

**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 **21st day of April 2021 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 21, 2021**  
**Agenda of Regular Meeting**

---

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held April 21, 2021, beginning at 1:00 p.m. in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas.

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 Mims, Records Management
2. **Pledge of Allegiance to the US flag** - James Stancill, Head Start
3. **Pledge of Allegiance to the Texas flag** - James Stancill, Head Start
4. **Open Forum** - Gov't Code 551.003 (5) - 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. **Superintendent Monthly Report** - James Colbert, Jr.
  - B. **Annual Division Update on Head Start** - Venetia Peacock, Senior Director
  - C. **Annual Division Update on Records Management** - Curtis Davis, Director
  - D. **Reports of Board Committees** - Committee Chairs
  - 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. **Monthly Financial Reports through 03/31/2021** - Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. Monthly Disbursement Report
2. Monthly Budget Amendment Report
3. Monthly Investment Report for March 2021

B. Consider approval of the following Board Meeting Minutes:

1. 02/10/2021 Board Workshop
2. 02/22/2021 Board Workshop
3. 03/03/2021 Board Workshop
4. 03/03/2021 Board Meeting
5. 03/12/2021 Board Workshop Retreat Meeting
6. 03/25/2021 Special Board Meeting
7. 04/07/2021 Board Secretary Hiring Committee

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

1. **Consider approval for HCDE Head Start to submit a grant request for the 2021 Cost-of-Living Adjustment (COLA) Funds** in the amount of \$27,390 for the project period of 09/01/2021 - 08/31/2022 (fully funded by Head Start funds)
2. **Consider approval for HCDE Head Start to submit a grant request for the 2021 Cost-of-Living Adjustment (COLA) Funds** in the amount of \$147,613 for the project period of 01/01/2021 - 12/31/2021 (fully funded by Head Start funds).
3. **Consider approval to submit a budget revision grant request application in the amount of \$326,133 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS) for Disaster Relief funds for the Coolwood Head Start Campus Project; award notice 06TD000058.**
4. **Consider approval to submit the Early Head Start-Child Care Partnerships Carryover Grant request in the amount of \$82,849** from Grant Number 06HP000311 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).
5. **Consider approval to submit the Early Head Start-Child Care Partnerships 19-20 COVID-19 Carryover Grant request in the amount of \$53,987** from Grant Number 06HP000311 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. **CASE for Kids (revenue agreement) with Harris County for the period of 04/22/2021 through 09/30/2021 in the amount up to \$712,250** for CASE for Kids to administer a grant program called "Harris County Connections" to support summer youth programming and camps.
2. **Ratification of Service Agreement (expenditure) with Boys and Girls Club Houston for Partnership Project grant award in the amount of \$40,000 to serve Havard Club and HoltHouse Club for a total of 200 students;** this grant award is in addition to a \$10,000 City Connections grant award for Ft. Bend Club serving 200 students in City Council District K for a total aggregate amount of \$50,000 with CASE for Kids.
3. **Ratification of Amendment #1 to Interlocal Contract (expenditure) contract with Houston ISD for FY21 CASE for Kids Partnership Project grant to increase award amount by \$64,100** to serve an additional 5 programs and an additional 795 students for an aggregate award total of \$161,100 for a total of 1,685 students served.

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

1. **Consider approval of a Contract Renewal option for job no. 18/033KC for Drug & Alcohol Testing Services & Related Items with the following vendors:** DISA Global Solutions, Inc. dba DISA, Inc (fka Forward Edge, Inc.) (#18/033KC-01), and Pinnacle Medical Management (#18/033KC-02) for the period 05/21/2021 through 05/20/2022.
2. **Consider approval of a Contract Renewal option for job no. 18/036MC for Mechanical, Electrical, Plumbing (MEP) and Related Items with the following vendors:** A/W Mechanical Services, LP (#18/036MC-01); CFI Mechanical, Inc. (#18/036MC-02); LECS, Ltd. (#18/036MC-05); Letsos Company (#18/036MC-06); Star Service, Inc. (#18/036MC-07), and TK Boilers, LLC dba Gulf Coast Boiler Service Company (#18/036MC-08) for the period 05/16/2021 through 05/15/2022.
3. **Consider approval of a Contract Renewal option for job no. 19/025KD for Office Supplies with the following vendors:** Butler Business Products, LLC (#19/025KD-01); Challenge Office Products, Inc. (#19/025KD-04); Educator's Depot, Inc. (#19/025KD-05); Hallmark Office Products, Inc. (#19/025KD-06), Liberty Data Products, Inc. dba Liberty Office Products (#19/025KD-07); M.A.N.S. Distributors, Inc. (#19/025KD-08); School Specialty, Inc. (#19/025KD-10); E.A. Arredondo dba Standard Office Products (#19/025KD-11), and Tejas Office Products, Inc. (#19/025KD-12) for the period 05/15/2021 through 05/14/2022.
4. **Consider approval of a Contract Renewal option for job no. 19/027MJ for Disaster Recovery Consultants with the following vendor:** Disaster Recovery Services, LLC (#19/027MJ-02) for the period 05/15/2021 through 05/14/2022.
5. **Consider approval of a Contract Renewal option for job no. 19/033MJ for Furniture, Fixtures, Equipment (FFE) and Related Items with the following vendors:** A. Bargas & Associates, LLC (#19/033MJ-01); Butler Business Products, LLC (#19/033MJ-04); Carolina Biological Supply Company (#19/033MJ-05); Challenge Office Products, Inc. (#19/033MJ-06); Computer Comforts, Inc. (#19/033MJ-07); Educator's Depot, Inc. (#19/033MJ-08); Hallmark Office Products, Inc. (#19/033MJ-11); Kaplan Early Learning Company (#19/033MJ-12); Dannette Davis dba Kay Davis Associates, LLC (#19/033MJ-13); Lakeshore Equipment Company dba Lakeshore Learning Materials (#19/033MJ-14); Liberty Data Products, Inc. dba Liberty Office Products (#19/033MJ-15); Library Interiors of Texas, LLC (#19/033MJ-16); School Specialty, Inc. (#19/033MJ-18), and Tesco Industries, LLC

(#19/033MJ-19) for the period 05/15/2021 through 05/14/2022.

6. **Consider approval of a Contract Renewal option for job no. 19/036MR for JOC-IDIQ Heating, Ventilating, and Air Conditioning (HVAC) with the following vendors:** Haynes Mechanical Systems, Inc. (#19/036MR-02); HVAC Mechanical Services of Texas, Ltd. dba Hunton Services (#19/036MR-03), Lange Mechanical Services, L.P. (#19/036MR-04); and The Brandt Companies (#19/036MR-05) for the period 05/15/2021 through 05/14/2022.
7. **Consider approval of a Contract Renewal option for job no. 20/028MJ for Cleaning of Parking Lots, Exterior Buildings, Environmental Solutions and Related Services with the following vendors:** Ameri-Clean (#20/028MJ-01); ERC Environmental & Construction Services, Inc. dba ERC (#20/028MJ-02); Mid-Continental Restoration, Co. Inc. (#20/028MJ-03); Prestige Building Group, LLC (#20/028MJ-04), and Satco Services, Inc. dba Southern Care Sweeping and Paving Company (#20/028MJ-05) for the period 05/20/2021 through 05/19/2022.
8. **Consider approval of a Contract Renewal option for job no. 20/029MJ for Uniforms and Related Services with the following vendors:** Sonali Sheth dba Blue Ribbon Styles (#20/029MJ-01); Brandit, LLC (#20/029MJ-02); Buffalo Specialties, Inc. (#20/029MJ-03); Riddell/All American Sports, Corp. dba Riddell (#20/029MJ-04), and Stanbury Uniforms, LLC (#20/029MJ-05) for the period 05/20/2021 through 05/19/2022.
9. **Consider approval of a Contract Renewal option for job no. 20/030MR for Tree Trimming, Landscaping, Debris Removal and Related Services with the following vendors:** Shawnee Mission Tree Service, Inc. dba Arbor Masters Tree Service (#20/030MR-01); Asplundh Tree Expert, LLC (#20/030MR-02); Metropolitan Landscape Management, Inc. (#20/030MR-03), and Yellowstone Landscape-Central, Inc. (#20/030MJ-04) for the period 05/20/2021 through 05/19/2022.
10. **Consider approval of a Contract Renewal option for job no. 20/031KN for Insurance and Third Party Administration Services with the following vendors:** Brown & Brown Lone Star Insurance Services dba Alamo Insurance Corp. (#20/031KN-01); Arthur J. Gallagher Risk Management Services, Inc. (#20/031KN-02); Financial Benefit Services, LLC (#20/031KN-03); First Financial Administrators, Inc. (#20/031KN-04), and Kean Financial Services, Inc. dba US Employee Benefits Services Group (#20/031KN-05) for the period 05/20/2021 through 05/19/2022.
11. **Consider approval of a Contract Renewal option for job no. 20/035MJ for Flags, Flag Poles, Accessories, and Related Items with the following vendor:** Eagle Flag Products, Inc. dba Eagle Mountain Flag & Flagpole (#20/035MJ-01) for the period 05/20/2021 through 05/19/2022.
12. **Consider approval to rescind Contract Award No. 21/020SG-02 for Early Childhood Supplies and Related items to Alison's Trading Corp dba Alison's Montessori and Educational Materials,** effective January 20, 2021 due to the vendor not accepting the standard terms and conditions.
13. **Consider approval to rescind Contract Award No. 21/020SG-05 for Early Childhood Supplies and Related Items to Committee for Children,** effective January 20, 2021 due to the vendor not accepting the standard terms and conditions.

14. **Consider approval of Amendment #1 to Service Contract for job no. 18/034MR for Choice Contracted Services with Ann Marie Harbour** in the amount of \$33,000, including reimbursable expenses, for the period of 04/21/2021 through 08/31/2021. The total amount of this contract should not exceed \$75,000.
15. **Consider approval of Amendment #1 to Services Agreement for job no. 19/029KJ for Choice Partners Consulting Services with F&S Calhoun Consulting, Inc.** in the amount of \$24,500, including reimbursable expenses, for the period of 04/21/2021 through 08/31/2021. The total amount for this contract should not exceed \$64,000.
16. **Consider approval of HCDE Interlocal Agreements with:** Texas State University System, Austin, Texas; Aledo ISD, Aledo, Texas; Bridge City ISD, Bridge City, Texas; Union Grove ISD, Gladewater, Texas (Signature Update Only); Como-Pickton CISD, Como, Texas; Seminole County Sheriff's Office, Sanford, Florida; Everett Community College, Everett, Washington (Signature Only); Delaware River Joint Toll Bridge Commission, Yardley, Pennsylvania; Wilson Elementary District #007, Phoenix, Arizona; Nadaburg Unified School District, Wittman, Arizona; Port of Texas City Security Council, Inc. (PTCSC), Texas City, Texas, and City of Sweeny, Sweeny, Texas.

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

1. **Consider approval of Contract Award for job no. 21/026YR Contracted Services for Adult Education with the following proposer(s):** Gail C. Stanford for the period of 04/21/2021 through 04/20/2026 subject to annual appropriations of funding.
2. **Consider approval of Contract Award for job no. 21/005IA-2 for CASE for Kids Content Area Services and Trainers with the following vendors:** Ben DeSoto; CHAT (Culture of Health-Advancing Together); and Training and Leadership Consulting for the period of 05/01/2021 through 04/30/2026.
3. **Consider approval of Contract Award for job no. 21/024IA District Assessment for the Center for Safe and Secure Schools with the following vendor:** Safer Schools Together (SST USA Inc) for the period of 05/01/2021 through 04/30/2022.

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

- A. **Consider approval of the 2021-2022 HCDE Work/Holiday Calendar**
- B. **Consider adoption of revised Board Operating Procedures**
- C. **Consider approval of increasing the budget for Irvington Administration Building Renovation Project in the amount not to exceed \$2,600,000** (new revised total budget for the Irvington Administration Building Renovation Project will not exceed \$11,400,000).
- D. **Consider adoption of resolution concerning emergency administrative leave with pay in accordance with Policy DEA associated with Winter Storm Uri and its aftermath beginning 02/15/2021 and continuing through 02/22/2021.**
- E. **Consider approval to renew the County School Trustees of Harris County, State of Texas' Assumed Name Records Certificate of Ownership for Incorporated Business or Profession filed with the County Clerk of Harris County** and delegate authority to the superintendent or his designee to execute and file the certificate and take any necessary action relating thereto (the name "Harris County Department of Education" is an assumed name and requires renewal and filing every 10 years).

- F. **Consider approval of the project delivery/contract method of Job Order Contracting and approval of the Job Order Contract for the water damage repairs at Sheffield Head Start due to winter storm URI** with Facilities Sources (Job No. 21/021MJ-19) in the total amount of \$288,054.97.
  - G. **Consider the approval for Change Order # 1 from the contract contingency in the amount of \$44,300 and change order # 2 in the amount of \$120,704.83 to the Nash Industries contract for renovations to the existing La Porte Head Start Campus** (The renovation will be for mold remediation and build back. Funds will to be used from fund balance are \$120,704.83 and funds from contingency funds in the amount of \$44,300 in the Nash Industries contract. The total additional amount of the work to be performed is \$165,004.83).
  - H. **Consider approval of Amendment #1 to Services Agreement (expenditure) with EdOpp Solutions, LLC and the HCDE Adult Education Division for Educational and Vocational Training (Certificate programs: customer, administrative assistant and tech programs) services**, beginning 07/01/2021 and ending 06/30/2021, in the amount of \$69,000 (increase from \$49,000).
  - I. **Consider approval of Amendment #1 to Services Agreement (expenditure) with HTEC (Houston's Training and Education Center) and the HCDE Adult Education Division for Educational and Vocational Training (Business office specialist, Certified Phlebotomy Tech) services** beginning 07/01/2020 and ending 06/30/2021, in the amount of \$69,000 (increase from \$49,000).
  - J. **Consider approval of Amendment #1 to Services Agreement (expenditure) with Dean's Staff Solutions and the HCDE Adult Education Division for Educational and Vocational Training (Medical Assistant Pathway and Certified Phlebotomy Tech) services** beginning 07/01/2020 and ending 06/30/2021, in the amount of \$69,000 (increase from \$49,000).
  - K. **Consider approval of a \$4,765,112 request to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS)**, for continued funding of HCDE Early Head Start – Child Care Partnerships grant for the 9/1/2021 to 8/31/2022 budget period.
  - L. **Consider approval of an Interlocal Agreement (revenue) with Aldine ISD and the HCDE Center for Safe and Secure Schools Division for school safety audits over a three-year cycle**(April 26, 2021-June 10, 2023) in an amount not to exceed \$97,614, servicing 67,130 students.
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 HCDE principals.**
  - B. **Deliberate proposing suspension without pay, pending discharge and terminating probationary contract of employee and obtain legal advice regarding same.**
9. **RECONVENE** for possible action on items discussed in executive session

- A. **Consider proposing suspension without pay, pending discharge, of a probationary contract employee for good cause as determined by the Board.**
  - B. **Consider terminating probationary contract of employee at the end of the contract period in the best interest of the Department.**
10. **Discussion and possible action regarding future agenda items**
11. **INFORMATION ITEMS**
- A. **HR Information Items**
  - B. **Employee Count**
  - C. **Revenue contracts less than \$50,000 (Cumulative total \$211,570)**
    - Between Teaching Learning Center and Varnett Charter School, "Just in Time Coaching", \$20,000.00
    - Between Teaching Learning Center and New Caney ISD, "Magnet TEKS and Effective Planning Models", \$5,000.00
    - Between Teaching Learning Center and New Caney ISD, "Improving Instructions", \$3,750.00
    - Between Teaching Learning Center and Sheldon ISD, "Math Coaching for Teachers and Intervention", \$5,000.00
    - Between Teaching Learning Center and Dickinson ISD, "Curriculum Writing", \$16,000.00
    - Between Teaching Learning Center and Lamar CISD, "Build Your Bookshelf", \$6,500.00
    - Between Teaching Learning Center and Goose Creek CISD, "Math Workshops for Teachers", \$4,500.00
    - Between Teaching Learning Center and Lamar ISD, "Virtual Workshops K-12", \$22,000.00
    - Between Teaching Learning Center New Caney ISD, "NCISD Power Up Conference", \$4,000.00
    - Between School-Based Therapy Services and Stafford MSD, Therapy Services, \$8,676.00
    - Between School-Based Therapy Services and Anahuac ISD, Therapy Services, \$7,980.00
    - Between School-Based Therapy Services and Conroe ISD, Therapy Services, \$6,384.00
    - Between School-Based Therapy Services and Lamar CISD, Therapy Services, \$17,024.00
    - Between Records Management and Aldine ISD, Digital Images, \$35,000.00
    - Between Records Management and Vidor ISD, Digital Images, \$49,500.00
  - D. **Submission of bid proposal to Harris County Early Childhood Impact Fund in the amount of \$4,960,385, over three years, to support Head Start's Early Childhood Academy.** Requested funds will cover expenses to create two new early childhood programs, personnel for the program, instruction to students, technical assistance and training, and assistance to students' families. The program will service 64 students and their families.
  - E. **Submission of letter of inquiry to Braitmayer Foundation to support Education Certification and Advancement's Teacher Certification Program. Requested funds of \$34,250 would provide internal and external reviews of ECA online courses to meet new TEA requirements.**

- F. **Submission of a \$20,000 grant request to the Hogg Foundation for Mental Health to support HCDE Area I Head Start with implementing additional mental health support for students and families.** Funding would benefit 150 unduplicated students and families.
- G. **Acceptance of a one time grant award in the amount of \$20,000 from the HOGG Foundation for Mental Health**to support the Head Start Program Expansion of mental wellness services.
- H. **Submission of a \$5,000 grant request to ALDI to support HCDE Area I Head Start Garden Program** through food and nutrition education to teach the importance of healthy lifestyles to 1,066 students and their families at 14 centers.
- I. **Submission of a \$1,000 grant request to KidsGardening to support HCDE Area I Head Start Garden Program** in using food and nutrition education to teach the importance of healthy lifestyles to 1,066 students and their families at 14 centers.
- J. **Submission of grant proposal to Texas Workforce Commission in the amount of \$748,523 to implement a Career Pathway Professional Development Center for Adult Education programs statewide.** Requested funds will focus on professional development services for integrated education and training (IET) models.
- K. **Expenditure Interlocal contracts less than \$50,000**
- Between CASE and Pasadena ISD, "CASE for Kids Debates", \$8,000
  - Between CASE and Spring ISD, "CASE for Kids Debates", \$4,000.00
- L. **RFP 21/005IA (CASE for Kids Content Area Services and Trainers)** was awarded at the 01/20/2021 Board meeting for the period of 02/01/2021 through 01/31/2022, which was incorrect. The correct term should be 02/01/2021 through 01/31/2026.
- M. **Non-monetary contracts for FY 2021**
- Between Head Start and Legacy Community Health Services, Inc. -"To increase access to primary care" (MOU)
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, May 19, 2021, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.



James Colbert, Jr.  
County School Superintendent