

**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 **28th day of February 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  
February 28, 2018  
Agenda of Regular Meeting**

---

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held February 28, 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** - Cora Day, Choice Partners Cooperative
2. **Pledge of Allegiance to the US flag** - Cassandra Citizen, Choice Partners Cooperative
3. **Pledge of Allegiance to the Texas flag** - Cassandra Citizen, Choice Partners Cooperative
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 the HCDE Choice Partners Cooperative** - Jeff Drury, Director
  - 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 01/31/2018** - 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 2018

B. Consider approval of the following Board Meeting Minutes

1. 01/24/2018 Audit Committee Meeting
2. 01/24/2018 Board Meeting

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

1. **Contract renewal option for job no. 14/002DA for Online Tutoring with the following vendors:** Focus Cares, Inc. dba Focus EduVation, Inc., for the period of 04/15/2018 through 04/14/2019.
2. **Contract renewal option for job no. 14/016DG for Graduation, Yearbooks and Commemorative Items with the following vendors:** Pride and Recognition, Inc. d/b/a Balfour Company; Taylor Publishing Company d/b/a Balfour Publishing; Graduate Sales & Recognition, LLC d/b/a Herff Jones and Jostens, Inc. for the period of 04/15/2018 through 04/14/2019.
3. **Contract renewal option for job no. 15/002CG for Disaster Recovery Consultants with the following vendor:** Adjusters International, Inc. for the period 04/21/2018 through 04/20/2019.
4. **Contract renewal option for job no. 15/006MP for Technology Products & Services with the following vendor:** Insight Investments, LLC d/b/a Insight Financial Services for the period 02/24/2018 through 02/23/2019.
5. **Contract renewal option for job no. 15/008KC for Travel Services with the following vendors:** GBT Inc., d/b/a AFC Transportation and BH Goodman Bus Service, for the period 04/21/2018 through 04/20/2019.
6. **Contract renewal option for job no. 15/019KC for Uniforms and Accessories - Purchase and Rental with the following vendors:** Varsity Brands Holding Co., Inc. d/b/a BSN Sports, LLC, Corporate Incentives, Inc., Fruhauf Uniforms, Inc., JW Drouin & Associates, LP d/b/a J. Harding & Co., Texas Motion Sports LLC, and Triple D Uniform Rental, Inc., for the period 04/21/2018 through 04/20/2019.
7. **Contract renewal option for job no. 15/020CG for Materials, Parts, Equipment, Supplies and Related Items for Maintenance and Operations with the following vendors:** Alklean Industries, Inc., Eagle Mountain Flag & Flagpole, Lady Liberty Flag and Flagpole, Micro-X1 Inc., and Visiontron Corporation for the period 04/21/2018 through 04/20/2019.

8. **Contract renewal option for job no. 15/023JN for Tree Trimming, Landscaping, Debris Removal and Other Related Services with the following vendors:** Asplundh Tree Expert Company; Yellowstone Landscape; The F. A. Bartlett Tree Expert Company d/b/a Bartlett Tree Experts; Central Landscape & Maintenance and Metropolitan Landscape Management, Inc. for the period 04/21/2018 through 04/20/2019.
9. **Contract renewal option for job no. 16/002CG for Indoor Outdoor LED Lighting with the following vendor:** Consolidated Electrical Distributors, Inc., from 02/23/2018 through 02/22/2019.
10. **Contract renewal option for job no. 16/011MP for Fine Paper and Related Items with the following vendors:** Western - BRW Paper Company, Inc. d/b/a Bosworth Papers, Inc. and Butler Business Products, LLC for the period 04/01/2018 through 03/31/2019.
11. **Contract renewal option for job no. 16/022CG for Carpet Cleaning and Related Items with the following vendors:** Bono Care, LLC d/b/a Corporate Care, and The King's Southern Division, LLC d/b/a The Kings for the period 04/19/2018 through 04/18/2019.
12. **Contract renewal option for job no. 17/028KC for Event Rentals and Related Goods & Services with the following vendor:** Southern Sound System, Inc. d/b/a Southern Sound & Lighting for the period 04/18/2018 through 04/17/2019.
13. **Contract award for job no. 18/002KD for Art Supplies and Related Items with the following vendors:** Blick Art Materials, LLC dba Blick Art Materials; Butler Business Products, LLC; Earlychildhood, LLC dba Discount School Supply; Liberty Data Products, Inc. dba Liberty Office Products; Nasco Education, LLC dba Nasco; Pyramid Paper Company dba Pyramid School Products; S&S Worldwide, Inc.; School Specialty, Inc. and Standard Stationery Supply Company for the period 04/01/2018 through 03/31/2020.
14. **Contract award for job no. 18/003KD for Athletic Supplies and Related Items with the following vendors:** Varsity Brands Holding Co., Inc. dba BSN Sports, LLC; Nasco Education, LLC dba Nasco; Orr Textile Company, Inc.; Pyramid Paper Company dba Pyramid School Products; S&S Worldwide, Inc. and School Specialty, Inc. for the period 04/01/2018 through 03/31/2020.
15. **Contract award for job no. 18/004KD for Classroom Teaching Supplies and Related Items with the following vendors:** Butler Business Products, LLC; DGS Educational Products; Liberty Data Products, Inc. dba Liberty Office Products; Pyramid Paper Company dba Pyramid School Products and School Specialty, Inc. for the period 04/01/2018 through 03/31/2020.
16. **Contract award for job no. 18/005KD for Food Service Supplies and Related Items with the following vendors:** Ace Mart Restaurant Supply Company; American Pride Paper & Plastic; Butler Business Products, LLC; Calico Industrial Supply, LLC; Gulf Coast Paper Co., Inc.; Liberty Data Products, Inc. dba Liberty Office Products and Wallace Packaging, LLC for the period 04/01/2018 through 03/31/2020.
17. **Contract award for job no. 18/006KD for Medical Supplies and Related Items with the following vendors:** CVS Pharmacy, Inc.; HeartSafe America, Inc.; Priscilla M. Ayerite dba NAO Global Health, LLC; Products Unlimited, Inc.; Pyramid Paper Company dba Pyramid School Products; School Health Corporation and Tree Enterprises, LLC for the period 04/01/2018 through 03/31/2020.

18. **Contract award for job no. 18/007KD for Janitorial Supplies and Related Items with the following vendors:** Buckeye International, Inc. dba Buckeye Cleaning Center - Houston; Conroe Paper & Chemical d/b/a Crown Paper & Chemical; High Point Sanitary Solutions; Liberty Data Products, Inc. dba Liberty Office Products and Orr Textile Company, Inc. for the period 04/01/2018 through 03/31/2020.
19. **Contract award for job no. 18/008KD for Office Supplies and Related Items with the following vendors:** Butler Business Products, LLC; Challenge Office Products, Inc.; Liberty Data Products, Inc., d/b/a Liberty Office Products; DD Office Products, Inc. d/b/a Liberty Paper; National Art & School Supplies; Pyramid Paper Company dba Pyramid School Products; School Specialty, Inc. and Standard Stationery Supply Company for the period 04/01/2018 through 03/31/2020.
20. **Contract award for job no. 18/009KD for Technology Supplies and Related Items with the following vendors:** Butler Business Products, LLC; School Specialty, Inc. and Southern Computer Warehouse, Inc. for the period 04/01/2018 through 03/31/2020.
21. **Contract award for job no. 18/029JN for JOC/CSP for IDIQ Minor Construction, Maintenance, Repair, Alteration, Renovation and Remediation Services with the following vendors:** The BMS Enterprises, Inc., d/b/a Blackmon Mooring of Texas, Inc.; Centennial Moisture Control, Inc.; Falkenberg Construction Co., Inc.; Floors 2 Adore; Jamail & Smith Construction, LP; Mid-Continental Co. Inc.; Mooring Recovery Services, Inc.; Near Future, LLC; Radius Design Works, LLC; Reliable Commercial Roofing Services, Inc.; Craig Schmidt, d/b/a SDB Contracting Services; Sterling Structures, Inc.; Pounds Group, LLC, d/b/a Sullivan Contracting Services; The Fence Lady, Inc. and JR Thomas Group, Inc. for the period 02/28/2018 through 02/27/2020.
22. **HCDE Interlocal Agreements with:** Castleberry Independent School District, Fort Worth, Texas; Gastonia Scurry Special Utility District, Scurry, Texas; International Educational Services, Los Fresnos, Texas; City of Sierra Vista, Sierra Vista, Arizona
23. **Assignment of contract for job no. 15/031CG-07 for Furniture Related Items & Services:** from ESI Ergonomic Solutions, LLC to Fellowes, Inc., effective upon Board approval. Fellowes, Inc has acquired assets related to government contracts business from ESI Ergonomic Solutions, LLC.

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

1. **Contract renewal options for job no. 15/028LB for CASE After School and Summer Direct Service Providers with the following vendors:** Kids Robotic Academy, LLC and Dinky Drum Company, LLC for the period of 04/21/18 through 04/20/19.
2. **Contract renewal options for job no. 15/063YR-4 for CASE After School and Summer Direct Service Providers with the following vendors:** Dance & Gymnastics, USA; Cam Fire Art Workshops; Abelitoart Appreciation; and Brazilian Arts Foundation for the period of 05/02/2018 through 05/01/2019.
3. **Contract renewal option for job no. 16/014YR for Early Head Start Child Care Partnerships with the following vendor:** Deskot, LLC dba Kool Kids Daycare for the period of 05/02/2018 through 05/01/2019.
4. **Contract award for job no. 18/031MR for Mobile Applications Development with the following vendors:** Appddiction Studio, Hacking Solutions, Lone Star Security Shield, Inc, and Mobile Programming for the period of 03/01/2018 through 02/28/2023.

5. **Contract award for job no. 18/034MR for Contracted Services for Choice Partners with the following vendors:** Ann Marie Harbour, Robert Marraro Consulting, and Shira J. Sherer for the period of 03/01/2018 through 02/28/2023.

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

- A. **Consider approval of the 2018-2019 HCDE Work/Holiday Calendar.**
- B. **Consider use of the job order contracting method of project delivery/contract award (in accordance with Policy CV (Local)) and consider approval of the Master Job Order Contract with Facilities Sources for job no. 16/054JN** for the interior renovations at the Fortis Academy campus in the amount not to exceed \$718,870.
- C. **Consider approval of Master Job Order Contract with Construction Masters for job no. 15/041JN** for exterior improvements at the Fortis Academy campus in the amount not to exceed \$121,206.11.
- D. **Consider approval of an agreement with TXU Energy (Job no. 16/052JN)** for a term of sixty (60) months beginning July 2019 at a rate not to exceed \$.0405 per/kwh and consider delegating authority to the Superintendent or his designee to renegotiate and execute the contract at more favorable terms should they occur.
- E. **Consider approval of Amendment #1 to the Service Agreement with ChildCare Careers, LLC (RFP # 13/040KJ)** in an amount not to exceed \$108,080 (increase of \$50,000) and with Zenith Learning (Zenith Premier, Inc.) (RFP # 17/017LB) in an amount not to exceed \$145,000 (increase \$75,000) to provide substitute Teachers and Teaching Assistants to the HCDE Area I Head Start/Early Head Start program for the period of 03/01/2018 through 12/31/2018 (fully funded by Head Start).
- F. **Consider approval of Amendment #2 to the Service Agreement with Valley Services, Inc. (RFP # 17/003YR).** This amendment modifies the contract from \$78,269 to an amount not to exceed \$128,269 (\$50,000 increase) due to additional meals needed for the remainder of the year (fully funded by Head Start).
- I. **Consider approval to submit a carryover funds request to the Department of Health and Human Services to carry forward \$1,568,174** of unobligated funds for Early Head Start Child Care Partnerships Grant. The previous grant ended on 08/31/2017. This request is to utilize funds for the 2017-2018 budget year.
- J. **Consider second reading and approval of Policy BE(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
  - A. **Deliberate supplemental duty pay for the Senior Grant Accounting Clerk.**
  - B. **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. **Consider approval of supplemental duty pay for the Senior Grant Accounting Clerk.**
10. **INFORMATION ITEMS**
  - A. **Human Resources Information Items**
  - B. **January 2018 Employee Count**
  - C. **Memorandum of Understanding Contract (non-monetary) for participation in the Every Hour Counts National Learning Community:** In 2016 CASE for Kids was selected to as one of 13 cities and regions from around the country to become part of the Every Hour Counts *National Learning Community*. In order to increase the number of quality after-school programs available to young people, Every Hour Counts intermediary organizations are building systems of support in their cities that help shape and strengthen the complex relationships between after-school programs, public schools, community organizations, local leadership and funders.
  - D. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is (\$88,025):**
    - Between Teaching Learning Center and Spring ISD - for ELA Support for Teachers - Coaching and PLC Support Planning for the period of 2/5/2018 - 5/1/2018 in a revenue amount of \$17,000.
    - Between Teaching Learning Center and Sheldon ISD - Coach and lead teachers with creating mini-lessons for in-class intervention for the period of 1/5/2018 - 8/31/2018 in a revenue amount of \$6,400.
    - Between Teaching Learning Center and Lamar CISD - Coaching and planning in PLC for the period of 2/2/2018 - 6/11/2018 in a revenue amount of \$7,200.
    - Between Teaching Learning Center and Goose Creek ISD - Junior Schools Science Lab training for the period of 8/15/2018 - 8/15/2018 in a revenue amount of \$1,200.
    - Between Teaching Learning Center and Southwest Schools Mangum Elementary - Coaching, curriculum and modeling lessons for the period of 1/25/2018 - 5/30/2018 in a revenue amount of \$20,000.
    - Between School-Based Therapy Services and Angleton ISD for the period of 9/1/2017 - 8/16/2018 in a revenue amount of \$36,225.
  - E. **Submission of a \$1,600 grant request to KidsGardening to support HCDE's Area I Head Start Garden Program.** This program would use food and nutrition education to teach the importance of healthy lifestyles to 1,230 students and their families at 15 centers.
  - F. **Notice of the CASE for Kids Partnership Project Request for Proposals for Fiscal Year 2018-2019.** 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. **HCDE Area I Head Start Performance Report** for the month of December 2017
- H. **HCDE Donation/Sponsorship Report for the Month of January 2018.**
- 11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, April 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.", with a stylized flourish at the end.

James Colbert, Jr.  
County School Superintendent