

**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 June 2018 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
June 20, 2018
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held June 20, 2018, 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** - Yolanda Jason, Educator Certification and Professional Advancement Division
2. **Pledge of Allegiance to the US flag** - Amy Thompson, Educator Certification and Professional Advancement Division
3. **Pledge of Allegiance to the Texas flag** - Amy Thompson, Educator Certification and Professional Advancement Division
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. **Annual update on HCDE's Educator Certification and Professional Advancement Division** - Lidia Zatopek, Director
 - C. **Video Presentation on EcoBot, CASE Debates and Kids' Day** - Dr. Lisa Caruthers
 - 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. **Report of the Board Feasibility Subcommittee** - Don Sumners
 - F. **Monthly Financial Reports through 05/31/2018** - 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 May 2018

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

1. 05/16/2018 Board Meeting
2. 05/30/2018 Special Board Meeting

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

1. **Interlocal (revenue) contract for School-Based Therapy Services for FY 2018-2019 in the aggregate amount of \$2,807,100.00** with Cypress Fairbanks ISD (2,616 students served in FY 2017-2018).
2. **Interlocal (revenue) contract for School-Based Therapy Services for FY 2018-2019 in the aggregate amount of \$96,425** with Dayton ISD (29 students served in FY 2017-2018).
3. **Interlocal (revenue) contracts for FY 2018-2019 in the aggregate amount of \$1,228,600 for Academic and Behavior School East with the following districts** Channelview ISD for five (5) in-county annual contracts in the amount of \$101,500 (\$20,300 each), Crosby ISD for four (4) in-county annual contracts in the amount of \$81,200 (\$20,300 each), Deer Park ISD for nine (9) in-county annual contracts in the amount of \$182,700 (\$20,300 each), Dayton ISD for six (6) in-county annual contracts in the amount of \$121,800 (\$20,300 each), Dickinson ISD for six (6) out of-county annual contracts in the amount of \$141,000 (23,500 each), Huffman ISD for five (5) in-county annual contracts in the amount of \$101,500 (\$20,300 each), Pearland ISD for three (3) in-county annual contracts in the amount of \$60,900 (\$20,300 each), Spring ISD for ten (10) in-county annual contracts in the amount of \$203,000 (\$20,300 each), and Texas City ISD for ten (10) out of-county annual contracts in the amount of \$235,000 (23,500 each).
4. **Addendum #1 to Interlocal (revenue) contract between Academic and Behavior School East and Goose Creek Consolidated ISD** to increase the amount from \$243,600 to \$254,000 (an increase by \$10,400) for two (2) additional units for FY 2017-2018 Extended School Year Services (ESY) Summer School (in-county \$5,200 each).
5. **Interlocal (revenue) contracts for FY 2018-2019 in the aggregate amount of \$1,229,700 for Academic and Behavior School West with the following districts:** Alief ISD for forty-four (44) in-county annual contracts in the amount of \$893,200 (\$20,300 each), Conroe ISD for ten (10) out of-county annual contracts in the amount of \$235,000 (23,500 each), and Cypress Fairbanks ISD for five (5) in-county annual contracts in the amount of \$101,500 (\$20,300 each).

6. **Addendum #2 to Interlocal (revenue) contract between Academic and Behavior School West and Houston ISD** to increase the amount from \$452,800 to \$478,800 (an increase of \$26,000) for five (5) additional units for FY 2017-2018 Extended School Year Services (ESY) Summer School (in-county \$5,200).
 7. **Interlocal (revenue) contract for FY 2017-2018 in the aggregate amount of \$198,000 for Highpoint School East with the following district:** Sheldon ISD for twenty (20) in-county annual contracts in the amount of \$198,000 (\$9,900 each)
 8. **Interlocal (revenue) contracts for FY 2018-2019 in the aggregate amount of \$534,600 for Highpoint School East with the following districts:** Crosby ISD for twenty-five (25) in-county annual contracts for \$247,500 (\$9,900 each), Deer Park ISD for nine (9) in-county annual contracts for \$89,100 (\$9,900 each), Sheldon ISD for twenty (20) in-county annual contracts for \$198,000 (\$9,900 each).
 9. **Interlocal (revenue) contract for FY 2018-2019 in the aggregate amount of \$12,000 for Fortis Academy with the following district:** Galena Park ISD for one (1) in-county annual contract in the amount of \$12,000 (\$12,000 each).
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract renewal option for job. 16/029TJ Commercial Food Distributor with the following vendors:** Gordon Food Service, Inc.; Jake's Finer Foods, Inc. and Labatt Institutional Supply Company (dba Labatt Food Service LLC) for the period of 08/01/2018 through 07/31/2019.
 2. **Contract renewal option for job no. 14/022CG for Furniture, Fixtures, Equipment and Related Items with the following vendors:** Butler Business Products, LLC; Educator's Depot, Inc.; Kaplan Early Learning Company; Kay Davis Associates, LLC; Lakeshore Equipment Company dba Lakeshore Learning Materials, and Library Interiors of Texas, LLC for the period 07/15/2018 through 07/14/2019.
 3. **Contract renewal option for job no. 14/023MP for Musical Instruments and Related Items and Services with the following vendors:** Universal Melody Services, LLC dba Brook Mays/H&H Music; Guitar Center Stores, Inc. dba Music and Arts, and Washington Music Sales Center, Inc. dba Washington Music Center for the period 07/15/2018 through 07/14/2019.
 4. **Contract renewal option for job no. 15/031CG for Furniture, Fixtures, Equipment, Related Items and Services with the following vendors:** D3, Inc. dba 9 to 5 Seating; Challenge Office Products, Inc.; Computer Comforts, Inc.; Allsteel, Inc. dba Contract Resource Group, LLC; Fellowes, Inc. dba ESI Ergonomic Solutions, a division of Fellowes, Inc.; Facility Interiors, Inc.; Hallmark Office Products, Inc.; Lavaca County Office Supply, Inc. dba South Texas School Furniture; Palmieri Furniture Limited; TESCO Industries, LLC, and Today's Classroom, LLC for the period 07/21/2018 through 07/20/2019.
 5. **Contract renewal option for job no. 15/035KC for Textbooks, Library Books and Related Items with the following vendors:** American Reading Company, Inc.; Barnes & Noble Booksellers, Inc.; Cengage Learning, Inc.; Complete Book and Media Supply, LLC; Express Booksellers, LLC dba Express Booksellers; KAMICO Instructional Media, Inc.; Keystone Books & Media; Scholastic Library Publishing, Inc.; Steps To Literacy, LLC, and Teacher Created Materials, Inc. for the period 07/21/2018 through 07/20/2019.

6. **Contract renewal for job no. 16/046KC for Rental, Lease or Purchase of Digital Duplicators and Related Items with the following vendor:** Dahill Office Technology Corporation dba Dahill for the period 07/26/2018 through 07/25/2019.
 7. **Contract renewal option for job no. 16/052JN for Retail Energy Provider(s) with the following vendors:** NRG Energy Inc. dba Reliant Retail Services, LLC dba Reliant, and Vistra Energy Corp. dba TXU Energy Retail Company, LLC for the period 07/26/2018 through 07/25/2019.
 8. **Contract renewal option for job no. 17/026KH for Technology Products and Services with the following vendors:** Evolve Holdings, Inc.; and Nazca Technologies and Consulting, LLC. for the period 06/20/2018 through 06/19/2019.
 9. **Contract award for job no. 18/042KC for Waste and Recycling Collection and Related Items with the following vendors:** Aggressive Waste Disposal, and Waste Management of Texas, Inc. for the period July 16, 2018 through July 15, 2019.
 10. **Assignment of contract for job no. 14/031MP-32 for Curriculum, Instructional, Assessment and Intervention Materials and Supply.** Triumph Learning, LLC (contract no. 14/031MP-32) has been purchased by School Specialty, LLC (contract no. 14/031MP-26). The effective date of the Consent for Consignment is May 15, 2018.
 11. **HCDE Interlocal Agreements with:** Amarillo College, Amarillo, Texas; Seguin Independent School District, Seguin, Texas; Coahoma ISD, Coahoma, Texas; McMullen County, Tilden, Texas; FJV Foundation, Desoto, Texas; Agua Fria Union High School District #216, Avondale, Arizona; Puget Sound Educational Services District, Renton, Washington; Daytona State College, Daytona Beach, Florida; Tuloso Midway Independent School District, Corpus Christi, Texas; Christ Episcopal Church, Cedar Park, Texas; Kennedale ISD, Kennedale, Texas; Frio County, Pearsall, Texas; and Child Care Associates, Fort Worth, Texas
- E. Consider approval of the following items for Internal Purchasing:
1. **Renewal options for job no. 16/047YR-1 for Head Start Trainers and Consultants for HCDE with the following vendors:** Teachstone Training, LLC; Dr. Mary E. White International; and Creatively Inspired Communications for the period of 08/16/2018 through 08/15/2019.
 2. **Renewal option for job no. 16/055LB for Online Afterschool Database Management for the CASE division of HCDE with the following vendor:** Cityspan Technologies for the period of 08/16/2018 through 08/15/2019.
 3. **Renewal options for job no. 15/050KJ for Business Consulting Services for Harris County Department of Education with the following vendors:** edOpp Solutions LLC, Penelton Consulting Services LLC, Gibson Consulting Group, Inc., and Weber Services, for the period of 08/18/2018 through 08/17/2019.
 4. **Renewal option for job no. 15/056KJ for Disabilities Consulting Services with the following vendor:** Julie Smith for the period of 08/18/2018 through 08/17/2019.
 5. **Renewal options for job no. 15/053KJ for Choice Partners Consulting Services with the following vendors:** Carver Consulting, Elder Consulting and F&S Calhoun Consulting, Inc. for the period of 08/18/2018 through 08/17/2019.

6. **Renewal options for job no. 15/055KJ for Instructional Support Contracted Services for Harris County Department of Education with the following vendors:** edOpp Solutions LLC, Susan Everett, and Lead4ward LLC for the period of 08/18/2018 through 08/17/2019.
7. **Renewal option for job no. 14/032LB for Head Start Child Management Software with the following vendor:** ChildPlus Software for the period of 8/19/2018 through 8/18/2019.
8. **Contract award for job no. 18/050KJ for Contracted Services for Instructional Support Services to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Defined Learning, Honor Moorman Consulting, SFDF Kids, Luchin Educational Consulting, Learning Forward, Glenrock Consulting, Gentle Minds Tutoring, Edu Leadership Consultants, Chart Chicks, LP, Jocelyn A. Chady, Best Practice Associates, Inc., Kamico Instructional Media, Inc., Lakeshore Learning Materials, and The Educator Collaborative for the period of 07/01/2018 through 06/30/2023 (subject to annual appropriations of funding).
9. **Contract award for job no. 18/039KJ for School Dismissal App. to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Nutri-Link Technologies, Inc., and PikMyKid (Sachi Tech , Inc.) for the period of 07/01/2018 through 06/30/2023 (subject to annual appropriations of funding).
10. **Contract award for job no. 18/055KJ for Contracted Services for Teaching Learning Center to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Best Practice Associates, Inc., Kamico Instructional Media, Inc., National Inventors Hall of Fame, Parker and Jamison, LLC., and s3Strategies, for the period of 07/01/2018 through 06/30/2023 (subject to annual appropriations of funding).
11. **Consider approval to increase the allowable maximum contract amounts under CH Local FY 2018**
Harris County Treasurer original \$68,000 actual to date \$233,342 requesting new total \$300,000
UNUM Life Insurance Co of Am original \$158,000 actual \$257,156 requesting new total \$350,000
Unique Digital original \$200,000 increased to \$278,370, actual 235,338 requesting new total \$350,000

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

- A. **Consider approval of revised policy DC (Local) at first reading.**
- B. **Consider final reading and approval of the following revised local policies:**
 1. BBE (Local)
 2. CDA (Local)
 3. CKC (Local)
 4. DEC (Local)
 5. DF (Local)
 6. DH (Local)
 7. DNA (Local)
 8. EHBAF (Local)
 9. FFAA (Local)
 10. FFF (Local)
 11. FFI (Local)
 12. GBAA (Local)
 13. GKA (Local)

- 14. GKC (Local)
- 15. GKE (Local)

- C. **Consider approval of FY 2017-2018 Investment Resolution** for the annual review of HCDE's investment policy, Broker Dealers, and Investment Trainers in accordance with the Public Funds Investment Act.
- D. **Consider approval of the HCDE Area I Head Start/Early Head Start Selection Criteria 2018-2019**
- E. **Consider approval of HCDE Area I Early Head Start Child Care Partnerships (EHS-CCP) contracts with the following vendors:** Fellowship of Purpose Early Childhood Learning Center (RFP 15/051YR-4) in the amount of \$110,000, John G Jones Learning Center (RFP 15/038JG) in the amount of \$75,000, Kool Kids Daycare (RFP 16/014YR) in the amount of \$140,000, and Let's Learn Christian Center (RFP 15/051YR-4) in the amount of \$60,000. Each contract will be valid 08/01/2018 through 07/31/2019.
- 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 Area I Head Start Division for a Cost of Living Adjustment (COLA) in the supplemental amount of \$367,013.**
- G. **Consider acceptance of the results from the onsite CLASS review conducted from 03/05/2018 to 03/08/2018** of the HCDE Area I Head Start program (Grant 06CH7177).
- H. **Consider approval of a Contractor Agreement with Quality Security Systems, Inc. (Choice Partners job no. 15/037JN-07) to install the access control system, camera system, fire system, and security system at the new Baytown Head Start facility located at 323 Massey Tompkins Road, Baytown, Texas 77521 , for the total amount of \$199,114.38.**
- I. **Consider approval to purchase 250 Lenova Desktop computers from CDW-G (Choice Partners job no. 13/068DG) for the HCDE Schools Division** in an amount not to exceed \$213,081.27 for AB East, AB West and Highpoint East campuses.
- 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**
Executive Director Facilities
 - B. **Deliberate an extension to the term of the Superintendent's contract.**
 - 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**
Executive Director Facilities
 - B. **Consider approval of an extension to the term of the Superintendent's contract.**

10. **INFORMATION ITEMS**
- A. **Human Resources Information Items**
 - B. **May 2018 Employee Count**
 - C. **Submission of grant proposal in the amount of \$1.5 million to the Texas Education Agency's 21st Century Community Learning Centers Cycle 10 program.** Requested funds will support CASE for Kids' academic and enrichment services for 975 students and 400 family members.
 - D. **The CASE for Kids Division awards the school districts, charter schools and not-for-profits, as per attached listing** (aggregate amount \$550,787), for delivery of comprehensive programs for the 2018-2019 school year.
 - E. **HCDE Area I Head Start Performance Reports** for the month of April 2018.
 - F. **Schools Division Enrollment Report for May 2018**
 - G. **HCDE Donation/Sponsorship Report for the Month of May 2018**
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, July 18, 2018, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr.", is positioned above the printed name and title.

James Colbert, Jr.
County School Superintendent