

**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 **14th day of November 2018 at 1:00 p.m.** for the Board to conduct the business of that meeting. The meeting will be held in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas. Such a meeting is a **REGULAR BOARD MEETING**.

The subjects to be discussed or considered or upon which any formal action might be taken are on the Agenda following.

Additionally, from time to time an issue will be raised concerning an item on our agenda that had not been anticipated. The issue, while within the scope of the agenda topic, may be one that is required or authorized by law to be considered in executive session rather than in public session. In order for the Board to consider such issue in executive session, rather than postpone consideration of it until the next board meeting, the Board lists below most if not all be all of the sections of the Open Meetings Act that address the purposes for which the Board may lawfully meet in executive/closed session. The Board's purpose is not to meet in executive session to consider matters not on the agenda for the meeting. Instead, its purpose is to efficiently and timely conduct its business in accordance with the law.

Therefore, if, during the course of the meeting on agenda items covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and purposes authorized by Sections 551.071-551.084, inclusive, of the Open Meetings Act, including, but not limited to:

- Section 551.071 For the purpose of a private consultation with the Board's attorney on any or all subjects matters authorized by law.*
- Section 551.072 For the purpose of discussing the purchase, exchange, lease or value of real property.*
- Section 551.073 For the purpose of considering a negotiated contract for a prospective gift or donation.*
- Section 551.074 For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.*
- Section 551.076 To consider the deployment, or specific occasions for implementation of security personnel or devices.*
- Section 551.082 For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.*
- Section 551.083 For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.*
- Section 551.084 For the purpose of excluding witness or witnesses from a hearing during examination of another witness.*

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive session, then such final action, final decision, or final vote shall be at either: a) the open meeting covered by this notice upon the reconvening of this public meeting, or b) at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

James Colbert, Jr., County School Superintendent



The Board of Trustees
November 14, 2018
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held November 14, 2018, beginning at 1:00 p.m. in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **Invocation** - Monique Smith, CASE for Kids
2. **Pledge of Allegiance to the US flag** - Adrian Izaguirre, CASE for Kids
3. **Pledge of Allegiance to the Texas flag** - Adrian Izaguirre, CASE for Kids
4. **Open Forum** - Gov't Code 551.003 (5) - Public Participation. Pursuant to Policy BED (Local), a citizen who wishes to speak may do so by completing a participation request card available at the Board room at least 10 minutes prior to a regular Board meeting.
5. **Reports and presentations:**
 - A. **Superintendent Monthly Report** - James Colbert, Jr.
 - B. **Annual update on the HCDE CASE for Kids** division - Lisa Caruthers, Director
 - C. **Website Presentation**
 - 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 10/31/2018** - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. **October Disbursement Report**
2. **Monthly Budget Amendment Report**
3. **Monthly Investment Report for October 2018**

B. **Consider approval of the 10/17/2018 Board Meeting Minutes.**

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

1. **Interlocal (expenditure) contract for FY 2019 CASE for Kids 21st Century Community Learning Center Cycle 9, Year 3, in the amount of \$143,870** with the following entity: Clear Creek ISD in the amount of \$143,870 (82 students served).
2. **CASE for Kids City Connections award for FY 2019 to AAMA in the aggregate amount of \$10,000 for the following sites:** George I Sanchez North Charter, \$5,000 (85 students served) and George I Sanchez Charter \$5,000 (85 students served) for the contract period of 10/8/2018 to 04/26/2019. AAMA is also funded through the 21st CCLC Cycle 10 grant in the amount of \$122,000 for a total aggregate amount of \$132,000.
3. **Out of County (revenue) Interlocal agreement with Dickinson ISD for Records Management Services beginning 12/01/2018 in the amount of \$5,000 annual membership, plus optional services.**
4. **Interlocal (revenue) contract for FY 2019 in the aggregate amount of \$60,900 for Academic and Behavior School West with the following district: KIPP Texas Public Schools** for three (3) in-county annual contracts in the amount of \$60,900 (\$20,300 each) for the contract period of August 27, 2018 through June 6, 2019.
5. **Amendment #1 to Interlocal (revenue) contract for FY 2019 in the aggregate amount of \$188,100 with Highpoint School East with the following district: Sheldon ISD** to decrease the amount from twenty (20) units, a total of \$198,000, to nineteen (19) units, a total of \$188,100 (a decrease of \$9,900) (in-county \$9,900 each).
6. **Interlocal (revenue) contract with Houston Independent School District for HCDE Teaching and Learning Center to provide Professional Development services** for the period of 11/17/2018 through 11/17/2019 in the amount of \$315,000.

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

1. **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 11/29/2018 through 11/28/2019.

2. **Contract award for job no. 19/001TJ for Technology & Other Related Services and Products for Nutrition Services for the following vendors:** Robert L. Beyer Enterprises, LLC dba Automated Financial Systems, Inc. (#19/001TJ-01); Young & Kenady Incorporated dba Descon (#19/001TJ-02); EMS LINQ Inc. (#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); and CyberSoft Technologies, Inc dba PrimeroEdge (#19/001TJ-08) for the period 11/18/2018 through 11/17/2019.
 3. **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 12/15/2018 through 12/14/2019.
 4. **Contract renewal option for job no. 14/037CG for Parking and Street Cleaning Services with the following vendor:** Satco Services, Inc. dba Southern Care Sweeping & Paving Company (#14/037CG-01) for the period 12/16/2018 through 12/15/2019.
 5. **Contract renewal option for job no. 15/001MP for Motor & Aviation Fuel, Alternative Fuels, Lubricants and Related Items with the following vendors:** R & C Distributors, LLC dba Blender Direct (#15/001MP-01); Petroleum Traders Corporation (#15/001MP-04); Sun Coast Resources, Inc. (#15/001MP-06) for the period 12/16/2018 through 12/15/2019.
 6. **HCDE Interlocal Agreements with:** Albuquerque Public Schools, Albuquerque, New Mexico; La Villa ISD, La Villa, Texas; Lamar State College-Orange, Orange, Texas; Lower Colorado River Authority ("LCRA"), Austin, Texas, and City of Hunter's Creek Village, Houston, Texas.
 7. **Contract award for job no. 18/068MR for Security Services and Related Items for the following vendors:** 1st Response Security (#18/068MR-01); Blue Knight Security, LLC (#18/068MR-02); Dunbar Armored, Inc. (#18/068MR-03); Enseo, Inc. (#18/068MR-04); J & B Imaging Services Corporation dba JABIS Security Services (#18/068MR-05); Premier Paging, Inc. dba Premier Wireless (#18/068MR-06); School Specialty, Inc. (#18/068-07), and Stanley Convergent Security Solutions, Inc. (#18/068MR-08) for the period 11/14/2018 through 11/13/2019.
- E. Consider approval of the following items for Internal Purchasing:
1. **Contract renewal option for job no. 17/051YR for CASE for Kids After School and Summer Direct Service Providers with the following vendors:** HYPE Freedom School, Inc., Interactive Stem Robotics, Grappling Zone, LLC (Master Jiu-jitsu Academy), Quest Learning Institute, Savannah Blue Arts & Outreach, SPDF Kids, Texan-French Alliance for the Arts, The Woods Project, and When I grow up, LLC. for the period of 11/29/2018 through 11/28/2019.
 2. **Contract award for job no. 19/006KJ for Contracted Services for Teaching Learning Center to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Best Practice Association, Inc., Kamico Instructional Media, Inc., National Inventors Hall of Fame, Parker Jamison, LLC., s3Strategies, Ewing Strategic Communication, Heinemann, Writers in School, Action Potential Learning, Imagiread, Center for Student Achievement Solutions, Dr. Patricia Morales ELL Services, DrBIReal Educational Services, Joyce Davis/Erin Whitney, Houghton Mifflin Harcourt Publishing Company, Lakeshore Learning Materials/Equipment Company, Ahead of The Class Educational Services, Inc., WRM Development, and Belhaven Consulting, Inc. for the period of 11/15/2018 through 11/14/2023 (subject to annual appropriations of funding).

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

- A. **Consider approval to add one full-time (FTE) CASE for Kids employee to serve as the Texas 21st Century Community Learning Centers Cycle 9 Coordinator (FTE will be paid through the grant).**
 - B. **Consider acceptance of the Notice of Award (NOA) from the Office of Justice Programs approval of HCDE's Center for Safe and Secure School division's application for funding under the FY 18 STOP School Violence Prevention and Mental Health Training Program in the amount of \$480,233 for Harris County Department of Education and approval to add one full-time (FTE) to serve as grants manager (FTE will be paid through grant).**
 - C. **Consider acceptance of the Notice of Award for Distance Learning Capacity Building Initiative from Texas Workforce Commission in the amount of \$174,798, to build capacity and improve Adult Education and Literacy distance learning throughout HCDE service delivery areas** This initiative will support 2,950 adult education students.
 - D. **Consider approval of an amendment to the lease agreement with KQC Investors, LLC, for Baytown Head Start located at 323 Massey Tompkins Road, Baytown, Texas 77521, to extend the completion date from 12/31/2018 to 05/31/2019 (fully funded by the Head Start/Early Head Start grants).**
 - E. **Consider approval of contract for governmental relations services (RFP #16/020KJ) in an amount not to exceed \$220,200 for the period of 11/14/2018 through 11/13/2019 and approval of renewal option for RFP no. 16/02KJ for Governmental Relations Services with HillCo Partners through 11/03/2019.**
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, evaluation and contract of HCDE Superintendent.**

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

10. **INFORMATION ITEMS**

- A. **Human Resources Information Items**
- B. **October 2018 Employee Count**
- C. **Announcement of awards from the Government Finance Officers Association (GFOA) for the HCDE 2017 Popular Annual Financial Report (PAFR).**
- D. **Outcomes of the Administration for Children and Families (ACF) Focus Area Two Monitoring Review of the HCDE Head Start and Early Head Start programs.**

E. **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 seventy not-for profit organizations for delivery of afterschool projects for the 2018-2019 school year in the aggregate amount of \$659,580.

F. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is \$356,146):**

- Between School-Based Therapy Services and Angleton ISD - Therapy Services, 08/16/2018 - 8/15/2019, \$41,475.
- Between School-Based Therapy Services and Sweeney ISD - Therapy Services, 08/16/2018 - 08/15/2019, \$6,300.
- Between School-Based Therapy Services and Splendora ISD - Therapy Services, 08/16/2018 - 08/15/2019, \$2,625.
- Between School-Based Therapy Services and Stafford MSD - Therapy Services, 09/01/2018 - 08/31/2019, \$9,975.
- Between School-Based Therapy Services and Yes Prep Public Schools - Therapy Services, 08/16/2018 - 08/15/2019, \$14,250.
- Between School-Based Therapy Services and KIPP Houston - Therapy Services, 08/16/2018 - 08/15/2019, \$35,625.
- Between School-Based Therapy Services and Waller ISD - Therapy Services, 08/16/2018 - 08/15/2019, \$35,150.
- Between Teaching Learning Center and Channelview ISD - Professional Learning for secondary teachers, 10/8/2018, \$1,250.
- Between Teaching Learning Center and Katy ISD - ELA PLC and Instructional Coaching, 09/05/2018 - 04/05/2019, \$6,250.
- Between Teaching Learning Center and Pearland ISD - Professional Development, 10/08/2018, \$1,000.
- Between Teaching Learning Center and Pearland ISD - Professional Development, 09/26/2018, \$1,000.
- Between Teaching Learning Center and Alief ISD - Science Misconceptions, 01/15/2019 - 01/19/2019, \$2,250.
- Between Teaching Learning Center and Allief ISD - Professional Development on the new ELAR and SLAR TEKS, 11/29/2018 - 01/09/2019, \$2,500.
- Between Schools Division - Fortis Academy and Aldine ISD - Annual Contract, 09/14/2018 - 06/06/2019, \$12,000.
- Between Schools Division - Fortis Academy and Channelview ISD - Annual Contract, 09/11/2018 - 06/06/2019, \$36,000.
- Between Schools Division - ABS West and Stafford ISD - Annual Contract, 08/27/2018 - 06/06/2019, \$20,300.
- Between Schools Division - Fortis Academy and Sheldon ISD - Annual Contract, 08/27/2018 - 06/06/2019, \$12,000.
- Between Schools Division - Highpoint School East and KIPP Texas Public Schools - Annual Contract, 08/27/2018 - 06/06/2019, \$39,600.
- Between Schools Division - ABS East and Shepherd ISD - Annual Contract, 08/27/2018 - 06/016/2019, \$23, 500.
- Between Schools Division - ABS West - Annual Contract, 08/27/2018 - 06/06/2019, \$47,000.
- Between Schools Division - Channelview ISD - Classroom Management Training, 10/08/2018 - 10/22/2018, \$6,096.

G. **Non-monetary contracts for FY 2019**

- Between Adult Education and St. Edith Stein Catholic Church for location of Adult Education classes.
- Between Adult Education and City of Houston Parks and Recreation Department for location of Adult Education classes.
- Between Adult Education and CT Espanol Church for location of Adult Education classes.

- Between Adult Education and Trinity Episcopal Church for location of Adult Education classes.
- Between Adult Education and CT Church for location of Adult Education classes.
- Between Head Start and Goose Creek CISD (MOU) for the collaboration of providing comprehensive services for three and four year old eligible children.
- Between Head Start and San Jacinto Community College District (MOU) for the collaboration of providing comprehensive services for three and four year old eligible children.

- H. **Submission of proposal request to the National Security Agency/National Science Foundation to support the Teaching and Learning Center Digital Education and Innovation's iLearn GenCyber Student Camp.** If awarded, this camp would serve 40 9th-12th grade students.
- I. **Submission of grant proposal to National Security Agency and National Science Foundation in the amount of \$48,148.73 for Teaching and Learning Center's iTeach GenCyber Camp,** which will train 30 middle and high school teachers in cybersecurity concepts.
- J. **Schools Division Enrollment Report for October 2018**
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, December 19, 2018, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, appearing to read "James Colbert, Jr.", is positioned above the printed name.

James Colbert, Jr.
County School Superintendent