

**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 **19th day of December 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
December 19, 2018
Agenda of Regular Meeting**

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held December 19, 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** - 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.
5. **Reports and presentations:**
 - A. **Superintendent Monthly Report** - James Colbert, Jr.
 - B. **Report of the Board Feasibility Subcommittee** - Don Sumners
 - 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.
 - D. **Monthly Financial Reports through 11/30/2018** - Jesus Amezcua, Assistant Superintendent for Business Services
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

1. 11-9-2018 Special Committee Meeting
2. 11-14-2018 Board Meeting
3. 11-16-2018 Special 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).
2. **Contract renewal option for job no. 17/014YR-2 for Lease of a Baytown Head Start Facility for HCDE with the following vendor:** HDW Pruet TX, LLC for the period of 01/19/2019 through 01/18/2020.
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:

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

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

- 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).
 - 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.
 - 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).
 - 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
 - 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.
 - 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).
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.**
9. **RECONVENE** for possible action on items discussed in executive session
- A. **Employment:**
Teacher, Academic and Behavior School East
Teacher, Academic and Behavior School East
 - B. **Possible action regarding Superintendent's contract.**
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.

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

James Colbert, Jr.
County School Superintendent