

**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 **13th day of December 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
December 13, 2023
Agenda of Regular Meeting**

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held December 13, 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** - Janice Owolabi, Specialist School Safety and Security, Center for Safe and Secure Schools
2. **Pledge of Allegiance to the US flag** - Austen Yorke, Site Coordinator, CASE for Kids
3. **Pledge of Allegiance to the Texas flag** - Austen Yorke, Site Coordinator, CASE for Kids
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** - Center for Safe and Secure Schools
 - D. **Annual Division Update** - CASE for Kids
 - 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 11/30/2023** - 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 November 2023
4. Approval of the proposed Annual Budget Calendar for Fiscal Year 2024-2025.

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

1. November 15, 2023, Regular Board Meeting Minutes
2. November 29, 2023, Called Board Meeting Minutes

C. Consider acceptance of the following grant awards:

1. **Acceptance of a grant award from the Education Foundation of Harris County CASE for Kids in the amount of \$2,000 for the period of December 2023 through April 2024 to implement the All-Earth Ecobot Challenge from Wood.**
2. **Approval to submit an application to request a Low-Cost Extension for the Coolwood Head Start Construction Grant (06TD000179) to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).**

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

1. **Approval to amend CASE for Kids (revenue agreement) with Harris County to update any and all references from the Harris County Office of County Administration to the Department of Economic Equity and Opportunity in the amount up to \$7,100,000 for CASE for Kids to provide after-school programs and/or out-of-school activities and projects. The term is from 04/25/2023 through 12/31/2026.**
2. **Ratification of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$333,200 with ABS East and the following districts:** Amendment to the Annual Contract - Channelview ISD to decrease the aggregate amount from \$71,400 to \$47,600 (a decrease of \$23,800) for one (1) less unit for a total of two (2) units (in-county \$23,800 each); Spring ISD for twelve (12) in-county annual contracts in the amount of \$285,600 (\$23,800 each) for the contract period of 08/28/2023 through 06/03/2024.
3. **Ratification of the Interlocal (expenditure) contract for the FY 2024 CASE for Kids Partnership grant for the period of 10/01/2023 through 07/31/2024 in the aggregate amount of \$249,304 with the following entity:** Houston Independent School District to serve 885 students in the amount of \$249,304.

4. **Ratification of the Interlocal (expenditure) contract for FY 2024 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 12, Year 1 grant for the period 08/01/2023 - 07/31/2024 in the amount of \$187,200**, with the following entity: Houston Independent School District (150 students served).

 5. **Ratification of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$57,750 with ABS West and the following districts:** Navasota ISD for one (1) out of county annual contract in the amount of \$28,875 (\$28,875 each) for the contract period of 10/20/2023 through 06/03/2024, and Needville ISD for one (1) out of county annual contract in the amount of \$28,875 (\$28,875 each) for the contract period of 11/13/2023 through 06/03/2024.

 6. **Ratification of Interlocal (expenditure) contract for FY 2024 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 3 grant, in the aggregate amount of \$45,000 for the period of 08/01/2023 through 07/31/2024 with the following entity:** Houston Independent School District (92 students served) in the amount of \$45,000.

 7. **Ratification for Memorandum of Understanding (non-monetary) Contract for FY2024 with** Highpoint School East and Unlimited Visions Aftercare, Inc. for project toward no drug use from 10/1/2023 through 08/31/2024

 8. **Ratification of Memorandum of Understanding (non-monetary) Contract for FY2024 with Schools Division and Prairie View A&M University** to facilitate a learning-centered partnership for teachers (LEADERS: Leading Equity Across Diverse Environments with Revolutionary Synergy) from 11/14/2023 through 08/31/2024.
- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 24/005MR for Fleet Leasing and Management Services with the following vendor:** Commercial Vehicle Leasing, LLC dba D& M Leasing (24/005MR-01) for the period of 12/13/2023 through 12/12/2024.

 2. **Approval of HCDE Interlocal Agreements with:** City of Lufkin, Lufkin, Texas; City of Navasota, Navasota, Texas; Cy-Hope, Cypress, Texas; Ganado ISD, Ganado, Texas; Gonzales ISD, Gonzales, Texas; Little Keepers Healthy Eaters, Inc.; Spring, Texas; Port of Corpus Christi Authority of Nueces County, Corpus Christi, Texas; Princeton ISD, Princeton, Texas; Shallowater ISD, Shallowater, Texas; Teague ISD, Teague, Texas, and University of North Carolina, Charlotte, North Carolina.

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

1. **Approval of Interlocal (revenue) contract amendment for School-Based Therapy Services in the amount of \$137,100 for FY 2024 with YES PREP Public Schools for the period of 08/16/2023 through 08/15/2024.** The contract amount is proposed to be amended from \$135,140 to \$137,100 (a \$1,960 increase) to add additional days of therapy services.
2. **Ratification of (revenue) Services Agreement with Tejano Center for Community Concerns, in the amount of \$160,700 for the period of 09/01/2023 through 01/31/2024** for HCDE's Business Services to provide ongoing procurement support and streamline processes.
3. **Ratification of (revenue) Services Agreement with Amigos Por Vida, Inc., for an amount not to exceed \$76,800 for the period of 09/01/2023 through 01/31/2024** for HCDE's Business Services to provide ongoing Procurement support and streamline processes.

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

1. **Consider first reading, waiving second reading, and final approval of revised Policy BBG (Local)**
2. **Approval of Contract with Indeco Sales, Inc. (job no. 23/022MF-08) for an amount not to exceed \$1,516,131 for the term of 12/14/2023 through 08/31/2025** for Furniture, Fixtures, and Equipment for the Administration Building Renovation Project and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute the Contract.
3. **Approval for Technology Services to purchase Microsoft campus licenses in the amount of \$275,198 from CDW-G (Job No.21/031KN-13) for the period of 02/01/2024 through 01/31/2025.**
4. **Approval of Service Agreement (expenditure) for Head Start/Early Head Start with Imagine Learning, Inc. (BuyBoard #653-21) for student licenses in an amount \$236,250 for the contract period of 12/17/2023 through 12/16/2026.**
5. **Ratification of Service Agreement for Business Services with Informed K12 (Job no. 23/047DR) to provide software services (workflow forms) in the amount not to exceed \$150,000 for the contract period of 10/18/2023 through 10/17/2028.**
6. **Approval of Service Agreement (expenditure) for Technology Services with LinkedIn Learning from Carasoft Technology Corp (DIR Contract No. DIR-TSO-4288) in an amount not to exceed \$121,309 for the contract period of 12/26/2023 through 12/25/2026.**

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, including, but not limited to, Superintendent's evaluation and contract.
 - B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.
 - C. If necessary, obtain legal advice regarding filling vacant HCDE Trustee seat: Position 3, At-Large

9. **RECONVENE** for possible action on items discussed in executive session
 - A. Possible action regarding Superintendent's Contract
 - B. If necessary, obtain legal advice regarding filling vacant HCDE Trustee seat: Position 3, At-Large

10. **INFORMATION ITEMS**
 1. **Acceptance of receipt of the HCDE Head Start Incident Monitoring Review reports and notifications dated 09/28/2023.**
 - A. **Human Resources**
 1. Personnel
 2. Employee Count

11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, January 17, 2024, 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