees, including, but not limited to, evaluation of HCDE Superintendent.**
  - D. **Private consultation with Board attorney to discuss pending litigation.**
  - E. **Obtain legal advice regarding seeking AG opinion concerning proposed Harvey Relief Fund.**
9. **RECONVENE** for possible action on items discussed in executive session
  - A. **Employment**  
Director of Maintenance, Facilities
  - B. **Employment**  
Teacher, Highpoint East
10. **INFORMATION ITEMS**
  - A. **Human Resources Information Items**
  - B. **November 2017 Employee Count**
  - C. **The CASE for Kids Division announced the City Connections awards to not-for-profit organizations funded by the City of Houston.** Eleven City Council Members awarded seventy not-for profit organizations for delivery of afterschool projects for the 2017-2018 school year in the aggregate amount of \$528,340.
  - D. **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 project, which focuses on literacy skills. Project will serve 195 students.**
  - E. **Submission of grant proposal to Cedar Tree Foundation in the amount of \$41,388 for Teaching and Learning Center-Science's environmental education project, *Citizen Science: It's for the Birds!*** The project will train 50 science teachers in citizen science activities related to birds.
  - F. **Submission of grant proposal to The Lawrence Foundation in the amount of \$8,000 for Teaching and Learning Center-Science's environmental education project, *Citizen Science: It's for the Birds!*** The project will train 50 science teachers in citizen science activities related to birds.



- G. **Submission of a \$21,255 grant request to the Texas Financial Education Endowment to support Teaching and Learning Center's project, *New Course, New Challenges: Tackling Texas Financial Literacy by Empowering High School Educators and Students with Financial Mathematics Knowledge and Skills*.** The grant will provide funds for TLC to assist 70 high school mathematics and Career and Technical Education educators.
- H. **Schools Division Enrollment Report for November 2017**
- I. **HCDE Donation/Sponsorship Report for the Month of October 2017**
- 11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, December 13, 2017, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr." in a cursive style.

James Colbert, Jr.  
County School Superintendent