

**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 May 2024 at 1:00 p.m.** for the Board to conduct the business of that meeting. The meeting will be held in Conference Room 401 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 15, 2024
Agenda of Regular Meeting

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held May 15, 2024, 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 - Lanette Gonzales-Tonsul, Coordinator, Communications and Client Engagement**
2. **Pledge of Allegiance to the US flag - Jasmine Booker, Officer of Education Advancement, CES**
3. **Pledge of Allegiance to the Texas flag - Jasmine Booker, Officer of Education Advancement, CES**
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. **Recognition of Asian American, Native Hawaiian & Pacific Islander Heritage Month** - Presentation by Communications, Danielle Clark, Chief Communications Officer
 - B. **Employee of the Month** - Dr. Tyrone Sylvester, Executive Director of Human Resources
 - C. **Superintendent Monthly Report** - James Colbert, Jr.
 - D. **Annual Division Update** - Communications and Client Engagement
 - E. **Annual Division Update** - Center for Educator Success (CES)
 - 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 04/30/2024** - 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 2024

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

1. April 17, 2024 Feasibility Committee Minutes
2. April 17, 2024 Policy Committee Minutes
3. April 17, 2024 Regular Board Meeting Minutes

C. Consider approval of the following grant application:

1. **Approval to submit an application for grant 06HP000311 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS), in the amount of \$5,270,590** for continued funding of Harris County Department of Education Early Head Start-Child Care Partnerships for the 09/01/2024 through 08/31/2025 budget period.

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

1. **Approval of the School-Based Therapy Services Interlocal (Revenue) Agreements for FY 2025 in the aggregate amount of \$131,345 with the following districts:** Columbia-Brazoria ISD (91 students served in FY2023) in the amount of \$119,780; Montgomery ISD (4 students served in FY2023) in the amount of \$8,475; and Varnett Charter School (2 students served in FY2023) in the amount of \$3,090 to provide therapy services.
2. **Approval of Interlocal (Revenue) ESY (Extended School Year) contract for FY 2024 in the aggregate amount of \$54,700 with ABS West with the following districts:** Bellville ISD for one (1) out-of-county ESY contract in the amount of \$6,700 (\$6,700 each); Katy ISD for six (6) in-county ESY contracts in the amount of \$36,000 (\$6,000 each); Spring Branch ISD for two (2) in-county ESY contracts in the amount of \$12,000 (\$6,000 each) for the contract period of 06/05/2024 through 07/11/2024.
3. **Approval of the Research and Evaluation Institute Interlocal (Revenue) Agreement with AVANCE-Houston** for the Head Start Community Assessment in the amount of \$17,188 for the period of 06/01/2024 through 01/31/2026.
4. **Approval of amendment to the School-Based Therapy Services (Revenue) Contract with Greater Gulf Coast Cooperative for FY 2024.** The aggregate amount is proposed to be amended from \$114,780 to \$119,100 (a \$4,320 increase) to add additional days of therapy services.

5. **Ratification of amendment to the ABS West Interlocal (Revenue) Agreement for FY 2024, in the aggregate amount of \$95,200 with Crosby ISD** to reflect the campus change from ABS East to ABS East/ABS West. Annual contract amount will remain the same for contract beginning 08/28/2023 through 06/03/2024.
 6. **Ratification of amendment to the School-Based Therapy Services Interlocal (Revenue) Contract with Dayton ISD for FY2024 in the aggregate amount of \$83,265**, to reduce the number of days and add an occupational therapy assistant.
 7. **Ratification of amendment to the Interlocal (Revenue) Agreement for Center for Safe and Secure Schools with Alief ISD in the amount of \$32,500 for the period of 10/10/2023 through 08/31/2024** for the Professional Development Sessions Package.
 8. **Ratification of amendment to the Center for Safe and Secure Schools Interlocal (Revenue) Agreement with Alief ISD in the amount of \$19,125 for the period of 12/01/2023 through 07/31/2024** for the SERIES Package (Corrective Action from Audit Cycle - NIM/ICS and Campus Safety Response Training) sessions.
 9. **Ratification of the ABS West Interlocal (Revenue) monthly contracts with Dayton ISD for FY 2024, for one (1) in-county monthly contract in the aggregate amount of \$7,400 (\$3,700 per month) for the period of 04/23/2024 through 06/03/2024.**
- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 24/012MF Educational/Instructional Software and Related Items for the period of 05/15/2024 through 02/27/2025 with the following vendor: Creative Empire, LLC dba Mango Languages (24/012MF-04).**
 2. **Approval of the Contract Award for job no. 24/038MF for Event Space Scheduling System for the period of 05/15/2024 through 05/14/2025 with the following vendor: FM Systems Group, LLC (24/038MF-01).**
 3. **Approval of the Contract Award for job no. 24/025SG for Human Resources Support Software and Services for the period of 05/15/2024 through 05/14/2025 with the following vendors: Agular Systems, Inc. (24/025SG-01) and Jordan Gilmore Inc., dba KeldairHR (24/025SG-03).**
 4. **Approval of the Contract Award for job no. 24/026SG Insurance and Third Party Administration Services for the period of 05/15/2024 through 05/14/2025 with the following vendors: Brown & Brown Lone Star Insurance Services Inc.(24/026SG-02); Covergame USA Inc. dba Player's Health (24/026SG-03); FBS-HIA, LLC dba Financial Benefit Services, dba Higginbotham Public Sector (24/026SG-04); First Financial Administrators, Inc. (24/026SG-05); Truist Insurance Holdings, LLC dba McGriff Insurance Services, LLC (24/026SG-06); Kean Financial Services Inc. dba U.S. Employee Benefits Service Group (24/026SG-07); and Risk Assessment & Insurance Services, L.L.C. dba Zynera (24/026SG-08).**

5. **Approval of the Contract Award for job no. 24/023TC for Maintenance, Repair & Operations (MRO) Parts, Equipment, and Related Services for the period of 05/15/2024 through 04/16/2025 with the following vendors:** Flip Lok, LLC (24/023TC-10); Lyncverse Technologies (24/023TC-20); PartsTown, LLC (24/023TC-23); and Signage One (24/023TC-28).
 6. **Approval of the Contract Award for job no. 24/031TP for Commercial Food Distributor for the period of 08/01/2024 through 07/31/2025 with the following vendors:** Gordon Food Service, Inc. (24/031TP-01) and Labatt Food Service, LLC (24/031TP-02).
 7. **Approval of HCDE Interlocal Agreements with:** Center Point Independent School District, Center Point, Texas; Connally Independent School District, Waco, Texas; Flour Bluff Independent School District, Corpus Christi, Texas; Mayes County, Mayes County, Oklahoma; Morgan State University, Baltimore, Maryland; Navarro County, Corsicana Texas; Palos Heights School District #128, Palos Heights, Illinois, and The University of Texas Health Science Center at San Antonio, San Antonio, Texas.
- F. Consider ratification/approval of the following items for Internal Purchasing:
1. **Approval of the Contract Award for Job No. 24/006YR-03, for Local Food and Catering Services, for the period of 05/15/2024 through 05/14/2029,** to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: Boot Texan Kitchen.
 2. **Approval of Contract Award for RFP No. 24/037DR Advisors, Coaches, Consultants, Counselors, Speakers and Trainers, for the period of 06/01/2024 through 05/31/2029 to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal:** Amanda Morgan: Not Just Cute LLC; Cortez Services; Brighter Futures Counseling and Consulting; Comrades Consulting; First3Years; ITEXperience, Inc; Lit for Life, LLC; Nieto Technology Partner; Sterling Empowerment; Top Notch Professional Consultants; Untapped Genius; and Yawp Records, LLC.
- G. Consider ratification/approval of the following Revenue Agreements:
1. **Ratification of amendment to the Business Services (Revenue) Service Agreement with Stafford Municipal School District** to the amount of \$81,600 (increase from \$49,800), for the period of 09/01/2023 through 08/31/2024. This agreement is for continued procurement support and streamline processes.
 2. **Ratification of (Revenue) Service Agreement for Business Services with Stafford Municipal School District in the amount of \$94,592** for HCDE's Business Services to perform duties related to Budget Preparation and Calculations, HR Review and Budget Preparation, Grant Review and Preparation during the period of 04/15/2024 through 08/31/2024.

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

1. **Approval of Change Order #1 for the Service Agreement with Indeco Sales, Inc. (Choice Partners RFP 23/022MF-08) for Furniture, Fixtures, & Equipment for the Administrative Building Renovation Project in an amount not to exceed \$167,571.08** and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute the Change Order.
2. **Ratification of the Memorandum of Understanding Contract for FY2024 with Schools Division and Prairie View A&M University for the period of 11/14/2023 through 09/01/2028** to facilitate a learning-centered partnership for teachers (LEADERS: Leading Equity Across Diverse Environments with Revolutionary Synergy).
3. **Consider second reading and final approval of the following revised local policies:**

- a. CCGB (Local)
- b. CFB(Local)
- c. CKE (Local)
- d. CKED (Local)
- e. CLB (Local)
- f. CQB (Local)
- g. CSA (Local)
- h. DC (Local)
- i. DEA (Local)
- j. DEC (Local)
- k. EHB (Local)
- l. EHBCA (Local)
- m. FD (Local)
- n. FFAC (Local)
- o. FFB (Local)
- p. FFI (Local)
- q. FL (Local)

4. **Consider moving date of July 2024 regular Board meeting.**
5. **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 and Board members and obtain legal advice regarding the same.
- 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 terminate CES Manager's Chapter 21 probationary employment contract at the end of the contract period in the best interests of the Department; obtain legal advice regarding the same.

9. **RECONVENE** for possible action on items discussed in executive session
 - A. Consider terminating CES Manager's Chapter 21 probationary employment contract at the end of the contract period in the best interests of the Department.
10. **Discussion and possible action regarding future agenda items**
11. **INFORMATION ITEMS**
 1. Memorandum of Understanding (MOU) between the Harris County Department of Education (HCDE) and Abilene Christian University (ACU) to explore partnership program offerings. Specifically, HCDE wants to explore ACU's **Level UP program**, which is a non-traditional teacher pathway program for existing HCDE paraprofessionals and non-credentialed staff that provides academic programming that leads to a bachelor's, masters, or doctoral level degree and certification. The MOU would be for a term of five (5) years from the effective date of June 1, 2024.
 - A. **Human Resources**
 1. Employee Count
 2. Personnel
 3. **Chapter 21 and Non-Chapter 21 Contracts for 2024 - 2025.**
13. **ADJOURN** - Next regular meeting is scheduled for Wednesday, June 19, 2024 at 1:00 p.m.

A handwritten signature in blue ink, appearing to read "James Colbert, Jr.", is centered on the page.

James Colbert, Jr.
County School Superintendent