

**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 **27th day of February 2019 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
February 27, 2019
Agenda of Regular Meeting**

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held February 27, 2019, 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** - Stephen Kendrick, Choice Partners
2. **Pledge of Allegiance to the US flag** - Charlotte Manning, Facilities
3. **Pledge of Allegiance to the Texas flag** - Charlotte Manning, Facilities
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 from Facilities** - Richard Vela, Executive Director
 - C. **Annual Update from Choice Partners Cooperative Division** - Jeff Drury, Director
 - 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 01/31/2019** - Jesus Amezcua, Assistant Superintendent for Business Services
6. **ACTION ITEMS - CONSENSUS**
 - A. Consider approval of the following Business Services items:

1. January Disbursement Report
 2. Monthly Budget Amendment Report
 3. Monthly Investment Report for January 2019
- B. Consider approval of the following Board Meeting Minutes:
1. 01-16-2019 Regular Board Meeting Minutes
 2. 01-16-2019 Audit Committee Meeting Minutes
 3. 02-11-2019 Special Board Meeting Minutes
- C. Consider acceptance of the following grant awards:
1. Consider approval of a request for HCDE Area I Head Start 2019 Cost of Living Adjustment (COLA) in the amount of \$220,648 for the project period of 01/01/19 - 12/31/19. (fully funded by Head Start funds)
 2. Consider approval of the HCDE Area I Head Start/Early Head Start Selection Criteria 2019-2020.
 3. Consider approval of the 2019 Head Start Program Performance Response Plan.
- D. Consider ratification/approval of the following Interlocal Contracts:
1. **Consider approval of amended Interlocal (expenditure) contract for FY 2019 CASE for Kids 21st Century Community Learning Center(s) Cycle 10, Year 1, in the aggregate amount of \$129,500 with the following entity:** Southwest Schools in the amount of \$129,500 (110 students served).
 2. **Consider the approval of an Amended Interlocal contract for CASE for Kids Partnership Project for FY 2019, in the aggregate amount of \$176,487 with the following entity:** Alief ISD.
- E. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract Award for job no. 19/012KC for Graduation Items, Yearbooks and Commemoratives & Related Items for the following vendors:** Pride and Recognition, Inc. dba L.G. Balfour Company (#19/012KC-01); Taylor Publishing Company dba Balfour/Balfour Publishing (#19/012KC-02); Friesens Corporation (#19/012KC-03), and Inter-State Studio & Publishing Company (#19/012KC-04) for the period 02/27/2019 through 02/26/2020.
 2. **Contract renewal option for job no. 15/002CG-01 for Disaster Recovery Consultants with the following vendor:** Rising Phoenix Holdings Corporation (fka Adjusters International, Inc.) dba Adjusters International Consulting, LLC (#15/002CG-01) for the period 04/21/2019 through 04/20/2020.

3. **Contract renewal option for job no. 15/008KC for Travel Services with the following vendor:** GBJ, Inc. dba AFC Transportation (#15/008KC-01) for the period 04/21/2019 through 04/20/2020.
4. **Contract renewal option for job no. 15/019KC for Uniforms & Accessories Purchase and Rental with the following vendors:** Varsity Brands Holding Company, Inc. dba BSN Sports, LLC (#15/019KC-04); Fruhauf Uniforms, Inc. (#15/019KC-07); J.W. Drouin & Associates dba J. Harding & Company (#15/019KC-11); Texas Motion Sports, LLC (#15/019KC-13), and Triple D Uniform Rental, Inc. (#15/019KC-15); for the period 04/21/2019 through 04/20/2020.
5. **Contract renewal option for job no. 15/020CG for Materials, Parts, Equipment, Supplies & Related Items for Maintenance & Operations Departments with the following vendors:** Alklean Industries, Inc. (#15/020CG-01); Eagle Flag Products, Inc. dba Eagle Mountain Flag and Flagpole (#15/020CG-08), and Convict Hill Floorcovering & Design, Inc. dba Lady Liberty Flag & Flagpole (#15/020CG-10) for the period 04/21/2019 through 04/20/2020.
6. **Contract renewal option for job no. 15/023JN for Tree Trimming, Landscaping, Debris Removal and Other Related Services with the following vendors:** Asplundh Tree Expert, LLC (#15/023JN-01); Yellowstone Landscape - Central, Inc. (#15/023JN-02); The F.A. Bartlett Tree Expert Company dba Bartlett Tree Experts (#15/023JN-03), and Metropolitan Landscape Management, Inc. (#15/023JN-04) for the period 04/21/2019 through 04/20/2020.
7. **Contract renewal option for job no. 16/011MP for Fine Paper and Related Items with the following vendors:** Western-BRW Paper Company, Inc. dba Bosworth Papers Company, Inc. (#16/011MP-01), and Butler Business Products, LLC (#16/011MP-02) for the period 04/01/2019 through 03/31/2020.
8. **Contract renewal option for job no. 16/022CG for Carpet Cleaning and Related items with the following vendors:** Bono Care, LLC dba Corporate Care (#16/022CG-02); GMW Quality Cleaning Solutions, dba Hospitality Cleaning Solutions, LLC (#16/022CG-03), and The Kings Southern Division (#16/022CG-04) for the period 04/19/2019 through 04/20/2020.
9. **Contract renewal option for job no. 18/016CG for Construction Photographic Documentation Services and Related Items with the following vendor:** Multivista Systems, LLC dba Multivista (#18/016CG-01) for the period 04/18/2019 through 04/17/2020.
10. **Contract award for job no. 19/011MR for JOC Athletic Surfaces and Related Items for the following vendors:** 3i Contracting, LLC (#19/011MR-01), and Fieldturf USA, Inc. (#19/011MR-02) for the period 02/27/2019 through 02/26/2020.
11. **HCDE Interlocal Agreements with:** Huntington ISD, Huntington, Texas; Driscoll ISD, Driscoll, Texas; Austin Peay State University, Clarksville, Tennessee; Town of Hope Mills, Hope Mills, North Carolina, and Point Isabel ISD, Port Isabel, Texas.
12. **Contract award for job no. 19/015MR for M&O Parts and Equipment for the following vendors:** Acme Architectural Hardware (#19/015MR-01); Infection Controls, Inc. dba GermBlast (#19/015MR-02); Delegard Tool of Texas (#19/015MR-03); Discount Two-Way Radio Corporation (#19/015MR-04); Perry Mechanical Systems, LLC (#19/015MR-05); Battery Systems, Inc. (#19/015MR-06); Clifford Power Systems, Inc. (#19/015MR-07); Summit Electric Supply Company, Inc. (#19/015MR-08), and Shiffler Equipment Sales, Inc. (#18/072KC-09) for the period 02/27/2019 through 02/26/2020.

F. Consider approval of the following items for Internal Purchasing:

1. **Contract award for job no. 19/013IA for CASE for Kids After School and Summer Direct Service Providers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** 5 Star Academy; Adaptive Instructional Modeling, LLC; Adventures in Learning (Gregory Dale Laufer); American Institute of Martial Arts; Bell and Smart; Buffalo Bayou Rowing Center; Code Ninjas (Brandb LLC); Code Park Inc; Collaborate With Christina; Comp-U-Dopt; Creativity Shell (EZ Kids Creativity Shell); Dinky Drum Company, LLC; Expressions Productions (1972); For the Children Consulting; Grow Minds Consulting LLC; Houston E.A. Foundation; Imagine Excellence, Inc.; InnerChange Consulting Group; Kids Robotic Academy, LLC; MYSYZE Dance Studio; Productive Ventures; Project GRAD Houston; RaRa Foundation Inc.; Shamelessly Saved Productions; The Box Program (Box Program); TXRX Labs (Transmit Receive Labs Inc.); Visual Arts Productions; When I Grow Up LLC; Workshop Houston; YMCA of Greater Houston; and Young Audiences of Houston (Young Audiences, Inc. of Houston for the period of 03/1/2019 through 02/28/2024.
2. **Contract award for job no. 19/008IA Contracted Services for the Center for Safe and Secure Schools to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal:** Safeplans and Hogan's Consulting (Deon I. Hogan) for the period of 03/01/2019 through 02/28/2024 (subject to annual appropriations of funding).
3. **Renewal options for job no. 15/063YR-2 R3 for CASE After-School and Summer Direct Service Providers with the following vendors:** Shamelessly Saved Productions; Ondi Love Center Ministries; Abundance Educational Consulting, LLC; K16 Ready Society (DBA Texas Initiative Programs TIPS); Imagiread Consulting Services, LLC; and Artist Boat for the period of 02/27/2019 through 02/26/2020.
4. **Renewal options for job no. 17/024YR CASE for Kids Consultants and Trainers with the following vendors:** edOpp Solutions, LLC; and Training and Leadership Consulting for the period of 02/28/2019 through 02/27/2020.
5. **Consider approval of budget item for CASE for Kids to pay for professional development and travel expenses of non-employees per Houston Galveston Area Council (HGAC) interlocal with HCDE for the period 03/01/2019 through 09/30/2019.** As per the contract agreement with HGAC, CASE for Kids will utilize HGAC Quality Service funding to cover the expenses of non-employee travel arrangements and professional development for out-of-school time community collaborators.

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

- A. **Consider approval to purchase E-rate equipment needed** for HCDE Schools and Head Start Centers in an amount not to exceed \$57,000 from Computer Discount Warehouse-Government (CDW-G) (Job No.18/056KD-13) RFP# 190002756.
- B. **(Tabled from January 16, 2019 Board Meeting) 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).
- C. **Consider approval and adoption of Resolution approving amendment to the Bylaws** of the HCDE Public Facility Corporation to add one (1) director to the PFC Board of Directors.

- D. **Consider election/appointment of a director to the HCDE Public Facility Corporation Board of Directors** and consider discussing and possible action regarding the removal and replacement of director(s) of the HCDE Public Facility Corporation (agenda item requested by Josh Flynn).
 - E. **Consideration of and possible vote on a directive to Board legal counsel to present a report to the Board** on the status of the Harris County Educational Foundation, including identifying its acting directors and officers, and compliance with federal and state filings and regulatory provisions (agenda item requested by Board President Josh Flynn).
 - F. **Consideration of and possible vote on a directive to Superintendent James Colbert to develop and present a report** to the Board on the current operating status of Fortis Academy and his improvement plan to make Fortis Academy a viable school operation in the future (agenda item requested by Board President Josh Flynn).
 - G. **Consideration of a request and possible vote for Board legal counsel to report to the Board on HCDE** making a \$1,500 contribution to the Lone Star College Educational Foundation golf tournament, including the Superintendent's justification of benefit to HCDE for making the \$1,500 contribution, identification of the names and positions of the HCDE players, the administration's justification of the expenditure, and an opinion as to the legality under Texas law of a government making the charitable contribution to the Foundation (agenda item requested by Board President Josh Flynn).
 - H. **Consideration of a request and possible vote for Board legal counsel to report to the Board on the legality of using HCDE funds** in excess of \$900 to hold a recognition dinner for HCDE school principals and whether such functions at government expense are customary within state school districts (agenda item requested by Board President Josh Flynn).
 - I. **Consideration of and a possible vote on a directive to the HCDE PFC and Superintendent to develop and present a report** to the Board on the current status of the construction of the new AB School West, the anticipated opening date of the school, and a detailed analysis of the costs incurred to date and the future estimated costs to be incurred for completion (agenda item requested by Board President Josh Flynn).
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:**
Transition Specialist, Highpoint School East
Curriculum Director for Digital Education and Innovation, Teaching and Learning Center
 - B. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, and/or dismissal of public officers, including HCDE Trustees, including investigation of same, and obtain legal advice regarding same.
 - C. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.
9. **RECONVENE** for possible action on items discussed in executive session

- A. **Employment:**
Transition Specialist, Highpoint School East
Curriculum Director for Digital Education and Innovation, Teaching and Learning Center
- B. Possible action regarding evaluation, duties, and/or discipline of HCDE Trustees, including possible action regarding investigation.

10. **INFORMATION ITEMS**

A. **Human Resources Information Items**

B. **January 2019 Employee Count**

C. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is \$119,063.75):**

- Between Teaching Learning Center and Alief ISD - Integrate Social Studies and ELA, \$1,250.00.
- Between Teaching Learning Center and Humble ISD - Professional Development Training, \$1,250.00.
- Between Teaching Learning Center and Cypress-Fairbanks ISD - Assist Secondary ELA coaches in reworking curriculum framework, \$1,250.00.
- Between Teaching Learning Center and Katy ISD - Training on "Differentiation Strategies for Science & STAAR Academy, Grade 5, \$8,729.00.
- Between Teaching Learning Center and Lamar CISD - Training on "Workstation Make & Take, Grade 3-4, \$7,000.00.
- Between Teaching Learning Center and Galena Park ISD - Half-day of training on TEKs, \$850.00.
- Between Teaching Learning Center and Lamar CISD - Workshop on Digging Deeper into the TEKs, \$1,450.00.
- Between Teaching Learning Center and Channelview ISD - Presentation on Coaching, PLC Support, \$7,675.00.
- Between Fortis Academy and Goose Creek CISD - Annual Contract, \$24,000.00.
- Between ABS West and Alief ISD - Amendment to Annual Contract, \$11,016.00.
- Between ABS West and Magnolia ISD - Annual Contract, \$23,500.00.
- Between ABS West and Fort Bend ISD - Annual Contract, \$11,000.00.
- Between Therapy Services and Avondale House - Occupational Therapy, \$9,493.75.
- Between Therapy Services and Magnolia ISD - Musical Therapy, \$3,150.00.
- Between Teaching Learning Center and Katy ISD - Writing Academy Planning, \$1,000.00
- Between Teaching Learning Center and Galena Park ISD - Professional Development, \$850.00
- Between Teaching Learning Center and Channelview ISD - STAAR Academy for Biology & Science, \$2,000.00.
- Between Teaching Learning Center and Spring ISD - Professional Development, \$3,600.00

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

- Between Head Start and First 3 Years - Enhance the communication and facilitate the transition of children's placement in Head Start.
- Between CASE and Precinct2gether - ASI Match Certification Program
- Between CASE and Boys and Girls Club of Greater Houston - ASI Match Certification Program
- Between School-Based Therapy Services and San Jacinto College - Clinical Program
- Between Head Start and Young Learners School - CLI Engage online platform for shared viewing and editing student-level data.

- Between Head Start and Houston ISD - CLI Engage online platform for shared viewing and editing student-level data.

E. **Expenditure Interlocal contracts less than \$50,000**

- Between School Division and Region 4, training "Structuring for Success", \$1,140.00
- Between CASE and Spring Branch ISD, CASE Debates, \$8,000.00.
- Between CASE and Alief ISD, CASE Debates, \$12,000.00.
- Between CASE and Sping ISD, CASE Debates, \$4,000.00.
- Between CASE and Sheldon ISD, CASE Debates, \$4,000.00.
- Between CASE and Harmony Public Schools, CASE Debates, \$4,000.00.
- Between CASE and YES Prep Public Schools, CASE (NOrth Central) Debates, \$4,000.00.
- Between CASE and YES Prep Public Schools (Fifth Ward), CASE Debates, \$4,000.00.

F. **HCDE Head Start Performance Reports for the months of October, November, and December 2018**

G. **HCDE Head Start USDA Meal Totals for October, November, and December 2018**

H. **Outcome of the Administration for Children and Families (ACF) Monitoring Review of Humble Head Start.**

11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, April 17, 2019, 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 and title.

James Colbert, Jr.
County School Superintendent