

**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 **15th day of January 2020 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
January 15, 2020
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held January 15, 2020, 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** - Kristal Johnson, Center for Grants Development
2. **Pledge of Allegiance to the US flag** - Illiana Gonzalez, Center for Grants Development
3. **Pledge of Allegiance to the Texas flag** - Illiana Gonzalez, Center for Grants Development
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. **New Board Member Presentation** - Eric Dick, Board President
 - B. **Annual Update from Center for Grants Development** - Gayla Rawlinson, Director
 - C. **Superintendent Monthly Report** - James Colbert, Jr.
 - 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 12/31/2019** - Jesus Amezcua, Assistant Superintendent for Business Services
6. **ACTION ITEMS - CONSENSUS**
 - A. Consider approval of the following Business Services items:

1. December 2019 Disbursement Report
 2. Monthly Budget Amendment Report
 3. Monthly Investment Report for December 2019.
- B. Consider approval of the following Board Meeting Minutes:
1. 12-18-2019 Regular Board Meeting Minutes
- C. Consider ratification/approval of the following Interlocal Contracts:
1. **Interlocal (expenditure) contract for FY 2020 CASE for Kids Partnership Project in the aggregate amount of \$241,000** with the following entity: Houston Independent School District in the amount of \$241,000.
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **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 04/01/2020 through 03/31/2021.
 2. **Contract renewal option for job no. 16/022CG for Carpet Cleaning and Related items with the following vendors:** GMW Quality Cleaning Solutions, dba Hospitality Cleaning Solutions, LLC (#16/022CG-03), and The Kings Southern Division, LLC (#16/022CG-04) for the period 04/19/2020 through 04/18/2021.
 3. **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 04/18/2020 through 04/17/2021.
 4. **Contract renewal option for job no. 19/028KC for Medicaid Claiming & Billing Services with the following vendors:** Houston Independent School District (HISD) (#19/028KC-01); MSB Consulting Group, LLC (#19/028KC-02), and Sivic Solutions Group, LLC (#19/028KC-03) for the period 04/17/2020 through 04/16/2021.
 5. **Contract award for job no. 20/014MR for Motor & Aviation Fuel, Alternative Fuels, Lubricants & Related Items with the following vendors:** R&C Distributors, LLC dba Blender Direct (#20/014MR-01); Liberty Equipment Sales, Inc. (#20/014MR-02); Petroleum Traders Corporation (#20/014MR-03), and Jaguar Fueling Services, LLC for the period 01/15/2020 through 01/14/2021.
 6. **HCDE Interlocal Agreements with:** Keene ISD, Keene, Texas; McLennan Community College, Waco, Texas; Reve Preparatory Charter School, Houston, Texas; Jourdanton ISD, Jourdanton, Texas, and Washburn University, Topeka, Kansas.
- E. Consider approval of the following items for Internal Purchasing:
1. **Contract renewal options for job no. 15/063YR-2 R4 for CASE After-School and Summer Direct Service Providers with the following vendors:** Shamelessly Saved Productions; Abundance Educational Consulting, LLC; Imagiread Consulting Services, LLC; and Artist Boat for the period of 02/27/2020 through 02/26/2021.

2. **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 02/23/2020 through 02/22/2021.
3. **Contract renewal option for job no. 17/003YR for Food and Delivery Services for Harris County Department of Education Head Start with the following vendor:** Valley Services, Inc. for the period of 02/28/2020 through 02/27/2021.
4. **Contract renewal option for job no. 17/015KJ for Architectural Design Services with the following vendor:** Cre8 Architects for the period of 01/19/2020 through 01/18/2021.
5. **Contract 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 02/28/2020 through 02/27/2021.

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

- A. **Consider acceptance of the 2018-2019 Annual Financial Audit**, the fund balance categories and amounts as presented in the report and in the attached resolution for committed fund balance. The audit was conducted by Whitley Penn LLP.
 - B. **Consider approval of the proposed Annual Budget Calendar for FY 2021.**
 - C. **Consider approval of FY 2019-2020 Investment Resolution for the annual review of HCDE's Investment Policy**, Broker Dealers, and Investment Trainers in accordance with the Public Funds Investment Act.
 - D. **Consider approval to purchase two new 2020 model vehicles from Lake Country Chevrolet (HGACBuy Contract No. VE11-18)** in the total amount of \$92,444 (\$45,922 each plus HGACBuy fee of \$600).
 - E. **Consideration and Approval of an Order Authorizing the Execution and Delivery** of the Lease Revenue Bonds, Series 2016 Supplemental Trust Indenture; and Approving Other Matters Incident and Relating Thereto.
 - F. **Consider approval of removal of Josh Flynn as a Director of the HCDE Public Facility Corporation Board of Directors.**
 - G. **Consider appointment of Directors to the HCDE Public Facility Corporation Board of Directors (3 possible director positions open/vacant).**
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.
9. **RECONVENE** for possible action on items discussed in executive session

10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **Employee Count**
 - C. **Submission of grant proposal to Henderson Foundation in the amount of \$5,000 via Education Foundation** of Harris County to support CASE for Kids' All-Earth Ecobot Challenge. Requested funds will support robotics and drone competitions for 500-600 students.
 - D. **Submission of bid proposal to Katy ISD for professional development services and materials.** The proposed bid will allow HCDE to offer services for Katy ISD teachers and staff in academic subjects, special populations, digital education, school leadership and Restorative Practices.
 - E. **Submission of grant proposal to ACR/JAMS Foundation Initiative for Students and Youth in the amount of \$40,000** for Year 1 and \$20,000 for Year 2 to support the Center for Safe and Secure Schools *#RollingwithRestorative – Conflict Resolution Series*. Requested funds will provide training for students and school personnel in conflict resolution and support implementation of these practices during their interactions with youth, parents and school personnel through restorative practices models.
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, February 26, 2020, 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