

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 April 2023 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
April 19, 2023
Agenda of Regular Meeting**

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held April 19, 2023, beginning at 1:00 p.m.

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** - Alissa Morrow, Human Resources
2. **Pledge of Allegiance to the US flag** - Alicia Oliva, Head Start
3. **Pledge of Allegiance to the Texas flag** - Alicia Oliva, Head Start
4. **Open Forum** - Gov't Code 551.007 - 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. **Employee of the Month** - Natasha Truitt, Executive Director of Human Resources
 - B. **Superintendent Monthly Report** - James Colbert, Jr.
 - C. **Annual Division Update** - Human Resources
 - D. **Annual Division Update** - Head Start
 - 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. **Report of Board Committees** - Committee Chairs
 - G. **Monthly Financial Reports through 03/31/2023** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services
 - H. **Presentation of 2023 Excellence in Purchasing Award** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

- I. **Presentation of 2023 Excellence in Finance Award** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services
- J. **Announcement of awards from the Government Finance Officers Association (GFOA) for the HCDE 2021 Popular Annual Financial Report (PAFR)** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider ratification/approval of the following Business Services items:

- 1. Disbursement Report
- 2. Budget Amendment Report
- 3. Monthly Investment Report for March 2023

B. Consider ratification/approval of the following Board Meeting Minutes:

- 1. 02/24/2023 Board Meeting

C. Consider acceptance/approval of the following grant awards:

- 1. **Acceptance of the Family Math Literacy Initiative Grant between Harris County Department of Education, Adult Education and Texas Workforce Commission (Award Number 2923AEL003)** in the amount not to exceed \$476,547 for the period of 10/01/2022 through 09/30/2023.
- 2. **Acceptance of the Notice of Award (NOA) 06TD000167-01-01 from the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), for the Head Start Division to rebudget operations funds of \$8,940 from contractual to construction for completion of the project at the Coolwood Head Start Campus, located at 767 Coolwood Drive, Houston, Texas 77013, for the budget period 01/01/2021 through 12/31/2022.**
- 3. **Acceptance of the Notice of Award (NOA) 06TD000179-01-01 from the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Head Start (OHS), for the Head Start Division to rebudget operations funds of \$85,009 for classroom and office supplies and furniture for the Coolwood Head Start Project for the budget period 02/01/2021 through 01/31/2023**
- 4. **Acceptance of the Low-Cost Extension Notice of Award (06TD000167-01-02) in the amount of \$136,151 from the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Head Start (OHS) for the budget period 01/01/2021 through 12/31/2023.**
- 5. **Acceptance of the Low-Cost Extension Notice of Award (06TD000179-01-02) for the Coolwood Head Start Construction Grant in the amount of \$85,009 from the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Head Start (OHS), for the budget period 02/01/2021 through 01/31/2024.**

6. **Approval for HCDE Head Start to submit a grant request to the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Head Start (OHS) for the 2023 Cost-of-Living Adjustment (COLA) and Quality Improvement (QI) Funds in the amount of \$1,014,679 for the project period of 01/01/2023 through 12/31/2023.**
7. **Ratification of the Balance of Funds - Notice of Award 06CH011535-04-01 in the amount of \$6,355,777, from the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Head Start (OHS), for the 01/01/2023 to 12/31/2023 budget period.**
8. **Approval for HCDE Head Start to submit a grant request to the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Head Start (OHS) for a budget revision in the amount of \$60,000 for the project period of 09/01/2022 through 08/31/2023.**

D. Consider ratification/approval of the following Interlocal Contracts:

1. **Approval of Interlocal (revenue) Contract with Hillsboro ISD and the Center for Safe and Secure Schools Division for Safety Audits** from 04/19/2023 through 06/30/2023, in an amount not to exceed \$13,850 (\$11,850 for audit services plus travel not to exceed \$2,000), servicing 5 sites in one phase.
2. **Approval of Interlocal (revenue) contract for FY 2023 for Therapy Services in the aggregate amount of \$121,520 with School-Based Therapy Services and the following entity:** Channelview ISD.
3. **Ratification of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$31,050 with Highpoint School East with the following district:** KIPP Texas Public Schools for three (3) in-county annual contracts in the amount of \$31,050 (\$10,350 each) for the contract period of 10/03/2022 through 06/05/2023.
4. **Ratification of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$17,550 with Academic and Behavior School West with the following district:** Bellville ISD for one (1) out-of-county monthly contract in the amount of \$17,550 (\$3,900 per month) for the contract period of 01/23/2023 through 06/05/2023.
5. **Approval of Interlocal (revenue) agreement between the HCDE CASE for Kids Division and Harris County, with addition of one full-time staff,** for CASE for Kids to provide summer activities and projects, college and career readiness projects, and program site visits and coaching to each of the four Harris County Precincts, in the amount of \$7,100,000, for the period upon signature of both parties through 12/30/2026 and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute the agreement.
6. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 2 grant, in the aggregate amount of \$90,000 with the following entity:** Alief Independent School District in the amount of \$90,000 (220 students served) for the period of 09/01/2022 through 08/31/2023.

7. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 2 grant, in the aggregate amount of \$90,000 with the following entity:** Humble Independent School District in the amount of \$90,000 (220 students served) for the period of 09/01/2022 through 08/31/2023.
8. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 2 grant, in the aggregate amount of \$90,000 with the following entity:** Galena Park Independent School District in the amount of \$90,000 (220 students served) for the period of 09/01/2022 through 08/31/2023.
9. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 2 grant, in the aggregate amount of \$45,000 with the following entity:** BakerRipley in the amount of \$45,000 (110 students served) for the period of 09/01/2022 through 08/31/2023.
10. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 2 grant, in the aggregate amount of \$45,000 with the following entity:** Clear Creek Independent School District in the amount of \$45,000 (110 students served) for the period of 09/01/2022 through 08/31/2023.
11. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 2 grant, in the aggregate amount of \$45,000 with the following entity:** Association for the Advancement of Mexican Americans (AAMA) CHARTER in the amount of \$45,000 (92 students served) for the period of 09/01/2022 through 08/31/2023.
12. **Ratification of amended Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 10, Year 5 grant, in the aggregate amount of \$388,500 with the following entity:** Galena Park Independent School District in the amount of \$388,500 (330 students served) for the period of 09/01/2022 through 08/31/2023.
13. **Ratification of Interlocal (expenditure) contract for FY 2022-2023 CASE for Kids Project CASE Debates, in the aggregate amount of \$28,000 with the following entities:** Goose Creek ISD in the amount of \$4,000 and Aldine ISD in the amount of \$24,000 (a maximum of 168 students served) for the period of 09/01/2022 through 08/31/2023.
14. **Ratification of amendment of Interlocal (expenditure) contract for FY 2023 CASE for Kids Project CASE Debates, in the aggregate amount of \$4,726, with the following entities:** Harmony School of Advancement, to include the payment of \$726, for security and custodial services to host a tournament on 2/12/2023.

E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:

1. **Approval of the Contract Award for job. 23/015MR for Construction Photographic Documentation Services and Related Items with the following vendor:** Multivista Systems, LLC for the period of 04/19/2023 through 04/18/2024.

2. **Approval of the Contract Award for job no. 23/022MF Furniture, Fixtures, Equipment & Related Items with the following vendors:** A. Bargas & Associates, LLC (23/022MF-01); Blick Art Materials, LLC dba Blick Art Materials (23/022MF-02); Bluum, USA, Inc. (23/022MF-03); Butler Business Products, LLC (23/022MF-04); Carroll's Discount Office Furniture (23/022MF-05); Challenge Office Products, Inc. (23/022MF-06); Educator's Depot, Inc. (23/022MF-07); Indeco Sales, Inc. (23/022MF-08); Kaplan Early Learning Company (23/022MF-09); Kay Davis Associates, LLC (23/022MF-10); Lakeshore Parent, LLC dba Lakeshore Learning Materials, LLC (23/022MF-11); Learning Environments, LLC (23/022MF-12); Liberty Data Products, Inc. dba Liberty Office Products; Daniel Office Products; Gorilla Office Supplies (23/022MF-13); Library Interiors of Texas, LLC (23/022MF-14); Omega Furniture & Design Services, LLC (23/022MF-15); School Specialty, LLC (23/022MF-16); Tejas Office Products, Inc. (23/022MF-17); Tesco Industries, LLC (23/022MF-18); and Velocity Office Products, LLC dba Velocity Business Products (23/022MF-19) for the period 04/19/2023 through 04/18/2024.

3. **Approval of the Contract Award for job no. 23/023SG for Drug and Alcohol Testing with the following vendors:** DISA Global Solutions, Inc. dba DISA, Inc (23/023SG-01); DSI Medical Services, Inc. (23/023SG-02); Pinnacle Medical Management (23/023SG-03); and Zenith Health Network, LLC dba Unif Health (23/023SG-04) for the period of 04/19/2023 through 04/18/2024.

4. **Approval of HCDE Interlocal Agreements with:** Alvarado ISD, Alvarado, TX; Andrews ISD, Andrews, TX; Bellevue School District #405, Bellevue, WA; Brentwood Union Free School District, Brentwood, NY; City of Tomball, Tomball, TX; Howe ISD, Howe, TX; Milam County Jail, Cameron, TX; Quinlan ISD, Quinlan, TX; San Juan College, Farmington, MN; Shaker Heights Library, Shaker Heights, OH; Southwest Retirement Center, Inc. dba Village on the Isle, Venice FL; University of Texas Health Science Center at Tyler, Tyler, TX; Waelder ISD, Waelder, TX; Wichita State University, Wichita, KS; and Tejano Center for Community Concerns, Houston, TX.

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

1. **Approval of Contract Award for job no. 23/028IA for Intranet Packaged Solution with the following vendors:** Axero Holdings LLC; and ThoughtFarmer Inc. for the period 05/01/2023 through 04/31/2028.

2. **Approval of Contract Award for job no. 23/001IA-2 for CASE for Kids Content Area Services and Trainers with the following vendors:** Elevation Consulting, Inc.; EZLeadership LLC; Little Stem Academy (Virtual Education Station); and Young Audiences, Inc. of Houston for the period 05/01/2023 through 04/30/2028.

3. **Approval of Contract Award for RFP #23/008EJ Advisors, Coaches, Consultants, Counselors, Speakers and Trainers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Desmond Williams dba Nylinka School Solutions; Olivier, Inc.; Shareca P Vallaire, LLC; Shawn Kyle Faciane; and Winn Innovations for the period of 05/01/2023 through 04/30/2028.

4. **Approval of Contract Award for RFP #23/020EJ Level Up Houston Web-Based Digital Badging System to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** FOCALPOINTK12, INC.; My Volunter Operations, LLC; and SchoolLinks for the period of 04/20/2023 through 04/19/2028.

G. Consider ratification/approval of the following Revenue Agreements:

1. **Ratification of (revenue) Service Agreement with Stafford MSD in the amount of \$85,333** from 09/01/2022 to 02/28/2023 for HCDE's Business Services to perform duties related to Investments, Banking, Debt Management, Financial Statements, Budget preparation, Procurement and other internal functions.
2. **Ratification of (revenue) Interlocal Agreement with Tejano Center for Community Concerns, in the amount of \$63,500**, for HCDE's Business Services to conduct a business office review and assessment and make recommendations for streamlining processes from 02/01/2023 to 08/21/2023.

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

1. **Discussion and possible action on the selection of delinquent tax collection provider contract effective 07/01/2023.**
2. **Consider approval to submit the HCDE Head Start Incident Monitoring Response Plan to the Department of Health and Human Services (HHS) Administration for Children and Families (ACF)** for the final report of previously identified findings that were identified in the fall of 2022.
3. **Consider approval of granting a 200-square foot Utility Easement to the City of Houston** for the installation of a water meter at the new Coolwood Head Start Center, located at 767 Coolwood Drive, Houston, Texas 77013 and delegate authority to the Superintendent or his designee to negotiate, finalize and execute the easement agreement and related documents.
4. **Consider approval of a Warranty Deed for Sanitary Sewers required by the City of Houston** for the installation of manholes in the right-of-way for the Coolwood Head Start Center, located at 767 Coolwood Drive, Houston, Texas 77013.
5. **Consider approval of granting an Easement to the City of Houston for sidewalk purposes at the new Adult Education Center** and delegate authority to the Superintendent or his designee to negotiate, finalize and execute the easement agreement and related documents.
6. **Consider approval of Change Order #1 to contract with Paradigm Construction, LLC for Adult Education Project** and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute Change Order #1 extending Substantial Completion to 04/21/2023.
7. **Consider approval of Change Order #1 to the AIA Contract for the Humble Early Head Start Center/Competitive Sealed Proposal (CSP #22/058YR) with Facilities Sources** for the site work, civil work, and related items and delegate authority to the Superintendent or his designee to negotiate, finalize and execute Change Order #1 extending the Substantial Completion to 05/01/2023.
8. **Approval of audit services engagement with Whitley Penn (job no. 21/028YR) for fiscal year ending 08/31/2023, for an estimated amount of \$56,000.** Per Texas Education Agency requirements, an annual independent audit must be conducted.
9. **Consider approval of the 2023-2024 HCDE Work/Holiday Calendar.**

10. **Consider approval of resolution regarding recruitment and retention incentives for Schools and School-Based Therapy Services staff.**

11. **Consider first reading of the following revised local policies:**

- a. CPC (Local)
- b. DMA (Local)
- c. EHB (Local)
- d. FFBA (Local)
- e. FFH (Local)
- f. CB (Local)
- g. CKC (Local)
- h. FNG (Local)
- i. FO (Local)

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.
- B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.
- C. **Deliberate** possible action to terminate ABS West teacher's Chapter 21 term contract, for good cause as determined by the Board; obtain legal advice regarding same.

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

- A. **Consider action** to terminate ABS West teacher's Chapter 21 term contract, for good cause as determined by the Board.

10. **Discussion and possible action regarding future agenda items**

11. **INFORMATION ITEMS**

A. **Human Resources**

- 1. Personnel
- 2. Employee Count

B. **Acceptance of the receipt of the Office of Head Start (OHS) Program Performance Summary Report (6CH011535)** of the Harris County Department of Education Head Start program, conducted from 02/06/2023 to 02/10/2023, for the previously identified findings.

C. **Submission of grant proposal** to Dollar General Literacy Foundation in the amount of \$3,000 via the Education Foundation of Harris County to implement a summer reading program at ABS-East and ABS-West. Requested funds will serve 199 students and cover expenses for instructional materials, leveled books for classroom libraries and student incentives.

- D. **Submission of grant proposal to Dollar General Literacy Foundation in the amount of \$9,600 via the Education Foundation of Harris County** for Adult Education's Under 12 Hours Literacy Learn Program. Requested funds will cover the cost of hiring two part-time instructional specialists and serve 240 adult learners.

 - E. **Submission of a \$3,000 grant request to the Whole Kids Foundation** to support The Knights Kontainer Garden Program at Academic and Behavior School West. Requested funds will benefit 28 unduplicated students.

 - F. **Submission of grant proposal to Dollar General Literacy Foundation in the amount of \$10,000 via the Education Foundation of Harris County** to support HCDE Area I Head Start's Family Connection with Read and Rise program. Requested funds will benefit 1,000 unduplicated students and their families for the 2023-2024 school year.

 - G. **Submission of grant proposal to Houston Endowment in the amount of \$611,141 via the Education Foundation of Harris County** to implement the Your Voice Matters civic engagement project targeting young adults and youth. Requested funds will serve over 2,000 parents of Head Start and afterschool students; youth in afterschool and alternative education programs, adult learners; and community members.
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, May 17, 2023, at 1:00 p.m.



James Colbert, Jr.
County School Superintendent