

**Harris County Department of Education
Minutes of Regular Board Meeting
November 14, 2018**

The Harris County Board of School Trustees met in regular session on November 14, 2018 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Louis Evans, Board President, called the meeting to order at 1:05 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 – via Skype; Don Sumners; Diane Trautman; and Mike Wolfe

Board Members Absent: George Moore

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

Danielle Bartz, Chief of Staff; Darlene Breaux, Director Research and Evaluation Institute; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Carie Crabb, Senior Director Therapy Services; Curtis Davis, Director Records Management; Jeff Drury, Director Choice Partners Cooperative; Anthony Mays, Senior Director Schools Division; Venetia Peacock, Director Head Start; Gayla Rawlinson, Director Center for Grants Development; Stephanie Ross, Director Adult Education; Melissa Smith, Board Secretary; Rosa Maria Torres, Chief Accounting Officer; Natasha Truitt, Executive Director Human Resources; Richard Vela, Senior Director Facilities; Frances Watson-Hester, Senior Director Teaching and Learning Center

Visitors: Richard Cantu

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.

Richard Cantu addressed the board, introduced himself to the board as a newly elected HCDE trustee and spoke regarding meeting the growing needs of Harris County and that he was looking forward to joining the board.

5. **Reports and presentations:**

- A. **Superintendent Monthly Report** - James Colbert, Jr.

Superintendent Colbert wished everyone a Happy Thanksgiving and stated there was nothing to report.

- B. **Annual update on the HCDE CASE for Kids** division - Lisa Caruthers, Director

- C. **Website Presentation**

Danielle Clark, Chief Communications Officer, gave a presentation regarding HCDE's new website

- D. **Report of the Board Feasibility Subcommittee** - Don Summers

Don Summers announced that the PFC Board authorized the superintendent to negotiate a contract for construction of the new AB West campus

- 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.

Mike Wolfe congratulated Dr. Diane Trautman on her election victory to the Harris County Clerk position. Louis Evans reported that he attended the HCDE Human Trafficking Summit and found the information interesting and the Department had a lot of good information to present.

- F. **Monthly Financial Reports through 10/31/2018** - Jesus Amezcua, Assistant Superintendent for Business Services

Erica Lee Carter requested to remove items 6.B. and E.1. from the consent agenda.

Motion made by Eric Dick, seconded by Diane Trautman to approve remaining items on the consent agenda with the exception of items 6.B. and 6.E.1.

Motion passes 5-1 voting to approve remaining items on the consent agenda with the exception of items 6.B. and 6.E.1., with Michael Wolfe abstaining.

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); Enseio, 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:

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, DrB!Real 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).

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

B. *Motion made by Eric Dick, seconded by Louis Evans to approve item 6.B.*

Motion passes 5-1 voting to approve the 10/17/2018 Board Meeting Minutes, with Erica Lee Carter abstaining.

E.1. **Consider approval of the following item for Internal Purchasing: 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.

Motion made by Eric Dick, seconded by Diane Trautman to approve 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.

Motion passes with 6-0 voting to approve.

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).**

Motion made by Eric Dick seconded by Diane Trautman to approve 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).

Motion passes with 6-0 voting to approve.

- 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).**

Motion by Eric Dick seconded by Diane Trautman to accept 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).

Motion passes with 6-0 voting to approve.

- 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.

Motion made by Eric Dick seconded by Mike Wolfe to accept 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.

Motion passes with 6-0 voting to accept.

- 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).**

Motion by Eric Dick seconded by Mike Wolfe to approve 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).

Motion passes 6-0 voting to approve.

- 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.**

Mike Wolfe requested to receive legal advice in closed session for this item.

Louis Evans stated that the Board would revisit this item after executive session.

The board entered into Executive Session at 1:55 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, evaluation and contract of HCDE Superintendent.**

The board entered into Open Session at 2:38 p.m.

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

7. E. *Motion made by Diane Trautman, seconded by Eric Dick to approve the 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.*

Diane Trautman and Eric Dick agreed to a friendly amendment of the motion to add "together with the HCDE Board President" to item (f) of the Scope of Work included in the contract. .

Motion, as amended, passes with 4-2 voting to approve, with Don Sumners and Mike Wolfe voting nay.

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.

Motion made by Eric Dick seconded by Diane Trautman to adjourn meeting.

Motion passes with 6-0 voting to adjourn.

Meeting adjourned at 2:42 p.m.

Board President

Board Secretary