

**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 **19th day of May 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  
May 19, 2021  
Agenda of Regular Meeting**

---

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held May 19, 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** - Colina Poullard, Teaching and Learning Center
2. **Pledge of Allegiance to the US flag** - Patty Menard, Human Resources
3. **Pledge of Allegiance to the Texas flag** - Patty Menard, Human Resources
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. **Recognition of Teacher of the Year** - Jonathan Parker, Assistant Superintendent for Academic Support Services
  - C. **Annual Division Update on Teaching & Learning Center** - Andrea Segraves, Teaching and Learning Center
  - D. **Annual Division Update on Human Resources** - Natasha Truitt, Executive Director
  - E. **Reports of Board Committees** - Committee Chairs
  - 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. **Monthly Financial Reports through 04/30/2021** - 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 April 2021

B. **Consider approval of the following Board Meeting Minutes:**

1. 04/14/2021 Audit Committee Meeting
2. 04/21/2021 Government Relations Committee Meeting
3. 04/21/2021 Board Meeting
4. 04/30/2021 Board Hiring Committee Meeting

C. **Consider acceptance of the following grant awards:**

1. **Consider approval to submit the Harris County Department of Education Head Start 2021 COVID-19 Carryover Grant request in the amount of \$344,197** from Grant Number 06CH011535 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).
2. **Consider approval to submit the Harris County Department of Education Head Start (EHS) for Early Head Start Expansion and Start-up Carryover Grant request in the amount of \$147,792** from Grant Number 06CH011535 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).
3. **Consider acceptance of the Notice of Award (NOA) 06HE000969-01-00 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for new additional COVID-19 funds for the Head Start Division in the amount of \$350,328.00** for the budget period of 04/01/2021 through 3/31/2023.

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

1. **Ratify award RFP#20/042KJ for Partnership Project Grant and Approve \$60,000 contract to the YMCA of Greater Houston per CH Local FY21.** The Partnership Project grant award of \$40,000 is to serve Houston Texans YMCA and MD Anderson YMCA for a total of 90 students; this grant award is in addition to a \$20,000 City Connections grant award for YMCA of Greater Houston serving 40 students in City Council District A and 40 students in City Council District G for a total aggregate amount of \$60,000 with CASE for Kids.

2. **Ratify award of RFP#20/042KJ for Partnership Project Grant and Approve \$61,100 contract with Multicultural Education and Counseling through the Arts (MECA) per CH Local FY21. The Partnership Project grant award of \$40,000 to MECA will serve Dow School and Talento Bilingue De Houston for a total of 340 students;** the Partnership Project grant is in addition to a \$5,000 City Connections grant award for MECA serving 170 students in City Council H and a Select Service Provider service agreement for \$16,100 to serve 80 students at Burnett Elementary in Houston ISD and Boys and Girls Clubs Holthouse and Havard for a total aggregate amount of \$61,100 with CASE for Kids.
- E. **Consider approval of the following items for the HCDE Choice Partners Cooperative:**
1. **Consider approval of Contract Renewal option for job no. 19/032TJ Produce and Other Specialty Products with the following vendors:** Brothers Produce, Inc. (#19/032TJ-01) and Hardie's Fruit and Vegetable Co. Houston, LP dba Hardie's Fresh Foods (#19/032TJ-03) for the period of 08/01/2021 through 07/31/2022.
  2. **Consider approval of the Contract Award for Choice Partners job no. 21/035TP for Bottled Drinking Water, Coolers, and Other Beverage Related Products with the following vendors:** BHRS Group dba Avalon (21/035TP-01); DS Services of America dba Sparkletts (21/035TP-02); Nestle Waters North American, Inc. dba ReadyRefresh by Nestle, a division of Nestle Waters North America (21/035TP-03); and The Masters Distribution Systems Company, Inc. (21/035TP-04) for the period of one (1) year starting 06/20/2021 through 06/19/2022.
  3. **Consider approval of a Contract Renewal option for job no. 20/036TP for Commercial Food Distributor with the following vendors:** Gordon Food Service, Inc (#20/036TP-01) and Labatt Institutional Supply Company dba Labatt Food Service LLC (#20/036TP-02) for the period 08/01/2021 through 07/31/2022.
  4. **Consider approval of the Contract Award for Choice Partners job no. 21/036TP for Dairy and Other Related Products with the following vendor:** New Dairy HoldCo, LLC dba Borden Dairy (21/036TP-01) for the period 08/1/2021 through 7/31/2022.
  5. **Consider approval of the Contract Award for Choice Partners job no. 21/037LS for Bread and Tortilla Products with the following vendor:** Kurz and Co. (21/037LS-01) for the period 08/1/2021 through 07/31/2022.
  6. **Consider approval of Contract Renewal option for job no. 18/042KC for Waste & Recycling Collection Services with the following vendor:** Waste Management of Texas, Inc. (#18/042KC-02) for the period 06/20/2021 through 06/19/2022.
  7. **Consider approval of Contract Renewal option for job no. 19/034KC for Musical Instruments & Related Items with the following vendors:** Universal Melody Services, LLC dba Brook May Music/H&H Music (#19/034KC-02); Guitar Center Stores, Inc. dba Music & Arts Center (#19/034KC-04), and West Music Company, Inc. (#19/034KC-07) for the period of 06/19/2021 through 06/18/2022.
  8. **HCDE Interlocal Agreements with:** School of Excellence, San Antonio, Texas; Gilmer ISD, Gilmer, Texas; The Paradigm Project, Houston, Texas; Orange County Drainage District, Orange, Texas; North Texas Municipal Water District, Wylie, Texas, and County of Lavaca, Hallettsville, Texas.

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

1. **Consider approval of Contract Renewal option for job no. 19/019KJ HVAC Testing and Balancing with the following vendors:** Campos Engineering Inc. and National Precision, LLC. for the period of 06/19/2021 through 06/18/2022.
2. **Consider approval of a Contract Renewal option for job no. 20/041KJ Youth Pathways: Digital Badging Initiative / Digital/Web-Based E-Portfolio/Digital Badging System with the following vendors:** Instructure, Inc., and PHS Capital, Inc. for the period of 06/01/2021 through 05/31/2022.
3. **Consider approval of Contract Award for job no. 21/025YR Professional Development Services for the Harris County Department of Education Teaching and Learning Center Divison with the following proposer(s):** Amanda Morgan; Be Glad, LLC; The Children's Museum of Houston; Cindy Puryear Consulting Services, LLC; Education Elements, Inc.; Engaging Learners, LLC; eTeaching Me dba Love N Learn At Home; GV Implementation Solutions; Lakeshore Learning Materials; Blue Daisy Consulting, LLC dba Lead Your School; Marzano Resources, LLC; MGT of America Consulting, LLC; National Inventors Hall of Fame, Inc.; National Training Network, Inc.; Nylinka School Solutions; PowerSchool Group, LLC; Tammy Rodney; Teaching Strategies, LLC; Think Big Learning; Untapped Genius; Writers in the Schools, and Young Audiences, Inc. of Houston for the period of 05/19/2021 through 05/18/2022.
4. **Consider approval of a Contract Renewal option for job no. 20/039YR Early Head Start Child Care Partnership with the following vendors:** John G. Jones Learning Center; Fellowship of Purpose Early Childhood Learning Center; Let's Learn Christian Learning Center, Inc.; and Deskot, LLC dba Kool Kids Daycare for the period of 06/17/2021 through 06/16/2022.
5. **Consider approval of Contract Award for job no. 21/027YR Nutrition Services Consultant with the following proposer(s):** Community Nutrition Outreach Services and Foodservice Peeps LLC for the period of 05/19/2021 through 05/18/2022.
6. **Consider approval of Contract Award for RFQ job no. 21/028YR for Audit Services for Harris County Department of Education to the firm offering the best value to HCDE and meeting the specifications outlined in the proposal:** Whitley Penn, LLP for the period of 05/19/2021 through 05/18/2022 (and approving the amount of \$54,100 for FY 2021).

- G. **Consider ratification of Interlocal (revenue) contract for FY 2022 in the aggregate amount of \$166,971 with Academic and Behavior School West with the following district:** Conroe ISD for seven (7) out-of-county annual contracts in the amount of \$166,971 (\$23,853 each) for the contract period of 08/23/2021 through 06/03/2022.

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

- A. **Consider approval of a resolution to increase the over 65 exemption for the tax year 2021 from \$160,000 to \$229,000** and providing notice to the Harris County Appraisal District and Harris County Tax Office.

- B. **Consider approval of advertising contract with Love Advertising under RFP # 19/047KC-03 in the amount of \$85,000 for Adult Education recruitment and workforce program development awareness (applicable grant period for federal funds will be utilized) and in the amount of \$100,000 for Head Start and Early Head Start for children and family recruitment and program awareness from the period of May 19, 2021 through December 31, 2021 (ARA federal funds will be utilized).**
- C. **Consider approval of the Harris County Department of Education Head Start/Early Head Start Student Selection Criteria for the 2021-2022 school year.**
- D. **Consider ratification of Services Agreement with Blackmon Mooring (Job No. 19/042MJ-01) for Disaster Mitigation and Contents due to the February 2021, Winter Storm URI for Sheffield Head Start in the total amount of \$249,155.73 (funds will be used from KQC lease vendor insurance proceeds for the mitigation and from McGriff & Seibel from insurance proceeds for the cleaning, testing, removal and storage of the contents).**
- E. **Consider approval of amendment to Professional Services Agreement with English + Associates Architects, Inc. for the design of the Coolwood Head Start Center to change the calculation of compensation from a method based on percentage of construction costs to a method based on a stipulated sum as required by the federal funds regulations under 2 C.F.R. 200.324. (The total amount of the compensation will remain the same at \$428,538.06, and the contract was procured under RFQ # 20/043IA. This project is funded with federal funds).**
- F. **Consider approval of English + Associates Architects, Inc. contract under RFQ # 20/043IA for the design of the Humble Early Head Start Center in the amount of \$53,173 (this project is funded with federal funds).**
- G. **Consider approval of amendment to the Professional Services Agreement (procured under RFQ 20/043IA) with English + Associates Architects, Inc. for the renovation of the Harris County Department of Education Administration building located at 6300 Irvington, to increase the amount from \$554,312.50 to \$755,971.84 (\$201,659.34 increase) and adjust the projected schedule as outlined in the attachment (Contingency funds will be used from the project budget).**
- H. **Consider election of President and Vice President 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 Superintendent's recommendation to award Non-Chapter 21 Contracts for 2021-2022**  
 Assistant Superintendent, Business Services  
 Director, Center for Safe & Secure Schools  
 Director, Information Technology  
 Chief Accounting Officer, Business Services  
 Chief of Staff, Administration  
 Director, Research & Evaluation  
 Director, Facilities Construction  
 Chief Communication Officer, Technology  
 Senior Director, School-Based Therapy Services

Director, Records Management  
Director, Client Engagement  
Senior Director, Choice Partners  
Director, Communications  
Director, Purchasing  
Director, Adult Education  
Senior Director, Head Start  
Director, Facilities Maintenance  
Director, Grants Development  
Senior Director, Adult Education  
Director, CASE  
Executive Director, Human Resources  
Executive Director, Facilities

C. **Deliberate Superintendent's recommendation to award Chapter 21 Contracts for 2021-2022**

Chapter 21 Probationary Contracts for campus personnel

4 Teachers, ABS East  
1 Registered Nurse, ABS East  
1 Principal, ABS East  
1 Counselor, ABS East  
4 Teachers, ABS West  
1 Registered Nurse, ABS West  
2 Teachers, Fortis Academy  
3 Teachers, Highpoint School East

Chapter 21 Term Contracts for campus personnel

8 Teachers, ABS East  
2 Transition Specialists, ABS East  
1 Behavior Intervention Specialist, ABS East  
2 Assistant Principals, ABS East  
2 Assistant Principals, ABS West  
1 Counselor, ABS West  
1 Principal, ABS West  
11 Teachers, ABS West  
1 Transition Specialist, ABS West  
2 Teachers, Fortis Academy  
1 Counselor, Fortis Academy  
1 Registered Nurse, Fortis Academy  
2 Assistant Principals, Highpoint School East  
1 Counselor, Highpoint East  
12 Teachers, Highpoint School East  
3 Transition Specialists, Highpoint School East  
1 Registered Nurse, Highpoint School East

Chapter 21 Probationary Contracts for non-campus personnel

1 Assistant Superintendent, Administration  
1 Compliance & Technical Support Officer, Schools  
1 Instructional Coach, Schools  
1 Leadership Development Officer, Educator Certification and Advancement  
1 Manager, Teaching and Learning Center  
1 Senior Director, Schools

Chapter 21 Term Contracts for non-campus personnel

1 Assistant Superintendent, Administration  
1 Curriculum Compliance Officer, Educator Certification and Advancement

1 Director, Educator Certification and Advancement  
1 Curriculum & Compliance Services Director, Schools  
1 Curriculum Director, Math, Teaching and Learning Center  
1 Curriculum Director, ELA, Teaching and Learning Center  
1 Director, Special Projects, Teaching and Learning Center  
1 Curriculum Director, Digital Education & Innovation, Teaching and Learning Center

Chapter 21 Probationary Contract Terminations

7 Teachers, ABS East  
4 Teachers, ABS West  
1 Teacher, Highpoint School East

9. **RECONVENE** for possible action on items discussed in executive session

A. **Consider approval of Superintendent's recommendation to award Non-Chapter 21 Contracts for 2021-2022**

Assistant Superintendent, Business Services  
Director, Center for Safe & Secure Schools  
Director, Information Technology  
Chief Accounting Officer, Business Services  
Chief of Staff, Administration  
Director, Research & Evaluation  
Director, Facilities Construction  
Chief Communication Officer, Technology  
Senior Director, School-Based Therapy Services  
Director, Records Management  
Director, Client Engagement  
Senior Director, Choice Partners  
Director, Communications  
Director, Purchasing  
Director, Adult Education  
Senior Director, Head Start  
Director, Facilities Maintenance  
Director, Grants Development  
Senior Director, Adult Education  
Director, CASE  
Executive Director, Human Resources  
Executive Director, Facilities

B. **Consider approval of Superintendent's recommendation to award Chapter 21 Contracts for 2021-2022**

Chapter 21 Probationary Contracts for campus personnel

4 Teachers, ABS East  
1 Registered Nurse, ABS East  
1 Principal, ABS East  
1 Counselor, ABS East  
4 Teachers, ABS West  
1 Registered Nurse, ABS West  
2 Teachers, Fortis Academy  
3 Teachers, Highpoint School East

Chapter 21 Term Contracts for campus personnel

8 Teachers, ABS East  
2 Transition Specialists, ABS East  
1 Behavior Intervention Specialist, ABS East  
2 Assistant Principals, ABS East



2 Assistant Principals, ABS West  
1 Counselor, ABS West  
1 Principal, ABS West  
11 Teachers, ABS West  
1 Transition Specialist, ABS West  
2 Teachers, Fortis Academy  
1 Counselor, Fortis Academy  
1 Registered Nurse, Fortis Academy  
2 Assistant Principals, Highpoint School East  
1 Counselor, Highpoint East  
12 Teachers, Highpoint School East  
3 Transition Specialists, Highpoint School East  
1 Registered Nurse, Highpoint School East

Chapter 21 Probationary Contracts for non-campus personnel

1 Assistant Superintendent, Administration  
1 Compliance & Technical Support Officer, Schools  
1 Instructional Coach, Schools  
1 Leadership Development Officer, Educator Certification and Advancement  
1 Manager, Teaching and Learning Center  
1 Senior Director, Schools

Chapter 21 Term Contracts for non-campus personnel

1 Assistant Superintendent, Administration  
1 Curriculum Compliance Officer, Educator Certification and Advancement  
1 Director, Educator Certification and Advancement  
1 Curriculum & Compliance Services Director, Schools  
1 Curriculum Director, Math, Teaching and Learning Center  
1 Curriculum Director, ELA, Teaching and Learning Center  
1 Director, Special Projects, Teaching and Learning Center  
1 Curriculum Director, Digital Education & Innovation, Teaching and Learning Center

Chapter 21 Probationary Contract Terminations

7 Teachers, ABS East  
4 Teachers, ABS West  
1 Teacher, Highpoint School East

10. **Discussion and possible action regarding future agenda items**

11. **INFORMATION ITEMS**

A. **Human Resources Information Items**

B. **Employee Count**

C. **Submission of a grant proposal to Dollar General Literacy Foundation via the Education Foundation of Harris County in the amount of \$3,939.33 for all four schools in the Schools Division.** Requested funds will cover expenses to purchase instructional materials, classroom library sets and 111 books and novels.

D. **Submission of grant application in the amount of \$7,020 to Bank of Texas/Bank of Oklahoma Financial via Education Foundation of Harris County to support Head Start's REAL SuperMENTors Read program** , which focuses on literacy skills. Requested funds will serve 195 students.

- E. **Submission of two \$4,700 micro-grant requests totaling \$9,400 to Educators of America to purchase two 3D printers to enhance student engagement and achievement at Academic and Behavior School West and Highpoint School East.** A total of 138 students will benefit from this project in 2021.
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, June 16, 2021, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr." in a cursive style.

James Colbert, Jr.  
County School Superintendent