

**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 January 2017 at 1:00 PM** 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
January 26, 2017
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held January 26, 2017, beginning at 1:00 PM 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** - Dr. Andres Garcia, Research and Evaluation Institute
2. **Pledge of Allegiance to the US flag** - Dr. Vida Avery, Center for Grants Development
3. **Pledge of Allegiance to the Texas flag** - Dr. Vida Avery, Center for Grants Development
4. **Public Hearing** for the Annual Financial Management Report for the fiscal year ending August 31, 2016
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. **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 2017** - Jesus Amezcua, Assistant Superintendent for Business Services
 - B. **Annual update on the HCDE Center for Grants Development** - Gayla Rawlinson, Director
 - C. **Annual update on the HCDE Research and Evaluation Institute** - Jeannette Truxillo, Director
 - D. **Report on services provided to students and educators during the 2015-2016 school year**
 - E. **Report of the Board feasibility subcommittee** - Trustee, Don Sumners, Chair

- F. **Other reports from Board members** concerning attendance or participation in a board or HCDE-related conference, event, activity, or committee; accolades for an HCDE staff member or other deserving person.
- G. **Monthly Financial Reports through 12/31/2016** - Jesus Amezcua, Assistant Superintendent for Business Services

7. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

- 1. **December Disbursement Report**
- 2. **Monthly Budget Amendment Report**
- 3. **Monthly Investment Report for December 2016**

B. Consider approval of the following Board Meeting Minutes:

- 1. 12/13/2016 Board Meeting Minutes
- 2. 01/09/2017 Special Board Meeting Minutes

C. **Consider approval of Interlocal Contract (revenue contract) for Highpoint School North for FY 2017 in the aggregate amount of \$29,700** with Spring ISD for three (3) annual student contracts (in-county: \$9,900 each).

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

- 1. **Contract renewal option for job no. 13/017CG for Supplemental Job Order Contracting Services with the following vendor:** Falkenberg Construction Co., Inc. for the period 02/26/2017 through 02/25/2018.
- 2. **Contract renewal option for job no. 14/012DA for IDIQ Roofing, Waterproofing & Moisture Control with the following vendors:** American Contracting U.S.A., Inc.; Atlas Universal, Inc.; CS Advantage USAA, Inc.; D & G Quality Roofing, Inc.; Fusion Trading, LLC d/b/a Hi-Mark Roofing & Waterproofing; J Reynolds & Company, Inc.; John A. Walker Roofing Co., Inc. and Sea-Breeze Roofing, Inc. for the period 02/25/2017 through 02/24/2018.
- 3. **Contract renewal option for job no. 15/005JN for Janitorial Cleaning Services with the following vendors:** Ambassador Services, LLC; GMW Quality Cleaning Solutions d/b/a Hospitality Cleaning Solutions and Soji Services, Inc. d/b/a Metroclean, Metroclean Commercial Building Services for the period 02/24/2017 through 02/23/2018.
- 4. **Contract renewal option for job no. 15/006MP for Technology Products and Services with the following vendors:** Barnes & Noble Booksellers, Inc.; Bass Computers, Inc.; Double M Laser Products Inc. d/b/a Enhanced Laser Products (ELP); FireFly Computers, LLC.; Gaggle.Net, Inc.; Houston Information Team, LLC (HIT); Insight Investments, LLC; Insource Technology Direct, LLC; iTech Enterprises d/b/a iTech Solutions; LyncVerse Technologies, Inc.; NWN Corporation; Netsync Network Solutions; Phonoscope Enterprise Group; Phonoscope LightWave, Inc.; Rugged Protection, LLC; Set Solutions, Inc.; SHI/Government Solutions; Way Tech LLC d/b/a Silicon Mountain Memory; Total Technologies, LLC; True North Consulting Group, LLC, and Tele-Communication, Inc. d/b/a Unified

Communications for the period 2/24/2017 through 2/23/2018.

5. **Contract renewal option for job no. 16/021KC for Early Childhood Supplies and Related Items with the following vendors:** Charles J. Becker & Bro., Inc. d/b/a Becker's School Supplies; Brattle Publishing Group, LLC; Complete Book and Media Supply, LLC; Express Booksellers, LLC d/b/a Express Booksellers; Kaplan Early Learning Company; Learning Resources d/b/a Educational Insights; Music in Motion, Inc.; National Educational Systems; S&S Worldwide, Inc.; Therapro, Inc.; Varsity Brands Holding Co., Inc. - BSN Sports, LLC d/b/a US Games, and Anna Walther - Wood Etc. Co. d/b/a Wood Etc. Co. for the period 02/23/2017 through 02/22/2018.
 6. **Contract renewal option for job no. 16/002CG for Indoor/Outdoor LED Lighting and Related Items with the following vendors:** Aledra, Inc.; BTM Solutions, LLC; Consolidated Electrical Distributors, Inc.; Crawford Electric Supply Co., Inc.; Eco Induction Systems, LLC d/b/a EIS Lighting; Summit Electric Supply Co., Inc.; D Reynolds Company LLC d/b/a The Reynolds Company; Unified Sunergy Systems, LLC and XtraLight Manufacturing, Ltd. for the period 02/23/2017 through 02/22/2018.
 7. **Contract assignment for job no. 13/068DG-14 for Technology Products and Services:** from PCMG, Inc d/b/a Global GovEd to PCMG, Inc., effective upon board approval and until termination.
 8. **Contract assignment for job no. 16/060CG-02 for Security Officers and Related Items:** from Houston Enforcement, Inc. to Federal Crime Prevention, Inc., effective upon board approval and until terminated. The company is changing their name; no change in ownership.
 9. **HCDE Governmental Services with:** Burleson County, Burleson, Texas; Denison Independent School District, Denison, Texas; Girl Scouts of Southwest Texas, San Antonio, Texas; Keene city of, Keene, Texas; Pawnee Independent School District, Pawnee, Texas; Prairie View city of, Prairie View, Texas; Seguin city of, Seguin, Texas and Wylie Independent School District, Wylie, Texas.
- E. Consider approval of the following items for Internal Purchasing:
1. **Renewal options for job no. 15/063YR-2 for CASE After-School and Summer Direct Service Providers with the following vendors:** Shamelessly Saved Productions; Solutions for Better Living; Brainchild, Inc.; Ondi Love Center Ministries; Abundance Educational Consulting, LLC; World Youth Foundation, Inc.; Imagiread Consulting Services, LLC; Artist Boat; and Making It Better for the period of 02/23/2017 through 02/22/2018.
 2. **Renewal options for job no. 15/063YR-3 for CASE After-School and Summer Direct Service Providers with the following vendors:** Texans Together Education Fund, Inc.; The K16 Ready Society, Inc. dba Texas Initiative Programs, and Educational Leadership, Inc. dba Southwest Schools for the period of 02/23/17 through 02/22/2018.
 3. **Renewal option for job no. 16/019YR for Coffee, Tea Services, and Related Items with the following vendor:** Reliant Business Products, Inc. for the period of 02/23/17 through 02/22/2018.
 4. **Contract award for job no. 17/017LB for Head Start Substitute Teachers and Teacher Assistants to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** PESG of Texas, Zenith Learning, and Delta T-Group, Inc. for the period 01/19/2017 through 01/18/2018 with an option to renew annually up to four (4) additional years.

8. **ACTION ITEMS - NON-CONSENSUS**

- A. **Consider approval of the 2015-2016 Annual Financial Audit**, the fund balance categories and amounts as presented in the report. The audit was conducted by Whitley Penn LLP.
- B. **Consider approval of Interlocal Agreement with the Harris County Sheriff's Office** for law enforcement services at the Adaptive Behavior School West Campus from 03/01/2017 through 02/28/2018 in an amount not to exceed \$67,150 (117 students served).
- C. **Contract award for job no. 17/014YR-2 for Lease of a Baytown Head Start Facility for HCDE to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal:** HDW Pruettx TX, LLC for the period of 01/19/2017 through 01/18/2018 with an option to renew annually up to four (4) additional years and approval of lease agreement in the amount of \$15,951.57 per month.
- D. **Consider approval of 1.0 full-time equivalent (FTE) clerical support position for the Purchasing division.**
- E. **Consider approval of a expenditure contract for Safe Plans, LLC** to conduct safety audits in Alief ISD on behalf of HCDE's Center for Safe and Secure Schools (40,000-plus students served) in an amount not to exceed \$56,440.
- F. **Consider approval of Amendment #2 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 06/22/2016 through 04/22/2017 in an amount not to exceed \$164,748 (increase of \$45,000).
- G. **Consider approval of a Services Agreement with BlazinBrook Management to provide substitute Teaching Assistants RFP # 15/027KJ** to the HCDE Area I Head Start program for 5 Substitute Teaching Assistants as outlined in the HCDE Head Start Service Agreement for a rate of \$12.00 for a maximum of eight hours daily for 84 days ($\$12.00 \times 8 \times 5 \times 84 = \$40,320$). Contract shall cover the time period of 01/20/2017 through 12/31/2017, and to HCDE Early Head Start for 1 Substitute Teaching Assistant as outlined in the contract for a rate of \$12.00 for a maximum of eight hours daily 52.50 days ($\$12.00 \times 8 \times 1 \times 52.50 = \$5,040$). Contract shall cover the time period of 01/20/2017 through 08/31/2017.
- H. **Consider approval of Services Agreements, RFP# 15/056KJ, with Julie Smith to provide student disability consulting services to HCDE Head Start Division** for the period of 01/20/2017 through 12/31/2017 and Early Head Start for the period of 01/20/2017 through 8/31/2017 in an aggregate amount of \$56,470 (fully funded by Head Start grant).
- I. **Consider approval of RFQ 17/015KJ - Architectural Design Services, for a pool of architects to be contracted as needed by HCDE** (1) AutoArch Architects, LLC., (2) Swart Architects, Inc., (3) Cre8 Architects, (4) Natex Architects and (5) Corgan.
- J. **Consider delegating authority to the Superintendent or his designee to select an architect from the approved pool of architects (RFQ 17/015KJ)** based on demonstrated competence and qualifications and to negotiate a contract for a fair and reasonable price (not to exceed \$40,000) for architectural services related to the HCDE recovery high school.
- K. **Conceptual presentation by architect groups for the proposed AB School West Replacement Campus.**

- L. **Consider changing the regular Board meeting dates** including possible revision to Policy BE (Local).
 - M. **Consider naming HCDE's facility at 6005 Westview Drive, Houston, Texas 77055 in memory of former HISD English teacher and Cy-Fair ISD Trustee Ethel Wolfe**, as well making any needed changes to any related HCDE policy.
 - N. **Considering creating a board services division that reports directly to the Board of Trustees** and operates at the direction of the Board of Trustees.
 - O. **Consider holding a forum within in 90 days for the creation of a Home School Division** held in conjunction and coordinated with the Texas Home School Division.
 - P. **Consider holding a forum within 90 days for the creation of a School Choice Division held in conjunction and coordinated with the appropriate entitie(s).**
 - Q. **Consider creating a Committee for the Public Interest that is comprised of 7 members.** Each HCDE Trustee is allowed to appoint 1 member to this committee. This committee will operate at the direction of the HCDE Board of Trustees.
 - R. **Consider a Board directive that any employee or trustee of HCDE in an appearance before a legislative committee or conversation with a legislator make it clear the employee or trustee is speaking only as an individual because the HCDE Board has not been asked to, nor has it taken a position on any legislative matter.** This directive would in particular apply to an individual opinion as to whether HCDE should be abolished or continue. In addition, the directive would specify that HCDE would not pay or reimburse for any expenses of employees or trustees in this regard. The directive would also apply to any political consultant or lobbyist employed by HCDE.
 - S. **Consider terminating the contracts of the bond counsel and the bond underwriter.**
 - T. **Consider the designation of a new representative to the Harris County Education Foundation.**
 - U. **Consider creating a new travel, meeting and other related expenditures policy for the Superintendent, other senior administrative staff, and trustees.** It is anticipated that the policy would restrict payment or reimbursement out of county travel without prior Board approval. The policy would also specify that in no circumstance would HCDE be authorized to pay for expenses of any person not an employee or trustee without prior Board approval.
 - V. **Consider requiring prior Board approval of any budget amendment affecting surplus and any other budget amendment making transfers between categories in excess of \$5,000.**
 - W. **Consider hiring Christopher Carmona as the HCDE's board attorney and general counsel of HCDE.** Rogers, Morris, & Grover, L.L.P. will be treated as "of counsel" and will be utilized at Chris Carmona's discretion.
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:**
Assistant Principal, Academic and Behavior School East
Teacher, Academic and Behavior School East
Resignation:
Principal, Highpoint North
- B. 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:**
Assistant Principal, Academic and Behavior School East
Teacher, Academic and Behavior School East
Resignation:
Principal, Highpoint North
11. **INFORMATION ITEMS**
- A. **Human Resources Information Items**
- B. **Employee Count**
- C. **Memorandum of Understanding Contracts (non-monetary) for FY 2017 Between Adult Education and the Houston Food Bank to distribute food items**
- D. **HCDE Area I Head Start Performance Report** for the month of November 2016
- E. **HCDE Area I Head Start USDA Meal Totals for the month of November 2016**; 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
- F. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is \$18,250):**
- Between Teaching Learning Center and Lamar CISD - "Using Manipulatives to engage students in mathematics" (Presented by Nicole Shanahan) for the period 02/20/2017 - 2/20/2017 for a revenue amount of \$4,400.
 - Between Teaching Learning Center and Waller ISD - "Training for 5E Model" for the period of 10/26/2016 - 10/26/2016 for a revenue amount of \$500.
 - Between Teaching Learning Center and Fort Bend ISD - "Grade 5 Science STAAR Training" for the period of 10/19/2016 - 03/30/2017 for a revenue amount of \$2,100.
 - Between Teaching Learning Center and Sheldon ISD - "Training on What Rigor Means and How to Achieve It" (Presented by Kelly Tummy) for the period of 11/4/2016 - 11/4/2016 for a revenue amount of \$750.
 - Between The Center for Safe and Secure Schools and La Porte ISD - "Restorative Justice training for administration" for the period of 08/03/2016 - 11/16/2016 for a revenue amount of \$8,500.
 - Between Teaching Learning Center and Galena Park ISD - "Water and Properties of Matter & Instructional Coaching for Science" training (Trainer - Lisa K. Felske) for the period 10/10/2016 - 11/30/2016 for a revenue amount of \$2,000

G. CASE grant awards (expenditure) to implement the CASE for Kids City Connections for FY 16-17 with the following entities:

- RARA Foundation, Inc., \$10,000
- Imagine Excellence, Inc., \$4,000
- Girls on the Run Greater Houston, \$4,630
- Southwest School Mangum E.S., \$10,000
- Multicultural Education and Counseling, \$5,000
- YMCA of Greater Houston – West Group Childcare, \$5,000
- Virtuosi of Houston, \$10,000
- Urban Outreach, Inc., \$10,000
- East End Chamber of Commerce Foundation, \$4,000
- Sisters Network, Inc., \$10,000
- The Woods Project, \$4,000
- Knowledge – First Empowerment Center, \$9,600
- Color of Life Community Resource & Activity Center, \$10,000
- The Woods Project, \$6,000
- Northwest Community Baptist Church, \$10,000
- FotoFest, \$4,000
- FotoFest, \$4,630
- YMCA of Greater Houston West Group, \$10,000
- Theory Me – UCP, \$10,000
- Young Women’s Preparatory Network, \$5,000
- Teaching Education Enrichment Recreation Outreach Center, \$10,000
- Change Happens, \$18,000
- Bodies in Motion, \$5,000
- Mufasa’s Pride Rites of Passage, \$10,000
- YMCA of Greater Houston – West Group Childcare, \$10,000
- Houston Marathon Foundation, \$4,500
- Solutions of Better Living, \$5,000
- Newspring, \$4,400
- JJ’s I’m Me Foundation, \$4,000
- JJ’s I’m Me Foundation, 4,000
- Children’s Museum of Houston, \$5,000
- College Community Career, \$4,000
- College Community Career, \$8,000
- Girls on The Run Greater Houston, \$4,000
- Project Grad Houston, \$6,000
- PAIR, \$7,000
- PAIR, \$5,000
- HITS Theatre, \$5,000
- The Church of I Am, \$10,000
- Amaanah Refugee Services, \$10,000
- Greater Northside Plaza CDC, Inc., \$10,000
- Boykins Youth Foundation, \$4,500
- St. Martha Catholic School, \$10,000
- KIND Girls Mentoring Program, \$5,000
- KIND Girls Mentoring Program, \$5,000
- Shamelessly Save Productions, \$7,500
- Girlstart, \$7,500
- Houston Area Urban League, \$7,500
- Urban Harvest, \$5,000
- Chinese Community Center, Inc., \$10,000
- South Union Missionary Baptist Church, \$4,000
- Houston Marathon Foundation, \$4,000
- Comp U Dopt, \$4,800
- South West Glen Mission, \$5,500
- Greater Emmanuel Family Worship Center, \$4,000

- Greater Emmanuel Family Worship Center, \$6,000
- Evelyn Rubenstein Jewish Community Center, \$10,000
- SEWAS International Houston, \$7,500
- Association for the Advancement of Mexican Americans, \$7,000
- India Houston, Inc., \$4,500
- The Heart of God Restoration Ministry, \$6,000
- Brentwood Community Foundation, \$10,000
- Houston Youth Symphony, \$10,000
- Boykins Youth Foundation, \$4,000
- Young Audiences of Houston, \$4,000
- The Village Learning Center, 10,000
- Alief Family YMCA, \$10,000
- Helping Hands Fitness and Nutrition, \$6,500
- Katco Arts Academy, Inc., \$8,000
- Bridging the Digital Divide, \$7,500
- American Latino Center for Research, Education, & Justice, \$7,200
- SHAPE Community Center, \$8,000
- Connect YMCA, \$6,000
- World Youth Foundation, \$10,000
- The Ensemble Theatre, \$6,000
- YMCA of Greater Houston – West Group Childcare, \$10,000

H. **Non-monetary MOU contract for FY 2017**

- Between Records Management and Data Shredding Services of Texas for document shredding services for HCDE for the period of 12/1/2016-11/30/2017
- Between Teaching Learning Center and Texas Alliance for Geographic Education for a presentation by Jeffrey Lash for the period of 12/1/2016-12/1/2016
- Between Teaching Learning Center and Texas Council on Economic Education for a Training Workshop for the period of 11/29/2016-12/9/2016

I. **Submission of grant proposal to The Fant Foundation in the amount of \$10,000 to support Teaching and Learning Center-Science's Weather Apps to Teach Environmental Resilience (WATER) Project**, which focuses on Geographic Information Systems. Project plans to serve 150 students.

J. **Submission of a \$2,000 grant proposal request to the Whole Kids Foundation to support Academic and Behavior School East's Garden Program**. The program plans to serve 75 students in grades 6-12.

K. **Submission of a \$2,500 grant proposal request to the Walmart Foundation to support Academic and Behavior School East's Garden Program**. The program plans to serve 75 students in grades 6-12.

L. **Submission of a \$3,000 Grant for Gardens request to Annie's to support Academic and Behavior School East's Garden Program**. The program plans to serve 75 students in grades 6-12.

M. **Submission of a grant proposal request of \$5,000 to Pizza Hut BOOK IT! Program to support Academic and Behavior School-East's Reading Initiative to Excel (RITE) program**.

N. **Schools Division Enrollment Report** for December 2016

12. **ADJOURN** - Next regular meeting is scheduled for Tuesday, February 28, 2017, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.