

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES OF
HARRIS COUNTY DEPARTMENT OF EDUCATION**

Notice is hereby given that a meeting of the Board of Trustees of Harris County Department of Education will be held on the **18th day of December 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
December 18, 2019
Agenda of Regular Meeting**

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held December 18, 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** - Clare McCullough, CASE for Kids
2. **Pledge of Allegiance to the US flag** - Shandra Powell, Choice Partners
3. **Pledge of Allegiance to the Texas flag** - Shandra Powell, Choice Partners
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 Choice Partners** - Jeff Drury, Director
 - B. **Annual update from CASE for Kids** - Lisa Caruthers, Director
 - C. **Superintendent Monthly Report** - James Colbert, Jr.
 - D. **Report of the Board Feasibility Subcommittee** - Don Sumners
 - E. **Other reports from Board members** concerning attendance or participation in a board or HCDE-related conference, event, activity, or committee; accolades for an HCDE staff member or other deserving person.
 - F. **Monthly Financial Reports through 11/30/2019** - Jesus Amezcua, Assistant Superintendent for Business Services
6. **ACTION ITEMS - CONSENSUS**
 - A. Consider approval of the following Business Services items:

1. November Disbursement Report
 2. Monthly Budget Amendment Report
 3. Monthly Investment Report for November 2019.
- B. Consider approval of the following Board Meeting Minutes:
1. 11-20-2019 Regular Board Meeting Minutes
 2. 11-20-2019 Audit Committee Meeting
 3. 10-16-2019 Regular Board Meeting Minutes (Revised)
- C. Consider ratification/approval of the following Interlocal Contracts:
1. **Interlocal (revenue) contracts for FY 2020 in the aggregate amount of \$596,325 with Academic and Behavior School West with the following district:** Fort Bend ISD for twenty-five (25) out-of-county annual contracts in the amount of \$596,325 (\$23,853 each); for the contract period of 8/26/19 through 06/05/20.
 2. **Interlocal (expenditure) contract for FY 2020 CASE for Kids 21st Century Community Learning Center(s) Cycle 9, Year 4, in the aggregate amount of \$138,976 with the following entity:** Houston Independent School District in the amount of \$138,976.00 (82 students served).
 3. **Amendment #1 to Interlocal (revenue) contracts for FY2020 in the aggregate amount of \$71,559 with Academic and Behavior School East with the following district:** Brenham ISD to increase the amount from two (2) units for a total of \$47,706 to three (3) units for a total of \$71,559 (an increase of \$23,853).
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract renewal option for job no. 16/002CG for Indoor/Outdoor LED Lighting with the following vendors:** Consolidated Electrical Distributors, Inc. (#16/002CG-04); Eco Induction Systems, LLC dba EIS Lighting (#16/002CG-06), and XtraLight Manufacturing, LLC (#16/002CG-13) for the period 02/23/2020 through 02/22/2021.
 2. **Contract renewal option for job no. 16/021KC for Early Childhood Supplies and Related Items with the following vendor:** Kaplan Early Learning Company (#16/021KC-06) for the period 02/23/2020 through 02/22/2021.
 3. **Contract renewal option for job no. 17/019JN for Moving, Storage and Related Items with the following vendors:** A-Rocket Moving & Delivery, Inc. dba A-Rocket Moving & Storage, Inc. (#17/019JN-01), and Roadrunner, Ltd dba Roadrunner Moving & Storage (#17/019JN-02) for the period 02/28/2020 through 02/27/2021.
 4. **Contract renewal option for job no. 17/020CG for JOC-CSP for IDIQ On-Call Trades with the following vendors:** Aggieland Construction, Ltd (#17/020CG-01); ASA Builders (#17/020CG-02); RMB Management, LLC dba Corestone Construction Services (#17/020CG-03); Evolve Holdings, Inc. (#17/020CG-04); ERC Environmental & Construction Services, Inc. dba ERC (#17/020CG-05); Dura Pier Facilities Services, Ltd dba Facilities Sources (#17/020CG-06); Horizon International Group, LLC (#17/020CG-08); Maintenance

Solutions, Inc. (#17/020CG-10); Mart, Inc. (#17/020CG-11); Millennium Project Solutions, Inc. (#17/020CG-12); Tarkett, USA Inc. (fka Tandus Centiva, US LLC) (#17/020CG-15), and BR Kym, Inc. dba Worth Hydrochem of Houston (#17/020CG-16) for the period 02/28/2020 through 02/27/2021.

5. **Contract renewal option for job no. 17/021KC for Academic Programs for QZAB Projects with the following vendors:** Action Potential Learning, LLC (#17/021KC-01); Cengage Learning, Inc. (#17/021KC-03); Education Galaxy, LLC (#17/021KC-04); McGraw-Hill Education, Inc. dba McGraw-Hill School Education, LLC (#17/021KC-07); The W. Oscar Neuhaus Memorial Foundation dba Neuhaus Education Center (#17/021KC-08), and Sirius Education Solutions, LLC dba Sirius Education Solutions (#17/021KC-09) for the period 02/28/2020 through 02/27/2021.
 6. **Contract renewal option for job no. 18/029JN for JOC-IDIQ for Minor Construction with the following vendors:** Blackmon Mooring of Texas, LLC (#18/029JN-01); Centennial Moisture Control, Inc. (#18/029JN-02); Falkenberg Construction Company, Inc. (#18/029JN-03); Floors 2 Adore, LLC (#18/029JN-04); Mid-Continental Restoration Company, Inc. (#18/029JN-06); Radius Design Works, LLC (#18/029JN-09); SDB, Inc. dba SDB Contracting Services (#18/029JN-11); Sterling Structures, Inc. (#18/029JN-12); Pounds Group, LLC dba Sullivan Contracting Services (#18/029JN-13); The Fence Lady, Inc. (#18/029JN-14), and JR Thomas Group, Inc. (#18/029JN-15) for the period 02/28/2020 through 02/27/2021.
 7. **Contract renewal option for job no. 19/011MR for JOC-IDIQ for Athletic Surfaces and Related Items with the following vendors:** 3i Contracting, LLC (#19/011MR-01), and FieldTurf, USA, Inc. (#19/011MR-02) for the period 02/27/2020 through 02/26/2021.
 8. **Contract renewal option for job no. 19/012KC for Graduation, Yearbooks, Commemoratives & Related Items with the following vendors:** Pride and Recognition, Inc. dba Balfour Company (#19/012KC-01); Taylor Publishing Company dba Balfour Publishing (#19/012KC-02); Friesens Corporation (#19/012KC-03), and Inter-State Studio & Publishing Company (#19/012KC-04) for the period 02/27/2020 through 02/26/2021.
 9. **Contract renewal option for job no. 19/015MR for M&O Parts and Equipment with the following vendors:** Acme Architectural Hardware (#19/015MR-01); Battery Systems, Inc. (#19/015MR-02); Delegard Tool of Texas (#19/015MR-04); Discount Two-Way Radio Corporation (#19/015MR-05); Infection Controls, Inc. dba GermBlast (#19/015MR-06); Perry Mechanical Systems, LLC (#19/015MR-07), and Shiffler Equipment Sales, Inc. (#19/015MR-08) for the period 02/27/2020 through 02/26/2021.
 10. **Assignment of contract for job no. 17/045KC-03 for Temporary Personnel Services** from Executeam Staffing, LLP (contract no.17/045KC-03) to The Reserves Network dba ExecuTeam Staffing. The effective date of the Consent for Assignment is December 18, 2019.
 11. **Contract award for job no. 20/015KC Auctioneer Services & Related Solutions with the following vendors:** Auctions International, Inc. (#20/015KC-01); GovDeals, Inc. (#20/015KC-02); Lone Star Auctioneers, Inc. (#20/015KC-03), and Lemons Auctioneers, LLC (#20/015KC-04) for the period 12/18/2019 through 12/17/2020.
 12. **HCDE Interlocal Agreements with:** Spring Creek Seventh Day Adventist Church, Spring, Texas; City of Forest Hills, Forest Hills, Texas; Uvalde CISD, Uvalde, Texas, and Harris County Appraisal District (HCAD), Houston, Texas.
- E. Consider approval of the following items for Internal Purchasing:

1. **Contract renewal option for job no. 17/015KJ for Architectural Design Services with the following vendor:** Swart Architects, Inc. for the period of 01/19/2020 through 01/18/2021.
2. **Contract renewal option for job no. 17/017LB for Head Start Substitute Teachers and Teacher Assistants with the following vendor:** Zenith Learning, for the period 01/19/2020 through 01/18/2021.

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

- A. **Consider approval for the Head Start division to pay for professional development and travel expenses** of non-employees (parents) per the Head Start grant for the period of 01/01/2020 through 12/31/2020. Per the grant, Head Start funds will be used to cover expenses of non-employee travel arrangements and professional development for in and out of county trainings/conferences. Board Policy CH (Local) requires board approval of such travel.
- B. **Consider approval of a Services Agreement with Zenith Learning (Zenith Premier, Inc.) (RFP 17/017LB) to provide substitute Teachers and Teaching Assistants to the HCDE Early Head Start, Child Care Partnerships and Head Start program** for the period of 01/01/2020 through 12/31/2020 in an amount not to exceed \$350,000; (fully funded by the Head Start/Early Head Start and Child Care Partnerships grants).
- C. **Consider approval of a Services Agreement with ChildCare Careers, LLC to provide substitute Teachers and Teaching Assistants (RFP# 18/035KJ) to the HCDE Head Start/Early Head Start and Child Care Partnerships program** for the period of 01/01/2020 through 12/31/2020 in an amount not to exceed \$100,000.00 (fully funded by the Head Start/Early Head Start and Child Care Partnerships grants).
- D. **Consider approval to purchase the Microsoft campus license agreement from CDW-G (Job No. 18/056KD-13) in an amount not to exceed \$198,781.40.**
- E. **Consider approval for CASE for Kids to pay for professional development and travel expenses of non-employees utilizing funds made possible through the Houston Galveston Area Council (HGAC) interlocal with HCDE for the period 01/06/2020 through 09/30/2020** CASE for Kids will utilize HGAC Quality Service funding to cover the expenses of non-employee travel arrangements and professional development for out-of-school time community collaborators. Board Policy CH (Local) requires board approval of such travel.
- F. **Consider approval of Interlocal Agreement with the Harris County Sheriff's Office for FY2020 and FY2021 for law enforcement services at the Academic and Behavior School East for two (2) deputies, Academic and Behavior School West for one (1) deputy, Highpoint School East for three (3) deputies, and Fortis Academy for one (1) deputy (\$69,165 per deputy) from 03/01/2020 through 02/28/2021 in an amount not to exceed \$484,155.**
- G. **Discussion and possible action regarding an independent auditor (agenda item requested by Josh Flynn).**
- H. **Discussion and possible action to fill vacant HCDE Trustee seat(s) (agenda item requested by Josh Flynn).**
- I. **Consider election of President and Vice President of HCDE Board of Trustees.**

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, including, but not limited to, Superintendent's evaluation and contract in accordance with Tex. Gov't Code Section 551.074.
 - B. Obtain legal advice regarding demand made by HDW Pruetz TX, LLC.
9. **RECONVENE** for possible action on items discussed in executive session
 - A. Possible action regarding Superintendent's contract.
10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **November 2019 Employee Count**
 - C. **Revenue contracts less than \$50,000 (Cumulative total \$323,663+)**
 - Between Teaching Learning Center and Victims of Communism Memorial Foundation - "Screenings of Ashes in the Snow", \$800.
 - Between Teaching Learning Center and Aldine ISD - Think Tank and Skills Specialist, \$16,750.
 - Between Teaching Learning Center and From the Hearth International Educational Services - Hosting and facilitating services, \$37.50 per participant
 - Between Teaching Learning Center and Channelview ISD - "Make and Take for English", \$1,500..
 - Between Teaching Learning Center and Lead4ward - Hosting and facilitating services, \$37.50 per participant.
 - Between Teaching Learning Center and Spring Branch ISD - "Let's address the elephant in the room", \$800.
 - Between Teaching Learning Center and Galena Park ISD - Math Professional Learning for Teachers, \$2,225.
 - Between Schools Division and Barbers Hills ISD - Annual student contract(s), \$47,706.
 - Between Schools Division and Fort Bend ISD - Annual Student contract(s), \$44,000.
 - Between Schools Division and Tomball ISD - Annual Student contract(s), \$41,210.
 - Between Schools Division and Galena Park ISD - Annual Student contract(s), 41,210.
 - Between Schools Division and Galveston ISD - Annual Student contract(s), \$23,853.
 - Between Schools Division and Tomball ISD - Annual Student contract(s), \$ 6,250.
 - Between Schools Division and Tomball ISD - Annual Student contract(s), \$5,200.
 - Between Records Management and Houston Community College - Record services, \$30,000.
 - Between Records Management and Houston Community College - Record services, \$12,050.
 - Between Records Management and Pasadena ISD - Record services, \$12,050.
 - Between Records Management and Fort Bend County - Record services - \$6,000.
 - Between School-Based Therapy Services - Therapy Services, \$9,640.
 - Between School-Based Therapy Services - Therapy Services, \$22,344.
 - D. **Schools Division Enrollment Report for November 2019**

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

- Between CASE and Aldine ISD, Afterschool educational and recreational program, \$21,000.
- Between CASE and Pasadena ISD, Afterschool educational and recreational program, \$30,000.

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

- Between Adult Education and The River of Life Center - Adult Education & Literacy Services.
- Between Adult Education and Covenant and Christ International, Inc. - Adult Education & Literacy Services.
- Between Adult Education and S & B Engineers and Constructors - Adult Education & Literacy Services.
- Between Schools Division and Unity Church - Student's vocational practice skills.
- Between Schools Division and Goodwill Industries - Student's vocational practice skills.
- Between Schools Division and Pizza Hut - Student's vocational practice skills.
- Between School-Based Therapy Services and Texas Tech University Health Sciences Center - Occupational Therapy.
- Between School-Based Therapy Services and Lone Star College - Clinical Experience
- Between School-Based Therapy Services and Texas Tech University Health Sciences Center - Physical Therapy.

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 through five collaborators as part of our Houston Galveston Area Council contract.

H. **The CASE for Kids Division announced the City Connections awards to not-for-profit organizations funded by the City of Houston.** Eleven City Council Members awarded fifty-four not-for-profit organizations for delivery of afterschool projects for Grant Term 1 (October 14, 2019 to December 31, 2019) of the 2019-2020 school year in the aggregate amount of \$354,009.

I. **HCDE Head Start USDA Meal Totals for the month of October 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 September and October 2019**

11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, January 15, 2020, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.



James Colbert, Jr.
County School Superintendent