

**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 **18th day of August 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 77022. 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
August 18, 2021
Agenda of Regular Meeting**

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held August 18, 2021, beginning at 1:00 p.m. in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston, Texas, 77022.

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** - Edna Johnson, Purchasing
2. **Pledge of Allegiance to the US flag** - Natalya Sumner, Head Start
3. **Pledge of Allegiance to the Texas flag** - Natalya Sumner, 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. **Employee of the Month** - Natasha Truitt, Executive Director of Human Resources
 - B. **Superintendent Monthly Report** - James Colbert, Jr.
 - C. **Annual Division Update on Schools** - Dr. Charles Ned, Senior Director of Schools
 - D. **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.
 - E. **Report of Board Committees** - Committee Chairs
 - F. **Monthly Financial Reports through 07/31/2021**- Dr. 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 July 2021

B. Consider approval of the following Board Meeting Minutes

1. 07/20/2021 Policy Committee Meeting
2. 07/21/2021 Communications and Public Relations Committee Meeting
3. 07/21/2021 Special Schools Committee Meeting
4. 07/21/2021 Budget Committee Meeting
5. 07/21/2021 Board Meeting Minutes

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

1. **Approval to submit the HCDE Head Start 2022 Continuation Grant request, to the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) in the amount of \$12,375,192, for the period of January 1, 2022 - December 31, 2022. This grant request includes \$10,964,769 for Head Start Program Operations, \$1,282,299 for Early Head Start Program Operations, \$97,713 for Head Start Training and Technical Assistance, and \$30,411 for Early Head Start Training and Technical Assistance.**
2. **Acceptance of the Notice of Award (NOA) 06CH011535-02-03 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) for the Head Start Division in the amount of \$344,197 for the period of 01/01/2021 through 12/31/2021.**
3. **Acceptance of the Notice of Award (NOA) 06HP000311-02-03 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for the Head Start Division (Early Head Start Child Care Partnership) for carryover funds in the amount of \$82,849 for the budget period of 09/01/2020 through 08/31/2021.**
4. **Acceptance of the Notice of Award (NOA) 06HP000311-03-00 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for the Head Start Division (Early Head Start Child Care Partnership) in the amount of \$4,792,502 for the budget period of 09/01/2021 through 08/31/2022.**
5. **Acceptance of the Babies in Baytown Community Impact Fund from First3Years in the amount of \$1,000 for participating in the Art in the Park project.**

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

1. **Approval of Interlocal (revenue) contracts for FY 2022 for Therapy Services in the aggregate amount of \$2,875,542 with School-Based Therapy Services and the following districts: KIPP Texas Public Schools - Houston (30 students served in FY20) in the amount of \$52,426; and Cypress-Fairbanks ISD (1593 students served in FY20) in the amount of \$2,823,116.**

2. **Approval of Interlocal (revenue) contract with the City of Houston for CASE for Kids implementation of the City Connections Program.** The contracted amount, up to \$770,000, will be expensed through the term of 09/30/2021 through 06/30/2022. This agreement is pending Houston City Council approval and signatures.
 3. **Approval of Interlocal (revenue) contract for FY 2022 for Therapy Services** in the aggregate amount of \$2,375,575 with School-Based Therapy Services and Houston ISD (1501 students served in FY20) in the amount of \$2,375,575.
 4. **Approval of Interlocal (revenue) contract for Summer School FY 2021 in the aggregate amount of \$68,614 with Academic and Behavior School West with the following district:** Alief ISD for thirteen (13) in-county Extended School Year (ESY-Summer School) contracts in the amount of \$68,614 (\$5,278 each) for the time period of 06/14/2021 through 07/16/2021.
 5. **Approval of Addendum #1 to Interlocal (revenue) contract between Academic and Behavior School East and Houston ISD** to increase the aggregate amount from \$309,075 to \$330,187 (an increase of \$21,112) for four (4) additional units for FY 2021 Extended School Year Services (ESY) Summer School (in-county \$5,278) for the time period of 06/14/2021 through 07/16/2021.
 6. **Approval of Interlocal (revenue) contracts for FY 2022 in the aggregate amount of \$494,520 with Academic and Behavior School East with the following districts:** Channelview ISD for five (5) in-county annual contracts in the amount of \$103,025 (\$20,605 each); Crosby ISD for four (4) in-county annual contracts in the amount of \$82,420 (\$20,605 each); Goose Creek CISD for fifteen (15) in-county annual contracts in the amount of \$309,075 for the contract period of 08/23/2021 through 06/03/2022.
 7. **Approval of Interlocal (revenue) contract for FY 2022 in the aggregate amount of \$61,815 with Academic and Behavior School West with the following district:** Cypress Fairbanks ISD for three (3) in-county annual contracts in the amount of \$61,815 (\$20,605 each) for the contract period of 08/23/2021 through 06/03/2022.
 8. **Approval of Interlocal (revenue) contracts for FY 2022 in the aggregate amount of \$492,401 with Highpoint School East with the following districts:** Aldine ISD for ten (10) in-county annual contracts in the amount of \$100,490 (\$10,049 each); Crosby ISD for twenty (20) in-county annual contracts in the amount of \$200,980 (\$10,049 each); Sheldon ISD for nineteen (19) in-county annual contracts in the amount of \$190,931 (\$10,049 each) for the contract period of 08/23/2021 through 06/03/2022.
- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of Assignment of Contract for job no. 20/017MR-11 for JOC-IDIQ Construction** from SETEX Facilities & Maintenance, LLC to Preferred Facilities Group-USA, LLC. The effective date of the Consent for Assignment is 08/18/2021.
 2. **Approval of Assignment of Contract for job no. 20/048TP-25 for Emergency Feeding** from SoloFresco Brands to MIC Food Division. The effective date of the Consent for Assignment is 08/18/2021.

3. **Approval of Contract Renewal option for job no. 20/048TP Emergency Feeding with the following vendors:** Albie's Foods Products, LLC (AFP Holding, LLC) (# 20/048TP-01); Alpha Foods Co. (# 20/048TP-02); Asian Food Solutions (International Food Solutions, Inc) (# 20/048TP-03); Cebev LLC/Juice Bowl (# 20/048TP-05); ConAgra Foods, Inc. (# 20/048TP-07); Fat Cat Bakery (# 20/048TP-09); Gordon Food Service, Inc. (# 20/048TP-10); Hadley Farms Bakery (# 20/048TP-12); Heart of Texas Biscuits (Heart of Texas Biscuits Inc.) (# 20/048TP-13); Integrated Food Service (Let's Do Lunch, Inc) (# 20/048TP-14); JTM Food Group (J.T.M. Provision's Company, Inc) (# 20/048TP-15); Labatt Food Service (# 20/048TP-16); M.C.I. Foods/Los Cabos Mexican Foods (M.C.I. Foods, Inc.) (# 20/048TP-17); Out of the Shell DBA Yangs 5th Taste (# 20/048TP-19); Revolution Foods, Inc. (# 20/048TP-20); Schreiber Foods International (# 20/048TP-23); Schwan's Food Service, Inc. (# 20/048TP-24); MIC Foods Division (# 20/048TP-25); Tasty Brands (# 20/048TP-26); The Father's Table (# 20/048TP-27); Tyson Prepared Foods, Inc. (# 20/048TP-28) for the period 08/19/2021 through 08/18/2022.
 4. **Approval of the Supplemental Contract Award for job no. 21/031KN for Technology Products and Services with the following vendor:** Naviance, Inc. (#21/031KN-71) for the period 08/18/2021 through 06/15/2022.
 5. **Approval of the Contract Award for job no. 21/062KN for a Web-Based Electronic Bidding System with the following vendors:** Cobblestone Systems, Corp. dba Cobblestone Software (#21/062KN-01), and Ion Wave Technologies, Inc. (#21/062KN-02) for the period 08/18/2021 through 08/17/2022.
 6. **Approval of the Contract Award for job no. 21/063SG for Staffing and Related Services with the following vendors:** A-1 Personnel of Houston, Inc. (#21/063SG-01); BuzzClan, LLC (#21/063SG-02); Cambay Consulting, LLC (#21/063SG-03); The Reserves Network, Inc. dba ExecuTeam Staffing (#21/063SG-04); CathyJon Enterprises, Inc. dba HB Staffing (#21/063SG-05); Robert Half International, Inc. dba Accountemps, Officeteam, The Creative Group, RH Legal, RH Technology, RH Management Resources, RH Finance & Acct. (#21/063SG-06); The Spearhead Group, Inc. (#21/063SG-07), and Tryfacta, Inc. (#21/063SG-08) for the period 08/18/2021 through 08/17/2022.
 7. **Approval of the Contract Award for job no. 21/065KN for Digital/Web-Based E-Portfolio/Digital Badging with the following vendors:** e-Learning WMB, Ltd (#21/065KN-01); FOCALPOINTK12, Inc. (#21/065KN-02), and MyKnowledgeMap, Limited (#21/065KN-03) for the period 08/18/2021 through 08/17/2022.
 8. **Approval of HCDE Interlocal Agreements with:** Fort Worth Housing Solutions, Fort Worth Texas; Anna ISD, Anna, Texas; Deer Valley Unified School District, Phoenix, Arizona, and Lake County Board of Commissioners, Painesville, OH.
- F. Consider ratification/approval of the following items for Internal Purchasing:
1. **Approval of a Contract Renewal option for job no. 20/049IA - Contracted Services for the Teaching and Learning Center with the following vendors:** Lakeshore Equipment Company (dba Lakershore Learning Materials), Writers in the Schools, and Young Audiences, Inc. of Houston for the period of 09/01/2021 through 08/31/2022.
 2. **Approval of Contract Award for job no. 21/004IA-3 for CASE for Kids Youth Services for Afterschool and Summer with the following vendors:** American Robotics Academy (Animation Station, Inc.); BrainBuzzed Tutoring, Inc.; Brazilian Arts Foundation; Collaborate With Christina; Dragonfly Designs LLC; Earth Queen; Girlstart; GO-Strategic Management Services; GPR Ventures, LLC; Healing Species of Texas; Houston E. A Foundation; Houston Healthy Hip-Hop (Chris Cortez); Houston Museum of Natural Science; Light & Peace

Wellness, LLC; Match Point; Mitchell Jones Community Development Organization; Retrain America; Sky Creations (Rachael Bassey); STEM Urban Perspective; The Parent Coach; Visual Arts Productions; and Young Audiences, Inc. of Houston for the period 09/01/2021 through 08/31/2022.

3. **Approval of Contract Award for job no. 21/030KJ Head Start Child Management Software with the following vendor:** ChildPlus Software for the period of 09/01/2021 through 08/31/2026.
4. **Approval of Contract Award for job no. 21/054IA Contracted Services for Professional Development, Speakers and Trainers for the Teaching and Learning Center Division with the following proposer(s):** Altering The Education Xpectation, LLC; Blue Daisy Consulting, LLC dba Lead Your School; BraveUp Consulting; Cheryl R. Vital; Collaborate With Christina; Corwin Press, Inc.; DB3 Unlimited Services, LLC; Education Muses, LLC (Muses3,LLC); Education Solution Now, LLC; Educational Epiphany, LLC; Empowering Writers, LLC, Epic Decisions, LLC; Frog Street Press, LLC; Golding Touch Education Consulting, LLC; Houston A+ Challenge; Houston E. A Foundation; JJ's I'm Foundation; Joshua Raglon; kid-grit, LLC; Lakeshore Learning Materials; Lead365 Consulting; Lifetime Consulting Services (Mona Lisa Chambers); Marvin Pierre (Dudley Marvin Pierre); New Teacher Center; Omega Labs, Inc. dba Boom Learning; PCS Edventures (PCS Education Systems, Inc.); Reliable R&R Training Services; Savvas Learning Company, LLC; Sirius Education Solutions, LLC; Teacher Created Materials, Inc.; Teachstone Training, LLC; The Parent Coach; UnboundEd Learning, Inc.; and Vaughn Media, LLC for the period of 09/01/2021 through 08/31/2022.
5. **Approval of Contract Award for job no. 21/057YR Professional Services for Harris County Department of Education Adult Education Division with the following proposer(s):** California Creative Solutions, Inc. dba CCS Learning Academy; Renewing Thoughts, PLLC dba Collaborate with Christina; DB3 Unlimited Services, LLC; Diecilla Theodora Sledge; Love N Learn at Home dba eTeachingMe; GPR Ventures, LLC; Houston A+ Challenge; IA -Advanced Telecom Solutions, LLC; JJ's I'm Me Foundation; Pure Edge, Inc.; Ruglass Psychological Services PLLC; Shauna-Lee Ruglass; The National Literacy Professional Development Consortium; The Parent Coach, and Young Audiences, Inc. of Houston for the period of 08/18/2021 through 08/17/2026, subject to annual appropriations of funding.
6. **Approval of Contract Award for job no. 21/066DR Adolescent Recovery Support & Counseling Services** for Harris County Department of Education for the period of 08/18/2021 through 08/17/2022, and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a service contract. (Specific proposer(s) to be recommended at Board meeting).

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

1. **Approval of the continuation of the contract between Harris County Department of Education and Houston-Galveston Area Council** for the provision of the Adult Education and Literacy services in Harris and Liberty Counties for the period of July 1, 2021 through June 30, 2022 in the amount of \$4,600,000.

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

A. **Consider approval of the HCDE Schools Division 2021-2022 Student Code of Conduct.**

- B. **Consider approval/ratification of the project delivery/contract methods** for the new ABS East Campus project, Adult Education project, Highpoint East project, and Irvington Renovation project. The recommended project delivery/contract method for these projects is the competitive sealed proposal method under Chapter 2269, Subchapter D, of the Texas Government Code.
 - C. **Consider Approval of the Service Agreement with HTS, Inc., Consultants (RFQ #19/049YR) to provide Construction Materials Testing** for the new ABS East School for the period of 08/18/2021 to 08/31/2022 in an amount not to exceed \$67,940.
 - D. **Consider approval of a Contract Renewal option for job no. 20/038KJ** Governmental Relations Services to HillCo Partners, LLC, for the period of 09/01/2021 through 08/31/2023 in the amount of \$280,200 per year plus expenses, and delegate authority to the Superintendent to negotiate, finalize, and execute a contract for such services.
 - E. **Consider approval to submit a \$569,025 partial waiver request of in-kind non-federal match to the grant**, to the U.S. Department of Health and Human Services (HHS) Office of Head Start (OHS), for the Early Head Start Expansion and Early Head Start - Child Care Partnership programs in fiscal year 2020-2021.
 - F. **Consider approval of expenditures which have been previously procured and are expected to aggregate to \$50,000 or more for FY 2022 as required under Policy CH Local** for various HCDE divisions for an aggregate amount not to exceed \$24,701,500 (This is an annual estimate of projected and budgeted expenditures in anticipation of FY 2021-2022. A list of projected levels of expenditures by vendor are outlined in the board packet).
 - G. **Consider approval of:** (1) certification of the anticipated tax collection rate, (2) the anticipated debt collection rate for excess debt collections, and (3) calculation of the No New Revenue Rate and Voter Approved Rates by the Harris County Tax Assessor/Collector.
 - H. **Consider approval of:** (1) 2021 Certified Property Values and the submission of the no-new-revenue tax rate and voter-approval tax rate using the certified estimate of taxable value and (2) a plan to adopt tax rate of \$.004990 for Tax Year 2021 in accordance with the Truth in Taxation laws codified in Chapter 26 and amended by the 87th Legislature.
 - I. **Consider second reading and final approval of the following revised local policies:**
 - a. CH(Local)
 - b. CQB(Local)
 - c. CV(Local)
 - d. DCD(Local)
 - e. DCE(Local)
 - f. DEC(Local)
 - g. FFAC(Local)
 - h. GKA(Local)
 - J. **Consider approval of Resolution authorizing leave days for employee absences related to a positive COVID-19 test.**
 - K. **Deliberation and possible action regarding HCDE's response to COVID-19 pandemic**
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 property(ies) and obtain legal advice regarding the same.
9. **RECONVENE** for possible action on items discussed in executive session
10. **Discussion and possible action regarding future agenda items**
11. **INFORMATION ITEMS**
- A. **HR Information Items**
- B. **Employee Count**
- C. **Report of Independent Accountant** on examination of Management's assertion regarding the suitability of design and operating effectiveness of Controls over Compliance with criteria set forth in Title 2 Code of Federal Regulations 200.318 - 200.327 - For the Period 01/01/2020 to 12/31/2020.
- D. **Submission of grant proposal to Texas Education Agency in the amount of \$1.5 million** to support CASE for Kids' 21st Century Community Learning Centers Cycle 10 Year 4 continuation application. Requested funds will provide academic and enrichment services for 975 students and 400 family members.
- E. **Revenue contracts less than \$50,000 (Cumulative total \$120,266)**
- Between School Division and Barbers Hill ISD, Annual Student contract, \$47,706
 - Between School Division and Galena Park ISD, Annual Student contract, \$41,210
 - Between School-Based Therapy Services and Brazos ISD, Therapy Services, \$16,070
 - Between Teaching Learning Center and Sheldon ISD, "Math Coaching", \$5,000
 - Between Center for Safe and Secure Schools and Aldine ISD, ICS and NIMS trainings, \$3,280
 - Between Center for Safe and Secure Schools and Dayton ISD, Restorative Practices, \$3,000
 - Between Center for Safe and Secure Schools and Sweeny ISD, Restorative Practices, \$3,000
 - Between Records Management and Onalaska ISD, Records management, \$1,000
- F. **A school district that enters into a purchasing contract valued at \$25,000 or more under Education Code 44.031(a) (5) (interlocal contract), under Local Government Code Chapter 271, Subchapter F**(cooperative purchasing program), or under any other cooperative purchasing program authorized for school districts by law shall document any contract-related fee, including any management fee, and the purpose of each fee under the contract.

The amount, purpose, and disposition of any fee described above must be presented in a written report and submitted annually in an open meeting of the board. The written report must appear as an agenda item.

HCDE paid fees to the Cooperative purchasing programs listed below; the cooperative, the fees, and the purpose and disposition of the fees are listed below.

Texas Comptroller of Public Accounts (TPASS) \$100.00 Annual Membership Fee

This is a presentation only; no action is necessary.

G. **Non-monetary contracts for FY 2021**

- Between Head Start and Urban Strategies, Head Start refers (MOU)
- Between Head Start and The University of Houston - Clear Lake, Graduate Internship
- Between School-Based Therapy Services and Baylor University, Fieldwork (MOU)

12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, September 15, 2021, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr.", is positioned above the printed name and title.

James Colbert, Jr.
County School Superintendent