

**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 **16th day of October 2019 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
October 16, 2019
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held October 16, 2019, 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** - Pam Shaw, School-Based Therapy Services
2. **Pledge of Allegiance to the US flag** - Jonett Edwards Miniell, Educator Certification and Advancement
3. **Pledge of Allegiance to the Texas flag** - Jonett Edwards Miniell, Educator Certification and Advancement
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. **Recognition of "Principals Month"** – Jonathan Parker, Assistant Superintendent for Academic Support Services
 - B. **Presentation of 2019 Annual Achievement of Excellence in Procurement Award** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services.
 - C. **Presentation of the results of the Fiscal Year 2019 Risk Awareness / Assessment** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services.
 - D. **Annual Update from School-Based Therapy Services** - Carie Crabb, Senior Director
 - E. **Annual Update from Educator Certification and Advancement** - Lidia Zatopek, Director
 - F. **Superintendent Monthly Report** - James Colbert, Jr.
 - G. **Report of the Board Feasibility Subcommittee** - Don Sumners

- H. **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.
- I. **Monthly Financial Reports through 09/30/2019** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

- 1. Monthly Budget Amendment Report
- 2. September Disbursement Report
- 3. Monthly Investment Report for September 2019.

B. Consider approval of the following Board Meeting Minutes:

- 1. 09-18-2019 Regular Board Meeting
- 2. 09-18-2019 Budget Workshop

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

- 1. **Contract renewal option for job no. 16/012MP for Educational/Instructional Software and Related Items with the following vendors:** Imagination Station, Inc. dba Istation (#16/012MP-07), and Rosetta Stone, Ltd (#16/012MP-11) for the period 12/15/2019 through 12/14/2020.
- 2. **Contract renewal option for job no. 18/011KC for Fleet Fuel Monitoring and Related Items with the following vendors:** MVC Technology LLC dba Fleet IQ (#18/011KC-01), Fleetcard, Inc. dba Impac Fleet (#18/011KC-02), and WEX Bank dba Wright Express FSC (#18/011KC-03) for the period 11/29/2019 through 11/28/2020.
- 3. **Contract renewal option for job no. 18/068MR for Security Services, Supplies and Related Items with the following vendor:** Brinks Inc. (formerly known as Dunbar Armored, Inc.) (#18/068MR-03) for the period 11/14/2019 through 11/13/2020.
- 4. **Contract renewal option for job no. 19/001TJ Technology and Other Related Services and Products for Nutrition Services with the following vendors:** Robert L. Beyer Enterprises dba Automated Financial Systems, Inc. (19/001TJ-01); Young & Kenady Incorporated dba Descon (19/001TJ-02); EMS LINQ (19/001TJ-03); Global Payments, Inc. dba Heartland Payment Systems LLC/ Heartland School Solutions (19/001TJ-04); Assal Corporation dba InTouch POS (19/001TJ-05); Nutri-Link Technologies, Inc. (19/001TJ-06); PCS Revenue Control Systems, Inc. (19/001TJ-07); Cybersoft Technologies, Inc. dba PrimeroEdge (19/001TJ-08) for the period of 11/18/2019 to 11/17/2020.
- 5. **Contract renewal option for job no. 19/007MR for JOC-IDIQ Signage, Scoreboards and Related items with the following vendor:** Kaiser International, Inc. dba Kaiser Graphics (#19/007MR-01) for the period 12/19/2019 through 12/18/2020.

6. **Contract award for job no. 19/060MR for Disaster Debris Removal Services with the following vendor:** Graham County Land Company, LLC (#19/060MR-01) for the period 10/16/2019 through 10/15/2020.
 7. **Contract award for job no. 19/070MJ to Furnish and Install Applied Technology Learning Laboratories with the following vendors:** Creative Learning Systems, LLC (#19/070MJ-01) and Quasar Data Center, Ltd (#19/070MJ-02) for the period 10/16/2019 through 10/15/2020.
 8. **Assignment of contract for job no. 17/038CG-08 for IDIQ Roofing, Waterproofing & Moisture Control** from Fusion Trading, LLC dba Hi-Mark Roofing & Waterproofing (contract no.17-038CG-08) to Harvest Innovative Solutions, LLC. The effective date of the Consent for Assignment is October 16, 2019.
 9. **Assignment of contract for job no. 18/068MR-03 for Security Services, Supplies and Related Items** from Dunbar Armored, Inc. (contract no. 18/068MR-03) to Brinks, Inc. The effective date of the Consent for Assignment is October 16, 2019.
 10. **HCDE Interlocal Agreements with:** City of Kenedy, Kenedy, Texas; Pflugerville ISD, Pflugerville, Texas; City of Eagle Pass, Eagle Pass, Texas, and Feather River Hospital, Roseville, California.
- D. Consider approval of the following items for Internal Purchasing:
1. **Contract renewal options for job no. 15/003LB for Local Food and Catering with the following vendors:** Pepi Corporation dba Alonti Cafe Catering and Demeris Catering, Inc. for the period 12/16/2019 through 12/15/2020.
 2. **Contract renewal option for job no. 15/051YR for Early Head Start Child Care Partnerships with the following vendor:** Fellowship of Purpose Early Childhood Learning Center (Purpose Kids) for the period 12/15/2019 through 12/14/2020 (fully funded by Head Start).
 3. **Contract renewal option for job no. 16/048YR Business and Facilities Consulting Services for Harris County Department of Education with:** Dana Lee, Indatatech, and RM Lanier Enterprise, LLC for the period of 11/15/2019 through 11/14/2020.

Business and Related: Dana Lee, Indatatech
Facilities: RM Lanier Enterprise, LLC
 4. **Contract renewal option for job no. 17/001YR for CASE for Kids After School and Summer Direct Service Providers with the following vendor:**Project GRAD Houston for the period of December 13, 2019 through December 12, 2020.
 5. **Contract renewal option for job no. 17/051YR for CASE for Kids After School and Summer Direct Service Providers with the following vendors:** Frias Business Group, Inc. dba Tutor Doctor, HYPE Freedom School, Inc., Read, Write & Create, Inc., Soaring with Eagles, Inc. and World Youth Foundation, Inc. for the period of 11/29/2019 through 11/28/2020.

6. **Contract award for job no. 19/031IA-2 for CASE for Kids Consultants and Trainers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Bot Shop, Grow Minds Consulting, LLC, HYPE Freedom School, Inc., Janet Pozmantier, M.S., LPC., LMFT, RPT, JJ's I'm Me Foundation, Konnecting the Dots, Monica Lewis School of Etiquette, New Spectrum Educational Consultants (Civil Society Educational Consultants), Project GRAD Houston, Smart Scholars Foundation, Yamp Records, LLC and Young Picassos Houston for the period of 11/01/2019 through 10/31/2024 (subject to annual appropriations of funding).
7. **Contract award for job no. 19/055YR Contracted Services for Choice Partners Cooperative to the proposers offering the best value to HCDE and meeting the specifications outlined in the RFP:** Hooper Strategies, Aspire Works, LLC, and Shepherd Government Services Group, for the period of 10/16/2019 through 10/15/2024, subject to annual appropriations of funding.

E. Consider ratification/approval of the following grant proposals:

1. **Phase 1 Application to the Department of Health and Human Services Administration for Children and Families (HHS - ACF)** for Disaster Recovery funds to replace the Coolwood Head Start facility in the revised amount of \$581,975.
2. **Grant request to the US Department of Health and Human Services (HHS) to convert some Head Start (HS) slots to Early Head Start (EHS) slots;** thereby authorizing HCDE to operate as a Head Start (HS) and Early Head Start (EHS) grantee in the cities of Baytown, Channelview, Crosby, Houston, Huffman, Humble, and La Porte within Harris County, Texas, including one-time funds of \$252,018 for start-up costs for EHS and \$12,835,823 for EHS/HS base operating costs, for a total of \$13,087,841.
3. **Interlocal (revenue) contract for FY 2020 in the aggregate amount of \$474,929 with Academic and Behavior School East with the following districts:** Pearland ISD for eight (8) in-county annual contracts in the amount of \$164,840 (\$20,605 each); Texas City ISD for thirteen (13) out-of-county annual contracts in the amount of \$310,089 (\$23,853 each) for the contract period of 8/26/19 through 06/05/20.
4. **Interlocal (revenue) contract for FY 2020 in the aggregate amount of \$251,225 with Highpoint School East with the following districts:** Crosby ISD for twenty-five (25) in-county annual contracts in the amount of \$251,225 (\$10,049 each) for the contract period of 08/26/19 through 06/05/20.

F. Consider acceptance of the following grant awards:

1. **Consider acceptance of the Notice of Award (NOA) from the Department of Health and Human Services Administration for Children and Families (HHS - ACF)** for the HCDE Head Start Division for disaster recovery funds to replace the Coolwood Head Start Facility in the amount of \$581,975.

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

1. **Interlocal (expenditure) contract for FY 2020 CASE for Kids 21st Century Community Learning Center(s) Cycle 9, Year 4, in the aggregate amount of \$416,928 with the following entities:** Alief Independent School District in the amount of \$138,976 (82 students served); Humble Independent School District in the amount of \$138,976 (82 students served); Sheldon Independent School District in the amount of \$138,976 (82 students served).

2. **Interlocal (expenditure) contract for FY 2020 CASE for Kids 21st Century Community Learning Center(s) Cycle 10, Year 2, in the aggregate amount of \$122,000 with the following entity:**AAMA (Association for the Advancement of Mexican Americans) in the amount of \$122,000 (85 students served).

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

- A. **Consider approval of Resolution adopting Prevailing Wage Rates for HCDE public works/construction facilities projects.**
- B. **Consider prohibition of the use of any HCDE resources in support of the Harris County Educational Foundation** including but not limited to the expenditure of money, the preparation of Foundation reports, submission of application for or implementation of Foundation grants, or a HCDE employee serving the Foundation in any official or advisory capacity. A HCDE employee may be designated as a Foundation liaison solely for the purpose of receiving information on Foundation activities (agenda item requested by Josh Flynn).
- C. **Discussion and possible action regarding HCDE providing funding to the Education Foundation** of Harris County in support of scholarships, sponsorships, and grants to Harris County school districts
- D. **Consider approval of Service Contracts for job no. 19/055YR for Choice Partners Consulting Services with the following vendor:** SGSG, LLC (dba Shepherd Government Services Group) in an amount not to exceed \$60,000 (sixty thousand dollars) including reimbursable expenses for the period of 10/16/2019 through 08/31/2020.
- E. **Consider second reading and approval of revised Policy BED (LOCAL).**
- F. **Consider adoption of resolution concerning emergency administrative leave with pay in accordance with Policy DEA (LOCAL).**
- G. **Consider approval of agreement with Houston ISD to provide breakfast and lunch for Schools Division: ABS East, ABS West, and Fortis Academy** for the period of September 1, 2019 to August 31, 2020 in an amount not to exceed \$223,000. (Houston ISD changed its food program and it is now charging districts to provide meals).
- H. **Discussion and possible action to fill HCDE Trustee Position 1 Precinct 2.**

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 the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.

9. **RECONVENE** for possible action on items discussed in executive session

10. **INFORMATION ITEMS**

- A. **Human Resources Information Items**

B. **September 2019 Employee Count**

C. **In collaboration with Education Foundation of Harris County, the Center for Grants Development submitted a product donation** request to H-E-B to support Teaching and Learning Center's 34th Annual R.T. Garcia Early Childhood Winter Conference scheduled for Saturday, February 1, 2020 at the Kingdom Builders' Center, 6011 W Orem Dr., Houston, Texas 77085.

D. **Schools Division Enrollment Report for September 2019**

E. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is \$330,548)**

- Between Teaching Learning Center and Channelview ISD - "Back to School Professional Learning", \$4,000.
- Between Teaching Learning Center and National Literacy Professional Development Consortium - HCDE will provide services for NLPDC, \$47.25 per participant.
- Between Teaching Learning Center and Lufkin ISD - "Composing & Decomposing Numbers Workstation Make & Take #1", \$4,650.
- Between Teaching Learning Center and Lufkin ISD - "Composing & Decomposing Numbers Workstation Make & Take #2", \$4,650.
- Between Teaching Learning Center and Channelview ISD - "Classroom Management training", \$1,250.
- Between Teaching Learning Center and Young Audiences Inc. - "Managing FSA Project", \$1,500.
- Between Teaching Learning Center and Galena Park ISD - "Math Professional Learning for Teachers", \$2,250.
- Between Teaching Learning Center and Cy-Fair ISD - "Lesson Modeling", \$850.
- Between Teaching Learning Center and Houston ISD - "Deep Dive in the New TEKS", \$1,250.
- Between Records Management and Huntsville ISD - "Records Management Services", \$6,000.
- Between Schools Division and Tomball ISD - Annual student contracts, \$41,210.
- Between Schools Division and KIPP Academy - Annual Student contracts, \$40,196.
- Between Schools Division and Goose Creek ISD - Annual student contracts, \$25,000.
- Between Therapy Services and Greater Gulf Coast Cooperative - Therapy service, \$27,664.
- Between Therapy Services and Pasadena ISD - Therapy service, \$17,834.
- Between Therapy Services and Avondale House - Therapy service, \$9,936.
- Between Therapy Services and Magnolia ISD - Therapy service, \$6,384.
- Between Therapy Services and Splendora ISD - Therapy service, \$2,660.
- Between Therapy Services and Columbia-Brazoria ISD - Therapy service, \$15,960.
- Between Therapy Services and Pearland ISD - Therapy service, \$44,650.
- Between Therapy Services and Pearland ISD - Therapy service, \$53,502.
- Between Therapy Services and Hempstead ISD - Therapy service, \$19,152.

F. **Non-monetary contracts for FY 2020**

- Between Head Start and San Jacinto Community College - Collaboration to discuss procedures for Area I HS low income children.
- Between Adult Education and Klein ISD - Adult Education & Literacy Services.
- Between Adult Education and St. Michael's Learning Academy - Adult Education & Literacy Services.
- Between Adult Education and Alief ISD - Location for Adult Education classes.
- Between Adult Education and Harris County Public Library - Adult Education & Literacy Services.
- Between Adult Education and Spring Branch ISD - Adult Education & Literacy Services.

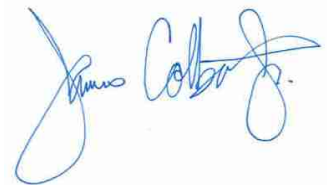
- Between Adult Education and Northwest Assistance Ministries - Adult Education & Literacy Services
- Between Adult Education and City of Houston - Adult Education & Literacy Services
- Between Adult Education and St. Edith Stein Catholic Church - Adult Education & Literacy Services
- Between Adult Education and Pasadena ISD - Adult Education & Literacy Services
- Between Adult Education and Baker Ripley - Adult Education & Literacy Services
- Between Adult Education and Channelview ISD - Adult Education & Literacy Services
- Between Adult Education and Trinity Episcopal Church - Adult Education & Literacy Services.
- Between Adult Education and Shelton ISD - Adult Education & Literacy Services.
- Between Adult Education and The Salvation Army - Adult Education & Literacy Services.
- Between Adult Education and Foundry United Methodist Church - Adult Education & Literacy Services.
- Between Adult Education and Highlands United Methodist Church - Adult Education & Literacy Services.
- Between Adult Education and North Pasadena Community Outreach - Adult Education & Literacy Services.
- Between Adult Education and Harris County Public Library ISD - Adult Education & Literacy Services.
- Between Adult Education and City of Houston Parks and Recreation Department - Adult Education & Literacy Services.
- Between Adult Education and Christ the Servant Church ISD - Adult Education & Literacy Services.
- Between CASE and Rice University - Collaboration with Texas Policy Lab.

G. **Expenditure Interlocal contracts less than \$50,000**

- Between CASE and Pasadena ISD, CASE Debates, \$2,000.

H. **HCDE Head Start Performance Reports for the months of June, July, and August 2019**

11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, November 20, 2019, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.



James Colbert, Jr.
County School Superintendent