

**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 **26th day of February 2020 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
February 26, 2020
Agenda of Regular Meeting**

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held February 26, 2020, 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** - Rich Vela, Facilities
2. **Pledge of Allegiance to the US flag** - Julie Carson, Facilities
3. **Pledge of Allegiance to the Texas flag** - Julie Carson, 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. **Annual Update from Facilities** - Rich Vela, Executive Director
 - B. **Superintendent Monthly Report** - James Colbert, Jr.
 - C. **Report of the Board Feasibility Subcommittee** - Don Sumners
 - 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. **Monthly Financial Reports through 01/31/2020** - Jesus Amezcua, Assistant Superintendent for Business Services
6. **ACTION ITEMS - CONSENSUS**
 - A. Consider approval of the following Business Services items:
 1. January Disbursement Report

2. Monthly Budget Amendment Report
 3. Monthly Investment Report for January 2020.
- B. Consider approval of the following Board Meeting Minutes:
1. 01-15-2020 Audit Committee Meeting
 2. 01-15-2020 Regular Board Meeting
- C. Consider acceptance of the following grant awards:
1. **Consider approval to submit an \$89,500 supplemental grant request application to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS) for Disaster Relief funds** for an earnest money contract to purchase property for the Coolwood Head Start Campus Project and Training and Technical Assistance Funds. This application will include a request to waive the full amount of the non-federal match.
 2. **Consider approval of grant application to Texas Council for Developmental Disabilities in the amount of \$7,500 for a School-Based Therapy Services workshop scheduled for December 3, 2020.** The workshop will serve over 160 occupational, physical, and music therapists and other HCDE division personnel who serve students. The focus of the workshop is on best practices to address students with attention deficit hyperactivity disorder (ADHD) and related disorders.
- D. Consider ratification/approval of the following Interlocal Contracts:
1. **Interlocal (revenue) contract for FY 2020 for School-Based Therapy Services in the aggregate amount of \$2,374,350 with the following entity:** Houston Independent School District (2964 students served in FY19) in the amount of \$2,374,350.
- E. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract award for job no. 20/001KD for Appliances and Related Items with the following vendor:** Preferred Foodservice Design/Supply, Inc. (#20/001KD-01) for the period 04/01/2020 through 03/31/2021.
 2. **Contract award for job no. 20/002KD for Art Supplies and Related Items with the following vendors:** Blick Art Materials LLC dba Blick Art Materials (#20/002KD-01); Butler Business Products, LLC (#20/002KD-02); Challenge Office Products, Inc. (#20/002KD-03); Earlychildhood, LLC dba Discount School Supply (#20/002KD-04); Medisouth, Inc. dba Medisouth Store (#20/002KD-05); Nasco Education, LLC (#20/002KD-06); Pyramid Paper Company dba Pyramid School Products (#20/002KD-07); S&S Worldwide, Inc. (#20/002KD-08), and School Specialty, Inc. (#20/002KD-09) for the period 04/01/2020 through 03/31/2021.
 3. **Contract award for job no. 20/003KD for Athletic/Playground Supplies and Related Items with the following vendors:** McKenna Contracting, Inc. (#20/003KD-01); Nasco Education, LLC (#20/003KD-02); ORR Textile Company, Inc. (#20/003KD-03); Pyramid Paper Company dba Pyramid School Products (#20/003KD-04); S&S Worldwide, Inc. (#20/003KD-05), and School Specialty, Inc. (#20/003KD-06) for the period 04/01/2020 through 03/31/2021.

4. **Contract award for job no. 20/004KD for Classroom Teaching Supplies and Related Items with the following vendors:** Butler Business Products, LLC (#20/004KD-01); Challenge Office Products, Inc. (#20/004KD-02); Medisouth, Inc. dba Medisouth Store (#20/004KD-03); Pyramid Paper Company dba Pyramid School Products (#20/004KD-04), and School Specialty, Inc. (#20/004KD-05) for the period 04/01/2020 through 03/31/2021.
5. **Contract award for job no. 20/005KD for Custodial Supplies and Related Items with the following vendors:** Buckeye International, Inc. dba Buckeye Cleaning Center-Houston (#20/005KD-01); Butler Business Products, LLC (#20/005KD-02); Competitive Choice, Inc. (#20/005KD-03); Complete Supply, Inc. (#20/005KD-04); ORR Textile Company, Inc. (#20/005KD-05), and Cordell Inc. dba Ridley's Vacuum & Janitorial Supply (#20/005KD-06) for the period 04/01/2020 through 03/31/2021.
6. **Contract award for job no. 20/006KD for Food Service Supplies and Related Items with the following vendors:** Complete Supply, Inc. (#20/006KD-01); Medisouth, Inc. dba Medisouth Store (#20/006KD-02); ORR Textile Company, Inc. (#20/006KD-03); Pasco Brokerage, Inc. (#20/006KD-04), and Wallace Packaging, LLC (#20/006KD-05) for the period 04/01/2020 through 03/31/2021.
7. **Contract award for job no. 20/007KD for Health/Medical Supplies and Related Items with the following vendors:** Henry Schein, Inc. (#20/007KD-01); Medicalshop, Inc. (#20/007KD-02); Medisouth, Inc. dba Medisouth Store (#20/007KD-03); NAO Goba Health, LLC (#20/007KD-04); Products Unlimited, Inc. (#20/007KD-05); Pyramid Paper Company dba Pyramid School Products (#20/007KD-06); School Health Corporation (#20/007KD-07), and Zhou Medical Solutions, LLC (#20/007KD-08) for the period 04/01/2020 through 03/31/2021.
8. **Contract award for job no. 20/008KD for Office Supplies and Related Items with the following vendors:** Butler Business Products, LLC (#20/008KD-01); Challenge Office Products, Inc. (#20/008KD-02); Daniel Office Products, Inc. (#20/008KD-03); National Art & School Supplies (#20/008KD-04); Pyramid Paper Company dba Pyramid School Products (#20/008KD-05), and School Specialty, Inc. (#20/008KD-06) for the period 04/01/2020 through 03/31/2021.
9. **Contract award for job no. 20/009KD for Safety/Security Supplies and Related Items with the following vendors:** NAO Global Health, LLC (#20/009KD-01), and Taylor Brothers Door Lock, LLC dba Nightlock (#20/009KD-02) for the period 04/01/2020 through 03/31/2021.
10. **Contract award for job no. 20/010KD for Technology Supplies and Related Items with the following vendors:** 3-C Technology, LLC (#20/010KD-01); JANGA Technology, LLC (#20/010KD-02); M&A Technology (#20/010KD-03); Troxell Communications, Inc. (#20/010KD-04), and Unicorp, Inc. dba Uninex International (#20/010KD-05) for the period 04/01/2020 through 03/31/2021.
11. **Contract award for job no. 20/017MR for JOC-IDIQ for Construction with the following vendors:** A&I Custom Manufacturing, LLC (#20/017MR-01); Baseline Paving & Construction, Inc. (#20/017MR-02); Basic IDIQ, Inc. (#20/017MR-03); BELFOR USA Group, Inc. dba BELFOR Property Restoration (#20/017MR-04); Construction Masters of Houston, Inc. (#20/017MR-05); CORE Construction Services of Texas, Inc. (#20/017MR-06); DivisionOne Construction, LLC (#20/017MR-07); E Contractors USA, LLC (#20/017MR-08); ERC Environmental & Construction Services, Inc. dba ERC (#20/017MR-09); Horizon International Group, LLC (#20/017MR-10); JC Stonewall Constructors, LP (#20/017MR-11); JR Thomas Group, Inc. (#20/017MR-12); Mart, Inc. (#20/017MR-13); Millennium Project Solutions, Inc. (#20/017MR-14); Nash Industries, Inc. (#20/017MR-15); Prime M&C, Inc. dba Prime Maintenance & Construction (#20/017MR-16); SETEX Facilities & Maintenance, LLC (#20/017MR-17); Texas General Contractors, Inc. (#20/017MR-18); Tommy Klein Construction, Inc. (#20/017MR-19); J.T. Vaughn Construction, LLC dba Vaughn Construction

(#20/017MR-20), and Westco Ventures, LLC (#20/017MR-21) for the period 02/26/2020 through 02/25/2021.

12. **Contract award for job no. 20/018MJ for JOC-IDIQ for Trades with the following vendors:** Accutek Technologies, Inc. (#20/018MJ-01); Ally Roofing Services, LLC (#20/018MJ-02); Baker-Jones Company, Inc. (#20/018MJ-03); Cavalry Construction Company, Inc. (#20/018MJ-04); CEC Facilities Group, LLC (#20/018MJ-05); Chamberlin Houston, LLC dba Chamberlin Roofing & Waterproofing (#20/018MJ-06); D&G Quality Roofing, Inc. (#20/018MJ-07); D7 Roofing & Metal, LLC (#20/018MJ-08); QSS, L.C. dba Quality Security Systems (#20/018MJ-09), and Wylie Construction Services, LLC (#20/018MJ-10) from 02/26/2020 through 02/25/2021.
13. **Contract award for job no. 20/024MR Charter Bus Rentals, Alternate Transportation Services and Car Rental with the following vendors:** GBI, Inc. dba AFC Transportation (#20/024MR-01); HopSkipDrive, Inc. (#20/024MR-02), and Zum Services, Inc. (#20/024MR-03) for the period 02/26/2020 through 02/25/2021.
14. **Contract award for job no. 20/026MR for Custodial Cleaning Services with the following vendors:** 1 Stone Solutions, LLC (#20/026MR-01); Caring Commercial Cleaning, Inc. (#20/026MR-02); McLemore Building Maintenance, Inc. (#20/026MR-03); Soji Services, Inc. dba Metroclean Commercial Building Services (#20/026MR-04), and The Kings Southern Division, LLC (#20/026MR-05) for the period 02/26/2020 through 02/25/2021.
15. **Assignment of contract for job no. 15/031CG-01 for Furniture, Fixtures, Equipment, Related Items and Services** from D3, Inc. dba 9to5 Seating (contract no.15/031CG-01) to 9to5 Seating, LLC. The effective date of the Consent for Assignment is February 26, 2020.
16. **Assignment of contract for job no. 18/056KD-48 for Technology Hardware, Software and Services** from PCMG, Inc. dba PCM Gov, Inc. (contract no.18-056KD-48) to Insight Public Sector, Inc. The effective date of the Consent for Assignment is February 26, 2020.
17. **HCDE Interlocal Agreements with:** Ballinger ISD, Ballinger, Texas (Signature Only); Promesa Public Schools, Inc., Austin, Texas; Lorenzo ISD, Lorenzo, Texas; El Paso County Community College District, El Paso, Texas; Brownwood ISD, Brownwood, Texas; Ralls ISD, Ralls, Texas; Panhandle ISD, Panhandle, Texas; Roosevelt ISD, Lubbock, Texas; Morton ISD, Morton, Texas; Rockdale ISD, Rockdale, Texas; Muleshoe ISD, Muleshoe, Texas; Woden ISD, Woden, Texas; Alamo Heights ISD, San Antonio, Texas; La Villa ISD, La Villa, Texas (Signature Only); Lincoln County Department of Education, Fayetteville, Tennessee; ISD 728 Elk River Schools, Elk River, Minnesota; Kaufman ISD, Kaufman, Texas; Devine ISD, Devine, Texas; Lindbergh Schools, St. Louis, Missouri; Gadsden Elementary District #32, San Luis, Arizona; Payson Unified School District, Payson, Arizona; Maple Dale-Indian Hill School District, Fox Point, Wisconsin; Sherwood Cass R-VIII, Creighton, Missouri; Dalhart ISD, Dalhart, Texas; Plainview ISD, Plainview, Texas; Greenwood ISD, Midland, Texas; Salisbury Township School District, Allentown, Pennsylvania; Panhandle Regional Planning Commission, Panhandle, Texas; Premier Charter School, St. Louis, Missouri; Citrus County School District, Inverness, Florida (Signature Only); Clayton Municipal Schools, Clayton, New Mexico; Westwood ISD, Palestine, Texas, and Port Aransas ISD, Port Aransas, Texas.

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

1. **Contract award for job no. 19/031IA-3 for CASE for Kids Consultants and Trainers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:**Emma Oliver, Project GRAD Houston, and Projects-Matter for the period of 02/26/2020 through 02/25/2021 with an option to renew annually up to four additional years (subject to annual appropriations of funding).
2. **Contract award for job no. 20/019KJ Business and Facilities Consulting Services for Harris County Department of Education with:** Indatatech (Instant Data Technologies, Inc.), McConnell & Jones, LLP, Meveau, SOA Fin1st, The Process Manager, and Weber Services for the period of 02/26/2020 through 02/25/2021 with an option to renew annually up to four (4) additional years.
3. **Contract award for job no. 20/020IA School Safety Auditors for Harris County Department of Education to the proposer offering the best value to HCDE and meeting the specifications outlined in the RFP:** Indatatech (Instant Data Technologies, Inc.) for the period of 02/26/2020 through 02/25/2021, with an option to renew annually for up to (4) additional years, subject to annual appropriations of funding.
4. **Contract award for job no. 20/022YR Contracted Services for Information Technology to the proposers offering the best value to HCDE and meeting the specifications outlined in the RFP:**Avanade, Inc.; Catapult Systems, LLC; Coolsoft, LLC; David McGeary; Elegant Enterprise -Wide Solutions, Inc.; Quasar Data Center; Sierra Digital, Inc.; and Worldgate, LLC for the period of 02/26/2020 through 02/25/2025, subject to annual appropriations of funding.

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

- A. **Consider approval of contract award for job no. 200012698 for E-Rate Services for Harris County Department of Education to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal for the period of 07/01/2020 through 06/30/2021:**

Network Switches & All Related Components:

- CDW-Government (One year contract)

UPS/Battery Backups & All Related Components:

- CDW-Government (One year contract)

- B. **Consider approval of contract award for job no. 200003744 for E-Rate Services for Harris County Department of Education to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal for the period of 07/01/2020 through 06/30/2023:**

Leased Lit Fiber- Internet Services

- PS Lightwave (3 year contract)

Leased Lit Fiber-WAN

- PS Lighwave (3 year contract)

- C. **Consider approval of Interlocal Agreement (revenue) between The Center for Safe and Secure Schools and Aldine Independent School District for Safety and Security Audits in the amount of \$105,074.00.**

- D. **Consider approval of Board Resolution authorizing a grant application to the Office of the Governor, Criminal Justice Division, on behalf of the Center for Safe and Secure Schools** to implement the Rolling with Restorative program in Aldine ISD. The program will expand restorative practices to 10 elementary schools to help reduce disciplinary referrals and promote school safety. The maximum grant amount is \$125,000.
- E. **Consider approval of Services Agreement (expenditure) contract between The Center for Safe & Secure Schools and Instant Data Technologies (RFP# 16/048YR)** for Safety Audits for the period of 03/01/2020 through 06/30/2020 in the amount not to exceed \$72,198.
- F. **Consider approval of 1.0 full-time equivalent (FTE) Contract Manager position for the Choice Partners Division.**
- G. **Consider approval for the purchase of sensory room items for ABS West with Educator's Depot (job no. 19/033MJ-08) in the total amount of \$116,918.44.**
- H. **Consider approval of a resolution authorizing the TexasFit Pool investment pool and approval to open an investment account with TexasFit Pools.**
- I. **Consider approval of Job Order Contract to furnish and install A/C units at North Post Oak building with Facilities Sources (job no. 16/054JN-04) in the total amount of \$196,082.02.**
- J. **Consider approval of Job Order Contract for the Turnkey Playground Installation at ABS West with ERC (Environmental & Construction Services, Inc.) (job no. 15/041JN-06) in the total amount of \$532,500.**
- K. **Consider approval of Job Order Contract for the installation of Highpoint East gym floor with EMA Sport Solutions (job no. 18/067MR-04) in the total amount of \$173,770.**
- L. **Consider approval to amend CH Local FY 20 expenditure approval list to add Marriott Houston Westchase in the expenditure amount of \$88,000.**
- M. **Consider approval of the HCDE Head Start/Early Head Start Student Selection Criteria 2020-2021.**
- N. **Consider approval to issue a Request for Proposals for governmental relations services, including lobbying services,** in accordance with Board Policy CH (Local).
- 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; 551.076.
 - A. **Facilities Safety Report**
 - B. **Employment:**
 - A-10 Assistant Superintendent, Education and Enrichment
 - P-1 School Nurse, Academic and Behavior School East
 - Teacher, Academic and Behavior School East

- C. Deliberate Superintendent's recommendations to propose suspension without pay, pending discharge, of a probationary contract employee for good cause as determined by the Board and to terminate a probationary contract employee at the end of the contract period in the best interest of the Department; obtain legal advice regarding same.
- D. 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:**
A-10 Assistant Superintendent, Education and Enrichment
P-1 School Nurse, Academic and Behavior School East
Teacher, Academic and Behavior School East
- B. Consider proposing suspension without pay, pending discharge, of a probationary contract employee for good cause as determined by the Board.
- C. Consider terminating probationary contract of employee at the end of the contract period in the best interest of the Department.
10. **INFORMATION ITEMS**
- A. **Human Resources Information Items**
- B. **Employee Count**
- C. **Revenue contracts less than \$50,000 (Cumulative total \$45,197)**
- Between Schools Division and Brenham ISD, Amendment to Annual student contract(s), \$23,853 (increase).
 - Between Teaching Learning Center and Pasadena ISD - Professional training on literacy strategies, \$850.
 - Between Teaching Learning Center and Varnett Public School NE - Math & ELAR Professional Learning, \$7,200.
 - Between Teaching Learning Center and Spring ISD - Writing Formative Assessment Training, \$6,000.
 - Between Teaching Learning Center and Alief ISD - Diving into the Author's purpose and craft, \$1,250.
 - Between Teaching Learning Center and Goose Creek CISD - Math TEKS & Strategies, \$2,400.
 - Between Teaching Learning Center and Goose Creek CISD - Professional Development Training STAAR, \$1,250.
 - Between School-Based Therapy Services and Conroe ISD - amendment to increase amount, \$2,394.
- D. **Non-monetary contracts for FY 2020**
- Between Schools Division and Galleria Residence and Rehabilitation - MOU
 - Between CASE and Harris County Commission Precinct One - Afterschool Strategic Investment MOU
 - Between School-Based Therapy Services and The University of Texas Health Science Center at San Antonio -Administration of the clinical education experience
 - Between School-Based Therapy Services and Ohio State University - Administration of the clinical education experience

- E. **Expenditure Interlocal contracts less than \$50,000**
- Between CASE and Alief ISD, CASE Debate, \$12,000.
- F. **Notice of the CASE for Kids Partnership Project Request for Proposals for Fiscal Year 2019-2020.** Each spring CASE for Kids administers a request for proposal process to select our Partnership Project campuses for the upcoming fiscal year. Successful applicants will demonstrate the ability to provide a comprehensive program and utilize funds as a supplemental resource to target students in need of academic assistance.
- G. **Memorandum of Understanding Contracts (non-monetary) for the CASE for Kids Afterschool Strategic Investment (ASI) program:** CASE for Kids certifies afterschool investments of public funds collaborators as part of our Houston-Galveston Area Council contract.
- H. **To inform the Board about a revised date in the Budget Calendar (FY 2020-2021).**
- I. **HCDE Head Start USDA Meal Totals for the months of November and December, 2019;** this information was derived from the free standing campuses, 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.
- J. **HCDE Head Start Performance Reports for the months of November and December 2019**
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, April 15, 2020, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, appearing to read "James Colbert, Jr.", with a stylized flourish at the end.

James Colbert, Jr.
County School Superintendent