

**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 **18th day of July 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
July 18, 2018
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held July 18, 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** - Charisma Tolbert, Purchasing
2. **Pledge of Allegiance to the US flag** - Shequaia Harris, Business Services
3. **Pledge of Allegiance to the Texas flag** - Shequaia Harris, Business Services
4. **PUBLIC HEARING** for the purpose of considering the proposed HCDE fiscal year 2019 budget.
5. **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.
6. **Reports and presentations:**
 - A. **Superintendent Monthly Report** - James Colbert, Jr.
 - B. **Annual update on the HCDE Business Services Division** - Jesus Amezcua, Assistant Superintendent for Business Services
 - C. **Annual update on the HCDE Purchasing Division** - Bill Monroe, 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 06/30/2018** - Jesus Amezcua, Assistant Superintendent for Business Services

7. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

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| 1. Monthly Disbursement Report | 95 |
| 2. Monthly Budget Amendment Report | 172 |
| 3. Monthly Investment Report for June 2018 | 189 |

B. Consider approval of the following Board Meeting Minutes:

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| 1. 06/27/2018 Special Board Meeting | 209 |
| 2. 06/20/2018 Board Meeting | 210 |
| 3. 06/20/2018 Policy Committee Meeting | 221 |

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

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| 1. Interlocal (revenue) contract for School-Based Therapy Services for FY 2018-2019 in the aggregate amount of \$372,875 with Spring Branch ISD (395 students served in FY 2016-2017). | 223 |
| 2. Interlocal (renewal) contract with Pasadena ISD for Records Management Services beginning September 2018 in the amount of \$11,550 annual membership, plus optional services. | 225 |
| 3. Interlocal (revenue) contract for FY 2019 in the aggregate amount of \$198,000 with Highpoint School East with the following district: Aldine ISD for twenty (20) in-county annual contracts in the amount of \$198,000 (\$9,900 each) for the contract period of 08/27/2018 through 06/06/2019. | 234 |
| 4. Interlocal (revenue) contract for FY 2019 in the aggregate amount of \$60,900 with Academic and Behavior School East with the following district: Galena Park ISD for three (3) in-county annual contracts in the amount of \$60,900 (\$20,300 each) for the contract period of 08/27/18 through 06/06/2019. | 238 |
| 5. Interlocal (revenue) contract for FY 2019 in the aggregate amount of \$203,000 with Academic and Behavior School West with the following district: Spring Branch ISD for ten (10) in-county annual contracts in the amount of \$203,000 (\$20,300 each) for the contract period of 08/27/2018 through 06/06/2019. | 242 |

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

1. **Contract award for job no.18/052TJ Direct Delivery of Snacks and Beverages for the following vendors:** Sterling BV, Inc (dba Buena Vista Food Products, Inc.); J & J Snack Foods Sales Corp; The Masters Distribution Systems Company, Inc.; JSB Industries, Inc (dba Muffin Town); MinMor Industries, LLC (dba Notables); The Safe + Fair Food Company LLC; and Truitt Family Foods, Inc. for the period 08/01/2018 through 07/31/2019. 246
2. **Contract award for job no.18/047TJ Chemical Products and Services for the following vendors:** Armstrong Repair Center, Inc.; Auto-Chlor Services LLC.; Buckeye Cleaning Center-Houston; Ecolab Inc; Magnus Procurement & Logistic Solutions; Sanitech; and SFSPac Food Safety & Sanitation for the period 08/01/2018 through 07/31/2019. 260
3. **Contract award for job no.18/054TJ Restaurant Branded Food Delivery for the following vendors:** MAC Pizza Management, Inc. (dba Domino's Pizza); Domino's, Inc. (dba Domino's Pizza LLC); GDK Go Inc.; Houston Pizza Ventures, LP (dba Papa John's Pizza); and MANS Food Group Inc.(dba Papa John's Pizza) for the period 08/01/2018 through 07/31/2019. 274
4. **Contract renewal option for job no. 14/024MP for Medical Supplies and Related Items with the following vendor:** AOSS Medical Supply, LLC for the period 08/19/2018 through 08/18/2019. 287
5. **Contract renewal option for job no. 15/034TJ for Food Equipment, Parts, Repair, Installation, Maintenance, Small Wares, and Related Items and Service with the following vendors** Ace Mart Restaurant Supply Company; American Vending Sales, Inc.; Heritage Food Service Group, Inc.; ISI Commercial Refrigeration, Inc.; Tari, Inc. d/b/a Jean's Restaurant Supply; Terry Woodard Enterprises, Inc. (Kommercial Kitchens); Pasco Brokerage, Inc.; Crazy Cousins, Inc. (Shepherd Food Equipment), and Preferred FoodService Design/Supply Inc, for the period 08/18/2018 through 08/17/2019. 289
6. **Contract renewal option for job no. 14/031MP for Curriculum, Instructional, Assessment and Intervention Materials and Supplies with the following vendors:** Accelerate Learning Inc.; Cengage Learning, Inc.; DrumFit USA Corporation; Educator's Depot, Inc.; Inter-State Studio & Publishing, Co.; KAMICO Instructional Media, Inc.; Kaplan Early Learning Company; McGraw-Hill Education, Inc. dba McGraw-Hill School Education, LLC; Peoples Education, Inc. dba Mastery Education; Positive Promotions, Inc.; Rally! Education; TCC Learning, LLC, and School Specialty, Inc. dba Triumph Learning for the period 08/19/2018 through 08/18/2019. 300
7. **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., dba Balfour Company; Butler Business Products, LLC; Corporate Incentives, Inc., and JW Drouin & Associates dba J. Harding & Company for the period 08/18/2018 through 08/17/2019. 315
8. **Contract renewal option for job no. 15/040CG for Energy Savings Contract Services (ESCO) with the following vendor:** Siemens Industry, Inc. for the period 08/18/2018 through 08/17/2019. 320
9. **Contract renewal option for job no. 15/041JN for IDIQ Construction and Maintenance (Job Order Contracting) with the following vendors:** Baseline Paving & Construction, Inc.; Basic IDIQ, Inc.; Construction Masters of Houston, Inc.; E Contractors USA, LLC; ERC Environmental & Construction Services Inc., dba ERC; Horizon International Group, LLC; Millennium Project Solutions, Inc.; SETEX Construction Corp.; JR Thomas Group, Inc. dba The Thomas Group, Inc.; Tommy Klein Construction, Inc.; The Sithe Group, LLC dba TSG Industries; J.T. Vaughn Construction, LLC dba Vaughn Construction, and Westco Ventures, LLC for the period 08/18/2018 through 08/17/2019. 322

10. **Contract renewal option for job no. 16/053KC for Student and Educational Travel Services with the following vendors:** Grand Fund, Inc. dba Green Light Group Tours and STA Travel, Inc. for the period 08/16/2018 through 08/15/2019. 337
11. **Contract renewal 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 dba Corestone Construction Services; EcoXstream, LLC; Dura Pier Facilities Services, Ltd. dba Facilities Sources; Generocity Services, Inc.; Brown & Root Industrial Services, LLC; Lee Construction and Maintenance Company dba LMC Corporation; Mitchell Paint & Wallcovering, Inc. dba Mitchell Contracting; Nash Industries, Inc.; Quad-Tex Construction, Inc.; AKS Holdings, Inc. dba SERVPRO of Spring/Tomball; The Edu-Source Corporation, and The Ratliff Group, LLC for the period 08/16/2018 through 08/15/2019. 340
12. **Contract renewal option for job no. 16/057KC for Promotional and Related Items with the following vendors:** 4imprint, Inc.; Buffalo Specialties, Inc.; Butler Business Products, LLC; Blue Ribbon Promotions, LLC dba Calfee Specialties; Challenge Office Products, Inc.; Marketing Magic International, LTD, and OTC Brands, Inc. for the period 08/16/2018 through 08/15/2019. 355
13. **HCDE Interlocal Agreements with:** Pettus ISD, Pettus, Texas; Newman International Academy, Arlington, Texas; and Eyes on the Prize, Mesquite, Texas; San Jacinto County, Texas. 363
- E. Consider approval of the following items for Internal Purchasing:
1. **Contract award for job no. 18/051YR 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:** SPDF Kids, Best Practice Associates, Inc., and Collaborative for Children, Inc. for the period of 08/01/2018 through 07/31/2023 (subject to annual appropriations of funding). 386
2. **Contract award for job no. 18/055KJ - 02 for Contracted Services for Teaching Learning Center to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Ewing Strategic Communication, Best Practice Associates, Inc., Heinemann (Greenwood Publishing), and Writers in the Schools for the period of 08/01/2018 through 07/31/2023 (subject to annual appropriations of funding). 397
3. **Contract renewal option for job no. 16/038LB for Workers Compensation Insurance with the following vendor:** Arthur J. Gallagher & Co. for the estimated amount of \$287,988 for the period of 09/01/2018 through 08/31/2019. 409
4. **Contract renewal option for job no. 17/002LB for Property and Casualty Insurance with the following vendor:** McGriff, Seibels & Williams of Texas, Inc. for the period of 10/01/2018 through 09/30/2019. 419
5. **Contract renewal option for job no. 15/063YR for CASE After-School and Summer Direct Service Providers with the following vendor:** Little Birdies Mobile Golf Academy for the period of 09/15/2018 through 09/14/2019. 421
6. **Contract renewal option for job no. 15/061KJ for Temporary Lease of a Baytown Head Start Facility with the following vendor:** HT Land Company for the period of 09/14/2018 through 09/15/2019 (fully funded by the Head Start grant). 423

8. **ACTION ITEMS - NON-CONSENSUS**
- A. **Consider adoption of the Harris County Department of Education FY 2018-2019 Proposed Annual Budget totaling \$117,335,372; \$56,868,191** for the General Fund, \$34,442,824 for the Special Revenue Fund, \$3,149,497 for the Debt Service Fund, \$12,500,000 for the Capital Projects Fund, \$5,728,496 for the Internal Service Fund, \$4,646,364 for the Enterprise Fund. The adoption of this budget also incorporates the 2018-2019 proposed salary increase and schedules. 425
- B. **Consider Contract Amendment #2 to the Services Agreement with Zenith Learning (Zenith Premier, Inc.) (RFP # 17/017LB) in an amount not to exceed \$220,000.00 (increase of \$75,000) to provide substitute Teachers and Teaching Assistants to the HCDE Head Start/Early Head Start program, (fully funded by Head Start).** This amendment is effective upon board approval through 12/31/2018. 467
- C. **Consider acceptance of the Notice of Award - Amendment 1 for Early Head Start Child Care Partnerships (EHS-CCP) carryover request from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) in the amount of \$1,513,287 for the 2017-2018 program year.** 469
- D. **Consider approval of Service Agreement with Kristen Allen (RFP #18/050KJ) to provide HCDE workshops, district presentations, and coaching consulting services for HCDE Teaching and Learning Center** for the period of 09/01/2018 through 08/31/2019 in an aggregate amount of \$64,800. 476
- E. **Consider approval of HillCo Partners contract for governmental relations consulting services in an amount not to exceed \$220,200 (\$18,350 per month) for the period of 07/19/2018 through 07/31/2019 and approval of renewal option for RFP no. 16/020KJ for Governmental Relations Services with HillCo Partners through 07/31/2019.** 487
9. **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:** 495
Director, Technology
Executive Assistant to Board of Trustees, Administration
- B. **Employment:**
Ratification, Principal, AB School East
- C. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.**
10. **RECONVENE** for possible action on items discussed in executive session
- A. **Employment:**
Director, Technology
Executive Assistant to Board of Trustees, Administration
- B. **Consider ratification of employment of Principal, AB School East**

11. **INFORMATION ITEMS**

A.	Human Resources Information Items	497
B.	Employee Count	498
C.	<u>Revenue contracts less than \$50,000 (aggregate amount reported for this period is (\$402,857.75)):</u>	499

- Between Teaching Learning Center and Katy ISD - Secondary ELAR Training for the period of 08/08/2018-08/08/2018, \$1,000.
- Between Teaching Learning Center and New Caney ISD - Power Up Conference for the period of 8/15/2015 - 8/15/2018, \$6,595. Between School-Based Therapy Services and Avondale House - Occupational Services for the period of 8/16/2017-8/15/2018, \$1,900 (amended).
- Between Teaching Learning Center and Barbers Hiss ISD - training on "Digging Deeper: Applying Webb's Depth of Knowledge to the Science Classroom", \$875.00.
- Between Center for Safe and Secure Schools and Deer Park ISD - Conduct Safety and Security Audits facilities in Deer Park ISD for the period of 6/12/2018 - 9/14/2020, \$22,844.
- Between School-Based Therapy Services and Angleton ISD - Physical Therapy for the period of 8/16/2018 - 8/15/2019, \$38,750.
- Between Research and Evaluation and BakerRipley, Fort Bend Center - Consultant services to facilitate Head Start's 5-year community assessment for the period of 4/9/2019 - 1/29/2021, \$7,500.
- Between Research and Evaluation and BakerRipley - Consultant services to facilitate Head Start's 5-year community assessment for the period of 4/9/2019 - 1/29/2021, \$15,625.
- Between Research and Evaluation and Avance-Houston - Consultant services to facilitate Head Start's 5-year community assessment for the period of 4/9/2019 - 1/29/2021, \$15,625.
- Between Research and Evaluation and HCDE Head Start - Consultant services to facilitate Head Start's 5-year community assessment for the period of 4/9/2019 - 1/29/2021, \$15,625.
- Between Center for Safe and Secure Schools and Beaumont ISD - Safety and Security Audit of 30 facilities for the period of 5/31/2018 - 9/15/2020, \$49,000.
- Between Schools Division Fortis Academy and Galena Park ISD - Annual Contract for the period of 5/18/2018 - 6/6/2019, \$12,000.
- Between Schools Division Highpoint School East and Galena Park ISD - Annual Contract for the period of 8/27/2018 -6/6/2019, \$49,500.
- Between Schools Division ABS West and Stafford MSD - Extended School Year contract for the period of 6/11/2018 - 7/16/2018, \$10,400.
- Between Teaching Learning Center and Lead4ward - Hosting and facilitating services for the period of 9/1/2018 - 8/31/2019, \$37.50 - \$43.75.
- Between Schools Division ABS West and Needville ISD - Extended School Year contract for the period of 6/11/2018 - 7/16/2018, \$5,500.
- Between Schools Division ABS West and Needville ISD - Annual Contract for the period of 8/27/2018 - 6/6/2019, \$23,500.
- Between Center for Safe and Secure Schools - Restorative Discipline Practices Professional Development Training for the period of 7/1/2018 - 5/31/2019, \$25,000.
- Between Teaching Learning Center and Flippen Group - Training on "Capturing Kid's Heart" for the period of 10/25/2018 - 6/12/2019, \$20,000.
- Between Teaching Learning Center and Pearland ISD - "Workstation Make and Take in Grades 5-8" training for the period of 8/14/2018 - 8/14/2018, \$5,350.
- Between Schools Division ABS West and Fort Bend ISD - Extended school year for the period of 6/11/2018 -7/16/2018, \$38,500.
- Between School-Based Therapy Services and Galena Park ISD - Therapy Services for the period of 8/16/2018 - 8/15/2019, \$4,275.

- Between Teaching Learning Center and Southwest Schools - "PD Student Misconceptions in Science & Implementation of streamlined TEKS" for the period of 8/21/2018 - 8/22/2018, \$1,500.
- Between Schools Division ABS West and Lamar Consolidated ISD - Extended School year for the period of 6/11/2018 - 7/16/2018, \$5,500.
- Between School Division ABS West and Lamar Consolidated ISD - Annual Contract for the period of 8/27/2018 - 6/6/2019, \$23,500.
- Between School Division ABS West and Lamar Consolidated ISD - Individual Monthly Contract for the period of 5/23/2018 -6/6/2018, \$1,750.
- Between Teaching Learning Center and Alief ISD - provide 6 traits writing professional development for the period of 8/7/2018 - 8/7/2018, \$1,200.

D.	<u>Expenditure Interlocal contracts less than \$50,000</u>	502
	<ul style="list-style-type: none"> • Between CASE and YES Public Schools - for CASE Debates, 8/1/2017 - 7/31/2018, \$4,000. • Between CASE and KIPP Public Schools - for CASE Debates, 8/1/2017 - 7/31/2018, \$4,000. • Between CASE and Spring ISD - for CASE Debates, 8/1/2017 - 7/31/2018, \$4,000. • Between CASE and Harmony Public Schools - for CASE Debates, 8/1/2017 - 7/31/2018, \$4,000. 	
E.	<u>Non-monetary contracts for FY 2018</u>	503
	<ul style="list-style-type: none"> • Between Adult Education and Liberty ISD for location of Adult Education classes. • Between Adult Education and Alief ISD for location of Adult Education classes. • Between Adult Education and Pasadena ISD for location of Adult Education classes. • Between Adult Education and North Pasadena Community Outreach for location of Adult Education classes. • Between Adult Education and Dayton ISD for location of Adult Education classes. • Between Adult Education and Cleveland ISD for location of Adult Education classes. • Between School Division and Unlimited Visions Aftercare, Inc. for Project towards no drug use. • Between Head Start and Houston ISD for comprehensive services for three and four year olds. • Between School-Based Therapy Services for Therapy Services. • Between Head Start and Harris County Public Health and Environmental Services to provide preventive services (MOU). 	
F.	HCDE Area I Head Start USDA Meal Totals for the months of April and May 2018; this information was derived from the free standing centers, as well as those that are a part of a multi-service center. It is the count of the students' attendance, breakfasts, lunches, and PM snacks.	504
G.	HCDE Area I Head Start Performance Reports for the month of May 2018.	505
H.	06/20/2018 Development Committee Meeting	508
I.	06/20/2018 Budget Committee Meeting	509
J.	HCDE June 2018 Donation/Sponsorship Report	510
12.	ADJOURN - Next regular meeting is scheduled for Wednesday, August 15, 2018, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.	