

**Harris County Department of Education
Minutes of Regular Board Meeting
December 13, 2017**

The Harris County Board of School Trustees met in regular session on December 13, 2017 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Louis Evans, Board Vice-President, called the meeting to order at 1:07 p.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 Evans, Board President; Eric Dick, Board Vice President; Erica Lee Carter; George Moore; Don Summers; and Diane Trautman, and Mike Wolfe

Board Members Absent: None

Board Attorney: Sarah Langlois

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; Darlene Breaux, Director Research and Evaluation; Karla Cantu, Board Secretary; Lisa Caruthers, Director CASE for Kids; Carie Crabb, Senior Director Therapy Services; Curtis Davis, Director Records Management; Tammy Lanier, Director Communication & Public Engagement; John Prestigiacommo, Director Facilities; Anthony Mays, Senior Director Schools Division; Bill Monroe, Director Purchasing; Brenda Mullins, Director Curriculum & Compliance Services; Gayla Rawlinson, Director Center for Grants Development; Helen Spencer, Chief Information Officer; Rosa Maria Torres, Chief Accounting Officer; Natasha Truitt, Executive Director Human Resources; Jimmy Wynn, Special Assistant to Superintendent

Visitors: Andrea Duhon; Mathew Maliel; Johnathan Miller; Josh Wallenstein

1. **Invocation** - Denise Johnson, Adult Education
2. **Pledge of Allegiance to the US flag** - Alyssa Morris, Student at HCDE's Adult Education Division
3. **Pledge of Allegiance to the Texas flag** - Alyssa Morris, Student at HCDE's Adult Education Division
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.
Johnathan Miller announced that he is running for the HCDE Board of Trustees, position 6.
Josh Wallenstein addressed the Board regarding Board policy.
5. **Reports and presentations:**
 - A. **Superintendent Monthly Report** - James Colbert, Jr.
 - B. **Report on Board member training** - Louis Evans, Board President
Louis Evans 3 hours
Eric Dick 0 hours
Erica Lee Carter 1.5 hours
George Moore 0 hours
Don Sumners 1.5 hours
Diane Trautman 1.5 hours
Mike Wolfe 2.5 hours
 - C. **Presentation by Hilco Partners to the Board of Trustees**
 - D. **Annual update on the HCDE Adult Education Division** - Eduardo Honold, Director
 - E. **Report of the Board Feasibility Subcommittee** - Don Sumners
 - F. **Other reports from Board members** concerning attendance or participation in a board or HCDE-related conference, event, activity, or committee; accolades for an HCDE staff member or other deserving person.
Diane Trautman congratulated the two Head Start parents who received restored vehicles from Bates Custom and Collision at the annual car give-away.
Louis Evans extended his appreciation to all staff, attorney and Board.
 - G. **Monthly Financial Reports through 11/30/2017** - Jesus Amezcua, Assistant Superintendent for Business Services

Motion made by Eric Dick, seconded by Diane Trautman to approve items in the consent agenda.

Motion passes with 6-0-1, with Mike Wolfe abstaining.

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 2017
- B. Consider approval of the following Board Meeting Minutes:
 - 1. 11/29/2017 Special Committee on Board Secretary Meeting
 - 2. 11/29/2017 Policy Committee Meeting
- C. Consider ratification/approval of the following Interlocal Contracts:
 - 1. **Interlocal (revenue) contract for FY 2018 in the aggregate amount of \$19,500 with Academic and Behavior School West with the following district: Harmony Public Schools** for one (1) in-county monthly individual contract for \$19,500 (\$3000 a month for 6 1/2 months) for the contract period of 11/09/2017 through 06/06/2018.
 - 2. **Interlocal (revenue) contracts for FY 2018 in the aggregate amount of \$21,700 with Academic and Behavior School East with the following district: Pearland ISD** for one (1) in-county monthly individual contract for \$16,500 (In-county \$3000 a month for 5 1/2 months for a total of \$16,500) and for ESY Summer School Services for \$5,200 (In-county \$5,200) for the contracted period of 12/04/2017 through 07/31/2018.
 - 3. **Interlocal (revenue) contracts for FY 2018 for ABS West in the aggregate amount of \$352,500 with the following district: Fort Bend ISD** for fifteen (15) out-of-county annual contracts in the amount of \$352,500 (Out of county \$23,500 each) for the contract period of 08/28/2017 through 06/06/2018.
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
 - 1. **HCDE Interlocal Agreements with:** Fern Bluff MUD, Round Rock, Texas and Hamilton East Public Library, Noblesville, Indiana
 - 2. **Contract renewal option for job no. 13/068DG for Technology Products and Services with the following vendor:** Unique Digital Technology, Inc. dba Unique Digital, Inc. for the period 01/23/2018 through 01/22/2019.
- 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 vendors:** AutoArch Architects, LLC., Swart Architects, Inc., Cre8 Architects, Natex Corporation Architects and Corgan for the period of 01/19/2018 through 01/18/2019.

2. **Contract renewal options for job no. 17/017LB for Head Start Substitute Teachers and Teacher Assistants with the following vendors:** PESG of Texas, Zenith Learning, and Delta T-Group, Inc. for the period of 01/19/2018 through 01/18/2019.
 3. **Consider approval to purchase the Microsoft campus license for the 2nd year of a 3 year agreement from CDWG** (Job No. 13/068DG-09) in an amount not to exceed \$100,435.18.
- F. **Consider approval of Certification Contribution Agreement (Revenue Agreement) between the HCDE CASE for Kids Division and the Gulf Coast Workforce Board** for the period of 10/01/2017 through 09/30/2018. HCDE will certify \$1,700,000 to receive matching funds from the Gulf Coast Workforce Board for the CASE Partnership Project in the amount of \$1,753,386.
7. **ACTION ITEMS - NON-CONSENSUS**
- A. **Consider approval of contract renewal option for RFP no. 16/020KJ for Governmental Relations Services with HillCo Partners** for the period of 01/01/2018 through 12/31/2018 and approving a Services Contract in an amount not to exceed \$10,000 per month.
- Motion made by Eric Dick, seconded by Erica Lee Carter to approve contract renewal option for RFP no. 16/020KJ for Governmental Relations Services with HillCo Partners for the period of 01/01/2018 through 12/31/2018 and approving a Services Contract in an amount not to exceed \$10,000 per month.*
- Friendly amendment by Eric Dick and Erica Lee Carter to replace the words, “not to exceed” with the word “of”.*
- Don Sumners made a motion to amend the motion to reflect a fee of \$5,000 per month except when the legislature is in session, then the fee would be \$10,000 per month. Motion to amend failed due to lack of a second.*
- Amended motion passes with 4-3 voting to approve contract renewal option for RFP no 16/020KJ for Governmental Relations Services with HillCo Partners for the period of 01/01/2018 through 12/31/2018 and approve a Services Contract in an amount of \$10,000 per month, with George Moore, Don Sumners and Mike Wolfe voting nay.*
- B. **Consider approval of the proposed Annual Budget Calendar for FY 2019.**
- Motion made by Diane Trautman, seconded by Eric Dick to approve the proposed Annual Budget Calendar for FY 2019.*
- Motion passes with 7-0 voting to approve.*
- C. **Consider approval of 1.0 full-time equivalent (FTE) clerical support position for the HCDE Board of Trustees.**
- Motion made by Eric Dick, Louis Evans to approve 1.0 full-time equivalent (FTE) clerical support position for the HCDE Board of Trustees.*
- Motion passes with 6-0-1 voting to approve, with Erica Lee Carter abstaining.*
- D. **Consider changing the regular Board meeting dates including possible revision to Policy BE (Local).**

Motion made by Mike Wolfe, seconded by Don Sumners to continue to have regularly scheduled Board meetings on the third Wednesday of each month at 1:00 p.m. through December 31, 2018, and to place the first reading of revised Policy BE(Local) on the January 24, 2018 Board Agenda.

Motion passes with 6-1 voting to continue to have regularly scheduled Board meetings on the third Wednesday of each month at 1:00 p.m. through December 31, 2018, and to place the first reading of revised Policy BE (Local) on the January 24, 2018 Board Agenda, with Erica Lee Carter voting nay.

- E. **Consider acceptance of the Notice of Award - Amendment 4 for Head Start carryover request from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) in the amount of \$120,986 for the 2017 program year.**

Motion made by Eric Dick, seconded by Diane Trautman to accept the Notice of Award - Amendment 4 for Head Start carryover request from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) in the amount of \$120,986 for the 2017 program year.

Motion passes with 7-0 voting to accept.

- F. **Consider approval to increase the allowable contract amount under CH Local FY 2018 from \$60,000 to \$75,000 (an increase of \$15,000) with Scholastic, Inc. (#13/062DG-45) (Classroom & Community Division); fully funded by the Head Start Grant.**

Motion made by Eric Dick, seconded by Diane Trautman to increase the allowable contract amount under CH Local FY 2018 from \$60,000 to \$75,000 (an increase of \$15,000) with Scholastic, Inc. (#13/062DG-45) (Classroom & Community Division); fully funded by the Head Start Grant.

Motion passes with 7-0 voting to allow.

The Board entered into Executive Session at 2:22 p.m.

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.**

The Board reconvened into Open Session at 3:20 p.m.

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

A. **Possible action regarding Superintendent's contract.**

Motion made by George Moore, seconded by Mike Wolfe to amend the Superintendent's employment contract to extend the term through June 30, 2021 and to increase the Superintendent's annual base salary by 9% and to authorize the Board President to execute the 3^d amendment to the Superintendent's employment contract.

Motion passes with 4-2-1 voting to approve, with Diane Trautman and Erica Lee Carter voting nay and Mike Wolfe abstaining.

10. **INFORMATION ITEMS**

A. **Human Resources Information Items**

B. **Employee Count**

- C. **Submission of grant proposal to Dudley T. Dougherty Foundation in the amount of \$5,386 for the CASE for Kids division Kids' Day at the Hobby Center for the Performing Arts, a summer arts enrichment project for 150 students in the Harris County area.**

- D. **Submission of grant proposal to Rockwell Collins in the amount of \$9,000 for CASE for Kids division Kids' Day at the Hobby Center for the Performing Arts, a summer enrichment project for 150 students in the Harris County area.**

- E. **Submission of grant proposal to the Max and Victoria Dreyfus Foundation in the amount of \$8,000 for Teaching and Learning Center-Science's environmental education project, Citizen Science: It's for the Birds! training 50 science teachers in citizen science activities related to birds.**

- F. **HCDE Donation/Sponsorship Report for the month of November 2017**

11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, January 24, 2018, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

Motion to adjourn made by Don Sumners, seconded by Eric Dick.

Motion passes with 7-0 voting to adjourn.

The meeting adjourned at 3:24 p.m.

