

## **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 **17<sup>th</sup> day of May 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  
May 17, 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 May 17, 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** - Donald Mimms, Records Management
2. **Pledge of Allegiance to the US flag** - Jasmine Booker, Center for Educator Success
3. **Pledge of Allegiance to the Texas flag** - Jasmine Booker, Center for Educator Success
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. **HCDE Teacher & Educational Aide of the Year Recognition: LaToya Duckworth (Teacher, ABS East) and Martha Ruiz (Educational Aide, ABS East)** - Jonathan Parker, Assistant Superintendent for Academic Support Services
  - C. **Superintendent Monthly Report** - James Colbert, Jr.
  - D. **Annual Division Update** - Curtis Davis, Director of Records Management
  - E. **Annual Division Update** - Lesley Guilmart, Officer of Secondary Education, Center for Educator Success
  - F. **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.

- G. **Report of Board Committees - Committee Chairs**
  - H. **Monthly Financial Reports through 04/30/2023** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services
  - I. **Report of HCDE's Small Business Program for FY2022 (09/01/2021 through 08/31/2022)** - 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 April 2023
  - B. Consider ratification/approval of the following Board Meeting Minutes:
    - 1. 04/12/2023 Policy Committee Meeting
    - 2. 04/19/2023 Special Schools Committee Meeting
    - 3. 04/19/2023 Governmental Relations Committee Meeting
    - 4. 04/19/2023 Board Meeting
  - C. Consider acceptance of the following grant awards:
    - 1. **Acceptance of a donation from the U.S. Apple Association for the healthy snack initiative at Fortis Academy** in the amount of \$5,000 for the 2022-2023 Fiscal Year (\$5,000 to provide students with ways to learn to develop healthy eating habits/snack pantry program) for the 05/05/2023 through 08/31/2023 period.
  - D. Consider ratification/approval of the following grant proposals:
    - 1. **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 Early Head Start in the amount of \$4,915,478 for continued funding of HCDE Early Head Start and EHS Child Care Partnerships program.
    - 2. **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 \$355,112, for the project period of 09/01/2023 through 08/31/2024.
    - 3. **Approval to submit a grant budget revision to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS)** for the American Rescue Plan One Time Funds (06HE000969) awarded in the 04/01/2021 to 03/31/2023 budget period.

4. **Approval to submit an application for a Low-Cost Extension** for the American Rescue Plan One Time Funds (06HE000969) to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).
- E. Consider ratification/approval of the following Interlocal Contracts:
1. **Approval of Interlocal (revenue) contracts for FY 2024 for Therapy Services in the aggregate amount of \$26,080 with School-Based Therapy Services and the following districts:** Conroe ISD (5 students served in FY22) in the amount of \$6,480; and Brazos ISD (8 students served in FY22) in the amount of \$19,600.
  2. **Approval of Amendment #1 to Interlocal Agreement between HCDE Adult Education and Lee College-Huntsville to increase but not to exceed amount from \$30,000 to \$42,000.** The contractor will prepare and deliver vocational certification programs and integrated basic education training.
- F. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 23/023SG for Drug and Alcohol Testing with the following vendor:** PWR Holdings Corp dba Fastest Labs of Central Houston (23/023SG-05) for the period of 05/17/2023 through 05/16/2024.
  2. **Approval of the Contract Award for job no. 23/025SG for Musical Instruments and Related Items with the following vendors:** Universal Melody Services, LLC dba Brook Mays Music / H & H Music / Fishburn Violin Shop (23/025SG-01); Jason Browne dba JB's Music School (23/025SG-02); Music in Motion, Inc. (23/025SG-03); The Mariachi Connection, Inc. (23/025SG-04); and West Music Company (23/025SG-05) for the period 05/17/2023 through 05/16/2024.
  3. **Approval of the Contract Award for job no. 23/027MF for Disaster Recovery Consultants with the following vendors:** Disaster Recovery Services, LLC (23/027MF-01); Innovative Emergency Management, Inc. (23/027MF-02); Integrated Solutions Consulting Corporation (23/027MF-03); and The Sulzer Group, LLC (23/027MF-04) for the period 05/17/2023 through 05/16/2024.
  4. **Approval of HCDE Interlocal Agreements with:** City of Navasota, Navasota, Texas; Discovering Healthy Foods, Houston, Texas; Goliad Independent School District, Goliad, Texas (signature update); IEIT - Darul Arqam North, Houston, Texas; Jumpstart Healthy Meals, Houston, Texas; North Colonie Central School District, Latham, New York; Residential Nutrition Services, Houston, Texas; and University of North Carolina at Charlotte, Charlotte, North Carolina.
- G. Consider ratification/approval of the following items for Internal Purchasing:
1. **Approval of RFP #23/021EJ CASE for Kids 2023-2024 Partnership Project** to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal: Alief ISD; Academy of Accelerated Learning; Galena Park ISD; Houston ISD; and Pasadena ISD for the period of 10/01/2023 through 07/31/2024.

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

1. **Approval of School-Based Therapy Services Revenue Contract amendment with YES PREP Public Schools for FY 2023.** The aggregate amount is proposed to be amended from \$29,380 to \$38,710 (a \$9,330 increase) to add additional days of therapy service.
2. **Ratification and approval of funds totaling \$1,700,000 from the Texas Education Agency for CASE for Kids' Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 2 grant** for the period 08/01/2022 through 07/31/2023; CASE for Kids anticipates serving 1,046 students.
3. **Ratification and approval of Service Agreement (revenue) with United Way of Greater Houston for CASE for KIDS** to provide quality support and training services on Youth Program Quality Intervention (YPQI) for the Out 2 Learn Network of after-school programs in Harris County for the period of 04/01/2023 through 03/31/2024 in an amount of \$97,000.
4. **Ratification of (revenue) Interlocal Agreement with Amigos Por Vida, Inc., in an amount not to exceed of \$19,400,** for HCDE's Business Services to conduct a business office review and assessment and make recommendations for streamlining processes from 04/24/2023 to 08/21/2023.

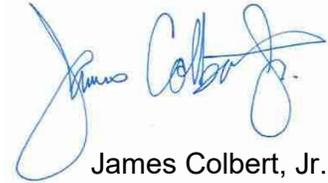
7. **ACTION ITEMS - NON-CONSENSUS**

1. **Consider ratification of Change Order #2 for the Conference Center Upgrades** contract with Nash Industries and delegate authority to the Superintendent or his designee to negotiate, finalize and execute Change Order #2 extending the Final Completion date to 10/31/2022. Funds available in Irvington Renovation Project.
2. **Consider approval of CMAR Work Package #1 with Durotech in the amount of \$527,088** and delegate authority to HCDE Superintendent or his designee to negotiate, finalize and execute a Guaranteed Maximum Price Amendment. Funds available in Irvington Renovation Project.
3. **Consider approval of Change Order #2 for C.A. Walker Construction for the High Point East proposed Gym Divider totaling \$134,147** and delegate authority to HCDE Superintendent or his designee to negotiate, finalize and execute Change Order #2 and approval of Budget Amendment to move funds from AB East Project.
4. **Consider approval of Change Order #1 with Aries Building Systems, LLC (#22/051MR-01) for the delivery and installation of the Modular Building for Barrett Station** and delegate authority to his designee to negotiate, finalize and execute Change Order #1 extending the Substantial Completion date to 08/31/2023. Funds available in Head Start grant.
5. **Consider second reading and final approval 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)

6. **Consider election of President and one or more Vice Presidents of HCDE Board of Trustees.**
  
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** Superintendent's recommendation to propose nonrenewal of a Highpoint School East teacher's Chapter 21 term employment contract for one or more reasons outlined in Policy DFBB (Local) and determine whether any requested hearing on the proposed nonrenewal will be conducted by the Board or by an independent hearing examiner; obtain legal advice regarding same.
  
9. **RECONVENE** for possible action on items discussed in executive session.
  - A. **Consider** proposing nonrenewal of a Highpoint School East teacher's Chapter 21 term employment contract for one or more reasons outlined in Policy DFBB (Local) and determining whether any requested hearing on the proposed nonrenewal will be conducted by the Board or by an independent hearing examiner.
  
10. **Discussion and possible action regarding future agenda items.**
  
11. **INFORMATION ITEMS**
  - A. **Human Resources**
    1. Personnel
    2. Employee Count
    3. Chapter 21 Contracts for 2023-2024
    4. Non-Chapter 21 Contracts for 2023-2024
  - B. **Submission of grant proposal to Oliver Foundation** in the amount of \$3,000 for a Healthy Choices Grant to support HCDE Area I Head Start's Healthy Living Garden Project at the Compton campus. Funding would benefit 111 unduplicated students and their families.

- C. **Submission of grant proposal to Babies in Baytown** in the amount of \$2,000 to support HCDE Baytown Early Head Start's safety event titled, "Toot, Toot, Beep, Beep...Come Be Safe with Me!" in May 2024 at the Baytown Community Center. Funding would benefit 100 unduplicated students and their families.
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, June 21, 2023, 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