

**Harris County Department of Education
Minutes of Regular Board Meeting
July 18, 2017**

The Harris County Board of School Trustees met in regular session on July 18, 2017 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Louis Evans, Board President, called the meeting to order at 9:26 a.m. and declared a quorum present, that the meeting was duly called, and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Gov't. Code §551.041 and §551.051.

Board Members Present: Louis D. Evans, III, Board President; Eric Dick, Board Vice-President; Erica Lee Carter; George Moore; Don Sumners; Diane Trautman; and Mike Wolfe

Board Members Absent: None

Board Attorney: Ellen Spalding

Administration: James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; Kimberly McLeod, Assistant Superintendent for Education and Enrichment; and Jonathan Parker, Assistant Superintendent for Academic Support

Jay Atkins, Director Construction; Ecomet Burley, Director Center for Safe and Secure Schools; Lisa Caruthers, Director CASE for Kids; Karla Cantu, Board Secretary; Curtis Davis, Director Records Management; Louise Henry, Director Marketing; Eduardo Honold, Director Adult Education; Greg Lookabaugh, Senior Director Facilities; Tammy Lanier, Director Communications & Public Information; Brenda Mullins, Director Curriculum and Compliance Services; Dee Mattox-Hall, Senior Director Special Schools; Bill Monroe, Director Purchasing; Venetia Peacock, Senior Director Head Start; Gayla Rawlinson, Director Center for Grants Development; Jim Schul, Chief Information Officer; Rosa Maria Torres, Chief Accounting Officer; Natasha Truitt, Executive Director Human Resources; Danny Vu, Director Technology; Jimmy Wynn, Special Assistant to Superintendent

Visitors: Roger Basarich; Heather Hatfield; Mathew Maliel; Ricardo Valle; Colleen Vera; David Wilson

1. **Invocation** - Jaime Martinez, Business Services
2. **Pledge of Allegiance to the US flag** - Mary Yocham, Human Resources
3. **Pledge of Allegiance to the Texas flag** - Mary Yocham, Human Resources
4. **PUBLIC HEARING** for the purpose of considering the proposed HCDE fiscal year 2018 budget.

The public hearing was held. No one from the public addressed the Board.

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.

Heather Hatfield thanked the Board for their support of the Houston Urban Debate League (HUDL) program.

Colleen Vera addressed the Board regarding item 8.D. and requested that the non-tax paying students be removed from the list.

6. **Reports and presentations:**

- A. **Annual update on the HCDE Business Services Division** - Jesus Amezcua, Assistant Superintendent for Business Services
- B. **Annual update on the HCDE Purchasing Division** - Bill Monroe, Director
- C. **Annual update on the HCDE Human Resources Division** - Natasha Truitt, Executive Director
- D. **Report of the Board Feasibility Subcommittee** - Don Sumners

Don Sumners reported that the committee met to discuss the AB School West project and that he expects an approval on the agenda item.

- 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.

No reports were presented.

- F. **Monthly Financial Reports through 06/30/2017** - Jesus Amezcua, Assistant Superintendent for Business Services

Motion made by Mike Wolfe, seconded by Diane Trautman to approve items in the consent agenda.

Erica Lee Carter requested to remove items 7.B.2., 7.D.4., 7.E.6., 7.E.7. from the consent agenda.

Diane Trautman requested to remove item 7.B.3. from the consent agenda.

Mike Wolfe requested to remove item 7.B.1. from the consent agenda.

Don Sumners requested to remove item 7.C.18., 7.D.11., and 7.E.5. from the consent agenda.

Louis Evans requested to remove item 7.C.16. from the consent agenda.

Motion passes with 7-0 voting to approve remaining items on the consent agenda with the exception of items 7.B.1., 7.B.2., 7.B.3., 7.C.16., 7.C.18., 7.D.4., 7.D.11., 7.E.5., 7.E.6. and 7.E.7.

7. ACTION ITEMS - CONSENSUS

A. Consider approval of the following Business Services items:

1. Monthly Disbursement Report
2. Monthly Budget Amendment Report
3. Monthly Investment Report for June 2017

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

1. **Interlocal (revenue) contract with Alief Independent School District for the Teaching and Learning Center** to provide Math professional development services for the period of 08/11/2017 in the amount of \$1,600.
2. **Interlocal (revenue) contract with Stafford Municipal School District for the HCDE Teaching and Learning Center** to provide professional development for the period of 08/07/2017 through 08/08/2017 in the amount of \$14,800.
3. **Interlocal (revenue) contract with Houston Independent School District at Cornelius Elementary for the HCDE Teaching and Learning Center** to provide professional development services in "Restorative Discipline Practices in Effective Circles and Implementation" for the period of 08/15/2017 in the amount of \$2,000.
4. **Interlocal (revenue) contract with Houston Independent School District at Attucks Middle School for the HCDE Teaching and Learning Center** to provide professional development services in restorative discipline practices for the period of 08/18/2017 in an amount not to exceed \$4,000.
5. **Interlocal (revenue) contract with Houston Independent School District at Tinsley Elementary for the HCDE Teaching and Learning Center** to provide professional development services in restorative discipline practices for the period of 08/22/2017 in an amount not to exceed \$1,000.

6. **Interlocal (revenue) contract with Houston Independent School District at Reynolds Elementary for the HCDE Teaching and Learning Center** to provide professional development services in restorative discipline practices for the period of 08/16/2017 in an amount not to exceed \$2,000.
7. **Interlocal (revenue) contract with Houston Independent School District at Anderson Elementary for the HCDE Teaching and Learning Center** to provide professional development services in restorative discipline practices for the period of 08/21/2017 an the amount not to exceed \$1,000.
8. **Interlocal (revenue) contract with Houston Independent School District at Anderson Elementary for the HCDE Teaching and Learning Center** to provide professional development for the period of 08/22/2017 in the amount of \$7,000.
9. **Amendment #1 to Interlocal (revenue) contract between HCDE Academic and Behavior School West and Aldine ISD for FY 2017** to increase the total contract amount to \$175,360 bus aide services (an increase of 12,960).
10. **Interlocal (revenue) contract for FY 2017 in the aggregate amount of \$7,000 with Academic and Behavior School West and Magnolia ISD** for one (1) out-of-county monthly student contract in the amount of \$7,000 (\$3,500 a month).
11. **Interlocal (revenue) contract for FY 2017 in the aggregate amount of \$17,868 with Academic and Behavior School West for Extended School Year (ESY) 2017** with Katy ISD for three (3) in-county summer school contracts in the amount of \$15,600 (\$5,200 each) plus \$18.00 an hour not to exceed 124 hours for Bus Aide Services \$2,268.
12. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$901,700 with Academic and Behavior School East with the following districts:** Clear Creek ISD for fourteen (14) in-county annual contracts in the amount of \$284,200 (\$20,300 each), Crosby ISD for four (4) in-county annual contracts in the amount of \$81,200 (\$20,300 each), Goose Creek Consolidated ISD for twelve (12) in-county annual contracts in the amount of \$243,600 (\$20,300 each), Sheldon ISD for four (4) in-county annual contracts in the amount of \$81,200 (\$20,300 each) and Texas City ISD for nine (9) out-of-county annual contracts in the amount of \$211,500 (\$23,500 each).
13. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$974,400 with Academic and Behavior School West with the following districts:** Alief ISD for forty-four (44) in-county annual contracts in the amount of \$893,200 (\$20,300 each), KIPP, Inc. for two (2) in-county annual contracts in the amount of \$40,600 (\$20,300 each) and Tomball ISD for two (2) in-county annual contract in the amount of \$40,600 (\$20,300 each).
14. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$485,100 with Highpoint East with the following districts:** Aldine ISD for thirty (30) in-county annual contracts in the amount of \$297,000 (\$9,900 each), Goose Creek Consolidated ISD for eighteen (18) in-county annual contracts in the amount of \$178,200 (\$9,900

each) and KIPP, Inc. for one (1) in-county annual contract in the amount of \$9,900 (\$9,900 each).

15. **Interlocal (revenue) contract for FY 2017 in the aggregate amount of \$5,200 with Academic and Behavior School East for Extended School Year (ESY) 2017 with Sheldon ISD** for one (1) in-county summer school contract.
 17. **Interlocal (revenue) contract for School Based Therapy Services for FY 2018 in the aggregate amount of \$394,537.50 with the following entities:** Tomball ISD (208 students served in FY16) in the amount of \$314,975, Pearland ISD (35 students served in FY16) in the amount of \$43,937.50, and KIPP Houston (19 students served in FY16) in the amount of \$35,625.
 19. **Memorandum of Understanding between San Jacinto Community College District North Campus Child Care Center (SJCD-NCCCC) and Harris County Department of Education Area I Head Start/Early Head Start (HCDE HS/EHS)** to provide comprehensive services for 18 three and four year-old Head Start eligible children from 08/01/2017 through 07/31/2018.
- 7.D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract Amendment for job no. 14/018TJ for Chemical Products and Services for the following vendor:** Magnus Procurement and Logistics Solutions effective 07/22/2017.
 2. **Contract renewal option for job no. 14/024MP for Medical Supplies and Related Items with the following vendors:** Alpha Omega Systems and Services Medical d/b/a AOSS Medical Supply, LLC; HeartSafe America, Inc.; Henry Schein, Inc. and NAO Global Health, LLC for the period 08/19/2017 through 08/18/2018.
 3. **Contract renewal option for job no. 14/024MP for Medical Supplies and Related Items with the following vendors:** Alpha Omega Systems Services, Inc. d/b/a AOSS Medical Supply; Henry Schein, Inc. and NAO Global Health, LLC for the period 08/19/2017 through 08/18/2018.
 5. **Contract renewal option for job no. 14/033CG for JOC/IDIQ Coefficient(s) for Interior/Exterior Signage and Scoreboards with the following vendors:** Kaiser International, Inc. d/b/a Same Day - Kaiser Graphics and National Signs, LLC for the period 08/19/2017 through 08/18/2018.
 6. **Contract renewal option for job no. 15/034TJ for Food Equipment, Parts, Repair, Installation, Maintenance, Small Wares, and Related Items and Service** with the following vendors: Ace Mart Restaurant Supply Company; American Vending Sales, Inc.; Heritage Food Service Group, Inc.; ISI Commercial Refrigeration, Inc.; Tari, Inc. d/b/a Jean's Restaurant Supply; Terry Woodard Enterprises, Inc. (Kommercial Kitchens); Pasco Brokerage, Inc.; Crazy Cousins, Inc. (Shepherd Food Equipment), Preferred FoodService Design/Supply Inc, and Texas Food Service Equipment Co. for the period 08/18/2017 through 08/17/2018.
 7. **Contract renewal option for job no. 15/039KC for Award Jackets, Screen Printing, Embroidery and Related Items with the following vendors:** Pride and Recognition,

Inc., d/b/a Balfour; Butler Business Products, LLC; Corporate Incentives, Inc.; Keith Kouba d/b/a DBS Texas-Houston and JW Drouin & Associates d/b/a J. Harding & Company for the period 08/18/2017 through 08/17/2018.

8. **Contract renewal option for job no. 15/058TJ for Frozen Dessert Products** with Champion Concessions, LLC (Dippin' Dots) for the period 08/18/2017 through 08/17/2018.
 9. **Contract renewal option for job no. 16/053KC for Student and Educational Travel Services with the following vendors:** Green Light Group Tours, Vagabond Tours, Inc. d/b/a Educational Travel Adventures and STA Travel, Inc. for the period 08/16/2017 through 08/15/2018.
 10. **Contract renewal option for job no. 16/057KC for Promotional and Related Items with the following vendors:** 4imprint, Inc.; Authentic Promotions.com; Buffalo Specialties, Inc.; Butler Business Products, LLC; Blue Ribbon Promotions, LLC d/b/a Calfee Specialties; Challenge Office Products, Inc.; Marketing Magic International, LTD; OTC Direct d/b/a Oriental Trading Company, Inc. for the period 08/16/2017 through 08/15/2018.
- 7.E. Consider approval of the following items for Internal Purchasing:
1. **Contract award for job no. 17/032YR-2 CASE for Kids Consultants and Trainers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** BCS Consulting; Keey Group, LLC; Lakeshore Learning Materials; The Forum for Youth Investment; Kids Robotic Academy, LLC; and Alliance Financial Ministries, Inc. for the period of 07/18/2017 through 07/17/2022 subject to annual appropriations of funding.
 2. **Contract award for job no. 17/037MR for Teaching and Learning Center Consultants with the following vendors:** Abundance Educational Consulting, and Estrellita, Inc. for the period of 07/19/2017 through 05/16/2022.
 3. **Contract award for job no. 17/041KJ General Consultant Services for Harris County Department of Education to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Metamorphosis Concepts, Susan M. Catlett, Ph.D., BCBA-D, Kathy Jerome, Jean Polichino Consulting, LLC, Crisis Prevention Institute, SuccessEd, Caperton-Brown & Poole Consulting, and Visual Communication Services for the period of 07/18/2017 through 07/17/2022 subject to annual appropriations of funding.
 4. **Contract renewal options for job no. 15/063YR for CASE After-School and Summer Direct Service Providers with the following vendors:** Little Birdies Mobile Golf Academy and Zulli Method for the period of 09/15/2017 through 09/14/2018.

- 7.B. Consider approval of the following Board Meeting Minutes:
1. 06/20/2017 Board Meeting Minutes
Motion made by Eric Dick, seconded by Mike Wolfe to approve the 06/20/2017 Board Meeting minutes.
Motion passes with 6-0-1 voting to approve, with George Moore abstaining.
 2. 06/20/2017 Committee Meeting of the Whole
Motion made by Diane Trautman, seconded by Erica Lee Carter to approve the 06/20/2017 Committee Meeting of the Whole minutes.
Motion passes with 5-0-2 voting to approve, with George Moore and Erica Lee Carter abstaining.
 3. 06/13/2017 Budget Committee Meeting Minutes
Motion made by Erica Lee Carter, seconded by Louis Evans to approve the 06/13/2017 Budget Committee Meeting minutes.
Motion passes with 3-0-4 voting to approve, with George Moore, Diane Trautman, Eric Dick and Mike Wolfe abstaining.
- 7.C.16. Interlocal (revenue) contracts for Academic and Behavior School West for Extended School Year (ESY) 2017 in the aggregate amount of \$26,300 with the following districts: Cypress Fairbanks ISD for four (4) in-county summer school contracts in the amount of \$20,800 (5,200 each) and Magnolia ISD for one (1) out-of-county summer school contract in the amount of \$5,500 (5,500 each).
Motion made by Eric Dick, seconded by Diane Trautman to approve Interlocal (revenue) contracts for Academic and Behavior School West for Extended School Year (ESY) 2017 in the aggregate amount of \$26,300 with the following districts: Cypress Fairbanks ISD for four (4) in-county summer school contracts in the amount of \$20,800 (5,200 each) and Magnolia ISD for one (1) out-of-county summer school contract in the amount of \$5,500 (5,500 each).
Motion passes with 6-0-1 voting to approve, with Louis Evans abstaining.
- 7.C.18. Adult Education non-monetary Interlocal contract with Spring Branch ISD for the provision of Adult Basic Education (ABE), General Education Development (GED), and English as a Second Language (ESL) classes for the period of 08/01/2017 through 06/30/2018.
Motion made by Eric Dick, seconded by Louis Evans to approve the Adult Education non-monetary Interlocal contract with Spring Branch ISD for the provision of Adult Basic Education (ABE), General Education Development (GED), and English as a Second Language (ESL) classes for the period of 08/01/2017 through 06/30/2018.
Motion passes with 7-0 voting to approve.
- 7.D.4. Contract renewal option for job no. 14/031MP for Curriculum, Instructional, Assessment and Intervention Materials and Supplies with the following vendors: AbleNet, Inc.;

Accelerate Learning Inc.; Cengage Learning, Inc.; Early Childhood, LLC d/b/a Discount School Supply; DrumFit USA Corporation; Educator's Depot, Inc.; Lektro, Inc. d/b/a Escue & Associates; Inter-State Studio & Publishing, Co.; KAMICO Instructional Media, Inc.; Kaplan Early Learning Company; Lerner Publishing Group; Lightspeed Technologies, Inc.; McGraw-Hill Education, Inc. d/b/a McGraw-Hill School Education, LLC; Peoples Education, Inc. d/b/a Mastery Education; Positive Promotions, Inc.; Rally! Education; School Specialty, Inc.; Southwest Education, Inc.; TCC Learning, LLC; Teaching Systems, Inc.; Haight's Cross Communications d/b/a Triumph Learning, LLC; and Troxell Communications, Inc. for the period 08/19/2017 through 08/18/2018.

Motion made by Erica Lee Carter, seconded by Diane Trautman to approve contract renewal option for job no. 14/031MP for Curriculum, Instructional, Assessment and Intervention Materials and Supplies with the following vendors: AbleNet, Inc.; Accelerate Learning Inc.; Cengage Learning, Inc.; Early Childhood, LLC d/b/a Discount School Supply; DrumFit USA Corporation; Educator's Depot, Inc.; Lektro, Inc. d/b/a Escue & Associates; Inter-State Studio & Publishing, Co.; KAMICO Instructional Media, Inc.; Kaplan Early Learning Company; Lerner Publishing Group; Lightspeed Technologies, Inc.; McGraw-Hill Education, Inc. d/b/a McGraw-Hill School Education, LLC; Peoples Education, Inc. d/b/a Mastery Education; Positive Promotions, Inc.; Rally! Education; School Specialty, Inc.; Southwest Education, Inc.; TCC Learning, LLC; Teaching Systems, Inc.; Haight's Cross Communications d/b/a Triumph Learning, LLC; and Troxell Communications, Inc. for the period 08/19/2017 through 08/18/2018.

Motion passes with 5-0-2 voting to approve, with Erica Lee Carter and Mike Wolfe abstaining.

- 7.D.11. HCDE Interlocal Agreements with: Mohave County, Kingman, Arizona; S&S Consolidated Independent School District, Sadler, Texas; Temple College, Temple, Texas and Texas City city of, Texas City, Texas

Motion made by Diane Trautman, seconded by Louis Evans to approve HCDE Interlocal Agreements with: Mohave County, Kingman, Arizona; S&S Consolidated Independent School District, Sadler, Texas; Temple College, Temple, Texas and Texas City city of, Texas City, Texas.

Motion passes with 7-0 voting to approve.

- 7.E.5. **Contract renewal option for job no. 16/047YR-1 for Head Start Trainers and Consultants for HCDE with the following vendor:** Creatively Inspired Communications for the period of 08/16/2017 through 08/15/2018.

Motion made by Erica Lee Carter, seconded by Diane Trautman to approve a contract renewal option for job no. 16/047YR-1 for Head Start Trainers and Consultants for HCDE with the following vendor: Creatively Inspired Communications for the period of 08/16/2017 through 08/15/2018.

Motion passes with 7-0 voting to approve.

- 7.E.6. Contract renewal option for job no. 17/002LB for Property and Casualty Insurance with McGriff, Seibels & Williams of Texas, Inc. an estimated amount of \$345,274 for the period of 10/01/2017 through 09/30/2018.

Motion made by Erica Lee Carter, seconded by Louis Evans to approve a contract renewal option for job no. 17/002LB for Property and Casualty Insurance with McGriff, Seibels & Williams of Texas, Inc. an estimated amount of \$345,274 for the period of 10/01/2017 through 09/30/2018.

Motion passes with 5-0-2 voting to approve, with Eric Dick and Mike Wolfe abstaining.

- 7.E.7. **Contract renewal option for job no. 16/038LB for Workers Compensation Insurance with** Arthur J. Gallagher & Co. for the estimated amount of \$284,104 (to be audited) for the period of 09/01/2017 through 08/31/2018.

Motion made by Eric Dick, seconded by Mike Wolfe to approve a contract renewal option for job no. 16/038LB for Workers Compensation Insurance with Arthur J. Gallagher & Co. for the estimated amount of \$284,104 (to be audited) for the period of 09/01/2017 through 08/31/2018.

Motion passes with 7-0 voting to approve.

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

- A. **Consider adoption of the Harris County Department of Education FY 2018 Proposed Annual Budget totaling \$114,521,059;** \$54,626,631 for the General Fund, \$35,593,649 for the Special Revenue Fund, \$3,144,592 for the Debt Service Fund, \$10,816,072 for the Capital Projects Fund, \$6,040,761 for the Internal Service Fund, \$4,299,354 for the Enterprise Fund. The adoption of this budget also incorporates the 2017-2018 proposed salary increase and schedules.

Motion made by Eric Dick, seconded by George Moore to adopt the Harris County Department of Education FY 2018 Proposed Annual Budget totaling \$114,521,059; \$54,626,631 for the General Fund, \$35,593,649 for the Special Revenue Fund, \$3,144,592 for the Debt Service Fund, \$10,816,072 for the Capital Projects Fund, \$6,040,761 for the Internal Service Fund, \$4,299,354 for the Enterprise Fund. The adoption of this budget also incorporates the 2017-2018 proposed salary increase and schedules.

Motion to amend made by Don Sumners, seconded by Mike Wolfe that the budget is to be reassessed at the time of the setting of the tax rate. No transfers out of surplus shall be anticipated without prior Board approval and no transfers shall be made between budget categories without prior notice to the Board.

Don Sumners withdraws his amendment.

Original motion passes with 7-0 voting to approve.

- B. **Contract award for job no. 17/043KJ for the period of 07/18/2017 through 07/17/2018 and approval of Service Contract for the period of 08/01/2017 through 07/31/2018 for Adolescent Recovery Support & Counseling Services** for Harris County Department of Education to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: The Turning Point, Inc., in an amount not to exceed \$179,950.

Motion made by Erica Lee Carter, seconded by Diane Trautman to approve a contract award for job no. 17/043KJ for the period of 07/18/2017 through 07/17/2018 and approval of Service Contract for the period of 08/01/2017 through 07/31/2018 for Adolescent Recovery Support & Counseling Services for Harris County Department of Education to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: The Turning Point, Inc., in an amount not to exceed \$179,950.

Motion passes with 7-0 voting to approve.

- C. **Consider approval of the Development Plan for HCDE's AB School West, including the budget, and consider authorizing the superintendent to implement the AB School West Project,** including making budgeted purchases and PFC Bond (AB West) Project implementation.

Motion made by Eric Dick, seconded by Louis Evans to approve the Development Plan for HCDE's AB School West, including the budget, and consider authorizing the

superintendent to implement the AB School West Project, including making budgeted purchases and PFC Bond (AB West) Project implementation.

Motion to amend made by Don Sumners, seconded by Eric Dick to substitute the word superintendent with Public Facilities Corporation. The item now reads as follows:

Consider approval of the Development Plan for HCDE's AB School West, including the budget, and consider authorizing the Public Facilities Corporation to implement the AB School West Project, including making budgeted purchases and PFC Bond (AB West) Project implementation.

Motion to amend passes with 7-0 voting to amend.

Eric Dick exited the room at 10:49 and returned at 10:50 a.m.

Motion as amended passes with 7-0 voting to approve.

- D. Consider approval of an amount not to exceed \$30,000 to provide transportation and lodging for thirty (30) Harris County Students to present their work at the U.S. Department of Education "Art. Write. Now." Student Art Exhibit in Washington, D.C. from 09/14/2017- 09/15/2017.** The following Districts/Schools will have students representing Harris County at this event: Alief (2); Aldine (2); Clear Creek (1); Cy-Fair (4); Episcopal High School (4); Houston (1); Humble (1); Katy (2); Kincaid School (1); KIPP Academy (1); Klein (3); Pearland (1); Pasadena (1); Spring Branch (1); St. Agnes (1); St. John's (1); Tomball (1); The Village School (1). Harris County students were selected from 50,000 students nationally who received Regional Recognition and 2,700 students who received National Recognition.

Motion made by Eric Dick, seconded by Erica Lee Carter to approve an amount not to exceed \$30,000 to provide transportation and lodging for thirty (30) Harris County Students to present their work at the U.S. Department of Education "Art. Write. Now." Student Art Exhibit in Washington, D.C. from 09/14/2017- 09/15/2017. The following Districts/Schools will have students representing Harris County at this event: Alief (2); Aldine (2); Clear Creek (1); Cy-Fair (4); Episcopal High School (4); Houston (1); Humble (1); Katy (2); Kincaid School (1); KIPP Academy (1); Klein (3); Pearland (1); Pasadena (1); Spring Branch (1); St. Agnes (1); St. John's (1); Tomball (1); The Village School (1). Harris County students were selected from 50,000 students nationally who received Regional Recognition and 2,700 students who received National Recognition.

The administration was asked to verify that the participating students reside in Harris County.

Motion passes with 7-0 voting to approve.

- E. Consider approval of the 2016-2017 HCDE Head Start Self-Assessment Report and Response Plan**

Motion made by Erica Lee Carter, seconded by Diane Trautman to approve the 2016-2017 HCDE Head Start Self-Assessment Report and Response Plan.

Motion passes with 7-0 voting to approve.

F. Consider approval of the HCDE Area I Head Start Impasse Procedures

Motion made by Eric Dick, seconded by Mike Wolfe to approve the HCDE Area I Head Start Impasse Procedures.

Motion passes with 7-0 voting to approve.

G. Consider approval of Amendment #1 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 04/23/2017 through 12/31/2017 in an amount not to exceed \$58,080 (increase of \$15,000).

Motion made by Eric Dick, seconded by Diane Trautman to approve Amendment #1 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 04/23/2017 through 12/31/2017 in an amount not to exceed \$58,080 (increase of \$15,000).

Motion passes with 7-0 voting to approve.

H. Consider acceptance of the Notice of Award - Amendment 1 for Early Head Start Child Care Partnerships (EHS-CCP) carryover request from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) in the amount of \$1,395,243 for the 2016-2017 program year.

Motion made by Eric Dick, seconded by Mike Wolfe to accept the Notice of Award - Amendment 1 for Early Head Start Child Care Partnerships (EHS-CCP) carryover request from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) in the amount of \$1,395,243 for the 2016-2017 program year.

Motion passes with 7-0 voting to accept.

I. Consider approval to amend the payments and terms of three Early Head Start Child Care Partners (EHS) CCP service agreements: Payments are fully funded by the Early Head Start grant.

- **John G Jones Learning Center** RFP# 15/038JG. Payment did read \$74,000. Payment now reads \$83,000 (\$9,000 increase). The term did read 08/1/2016 through 07/31/2017. The amendment is effective 07/19/2017 through 07/31/2017. Payment is for 249 days serving up to 12 students.
- **Let's Learn Christian Learning Center** RFP# 15/051YR-4. Payment did read \$53,000. Payment now reads \$54,500 (\$1,500 increase). The term did read 08/1/2016 through 07/31/2017. The amendment is effective 07/19/2017 through 07/31/2017. Payment is for 252 days serving up to 16 students.
- **The Breaking Free Foundation, DBA High Achievers Learning Center** RFP# 15/051YR-4. Payment did read \$33,300. Payment now reads \$35,300 (\$2,000 increase). The term did read 08/1/2016 through 07/31/2017. The amendment is

effective 07/19/2017 through 07/31/2017. Payment is for 253 days serving up to 8 students.

Motion made by Eric Dick, seconded by Mike Wolfe to amend the payments and terms of three Early Head Start Child Care Partners (EHS) CCP service agreements: Payments are fully funded by the Early Head Start grant.

- **John G Jones Learning Center** RFP# 15/038JG. Payment did read \$74,000. Payment now reads \$83,000 (\$9,000 increase). The term did read 08/1/2016 through 07/31/2017. The amendment is effective 07/19/2017 through 07/31/2017. Payment is for 249 days serving up to 12 students.
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- **The Breaking Free Foundation, DBA High Achievers Learning Center** RFP# 15/051YR-4. Payment did read \$33,300. Payment now reads \$35,300 (\$2,000 increase). The term did read 08/1/2016 through 07/31/2017. The amendment is effective 07/19/2017 through 07/31/2017. Payment is for 253 days serving up to 8 students.

Motion passes with 7-0 voting to amend the payments and terms as detailed above.

- J. **Consider approval of Service Agreement with Valley Services, Inc. to provide meal services** (71 students served) to HCDE Head Start Division (Tidwell location) for the period of 08/28/2017 through 05/31/2018 in the amount of \$78,269 (fully funded by the Head Start grant).

Motion made by Diane Trautman, seconded by Mike Wolfe to approve a Service Agreement with Valley Services, Inc. to provide meal services (71 students served) to HCDE Head Start Division (Tidwell location) for the period of 08/28/2017 through 05/31/2018 in the amount of \$78,269 (fully funded by the Head Start grant).

Motion passes with 7-0 voting to approve.

- K. **Consider approval to amend the scope of work of the service agreement with The Healthy Lunch Box to provide meal services** (71 students served) to HCDE Head Start Division (Tidwell location) for the period of 03/01/2017 through 12/31/2017 in the amount of \$55,632 (fully funded by the Head Start grant).

This item was pulled from the agenda and no action was taken.

- L. **Consider approval of an expenditure contract with Safe Plans, LLC (Job # 16/048YR) to provide Emergency Response Information Portal Services (ERIP)** for use by HCDE Center for Safe and Secure Schools and other entities that are being served by HCDE for the period of 07/19/2017 through 07/18/2018 in an estimated amount of \$32,270 (based on FY 2016 subscriptions).

Motion made by Eric Dick, seconded by George Moore to approve an expenditure contract with Safe Plans, LLC (Job # 16/048YR) to provide Emergency Response Information Portal Services (ERIP) for use by HCDE Center for Safe and Secure Schools and other entities that are being served by HCDE for the period of 07/19/2017 through 07/18/2018 in an estimated amount of \$32,270 (based on FY 2016 subscriptions).

Motion passes with 7-0 voting to approve.

- M. Consider and possible action regarding the date(s) and time(s) of HCDE regular board meetings, including possible revision to Policy BE (Local)** (agenda item submitted by Louis Evans).

Motion made by Mike Wolfe, seconded by George Moore to revise the HCDE Board meeting calendar to the 3rd Wednesday of the month at 11:00 a.m.

Motion made by Don Sumners to call the question.

Motion to call the question fails with 3-4 voting to call the question with Diane Trautman, Erica Lee Carter, Louis Evans and Eric Dick voting nay.

Friendly amendment made by Mike Wolfe and George Moore for 3rd Wednesday of the month, at 1:00 p.m. to be reviewed in July 2018.

Motion made by Mike Wolfe, seconded by George Moore to change the Board meetings to the 3rd Wednesday of the month at 1:00 p.m. to be reviewed in July 2018.

This change to the Board meeting calendar begins August 16, 2017.

Motion passes with 7-0 voting to revise the Board meeting calendar.

- N. Consideration of the creation of an RFQ for the position of Internal Auditor.** This RFQ creation will be assigned to a committee that will report back to the Board with a suggested RFQ for approval at or before the September 2017 HCDE Board Meeting (agenda item submitted by George Moore, Don Sumners and Mike Wolfe).

No action was taken on this item.

- O. Consideration of terminating the consulting contract currently in place with Hillco,** effective within 45 days of the date of passage, if approved by the HCDE Board of Trustees (agenda item submitted by George Moore, Don Sumners and Mike Wolfe).

Motion made by Don Sumners, seconded by George Moore to terminate the consulting contract currently in place with Hillco, effective within 45 days of the date of passage, if approved by the HCDE Board of Trustees (agenda item submitted by George Moore, Don Sumners and Mike Wolfe).

Motion made by Eric Dick, seconded by Erica Lee Carter to table the item until the August 16, 2017 Board meeting.

Motion passes with 6-1 voting to table, with George Moore abstaining the item until the August 16, 2017 Board meeting.

The Board recessed at 11:33 a.m. and entered into Executive Session at 11:45 a.m.

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:**
Director, Research and Evaluation
- B. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.**

The Board returned to Open Session at 12:18 p.m.

10. **RECONVENE** for possible action on items discussed in executive session
- A. **Employment:**
Director, Research and Evaluation
Motion made by Eric Dick, seconded by George Moore to approve employment as discussed in Executive Session.
Motion passes with 7-0 voting to approve.
11. **INFORMATION ITEMS**
- A. **Human Resources Information Items**
- B. **Employee Count**
- C. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is \$1,300)**
- Between Center for Safe and Secure Schools and Spring ISD for a two-day "Restorative Discipline Practices" workshop for the period of 06/05/2017 - 06/06/2017 for a revenue amount of \$1,300.
- D. **Non-monetary contracts for FY 2017 and FY 2018**
- Between CASE and Bright Star Learning Center for Childcare Afterschool Project (CAP) Participant.
 - Between CASE and Shining Starz Learning Center for Childcare Afterschool Project (CAP) Participant.
 - Between Adult Education and South Houston Community Center for Adult Education classes.
 - Between Adult Education and Memorial Drive United Methodist Church for Adult Education classes.
 - Between Adult Education and The Salvation Army International Corps for Adult Education classes.

- Between Adult Education and Evolve and Elevate for Integrated Educational and Vocational Training.
- E. **Submission of grant proposal to Texas Education Agency in the amount of \$2,183,083 for CASE for Kids' 21st Century Community Learning Centers, Cycle 8 Year 5 program**, which provides academic and enrichment services for 1,275 students and 400 parents.
 - F. **Submission of grant proposal to Texas Education Agency in the amount of \$1,746,000 for CASE for Kids' 21st Century Community Learning Centers, Cycle 9 Year 2 program**, which provides academic and enrichment services for 820 students and 400 parents.
 - G. **Submission of donation request to Half Price Books to support CASE for Kids' Summer Learning Day**, a national advocacy day to keep students engaged in learning during the summer months. The request will provide books for 150 students.
 - H. **HCDE Area I Head Start USDA Meal Totals for the month of May 2017**; 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
 - I. **HCDE Area I Head Start Performance Report** for the month of May 2017
 - J. **June 2017 HCDE Donation/Sponsorship Report**
12. **ADJOURN** - Next regular meeting is scheduled for Tuesday, August 15, 2017, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 9:00 a.m.
- Motion to adjourn made by Diane Trautman, seconded by Eric Dick.*
- Motion passes with 7-0 voting to adjourn.*
- The meeting adjourned at 12:19 p.m.*