

**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 **28th day of February 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**  
**February 28, 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 February 28, 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 - Laura Espinoza, Administrative Assistant, Construction**
2. **Pledge of Allegiance to the US flag - Kaylyn Jackson, General Office Clerk, Adult Education**
3. **Pledge of Allegiance to the Texas flag - Kaylyn Jackson, General Office Clerk, Adult Education**
4. **Open Forum - Gov't Code 551.007 - Public Participation.** Pursuant to Policy BED (Local), a citizen who wishes to speak may do so by completing a participation request card available at the Board room at least 10 minutes prior to a regular Board meeting.
5. **REPORTS AND PRESENTATIONS**
  - A. **Recognition of Black History Month** - Presentation by Communications, Danielle Clark, Chief Communications Officer
  - B. **Employee of the Month** - Dr. Tyrone Sylvester, Executive Director of Human Resources
  - C. **Superintendent Monthly Report** - James Colbert, Jr.
  - D. **Annual Division Update** - Construction
  - E. **Annual Division Update** - Adult Education
  - F. Other reports from Board members concerning attendance or participation in a board or HCDE-related conference, event, activity, or committee; accolades for an HCDE staff member or other deserving person.
  - G. **Report of Board Committees** - Committee Chairs

H. **Monthly Financial Reports through 01/31/2024** - 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 January 2024

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

1. January 17, 2024 Audit Committee Meeting Minutes
2. January 17, 2024 Regular Board Meeting Minutes

C. Consider acceptance of the following grant awards:

1. **Acceptance of the \$15,948.00 grant from CPAs Helping Schools Program of the TXCPA Houston Foundation** to support HCDE Head Start Division's REAL SuperMENtors Read Program.

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

1. **Ratification of the Interlocal (expenditure) agreements for FY 2024 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 12, Year 1 grant for the period 08/01/2023 - 07/31/2024 in the amount of \$478,000, with the following entities:** Crosby Independent School District in the amount of \$187,200 (75 students served), Galena Park Independent School District in the amount of \$187,200 (75 students served), Spring Independent School District in the amount of \$103,600 (75 students served).
2. **Ratification of the Interlocal (expenditure) agreements for FY 2024 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 3 grant for the period 08/01/2023 - 07/31/2024 in the amount of \$405,000, with the following entities:** Association for the Advancement of Mexican Americans in the amount of \$45,000 (92 students served), Alief Independent School District in the amount of \$90,000 (220 students served), BakerRipley in the amount of \$45,000 (92 students served), Clear Creek Independent School District in the amount of \$45,000 (110 students served), Galena Park Independent School District in the amount of \$90,000 (220 students served), Humble Independent School District in the amount of \$90,000 (220 students served).

3. **Ratification of the Interlocal (expenditure) agreements for FY 2024 CASE for Kids Partnership grant, for the period 10/01/2023 - 07/31/2024 in the amount of \$297,831, with the following entities:** Alief Independent School District in the amount of \$172,179 (800 students served), Pasadena Independent School District in the amount of \$30,000 (40 students served), Academy of Accelerated Learning (Charter) in the amount of \$95,652 (150 students served).
4. **Ratification of the Interlocal (revenue) agreement for Adult Education with Harris County Public Health for the ACCESS Harris program not to exceed the total amount of \$237,918 for the period of 01/31/2023 through 01/31/2025.** The agreement includes a three-year renewal option.
5. **Ratification of the Interlocal (revenue) contract amendment for School-Based Therapy Services in the amount of \$137,100 for FY 2024 with KIPP Texas Public Schools - Houston for the period of 08/16/2023 through 08/15/2024.** The contract amount is proposed to be amended from \$135,140 to \$137,100 (an increase of \$1,960) for additional days of therapy services.
6. **Ratification of the Interlocal (revenue) contract for FY 2024 in the aggregate amount of \$103,125 with ABS West for the contract period of 08/28/2023 through 06/03/2024 and the following district:** Aldine ISD for fifteen (15) in-county annual contracts in the amount of \$103,125 (\$6,875 each).
7. **Ratification of the Interlocal (expenditure) agreements for FY 2024 CASE for Kids Project CASE Debates in the aggregate amount of \$70,500 with the following entities for the Term of 09/16/2023 through 08/31/24:** Aldine ISD in the amount of \$20,000; Alief ISD in the amount of \$20,000; Goose Creek ISD (Amendment) in the amount of \$4,000; Pasadena ISD in the amount of \$4,000.00; Spring ISD in the amount of \$4,000; Spring Branch ISD in the amount of \$8,000; YES Prep Public Schools-Brays Oaks (Amendment) in the amount of \$4,000; YES Prep Public Schools-North Central in the amount of \$4,000.00; YES Public Schools-Southeast in the amount of \$2,500.00 (a maximum of 450 students served).
8. **Ratification of the Interlocal (revenue) agreements with School-Based Therapy Services in the aggregate amount of \$58,320 for FY 2024 Therapy Services with the following districts:** Brazosport ISD in the amount of \$25,920 and Splendora ISD in the amount \$32,400 for the period of 08/16/2023 through 08/15/2024.
9. **Ratification of the Interlocal (revenue) contract for FY 2024 in the aggregate amount of \$28,875 with ABS East for the contract period of 10/16/2023 through 06/03/2024 and the following district:** New Caney ISD for one (1) out-of-county annual contract in the amount of \$28,875 (\$28,875 each).
10. **Ratification of the Interlocal (revenue) contract amendment for School-Based Therapy Services in the amount of \$2,572 for FY 2024 with AAMA/Sanchez Charter School for the period of 08/16/2023 through 08/15/2024.** The contract amount is proposed to be amended from \$1,225 to \$2,572 (a \$1,347 increase) to add additional days of therapy services.

11. **Ratification of the Interlocal (revenue) contract for FY 2024 in the aggregate amount of \$11,970 with Highpoint School East for the contract period of 12/17/2023 through 06/03/2024 and the following district:** Tejano Center for Community Concerns for one (1) in-county annual contract in the amount of \$11,970 (\$11,970 each).

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

1. **Approval of the Contract Award for job no. 24/021SG for Health and Wellness Screening and Related Services for the period of 02/28/2024 through 02/27/2025 with the following vendors:** NLUC PLLC dba Next Level Urgent Care (24/021SG-01); Wellness Coaches USA, LLC dba Ramp Health (24/021SG-02); Tele-Help, Inc. dba TeleHelp 24/7 (24/021SG-03); WellSpark Health, Inc. (24/021SG-04).
2. **Approval of the Contract Award for job no. 24/019TC for Medium and Heavy-Duty Trucks, Chassis, Trailers, and Related Items and Services for the period of 02/28/2024 through 02/27/2025 with the following vendor:** Bruckner Truck Sales, Inc. (24/019TC-01).
3. **Approval of the Contract Award for job no. 24/017MR for Janitorial Cleaning Services and Related Items for the period of 2/28/2024 through 02/27/2025 with the following vendors:** 1 Stone Solutions, LLC (24/017MR-01); Ambassador Services, LLC (24/017MR-02); Caring Commercial Cleaning, Inc. (24/017MR-03); DRC Fort Worth, LLC (24/017MR-04); The King's Clean (24/017MR-05); McLemore Building Maintenance (24/017MR-06), and Metroclean Commercial Building Services, Inc. (24/017MR-07).
4. **Approval of the Contract Award for job no. 24/012MF for Educational/Instructional Software and Related Items for the period 02/28/2024 through 02/27/2025 with the following vendors:** 901356 Ontario Limited dba Black Board International (24/012MF-01); Accelerate Learning Inc. (24/012MF-02); Active Internet Technologies dba Finalsite (24/012MF-03); Footsteps2Brilliance, Inc. (24/012MF-05); Kaduceus Holdings, Inc. (24/012MF-06); OneSeventeen Media, Inc. (24/012MF-08); Rally Education, LLC dba RALLY! Education (24/012MF-09); Sandviks HOP, Inc. dba Hooked on Phonics 24/012MF-10); The Computing Technology Industry Association, Inc. (24/102MF-12) and UTJ Holdco, Inc. dba Teaching Strategies, LLC (24/012MF-13).
5. **Approval of HCDE Interlocal Agreements with:** Angelo State University, San Angelo, Texas; Bexar County Appraisal District, San Antonio, Texas; City of Troup, Troup, Texas; Cleveland Metro School District, Cleveland, Ohio; Coupland ISD, Coupland, Texas; Grace Presbyterian Church of Houston, Houston, Texas; Lower Columbia College, Longview, Washington; Penncrest School District, Saegertown, Pennsylvania, and Pierce College, Lakewood, Washington.

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

1. **Approval of Contract Award RFP #23/047DR-2, Software Services, for the period 03/01/2024 through 02/28/2029 to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal:**Ed Tech Soft, Inc.; Inplay; Mender; MobyMax Education, LLC; MyVrspot, LLC; Ori Learning; PaymentWorks, Inc.; ProUnitas, Inc.; Qualtrics, LLC; ThinkCERCA.com Inc.; World Book, Inc.
2. **Approval of Contract Award for job no. 240001992 for E-Rate Services for Harris County Department of Education, for the period of 07/01/2024 through 06/30/2027, in the total amount of \$54,000 (2Gbps Internet Access \$1,500 per month) to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal.**  
Category 1: Leased Lit Fiber - Internet Access  
Internet access and Data Transmission Service: *Comcast Business*
3. **Approval of Contract Award for RFP #23/034IA-3 Advisors, Coaches, Consultants, Counselors, Speakers and Trainers, for the period of 03/01/2024 through 02/28/2029 to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal:**Brittany Endlich; Communispond, Inc.; Corwin Press, a SAGE Company; DiscoverU; Epic Special Education Staffing (3Chords Inc. and TherapyTravelers, LLC); Integrated Health Solutions; Laura R. Jeanes; People Inspired Strategies (Natasha Truitt); Revelations in Education; Sandra Pearson; Shepherd Government Services Group (SGSG, LLC); SOA Fin1st; Teaching Strategies, LLC; The Process Manager (Meliton Moya, Ph.D.); and VV Sopher LLC.

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

1. **Ratification of the Service Agreement (expenditure) with CASE and After School To Achieve (Job No. 21/004IA), for the term of 09/11/2023 through 05/31/2024, in the amount of \$110,000 to provide after-school program activities and projects.**

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

1. **Consider adoption of resolution concerning emergency administrative leave with pay for HCDE staff in accordance with Policy DEA (Local) associated with severe winter weather on January 16, 2024.**
2. **Approval of a Resolution Authorizing the Issuance of Harris County Department of Education Maintenance Tax Notes, Series 2024;** Providing for the Payment of Said Notes; and Resolving Other Matters Incident and Related to the Issuance, Sale, Payment and Delivery of Said Notes, Including the Approval and Execution of a Paying Agent/Registrar Agreement and the Approval and Distribution of an Official Statement.
3. **Approval of audit services engagement with Whitley Penn (job no. 21/028YR) for fiscal year ending 08/31/2024, for an estimated amount of \$57,400.** Per Texas Education Agency requirements, an annual independent audit must be conducted.
4. **Consideration and possible vote (election) to appoint a director to the Harris County Department of Education Public Facilities Corporation.**

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 employee
  - B. **Deliberate** the purchase, exchange, sale and/or value of real propert(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**
  1. **Submission of grant proposal to the Texas Workforce Commission in the amount of \$5,262,277 for the Adult Education division** to provide Adult Education and Literacy programs, as well as workforce training. Requested funds will serve a total of 3,734 adults in Harris and Liberty Counties.
  2. **Submission of a grant proposal to the Texas Workforce Commission in the amount of \$997,791** to implement Adult Education's Integrated English Literacy and Civics Education activities. Requested funds will serve 750 adults.
  3. **Submission of five grant applications totaling a combined \$15,948 to the CPAs Helping Schools Program of the TXCPA Houston Foundation** to support HCDE Head Start Division's REAL SuperMENTors Read Program. The grants will benefit 443 students and their families at Channelview, Compton, Dogan, Fonwood, and Sheffield campuses.
  4. **Submission of grant proposal to Henderson Foundation in the amount of \$6,100 via the Education Foundation of Harris County** to support CASE for Kids' All-Earth Ecobot Challenge. Requested funds will support a robotics competition for 350 students in 4th-8th grades.
    - A. **Human Resources**
      1. Personnel
      2. Employee Count
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, April 17, 2024, at 1:00 p.m.



James Colbert, Jr.  
County School Superintendent