

**Harris County Department of Education  
Minutes of Regular Board Meeting  
December 19, 2018**

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The Harris County Board of School Trustees met in regular session on December 19, 2018 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Louis Evans, Board President, called the meeting to order at 1:18 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; 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

Danielle Bartz, Chief of Staff; Darlene Breaux, Director Research and Evaluation Institute; Ecomet Burley, Director Center for Safe and Secure Schools; 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; Bill Monroe, Director Purchasing; Venetia Peacock, Director Head Start; Gayla Rawlinson, Director Center for Grants Development; Stephanie Ross, Director Adult Education; Melissa Godbout, Board Secretary; Natasha Truitt, Executive Director Human Resources; Richard Vela, Senior Director Facilities; Frances Watson-Hester, Senior Director Teaching and Learning Center; Linda Zatopek, Director Educator Certification and Professional Advancement

**Visitors:** Richard Cantu; Danyahel Norris; Colleen Vera; D Washington

1. **Invocation** - Roxanne Torres, Human Resources
2. **Pledge of Allegiance to the US flag** - Monserrat Witine, Human Resources
3. **Pledge of Allegiance to the Texas flag** - Monserrat Witine, Human Resources
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.

*Colleen Vera addressed the board regarding several purchases, including a transaction from Perry's Steak House and a payment for the Lone Star golf tournament.*

*Erica Lee Carter addressed the board and introduced her children. She stated that she will soon be joining the group of citizens and that the future Board will not only be working for the citizens, but for the children of Harris County, including her own. She gave thanks to the Superintendent, former Superintendent, Sarah Langlois, and the rest of the HCDE staff for helping her get through her 6 years on the Board, and stated that she was honored to have served with them. She thanked Diane Trautman for supporting her and being a friend to her during her time on the board.*

5. **Reports and presentations:**

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

*Superintendent Colbert thanked and recognized the three trustees who are leaving and stated it was a pleasure working with each of them. He updated the board concerning the Bates Collision Head Start events and recognized them for modeling good citizenship. He stated that he was looking forward to the next year and working with the new board members. He recognized new board members Danny Norris and Richard Cantu, who were present in the audience*

B. **Report of the Board Feasibility Subcommittee** - Don Sumners

*No report was given.*

- C. **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.

*Louis Evans stated that he was honored to serve with the other board members and recognized some of the staff members and stated that it was a pleasure to have worked with them.*

*Diane Trautman stated that it was an honor to serve on the board and also thanked the staff members for their work and the superintendent for his vision and work.*

*Mike Wolfe thank Louis Evans, Diane Trautman and Erica Lee Carter for their service on the board.*

- D. **Monthly Financial Reports through 11/30/2018** - Jesus Amezcua, Assistant Superintendent for Business Services

*Diane Trautman requested to reserve items 6.B.1. and 6.B.3.*

*Erica Lee Carter requested to reserve item 6.E.2.*

*Motion made by Eric Dick, seconded by George Moore to approve remaining items on consent agenda, with the exception of 6.B.1., 6.B.3. and 6.E.2.*

*Motion passes 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 2018

B. **Consider approval of the following Board Meeting Minutes**

2. 11-14-2018 Board Meeting

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

1. **Interlocal (expenditure) contract for FY 2019 CASE for Kids 21st Century Community Learning Center(s) Cycle 10, Year 1, in the aggregate amount of \$122,000 with the following entity:** Raul Yzaguirre Schools for Success in the amount of \$122,000 (85 students served).
  2. **Interlocal (expenditure) contract for FY 2019 CASE for Kids Partnership Project in the aggregate amount of \$198,300 with** Houston ISD for the following schools: Benbrook Elementary in the amount of \$30,000 (30 students served), Briscoe Elementary in the amount of \$25,000 (40 student served), Lyons Elementary in the amount of \$30,000 (30 students served), Park Place Elementary in the amount of \$30,000 (30 students served), Sanchez Elementary in the amount of \$28,300 (30 student served), Whidby Elementary in the amount of \$25,000 (60 students served) and White Elementary in the amount of \$30,000 (30 students served) .
  3. **Interlocal (expenditure) contract for FY 2019 CASE for Kids 21st Century Community Learning Center Cycle 9, Year 3, in the amount of \$287,740** with the following entity: Houston ISD in the amount of 143,870 (82 students served) and Humble ISD in the amount of 143,870 (82 students served).
  4. **Amendment #1 to Interlocal (revenue) contracts for FY2019 in the aggregate amount of \$1,026,016 with Academic and Behavior School West with the following districts:** KIPP TPS to increase the amount from three (3) units for a total of \$60,900 to six (6) units for a total of \$121,800 (an increase of \$60,900) (In-county \$20,300 each); Alief ISD to add bus aide services not to exceed \$11,016 (\$18.00 an hour, not to exceed 612 hours).
  5. **Interlocal (revenue) contract for FY2019 in the aggregate amount of \$470,000 for Academic and Behavior School West with the following district: Fort Bend ISD** for twenty (20) out-of-county annual contracts in the amount of \$470,000 (\$23,500 each) for the contracted period of 8/27/18 through 6/6/19.
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract award for job no. 19/007MR for JOC-IDIQ Services for Signage, Scoreboards and Related Items for the following**

**vendor:** Kaiser International, Inc. dba Kaiser Graphics (#19/007MR-01) for the period 12/19/2018 through 12/18/2019.

2. **Contract Amendment to all contracts awarded under job no. 16/054JN for Job Order Contracting for IDIQ Public Construction and Maintenance.**
  3. **Assignment of contract for job no. 15/020CG-08 for Materials, Parts, Equipment, Supplies and Related Items for Maintenance and Operations Departments** from Eagle United USA to Eagle Flag Products dba Eagle Mountain Flag and Flagpole (contract no. 15/020CG-08). The effective date of the Consent for assignment is December 19, 2018.
  4. **Contract renewal option for job no. 18/015KC for Office Furniture and Related Items with the following vendors:** Carroll's Discount Office Furniture (#18/015KC-01); Indiana Furniture Industries, Inc. dba Indiana Furniture (#18/015KC-02); J.R., Inc. (#18/015KC-03); Stylex, Inc. (#18/015KC-05), and Velocity Office Products, LLC dba Velocity Business Products (#18/015KC-06) for the period 01/24/2019 through 01/23/2020.
  5. **HCDE Interlocal Agreements with:** Chambers County, Anahuac, Texas; Chariho Regional School District, Wood River Junction, Rhode Island; Crockett ISD, Crockett, Texas; City of Port Arthur, Port Arthur, Texas; Ector County ISD, Odessa, Texas; Sharyland ISD, Mission, Texas, and City of Oakland, Oakland, California.
- E. Consider approval of the following items for Internal Purchasing:
1. **Contract award for job no. 19/006KJ for Contracted Services for Teaching Learning Center to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal:** McGraw-Hill School Education, LLC., for the period of 12/19/2018 through 12/18/2023 (subject to annual appropriations of funding).
  3. **Contract renewal option for job no. 16/019YR for Coffee, Tea Services, and Related Items with the following vendor:** Reliant Business Products, Inc. for the period of 02/23/2019 through 02/22/2020.
  4. **Contract renewal option for job no. 17/017LB for Head Start Substitute Teachers and Teacher Assistants with the following vendors:** PESG of Texas and Zenith Learning, for the period 01/19/2019 through 01/18/2020.

F. Consider approval of the following Revenue Agreements:

B. **Consider approval of the following Board Meeting Minutes:**

1. 11-9-2018 Special Committee Meeting
3. 11-16-2018 Special Board Meeting

*Motion made by Eric Dick, seconded by Mike Wolfe to approve items 6.B.1. and 6.B.3.*

*Motion passes 5-0-2 voting to approve, with Diane Trautman and Louis Evans abstaining.*

E.2. Consider approval of the following items for Internal Purchasing:

**Consider renewal option for job no. 17/014YR-2 for Lease of a Baytown Head Start Facility for HCDE with the following vendor:** HDW Pruett TX, LLC for the period of 1/19/2019 through 01/18/2020.

*Motion made by Eric Dick, seconded by Erica Lee Carter to approve renewal option for job no. 17/014YR-2 for Lease of a Baytown Head Start Facility for HCDE with the following vendor: HDW Pruett TX, LLC for the period of 01/19/2019 through 01/18/2020.*

*Eric Dick and Erica Lee Carter withdrew their motion. Item 6.E.2. was pulled from the agenda, and no action was taken on the item.*

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

A. **Consider approval of the proposed Annual Budget Calendar for FY 2020**

*Motion made by Eric Dick, seconded by Diane Trautman, to approve the proposed Annual Budget Calendar for FY 2020.*

*Motion passes with 7-0 voting to approve.*

B. **Consider approval of Services Agreement with ChildCare Careers, LLC (RFP 18/035YR) to provide substitute Teachers and Teaching Assistants to the HCDE Early Head Start, Child Care Partnerships and Head Start program for the period of 01/01/2019 through 12/31/2019 in an amount not to exceed \$110,000.**

*Motion made by Eric Dick, seconded by Diane Trautman, to approve Services Agreement with ChildCare Careers, LLC (RFP 18/035YR) to*

*provide substitute Teachers and Teaching Assistants to the HCDE Early Head Start, Child Care Partnerships and Head Start program for the period of 01/01/2019 through 12/31/2019 in an amount not to exceed \$110,000.*

*Motion passes with 7-0 voting to approve.*

- C. **Consider approval of Service Agreement with Zenith Learning (RFP 17/017LB) to provide substitute Teachers and Teaching Assistants to the HCDE Early Head Start ChildCare Partnerships and Head Start program for the period of 1/1/19 to 12/31/19 in the amount not to exceed \$100,000.**

*Motion made by Eric Dick, seconded by Erica Lee Carter to approve Service Agreement with Zenith Learning (RFP 17/017LB) to provide substitute Teachers and Teaching Assistants to the HCDE Early Head Start ChildCare Partnerships and Head Start program for the period of 1/1/19 to 12/31/19 in the amount not to exceed \$100,000.*

*Motion passes with 7-0 voting to approve.*

- D. **Consider approval of Service Agreement, with Julie Smith (RFP #15/056KJ) to provide disability consulting services to HCDE Head Start Division - Early Head Start, EHS Child Care Partnerships and Head Start for the period of 01/01/2019 through 12/31/2019 in the aggregate amount of \$65,000 (\$50,000 for Head Start and \$15,000 for Early Head Start) (fully funded by Head Start funds).**

*Motion made by Eric Dick, seconded by Diane Trautman, to approve Service Agreement, with Julie Smith (RFP #15/056KJ) to provide disability consulting services to HCDE Head Start Division - Early Head Start, EHS Child Care Partnerships and Head Start for the period of 01/01/2019 through 12/31/2019 in the aggregate amount of \$65,000 (\$50,000 for Head Start and \$15,000 for Early Head Start) (fully funded by Head Start funds).*

*Motion passes with 7-0 voting to approve.*

- E. **Consider approval to purchase the Microsoft campus license for the 3rd year of the 3-year Microsoft agreement from CDW-G (Job No. 18/056KD-13) in an amount not to exceed \$135,056.00.**

*Motion made by Eric Dick, seconded by Erica Lee Carter, to approve to purchase the Microsoft campus license for the 3rd year of the 3-year*

*Microsoft agreement from CDW-G (Job No. 18/056KD-13) in an amount not to exceed \$135,056.00.*

*Motion passes with 7-0 voting to approve.*

- F. **Consider approval of expenditure contract in the amount of \$73,892.87 to Foster Fence** under RFP # 18/060JN-10 for improvement (fencing) to Fortis Academy, Academic Behavior School East and High Point East (funding available in construction fund).

*Motion made by Eric Dick, seconded by Mike Wolfe, to approve expenditure contract in the amount of \$73,892.87 to Foster Fence under RFP # 18/060JN-10 for improvement (fencing) to Fortis Academy, Academic Behavior School East and High Point East (funding available in construction fund).*

*Motion passes with 4-3 voting to approve, with Mike Wolfe, Don Sumners and George Moore voting nay.*

- G. **Consider acceptance of the Notice of Award (NOA) from the Department of Health and Human Services Administration for Children and Families for the Area I Head Start Division** in the amount of \$12,615,175 for a period of 01/01/2019 through 12/31/2019

*Motion made by Eric Dick, seconded by Diane Trautman, to accept the Notice of Award (NOA) from the Department of Health and Human Services Administration for Children and Families for the Area I Head Start Division in the amount of \$12,615,175 for a period of 01/01/2019 through 12/31/2019*

*Motion passes with 6-0-1 voting to accept, with George Moore abstaining.*

- H. **Consider approval of a Memorandum of Agreement for FY 2019 for an award by OneStar Foundation providing HCDE CASE for Kids up to four (4) AmeriCorps VISTA members** who will deliver services that help build CASE for Kids' organizational capacity in meeting its mission of strengthening, supporting, and sustaining afterschool programs and out of school time activities. HCDE CASE for Kids will contribute match funds of \$8,700 per VISTA for up to four (4) VISTAs, not to exceed \$34,800.

*Motion made by Eric Dick, seconded by Erica Lee Carter, to approve a Memorandum of Agreement for FY 2019 for an award by OneStar Foundation providing HCDE CASE for Kids up to four (4) AmeriCorps*



*VISTA members who will deliver services that help build CASE for Kids' organizational capacity in meeting its mission of strengthening, supporting, and sustaining afterschool programs and out of school time activities. HCDE CASE for Kids will contribute match funds of \$8,700 per VISTA for up to four (4) VISTAs, not to exceed \$34,800.*

*Motion passes with 7-0 voting to approve.*

- I. **Contract award for job no. 18/059KJ - Board Legal Services for HCDE Board of Trustees to the proposers offering the best value to HCDE** and meeting the specifications outlined in the proposal: Proposed vendor to be determined by the Board of Trustees (subject to annual appropriations of funding).

*Mike Wolfe requested legal advice in Executive Session regarding this item.*

*The Board entered into executive session at 2:00 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. **Employment:**  
Teacher, Academic and Behavior School East  
Teacher, Academic and Behavior School East
  - B. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees, including, but not limited to, Superintendent's contract in accordance with Tex. Gov't Code Section 551.074.**

*The Board entered into Open Session at 3:05 p.m.*

9. **RECONVENE** for possible action on items discussed in executive session
7. I. **Contract award for job no. 18/059KJ - Board Legal Services for HCDE Board of Trustees to the proposers offering the best value to HCDE** and meeting the specifications outlined in the proposal: Proposed vendor to be determined by the Board of Trustees (subject to annual appropriations of funding).

*Motion made by George Moore, seconded by Diane Trautman to table this item until the January board meeting.*

*Motion to amend the motion made by Mike Wolfe to award the contract for job no. 18/059KJ to Strahan Cain law firm.*

*Friendly amendment to the motion made by George Moore and Diane Trautman to table the item until the February board meeting.*

*Motion to amend the motion made by Don Sumners to table the item indefinitely. Motion failed for lack of a second.*

*Motion made by Mike Wolfe to call the question, seconded by Don Sumners.*

*Motion passes with 6-1 voting to call the question, with Eric Dick voting nay.*

*Motion, as amended, to table the item until the February board meeting fails 3-4, with Louis Evans, Eric Dick, Don Sumners, and Mike Wolfe voting nay.*

*Motion made by Mike Wolfe, seconded by Don Sumners to award the contract for job no. 18/059KJ to Strahan Cain law firm.*

*Motion made by Mike Wolfe, seconded by Don Sumners, to call the question.*

*Motion to call the question fails 2-5, with Louis Evans, Eric Dick, Diane Trautman, Erica Lee Carter, and George Moore voting nay.*

*No action taken on motion to award the contract to Strahan Cain, with vote of 3-3-1 to award the contract to Strahan Cain, with Diane Trautman, Erica Lee Carter, and George Moore voting nay and Louis Evans abstaining.*

*Motion made by Mike Wolfe, seconded by Diane Trautman to table the item until the January board meeting.*

*Motion passes with 7-0 voting to table the item until the January board meeting.*

9. A. **Employment:**  
Teacher, Academic and Behavior School East  
Teacher, Academic and Behavior School East

*Motion made by Mike Wolfe, seconded by Diane Trautman to approve employment of 2 teachers, Academic and Behavior School East.*

*Motion passes with 7-0 voting to approve.*

9. B. **Possible action regarding Superintendent's contract.**

*Motion made by Mike Wolfe, seconded by Don Sumners, to table this item until the January board meeting.*

*Motion to table fails 1-6, with Louis Evans, Eric Dick, Diane Trautman, Erica Lee Carter, George Moore, and Don Sumners voting nay.*

*Motion made by George Moore, seconded by Louis Evans to approve the Fourth Amendment to the Superintendent's employment contract, including a 12-month extension to the term through June 30, 2022 and a 3% salary increase.*

*Motion to amend the motion made by Mike Wolfe to approve a 6-month extension to the Superintendent's contract. Motion fails due to lack of a second.*

*Motion to approve the Fourth Amendment to the Superintendent's employment contract, including a 12-month extension to the term through June 30, 2022 and a 3% salary increase passes 6-1, with Mike Wolfe voting nay.*

10. **INFORMATION ITEMS**

A. **Human Resources Information Items**

B. **November 2018 Employee Count**

C. **Submission of grant proposal to Dreyfus Foundation in the amount of \$5,000 to support Teaching and Learning Center-Science's Weather Applications to Teach Environmental Resilience (WATER) project.** The project focuses on Geographic Information Systems (GIS) and will serve 100 students.

D. **Grant application to Texas Council for Developmental Disabilities** not to exceed \$7,500 to host the Autism Summit in April 2019. The conference will serve 100 educators and focus on best practices for serving students with autism spectrum disorders.

E. **Submission of grant proposal to Henderson Foundation** in the amount of \$5,000 to support CASE for Kids' All-Earth Ecobot Challenge, which

engages students in robotics and promotes interest in STEM careers. The project will serve over 600 students.

- F. **HCDE Area I Head Start USDA Meal Totals for the months of August and September 2018**; 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.
  - G. **Head Start Performance Reports for August and September 2018**
  - H. **Schools Division Enrollment Report for November 2018.**
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, January 16, 2019, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

*Motion made by Erica Lee Carter, seconded by Louis Evans to adjourn the meeting.*

*Motion passes with 7-0 voting to adjourn.*

*The meeting adjourned at 3:15 p.m.*

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Board President

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Board Secretary