

## **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 **12<sup>th</sup> day of July 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  
July 12, 2023  
Agenda of Regular Meeting**

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A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held July 12, 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** - Jessica Bermea, Purchasing
2. **Pledge of Allegiance to the US flag** - Anai Rodriguez, Business Services
3. **Pledge of Allegiance to the Texas flag** - Anai Rodriguez, Business Services
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. **Public Hearing on HCDE 2023-2024 Budget**
  - B. **Superintendent Monthly Report** - James Colbert, Jr.
  - C. **Annual Division Update** - Kendra Jackson, Director of Procurement
  - D. **Annual Division Update** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services
  - 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 06/30/2023** - 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 June 2023

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

1. 06/06/2023 Called Board Meeting
2. 06/21/2023 Board Meeting Minutes

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

1. **Acceptance of a Low-Cost Extension for the American Rescue Funds (06HE000969)** from U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).
2. **Approval to submit a Change in Scope application (06CH011535)** to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).
3. **Acceptance of a \$3,000 grant from Babies in Baytown** to support Baytown Early Head Start's safety event titled "Toot, Toot, Beep, Beep...Come Be Safe with Me!"
4. **Acceptance of a \$9,000 grant from Education Foundation of Harris County** to support Harris County Department of Education Head Start's Family Connection with Read and Rise program in the 2023-2024 school year. Funding would benefit 1,000 unduplicated students and their families.
5. **Acceptance of funds totaling \$2,000,000 from the Texas Education Agency** for CASE for Kids' Nita M. Lowey 21st Century Community Learning Center(s) Cycle 12, Year 1 grant for the period 08/01/2023 through 07/31/2024; CASE for Kids anticipates serving 750 students with these grant funds.
6. **Ratification of award for County Connections Youth Summer Initiative 2023 and approval of one contract totaling \$20,000 for AAMA for Harris County Commissioner Precinct 2.** The County Connections grant award of \$20,000 for Precinct 2 is to serve a STEM childcare camp for a total of 45 students. This grant award is in addition to a 21CCLC Texas Ace Cycle 10 grant award for \$122,000 for George I Sanchez for 85 students, and a 21CCLC Texas Ace Cycle 11 grant award for \$45,000 for George I Sanchez North for 92 students for a total aggregate amount of \$187,000 with CASE for Kids.

7. **Ratification of award for County Connections Youth Summer Initiative 2023 and approval of one contract totaling \$20,000 for The Woods Project for Harris County Commissioner Precinct 2.** The County Connections grant award of \$20,000 for Precinct 2 is to serve five high schools for a total of 51 students. This grant award is in addition to one County Connections grant award for \$10,000 for Precinct One for three high schools for 34 students, for \$20,000 for Precinct 3 to one high school for 10 students, and Precinct 4 to four high schools to 41 students. A \$10,000 grant was awarded for City Connections 22-23 serving 20 students at one high school on City Council District C and \$10,000 for City Connections 22-23 serving 30 students at four high schools in City Council District I for a total aggregate amount of \$90,000 with CASE for Kids.

8. **Ratification of award for County Connections Youth Summer Initiative 2023 and approval of one contract totaling \$20,000 for Diaz Music for Harris County Commissioner Precinct 4.** The County Connections grant award of \$20,000 for Precinct 4 is to serve one school site for a total of 100 students. This grant award is in addition to three County Connections grant awards for \$10,000 for two schools serving 200 students in Precinct 1, for \$20,000 for Precinct 2 at two school sites for 250 students, and for \$20,000 for Precinct 3 to two school sites for 200 students. A \$5,000 grant was awarded for City Connections 22-23 serving 100 students at one high school in Council District B and a City Connections 22-23 award for \$10,000 serving 50 students at one middle school in Council District E for a total aggregate amount of \$85,000 with CASE for Kids.

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

1. **Approval of Interlocal (revenue) Contract with Alief ISD and the Center for Safe and Secure Schools Division for Professional Development** sessions on De-escalation Training Part 1, De-escalation Strategies Part 2 and Fentanyl, Drugs and Vaping from 08/19/2023 through 08/26/2023, in an amount not to exceed \$7,500, serving Alief ISD primary and secondary educators, paraprofessionals, counselors and administrators.

2. **Approval of Interlocal (revenue) Contract with Humble ISD and the Center for Safe and Secure Schools Division for Safety Audits** from 09/01/2023 through 06/30/2026, in an amount not to exceed \$81,702, servicing 60 sites in three phases.

3. **Approval of Interlocal (revenue) Contract with Deer Park ISD and the Center for Safe and Secure Schools Division for Safety Audits** from 09/01/2023 through 06/30/2026, in an amount not to exceed \$25,372, servicing 17 sites in two phases.

4. **Ratification of Interlocal (revenue) Contract Amendment #1 with Goose Creek ISD and the Center for Safe and Secure Schools Division for Safety Audits in the amount of \$48,751.** This increases the amount by \$2,030 for two additional sites in the 2022-23 SY.

5. **Approval of Interlocal (revenue) contract for FY 2024 for Therapy Services in the aggregate amount of \$326,730 with School-Based Therapy Services and the following districts:** Alief ISD (0 students served in FY22) in the amount of \$81,830; Pearland ISD (65 students served in FY22) in the amount of \$109,760; KIPP Texas Public Schools - Houston (62 students served in FY22) in the amount of \$135,140.
6. **Approval of Interlocal (revenue) contract for FY 2024 for Therapy Services in the aggregate amount of \$12,960 with School-Based Therapy Services and the following district:** Royal ISD (4 students served in FY22).
7. **Approval of Interlocal (revenue) contract for FY 2024 for Therapy Services in the aggregate amount of \$8,100 with School-Based Therapy Services and the following district:** Sweeny ISD (5 students served in FY22).
8. **Approval of Interlocal (revenue) contract for FY 2024 for Therapy Services in the aggregate amount of \$75,460 with School-Based Therapy Services and Huffman ISD** (56 students served in FY22).
9. **Approval of Interlocal (revenue) contract for FY 2024 for Therapy Services in the aggregate amount of \$17,640 with School-Based Therapy Services and Deer Park ISD** in the amount of \$17,640 (12 students served in FY22).
10. **Approval of Interlocal (revenue) contract for FY 2024 for Therapy Services in the aggregate amount of \$999,860 with School-Based Therapy Services and Spring ISD** (407 students served in FY22).
11. **Approval of Interlocal (revenue) Agreement with the Center for Educator Success (CES) and Aldine ISD in an aggregate amount of \$450,000** (Three-Year Certification and Support Program for 6 cohorts and 90 Teachers) over a 5-year period, beginning FY 23-24 through FY 26-27.
12. **Ratification of Interlocal (revenue) ESY contracts for FY 2023 in the aggregate amount of \$31,050 with ABS East with the following districts:** Channelview ISD for five (5) in-county ESY contracts in the amount of \$27,750 (\$5,550 each); Dickinson ISD for two (2) out-of-county ESY contracts in the amount of \$12,200 (\$6,100 each); Pearland ISD for two (2) in-county ESY contracts in the amount of \$11,100 (\$5,550 each) for the contract period of 06/07/2023 through 07/13/2023.
13. **Approval of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$613,500 with ABS East with the following districts:** Crosby ISD for four (4) in-county annual contracts in the amount of \$95,200 (\$23,800 each); Galena Park ISD for six (6) in-county annual contracts in the amount of \$142,800 (\$23,800 each); Hull Daisetta ISD for two (2) out-of-county annual contracts in the amount of \$55,000 (\$27,500 each); La Porte ISD for ten (10) in-county annual contract in the amount of \$238,000 (\$23,800 each); Shepherd ISD for three (3) out-of-county annual contracts in the amount of \$82,500 (\$27,500 each) for the contract period of 08/28/2023 through 06/03/2024.

14. **Approval of Interlocal (revenue) contract for FY 2024 in the aggregate amount of \$119,000 with ABS West with the following district:** Waller ISD for five (5) in-county annual contracts in the amount of \$119,000 (\$23,800 each) for the contract period of 08/28/2023 through 06/03/2024.
15. **Ratification of Interlocal (revenue) ESY contract for FY 2023 in the aggregate amount of \$16,650 with ABS West with the following district:** Spring Branch ISD for three (3) in-county ESY contracts in the amount of \$16,650 (\$5,550 each) for the contract period of 06/07/2023 through 07/13/2023.
16. **Approval of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$1,185,600 with Highpoint School East with the following districts:** Crosby ISD for thirty (30) in-county annual contracts in the amount of \$342,000 (\$11,400 each); Deer Park ISD for eleven (11) in-county annual contracts in the amount of \$125,400 (\$11,400); Goose Creek CISD for twenty-five (25) in-county annual contracts in the amount of \$285,000 (\$11,400 each); Galena Park ISD for eleven (11) in-county annual contracts in the amount of \$125,400 (\$11,400 each); Sheldon ISD for nineteen (19) in-county annual contracts in the amount of \$216,600 (\$11,400 each); Spring Branch ISD for eight (8) in-county annual contracts in the amount of \$91,200 (\$11,400 each) for the contract period of 08/28/2023 through 06/03/2024.
17. **Approval of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$89,375 with Fortis Academy with the following districts:** Channelview ISD for five (5) in-county annual contracts in the amount of \$34,375 (\$6,875 each); Goose Creek CISD for six (6) in-county annual contracts in the amount of \$41,250 (\$6,875 each); Sheldon ISD for two (2) in-county annual contracts in the amount of \$13,750 (\$6,875 each) for the contract period of 08/28/2023 through 06/03/2024.
18. **Ratification of Interlocal agreement (expenditure) for Adult Education Division with Lee College** for the provision of the General Education Development (GED), Adult Basic Education (ABE) and English as a Second Language (ESL) classes for the period of 07/01/2023 through 06/30/2024 and provision of financial support not to exceed \$1,200 per fiscal year for utilities and classroom space.
19. **Ratification of interlocal agreement (expenditure) for Adult Education with Lee College - Huntsville** for the provision of vocational certification programs and integrated basic education training in the amount not to exceed \$50,000 for the period of 07/01/2023 through 06/30/2024.

- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 23/035SG for Communications, Creative Language and Marketing Services with the following vendors:** Alboom Translation Services (23/035SG-01); Elmore Public Relations, Inc.(23-035SG-02); Love Advertising, Inc. (23/035SG-03); Outreach Strategists, LLC (23/035SG-04); Protiviti Government Services, Inc. (23/035SG-05); Satori Marketing, LLC (23/035SG-06); Versa Creative Group LLC (23/035SG-07) for the period of 07/12/2023 through 07/11/2024.
  2. **Approval of the Contract Award for Choice Partners job no. 23/037TP Frozen Dessert Products with the following vendor:** Southern Ice Cream, (23/037TP-01) for the period of 08/1/2023 through 07/31/2024.
  3. **Approval of the Contract Award for Choice Partners job no. 23/038TP Food Equipment, Small Wares, Parts, Repair, Installation, Maintenance, and Related Items and Service with the following vendors:** Ace Mart Restaurant Supply Company, Inc. (#23/038TP-01); American Vending Sales dba AVS Companies (#23/038TP-02); Budget Restaurant Supply (#23/038TP-03); Commercial Kitchen Parts and Service (#23/038TP-04); Coolers Incorporated (#23/038TP-05); Innoseal Systems (#23/038-06); ISI Commercial Refrigeration, Inc (#23/038TP- 07); Jean's Restaurant Supply (#23/038TP-08); Liberty Office Products (#23/038TP-09); Mission Restaurant Supply (#23/038TP-10); Parts Town (#23/038TP-11); Pasco Brokerage Inc. (#23/038TP-12); Shepherd Food Equipment, (#23/038TP-13) for the period 08/01/2023 through 07/31/2024.
  4. **Approval of the Contract Award for job no. 23/039MR for Mechanical, Electrical, Plumbing and Related Items with the following vendors:** AW Mechanical Services, LP ((23/039MR-01); Delta Air Conditioning and Heating LLC (23/039MR-02); HVAC Mechanical Services of Texas, LTD dba Hunton Services (23/039MR-03); LECS, Ltd. (23/039MR-04); Letsos Company (23/039MR-05); Mechanical Partners, Inc. (23/039MR-06); Pfeiffer & Son Ltd. (23/039MR-07); Star Service, Inc. (23/039MR-08); Trio Electric, LLC (23-039MR-09) for the period of 07/12/2023 through 07/11/2024.
  5. **Approval of HCDE Interlocal Agreements with:** Aransas County, Rockport, TX; Bartlett ISD, Bartlett, TX; Hidalgo ISD, Hidalgo, TX; KIPP Texas, Inc. Houston, TX; Mount Pleasant ISD, Mount Pleasant, TX; Sahuarita Town, Sahuarita, AZ; Wood County, Quitman, TX
  6. **Ratification of HCDE Interlocal Agreements with:** the City of Missouri City, TX.

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

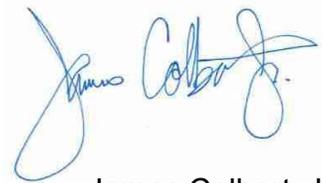
1. **Approval of Contract Award for RFP #23/034IA Advisors, Coaches, Consultants, Counselors, Speakers and Trainers to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal:** Another Chance Behavioral Consultants LLC; Beyond the Seat, LLC; Cheryl R. Vital; Integrated Health Solutions; JJ's I'm Me Foundation; Lead Your School (Blue Daisy Consulting, LLC); One More Round Inc; Shareca P Vallaire, LLC; The K.N.E.W. Solutions (Keschia Matthews); United Training Commercial, LLC (United Training); Upskill Services LLC; Vedara (Vedara) and Yvette De Luna for the period of 08/01/2023 through 07/31/2028.

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

1. **Consider approval of the Harris County Department of Education FY 2023-2024 Proposed Annual Budget totaling Out Flows** for \$165,420,916: \$69,873,489 for the General Fund, \$38,472,636 for the Special Revenue Fund, \$3,849,975 for the Debt Service Fund, \$37,673,076 for the Capital Projects Fund, \$7,155,121 for the Internal Service Fund, and \$8,396,619 for the Enterprise Fund.  
The adoption of this budget also incorporates the 2023-2024 salary increases and schedules recommended by HCDE Administration.
2. **Consider approval of HCDE Early Head Start Child Care Partnerships (EHS-CCP) Contracts in the aggregate amount of \$707,000 with the following vendors:** Deskot LLC, DBA Kool Kids Daycare (RFP 20/039YR) in the amount not to exceed \$255,000, John G Jones Learning Center (RFP 20/039YR) in the amount of not to exceed \$80,000, Community Partners Fifth Ward Early Childhood Development Center (RFP21/029IA) in the amount not to exceed \$111,000, Pasadena Learning Center (RFP 22/057YR) in the amount not to exceed \$141,000, and Successful Starters Learning Academy II (RFP 21/029IA) in the amount not to exceed \$120,000 for the period of 09/01/2023 through 08/31/2024.
3. **Consider approval of contract renewal option for job no. 20/044KJ for workers' compensation insurance for HCDE through the Texas Association of School Boards (TASB) Risk Management Fund** (fully insured product) for the period of 09/01/2023 through 08/31/2024 and the contract with TASB Risk Management Fund for the period of 09/01/2023 through 08/31/2024 in the amount of \$456,569.
4. **Consider approval of the Services Agreement with A-1 Personnel of Houston, Inc. (job no. 21/063SG-01)** for Temporary Staff Services at HCDE Records Management Division for the period of 07/12/2023 through 08/31/2024 in the total amount of \$150,000.

5. **Consider approval to amend CH Local FY 2023 to add Tesco (CP #23/022MF-18) in the amount of \$101,938; increase Lakeshore Learning (CP #23/022MF-11) by \$40,583, for a total of \$290,583; and increase Kaplan Early Learning Company (CP #21/020SG-09) by \$79,520 for a total of \$354,520.** (Furniture and equipment are needed for the Coolwood Head Start Center under construction. Funds will be from the 2020 Maintenance Notes.)
6. **Consider approval of Contract with ThoughtFarmer Inc. (RFP# 23/028IA) in an amount not to exceed \$84,000 and recurring annual software cost in an amount not to exceed \$60,000,** for the period of 07/12/2023 through 07/11/2028 for Intranet Packaged Solution for internal website and communications for all HCDE divisions and employees.
7. **Consider approval of agreements, including interlocal agreements, renewals, and purchases under CH (Local) that exceed \$75,000 for FY2024** as required under Policy CH Local for various HCDE divisions for an aggregate amount not to exceed \$25,299,175. (This is an annual estimate of projected and budgeted expenditures in anticipation of FY 2023-2024. A list of projected levels of expenditures by vendor are outlined in the board packet).
8. **Consider approval of the Annual Contract for FY 2024 with ABS East and ABS West: Houston Food Bank for the Child and Adult Care Program (CACFP) to provide meals (breakfast and lunch) for the 2023-2024 school year.** The comprehensive programs are administered by the Harris County Department of Education.
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.
9. **RECONVENE** for possible action on items discussed in executive session.
10. **Discussion and possible action regarding future agenda items**
11. **INFORMATION ITEMS**
  - A. **Human Resources**
    1. Personnel
    2. Employee Count

- B. **Ratification of Strategic Alliance Memorandum with the U.S. Small Business Administration** and the HCDE Business Services/Procurement Services Divisions to help start, maintain, and expand small businesses. The agreement term is 06/16/2023 through 06/15/2025.
  - C. **Results from CLASS Video Pilot Observations** conducted from 03/17/2023 to 05/01/2023 of Head Start program.
  - D. **Submission of grant proposal to Chick-Fil-A's True Inspiration Award** in the amount of \$30,328 via the Education Foundation of Harris County to support Highpoint School East's Building Exceptional Character (BEC) Program. The program will serve up to 500 students for the 2023-2024 school year.
  - E. **Submission of grant proposal to the U.S. Department of Transportation** in the amount of \$9,142,818 to implement the Charging for the Future project, which will install electric vehicle charging stations at HCDE sites on Irvington Blvd., Crosstimbers and in Barrett/Crosby area. The charging stations will help reduce greenhouse gas emissions and fill in gaps in accessing alternative fuel infrastructure in economically disadvantaged communities. Requested funds will provide opportunities for workforce training and small business participation for FY 2023-2026.
  - F. **Submission of grant proposal to Harris County for the Community Development Block Grant-CARES Act (CDBG-CV)** in the amount of \$124,475. Requested funds will assist CASE for Kids in providing comprehensive afterschool services to 60 students at Sam Houston Elementary School in Galena Park ISD.
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, August 16, 2023, at 1:00 p.m.



James Colbert, Jr.  
County School Superintendent