

**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 **17th day of April 2024 at 1:00 p.m.** for the Board to conduct the business of that meeting. The meeting will be held in Conference Room 502 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 17, 2024**  
**Agenda of Regular Meeting**

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A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held April 17, 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 - Human Resources** - Dr. Tyrone Sylvester, Executive Director of Human Resources
2. **Pledge of Allegiance to the US flag** - Taiwan Hancock, Education & Special Services Clerk, Head Start
3. **Pledge of Allegiance to the Texas flag** - Taiwan Hancock, Education & Special Services Clerk, Head Start
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** - Dr. Tyrone Sylvester, Executive Director of Human Resources
  - B. **Superintendent Monthly Report** - James Colbert, Jr.
  - C. **Annual Division Update** - Human Resources
  - D. **Annual Division Update** - Head Start
  - 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 03/31/2024** - 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 March 2024

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

1. February 28, 2024, Feasibility Committee Meeting Minutes
2. February 28, 2024, Regular Board Meeting Minutes
3. March 20, 2024, Special Called Board Meeting Minutes

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

1. **Approval of amendment #2 to Interlocal (revenue) Agreement between CASE for Kids and Harris County for the County Connections Youth Summer Programs Initiative in the amount up to \$7,100,000 for the period of date of countersignature by the Harris County Judge through 12/31/2026**, to provide after-school programs and/or out-of-school activities and projects. The amendment allows for unexpected funds to roll forward and budget modifications.
2. **Ratification of amendment to Interlocal (revenue) Agreement for FY 2024 ABS East/West with Pasadena ISD in the amount of \$595,000** for second semester enrollment to be able to attend ABS West during the ABS East enrollment hold. Funds will not be transferred and will remain at ABS East for the contract period of 08/28/2023 through 06/03/2024.
3. **Ratification of amendment to Interlocal (revenue) Agreement for FY 2024 ABS West with Fort Bend ISD in the aggregate amount of \$385,000** to reflect invoice dates and corrected amounts per month. Annual contract amount will remain the same for the contract period of 08/28/2023 through 06/03/2024.
4. **Ratification of amendment to Interlocal (revenue) Agreement for FY 2024 ABS East with Splendora ISD in the amount of \$82,500 for the contract period of 08/28/2023 through 06/03/2024** for three (3) out-of-county annual seats (\$27,500 each).
5. **Ratification of Interlocal (revenue) monthly contracts for FY 2024, in the aggregate amount of \$12,900 with ABS West and Needville ISD for one (1) out-of-county monthly contract in the amount of \$12,900** (\$4,300 per month) for the contract period of 03/04/2024 through 06/03/2024.
6. **Approval of the Interlocal (revenue) agreement for HCDE Records Management with Navasota ISD** in the amount of \$15,000 for the contract period of 09/01/2024 through 08/30/2025.

7. **Ratification of Interlocal (revenue) agreement with Center for Safe and Secure Schools Division and Avance-Houston for Emergency Operations Plan (EOP) Development** for an amount not to exceed \$5,312 for the period of 3/26/2024 through 5/31/2024.
  8. **Ratification of amendment Interlocal (expenditure) Agreement for FY 2024 CASE for Kids Partnership with Houston ISD in the amount of \$237,304**, (885 students served). This amendment revises the original amount of \$249,304 by \$12,000 to reflect grant award to Burnet Elementary for the period of 10/01/2023 through 07/31/2024.
  9. **Ratification of amendment Interlocal (expenditure) Agreement for FY 2024 CASE for Kids Project CASE Debates with Aldine ISD in the aggregate amount of \$21,400**. This amendment will include custodial services in the amount of \$1,400 for a total amount of \$21,400 (a maximum of 125 students served) for the period of 09/16/2023 through 08/31/24.
  10. **Approval of the Interlocal (expenditure) agreement for FY 2024 CASE for Kids Partnership grant in the amount of \$15,652 with Galena Park ISD** (30 students served) for the period of 06/01/2024 through 07/31/2024.
- D. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract award for Choice Partners job no. 24/007AK Vending Machines and Service for Beverages and Snacks for the period of 04/17/2024 through 04/16/2025 with the following vendor:** Compass Group USA, Inc. (by and through its Canteen Division) (24/007AK-01).
  2. **Approval of the Contract award for Choice Partners job no. 24/022AK Commodity Processing of USDA Foods for the period of 07/01/2024 through 06/30/2025 with the following vendors:** Albie's Foods Products, LLC (24/022AK-01); Alpha Foods Co. (24/022AK-02); Asian Food Solutions (24/022AK-03); Prairie Mills Baking Company, LLC /dba Bake Crafters Food Company, LLC (24/022AK-04); Basic American, Inc. dba Basic American Foods (24/022AK-05); Bongards Creameries (24/022AK-06); Brookwood Farms, Inc. (24/022AK-07); Buena Vista Foods (24/022AK-08); Butterball, LLC (24/022AK-09); Cargill Kitchen Solutions, Inc. (24/022AK-10); Chef's Corner (24/022AK-11); Cherry Central Cooperative, Inc (24/022AK-12); ConAgra Brands, Inc (24/022AK-13); Del Monte Foods, Inc. (24/022AK-14); Goodman Food Products, Inc. dba Don Lee Farms (24/022AK-15); ES Foods (24/022AK-16); Foster Poultry Farms dba Foster Farms (24/022AK-17); Gold Creek Foods, LLC (24/022AK-18); High Liner Foods, Inc. USA (24/022AK-19); Hormel Foods Sales, LLC (24/022AK-20); Idahoan Foods, LLC (24/022AK-21); Let's Do Lunch, Inc. dba Integrated Food Service (24/022AK-22); JTM Provision (24/022AK-23); Kraft Heinz Foods Company (24/022AK-24); Land O Lakes, Inc. (24/022AK-25); McCain Foods USA, Inc. (24/022AK-26); M.C.I. Foods Inc (24/022AK-27); Michael Foods, Inc (24/022AK-28); Nardones Bros. Baking Company (24/022AK-29); National Food Group, Inc. (24/022AK-30); Out of the Shell, LLC dba Yang's 5th Taste (24/022AK-31); Peterson Farms Fresh, Inc. (24/022AK-32); Pilgrims Pride Corporation (24/022AK-33); Calfed Financial Corporation dba Red Gold LLC (24/022AK-34); Rich Chicks, LLC (24/022AK-35); Rich Holdings, Inc. dba Rich Products Corporation (24/022AK-36); Rodriguez Foods LTD (24/022AK-37); S.A. Piazza and Associates, LLC (24/022AK-38); Schwan's Food Service, Inc. (24/022AK-39); J.M Smuckers Foodservice (24/022AK-40); Tabatchnick Fine Foods, Inc. (24/022AK-41); Tasty Brands, LLC (24/022AK-42); Trident Seafoods Corporation (24/022AK-43), and Tyson Prepared Foods, Inc. (24/022AK-44)

3. **Approval of the Contract award for job no. 24/027AK for Smallwares, Preventative Maintenance, and Repairs for Food Service for the period 04/17/2024 through 04/16/2025 with the following vendors:** 1st Choice Restaurant Equipment & Supply, LLC (#24/027AK-01); Ace Mart Restaurant Supply Company, Inc. (#24/027AK-02); Arnold Refrigeration Inc. (#24/027AK-03); A-Tex Restaurant Supply (#24/027AK-04); Greenwich Inc. dba Commercial Kitchen Parts and Service (#24/027AK-05); ISI Commercial Refrigeration, INC. (#24/027AK-07); Terry Woodard Enterprises, LLC dba Kommercial Kitchens (#24/027AK-8); Gateway Printing & Office Supply, Inc. dba Liberty Office Products (#24/027AK-9), and Pasco Brokerage Inc. (#24/027AK-10).
  
4. **Approval of the Contract Award for job no. 24/023TC Maintenance, Repair & Operations (MRO) Parts, Equipment, and Related Services for the period 4/17/2024 through 4/16/2025 with the following vendors:**Acme Architectural Hardware (24/023TC-01); Ambrit, LLC dba Gaskets First (24/023TC-02); Blades Group, LLC dba Road Rescue (24/023TC-03); Capsuletek, LLC (24/023TC-04); Competitive Choice, Inc. (24/023TC-06); Complete Supply Inc. (24/023TC-07); Eagle Flag Products, Inc. dba Eagle Mountain Flag & Flagpole (24/023TC-09); Gardner, Inc. (24/023TC-11); Haastech, Inc., dba Heavy Duty HQ, (24/023TC-12); HDP Ltd., dba Hunton Distribution (24/023TC-13); JHouston Holdings, LLC, dba LSM Outdoor Power (24/023TC-16); KeyWarden Systems Partners, LLP (24/023TC-17); Lawson Products, Inc. (24/023TC-18); Lone Star Fire & Safety, LLC (24/023TC-19); Mechanical Materials, LLC (24/023TC-21); NCH Corporation, dba Chemsearch FE (24-023TC-22); Pelco Parts Corp. (24/023TC-24); RAE Security Inc. (24/023TC-26); Reliant Elevator Inspections, LLC (24/023TC-27).
  
5. **Approval of HCDE Interlocal Agreements with:** City of Bunker Hill Village, Houston, Texas; City of Conroe, Conroe, Texas; City of Kaufman, Kaufman, Texas; City of Saginaw, Saginaw, Texas; District School Board of Pasco County, Land O Lakes, Florida; Every Child Counts Foundation, Tyler, Texas; George Mason University, Fairfax, Virginia; Holdingford Public Schools, Holdingford, Minnesota; James Madison University, Harrisonburg, Virginia; Massie Greater Good Foundation, Corsicana, Texas; Texas A&M International University, Laredo, Texas; Tri County Tech, Bartlesville, Oklahoma, and Village of Schaumburg, Schaumburg, Illinois.

E. Consider ratification/approval of the following items for Internal Purchasing:

1. **Approval to amend CH Local FY 2024** to increase Harris County Appraisal District to \$300,000 for increased property appraisal values; Amazon Business (Job 22/045KN-01) for a total of \$200,000 for department-wide online marketplace; DataVox, Inc (Job # 22/041KN) for a total of \$1,200,000 for technology purchases; KQC Investors, LLC (Job #'s 15/064YR, 16/013YR, 10/059JG, 09/058JG) to \$1,100,000 for prepayments; Monarch Academy (Job # 23/006IA-4) to \$135,000 and add After School To Achieve, (Job # 23/048IA) for a total of \$95,000; CollegeCommunityCareer, (Job # 22/012IA-2) for a total of \$80,000; Consumer Energy Education Foundation, (Job # 22/012IA-2) for a total of \$80,000; Diaz Music Institute, (Job # 22/012IA-2) for a total of \$95,000; Gordon Education Initiatives for the Performing Arts, (Job # 23/006IA) for a total of \$95,000; Houston Grand Opera (Houston Grand Opera Association, Inc.), (Job # 23/006IA-4) for a total of \$85,000; Jump Bunch, (Job # 23/048IA) for a total of \$95,000; Legends Do Live, (Job # 19/013IA-2) for a total of \$120,000; The Woods Project (The Woods Project, Inc), (Job # 22/012IA-2) for a total of \$80,000; TWST4Girls, (Job # 22/012IA-2) for a total of \$80,000; World Youth Foundation, (Job # 23/048IA) for a total of \$95,000; YMCA of Greater Houston, (Job # 22/012IA-3) for a total of \$95,000; and Young Audiences, Inc. of Houston, (Job # 23/006IA-4) for a total of \$95,000 to establish contracts for comprehensive after school programs funded by 21st Century Cycle 11, Cycle 12, Partnership and grant recipients of City Connections and/or County Connections.

2. **Approval of Contract Award for RFP #23/034IA-3 Advisors, Coaches, Consultants, Counselors, Speakers and Trainers, for the period of 04/01/2024 through 03/31/2029 to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal:**FIB Investments, LLC; Konnecting the Dots; Legacy State of Mind Consulting; Susan M. Catlett, Ph. D., BCBA-D; and Total Transformation Consulting and Career Services, LLC (Total Transformation Consulting and Career Services, LLC).

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

1. **Approval of Service Agreement (revenue) with United Way of Greater Houston for CASE for Kids in the amount of \$75,000 for the period of 04/18/2024 through 3/31/2025.**

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

1. **Possible action relating to potential HCDE's education campaign concerning destigmatizing addiction, including possible budget amendment.**
2. **Consider approval of the 2024 - 2025 HCDE Work / Holiday Calendar**
3. **Consider approval of the Harris County Department of Education Head Start/Early Head Start Student Selection Criteria for the 2024-2025 school year.**
4. **Ratification of Memorandum of Understanding between HCDE and the Education Foundation of Harris County** providing \$200,000 for Partners in Education project, Tools for Teachers Program, and other Foundation activities for the term of 09/01/2023 through 08/31/2024. The FY 23-24 budget will be adjusted to reflect these amounts.
5. **Approval of amendment contract number 212-24 between HGAC and HCDE Adult Education to increase funding by \$99,592 from \$4,520,816 to \$4,620,408 for the period of 07/01/2023 through 06/30/2024.**
6. **Approval for Information Technology Services to purchase a 3-year subscription agreement with DocuNav Solutions (Contract # DIR-CPO-4449) in the amount of \$130,478.59 for the period of 06/30/2024 through 06/27/2027.**
7. **Approval of Agreement (Expenditure) with Kaplan Early Learning Company (TIPS RFP 210702) for Playground Equipment & Installation for the Barrett Station Head Start Campus in the amount not to exceed \$101,985 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, execute, and amend the Agreement for the period of 4/18/2024 through 8/1/2024 (funds available from Local Head Start funds).**

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 evaluation and duties of Trustee Position 4, Precinct 3**
  - B. **Obtain legal advice regarding HCDE recognition events**
  - C. **Deliberate** the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees
  - D. **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
  - A. Possible action regarding HCDE recognition events.
10. **Discussion and possible action regarding future agenda items**
11. **INFORMATION ITEMS**
  1. **Submission of grant proposal to CenterPoint Energy Foundation in the amount of \$10,000 via the Education Foundation of Harris County to support CASE for Kids' All-Earth Ecobot Challenge.** Requested funds will support a robotics project for 350 students in the 4th-8th-grades.
  2. **Submission of grant proposal to Dollar General Literacy Foundation in the amount of \$3,000** via the Education Foundation of Harris County for the summer reading program at ABS-East and West. Requested funds will cover expenses to purchase instructional materials, leveled books for classroom libraries, and incentives for 103 students.
  3. **Acceptance of a grant award from the Education Foundation of Harris County to CASE for Kids in the amount of \$572 for the period of December 2023 through April 2024** to implement the All-Earth Ecobot Challenge from Wood.
  4. **Consider acceptance of the Office of Head Start (OHS) Program Performance Summary Report - Grant No. 06CH011535 of the Harris County Department of Education Head Start Program.**
  5. **Consider approval of a grant request to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start to expand access to high-quality, comprehensive early learning services for low-income infants, toddlers, preschool-age children, and their families in Harris County through a combination of Head Start Expansion, Early Head Start Expansion, and Early Head Start-Child Care Partnership Expansion.**
  6. **Notification of open competition for Head Start Grant, Grant No. 06CH011535.**

A. **Human Resources**

1. Personnel
2. Employee Count

12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, May 15, 2024, 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