

**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 **29th day of July 2024 at 1:00 p.m.** for the Board to conduct the business of that meeting. The meeting will be held in Conference Room 401 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**  
**July 29, 2024**  
**Agenda of Regular Meeting**

---

A Regular Meeting of the Board of Trustees of Harris County Department of Education will be held July 29, 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** - Tameisha Davenport - Contract Manager, Procurement Services
2. **Pledge of Allegiance to the US flag** - Anai Rodriguez, Senior Accountant, Business Services
3. **Pledge of Allegiance to the Texas flag** - Anai Rodriguez, Senior Accountant, Business Services
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. **Public Hearing on the Proposed Annual Budget for Fiscal Year 2024-2025.**
6. **REPORTS AND PRESENTATIONS**
  - A. **Annual Division Update** - Business Services - Dr. Jesus Amezcua, Assistant Superintendent, Business Services
  - B. **Superintendent Monthly Report** - James Colbert, Jr.
  - C. **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.
  - D. **Report of Board Committees** - Committee Chairs
  - E. **Monthly Financial Reports through 06/30/2024** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

7. **ACTION ITEMS - CONSENSUS**

A. Consider ratification/approval of the following Business Services items:

1. Budget Amendment Report
2. Disbursement Report
3. Monthly Investment Report for June 2024

B. Consider approval of the Board Meeting Minutes for the June 26, 2024 Regular Board Meeting

C. Consider approval of the following grant proposals:

1. **Consider approval of the following grant submissions in the amount of \$2,335,650:** HCDE Early Head Start Grant# 06HP-000311 Budget Revision application in the total amount of \$9,220 to replace a refrigerator freezer at Barrett Station. HCDE Early Head Start Grant# 06HP-000311 Waiver of the Administrative Costs Limitations - Grant 06HP000311 application HCDE Head Start Grant #06CH011535 application in the total amount not to exceed \$1,385,687 to purchase and install generators and electronic gates at Coolwood Head Start. HCDE Head Start Grant #06CH011535 Carryover Application in the total amount of \$940,743 for the following projects: Profile-Diagnostic (LAP-D) screener for Head Start students, the Early Learning Accomplishment Profile (ELAP) screening tool for Early Head Start students, and the LAP Birth-Kindergarten (B-K) to assess all students in the amount of \$93,121. Contractual cost to prepare 1303 applications for the purchase of replacement playgrounds for LaPorte and Tidwell Head Start in the amount of \$146,393. Two 1303 applications for the purchase of replacement playgrounds for LaPorte and Tidwell Head Start in the amount of \$794,399.

D. Consider acceptance of the following grant awards:

1. **Acceptance of the Notice of Award (NOA) 06CH011535-04-04 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 a budget revision in the amount of \$910,002 for the budget period of 01/01/23 through 12/31/2023.**
2. **Acceptance of the notice of award from U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Head Start (OHS) for the 2024 Cost-of-Living Adjustment (COLA) in the amount of \$319,556 for the project period of 01/01/2024 through 12/31/2024.**
3. **Acceptance of an \$8,000 grant from Education Foundation of Harris County to support Harris County Department of Education Head Start's Family Connection with Read and Rise program in the 2024-2025 school year.** Funding will benefit 800 unduplicated students and their families.

E.

Consider ratification/approval of the following Interlocal Contracts:

1. **Approval of the School-Based Therapy Services Interlocal (Revenue) Agreements for FY 2025 in the aggregate amount of \$4,938,814 with the following districts:** Bellville ISD (0 students served in FY2023) in the amount of \$8,475; Brazos ISD (8 students served in FY2023) in the amount of \$22,925; Cy-Fair ISD (1703 students served in FY2023) in the amount of \$3,071,930; Huffman ISD (56 students served in FY2023) in the amount of \$86,005; Humble ISD (10 students served in FY2023) in the amount of \$21,115; Pearland ISD (65 students served in FY2023) in the amount of \$115,360 ; Royal ISD (4 students served in FY2023) in the amount of \$81,925 to provide therapy services; Spring Branch ISD (204 students served in FY2023) in the amount of \$465,174; Spring ISD (407 students served in FY2023) to provide therapy services. Sweeny ISD (5 students served in FY2023) in the amount of \$8,475 to provide therapy services.
2. **Approval of Interlocal (Revenue) contracts for FY 2025 in the aggregate amount of \$1,349,600 with Academic and Behavior School West and the following districts:** Alief ISD for thirty-eight (38) in-county annual contracts in the amount of \$904,400 (\$23,800 each) for the contract period of 07/01/2024 through 08/31/2025. Cypress Fairbanks ISD for six (6) in-county annual contracts in the amount of \$142,800 (\$23,800 each); Dickinson ISD for four (4) out of-county annual contracts in the amount of \$115,500 (\$28,875 each); Montgomery ISD for one (1) out of-county annual contract in the amount of \$28,875 (\$28,875 each); Santa Fe ISD for three (3) out of-county annual contracts in the amount of \$86,625 (\$28,875 each); Spring Branch ISD for three (3) in-county annual contracts in the amount of \$71,400 (\$23,800 each) for the contract period of 08/26/2024 through 06/05/2025.
3. **Approval of Interlocal (Revenue) contracts for FY 2025 in the aggregate amount of \$1,311,000 with Highpoint School East with the following districts:** Aldine ISD for thirty (30) in-county annual contracts in the amount of \$342,000 (\$11,400 each); Crosby ISD for twenty (20) in-county annual contracts in the amount of \$228,000 (\$11,400 each); Deer Park ISD for eleven (11) in-county annual contracts in the amount of \$125,400 (\$11,400 each); Humble ISD for forty (40) in-county annual contracts in the amount of \$456,000 (\$11,400 each); La Porte ISD for six (6) in-county annual contracts in the amount of \$68,400 (\$11,400 each); Spring Branch ISD for eight (8) in-county annual contracts in the amount of \$91,200 (\$11,400 each) for the contract period of 08/26/2024 through 06/05/2025.
4. **Approval of Interlocal (Revenue) contracts for FY 2025 in the aggregate amount of \$358,575 for Academic and Behavior School East with the following districts:** Channelview ISD for two (2) in-county annual contracts in the amount of \$47,600 (\$23,800 each); Crosby ISD for four (4) in-county annual contracts in the amount of \$95,200 (\$23,800 each); Hitchcock ISD for one (1) out of-county annual contract in the amount of \$28,875 (\$28,875 each); Humble ISD for three (3) in-county annual contracts in the amount of \$71,400 (\$23,800 each); Santa Fe ISD for two (2) out of-county annual contracts in the amount of \$57,750 (\$28,875 each), Splendora ISD for two (2) out of-county annual contracts in the amount of \$57,750 (\$28,875 each) for the contract period of 08/26/2024 through 06/05/2025.

5. **Approval of Interlocal (Revenue) contract for FY 2025 in the aggregate amount of \$103,125 for Fortis Academy with the following district:** Aldine ISD for fifteen (15) in-county annual contracts in the amount of \$103,125 (\$6,875 each) for the contract period of 08/26/2024 through 06/05/2025.
  6. **Ratification of amendment to Interlocal (Revenue) Agreement for Center for Safe and Secure Schools with Alief ISD in the amount of \$19,125 for the period of 12/01/2023 through 06/30/2025** for the SERIES Package (Corrective Action from Audit Cycle - NIMS/ICS and Campus Safety Response Training) sessions.
  7. **Ratification of Interlocal (Revenue) ESY (Extended School Year) contracts for FY 2024 in the aggregate amount of \$60,000 for Academic and Behavior East with the following district:** Clear Creek ISD for ten (10) in-county ESY contracts (\$6,000 each) for the period of 06/05/2024 through 07/11/2024.
  8. **Ratification of Interlocal (Revenue) ESY (Extended School Year) contract for FY 2024 in the aggregate amount of \$6,700 for Academic and Behavior West with the following district:** Danbury ISD for one (1) out of-county ESY contract (\$6,700 each) for the period of 06/05/2024 through 07/11/2024.
  9. **Approval of Interlocal (Revenue) contract with Center for Safe and Secure Schools Division and Avance-Houston for Standard Response Protocol (SRP) and Behavior Intervention sessions** for an amount not to exceed \$2,125 for the period of 08/01/2024, through 08/31/2024.
  10. **Approval of the Memorandum of Understanding between Harris County Department of Education Head Start and the Lawson Academy to provide Pre-Kindergarten services in the Head Start Pre-k classrooms for the 2024-25 school year.**
  11. **Approval of Interlocal Agreement with the Harris County Sheriff's Office (HCSO) for FY2024-2025 for law enforcement services for the Schools Division for a total of six (6) Deputies for the following campuses:** Academic and Behavior School East for one (1) deputy; Academic and Behavior School West for one (1) deputy; Highpoint School East for three (3) deputies; and Fortis Academy for one (1) deputy (\$86,870 per deputy) from 10/01/2024 through 09/30/2025 in an amount not to exceed \$521,220.
- F. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 24/025SG for Human Resources Support Software and Services for the period of 07/29/2024 through 05/14/2025 with the following vendor:** Aspire HR, LLC (24/025SG-02).
  2. **Approval of the Contract Award for job no. 24/028SG for Textbooks, Library Books, Printed Instructional Resources, and Related Items for the period 07/29/2024 through 06/18/2025 with the following vendor:** Complete Book & Media Supply, LLC (24/028SG-01).

3. **Approval of the Contract Award for job no. 24/029SG for Curriculum, Instructional Programs, Assessment Resources, and Related Items for the period of 07/29/2024 through 06/18/2025 with the following vendors:** Accelerate Learning, Inc. (24/029SG-02) and Newsela, Inc. (24/029SG-09).
4. **Approval of the Contract Award for Job no. 24/030SG for Digital/Internet Instructional Applications, Platforms, Content, and Related Items for the period 07/29/2024 through 07/28/2025 with the following vendors:** Age of Learning, Inc. (24/030SG-01); 901352 Ontario Limited dba Black Board International (24/030SG-02); Charmetch Labs, LLC, Capti (24/030SG-03); Learn-Ed, LLC dba Edusmart (24/030SG-05); Exploros (24/030SG-06); FEV Tutor, Inc. (24/030SG-07); FocalPointK12, Inc. (24/030SG-08); Hive Class, Inc. (24/030SG-09); MobyMax Education, LLC (24/030SG-10); SpecialNeedsWare, Inc. dba Ori Learning (24/030SG-11); Rethink Autism, Inc. (24/030SG-12); SanJae Educational Resources, Inc. (24/030SG-13); Summit K12 Holdings, Inc. (24/030SG-14); Think CERCA.com, Inc. (24/030SG-15); Thinking Nation Corporation (24/030SG-16); U Startups, Inc. (24/030SG-17); Varsity Tutors for Schools, LLC (24/030SG-18); and Waterford Institute dba Waterford Research Institute, LLC (24/030SG-19).
5. **Approval of the Contract award for job no. 24/041AK Frozen and Chilled Beverages with the following vendor:** Trident Beverage, Inc. (24-041AK-01) for the period of 08/01/2024 through 07/31/2025.
6. **Approval of the Contract Award for Choice Partners job no. 24/044TP Apparel and Footwear for Food Service :** Shoes for Crews, LLC (#24/044TP-01); Saf-Gard Safety Shoe Co. dba SR Max, LLC (#24/044TP-02); The Happy Chef, Inc (24/044TP-03) for the period of 07/29/2024 through 07/28/2025.
7. **Approval of the Contract Award for job no. 24/043SG Addendum 1 for Award Jackets, Apparel, Uniforms, Screen Printing, and Embroidery for the period 07/29/2024 through 07/28/2025 with the following vendors:** 4imprint, Inc. (24/043SG-01); Commemorative Brands, Inc. dba Balfour (24/043SG-02); Buffalo Specialties, Inc. (24/043SG-03); Butler Business Products, LLC (24/043SG-04); Dilly Letter Jackets (24/043SG-05); J. W. Drouin & Associates dba J. Harding & Company (24/043SG-06); Marketing Magic International Ltd (24/043SG-07); Moontrade USA, LLC (24/043SG-08); Pride and Recognition, Inc. (24/043SG-09); Sparkle Dance (24/043SG-10); Standard Textile Company, Inc. (24/043SG-11); Tejas Office Products, Inc. (24/043SG-12); and Lee Briggs & Associates, Inc. dba Texas Letter Jackets (24/043SG-13).
8. **Approval of the Contract Award for job no. 24/045MF for College Readiness Test Software & Materials for the period 07/29/2024 through 07/28/2025 with the following vendor:** TPR Education, LLC dba The Princeton Review (24/045MF-02).

9. **Approval of the Contract Award for Job No. 24/048MR for Tree Trimming, Landscaping, Debris Removal and Related Services for the period 07/29/2024 through 07/28/2025 with the following vendors:**American General Infrastructure Services Corporation dba AGIS (24/048MR-01); Ambassador Services, LLC (24/048MR-02); Bradford Phillips dba Arbor True, LLC (24/048MR-03); The F. A. Bartlett Tree Expert Company dba Bartlett Tree Experts (24/048MR-04); Bella Luna Engineering & Building Maintenance (24/048MR-05); Central Landscape and Maintenance (24/048MR-06); Metropolitan Landscape Management, Inc. (24/048MR-07); Skilled Construction Subs Unlimited, LLC (24/048MR-08); and Yellowstone Landscape (24/048MR-09).
  
10. **Approval of HCDE Interlocal Agreements with:** Auburn University dba Auburn University at Montgomery, Montgomery, Alabama; Coastal Bend College, Beeville, Texas; Creighton School District #14, Phoenix, Arizona; Elmore County Idaho, Mountain Home, Idaho; Goochland County Public Schools, Goochland, Virginia; Hutchinson County, Stinnett, Texas; Katy Girls Softball Association (KGSA), Houston, Texas; LaPoyner ISD, LaRue, Texas; Litchfield Elementary School District #79, Litchfield Park, Arizona; Marshall B. Ketchum University, Fullerton, California; Schiller Park School District 81, Schiller Park, Illinois; Sheldon ISD, Houston, Texas; The Board of Regents of the University System of Georgia by and on behalf of Valdosta State University, Valdosta, Georgia; and Wylie ISD, Abilene, Texas.
  
- G. Consider ratification/approval of the following items for Internal Purchasing:
  1. **Approval of agreements, including interlocal agreements, renewals, and purchases under CH (Local) that exceed \$75,000 for FY2025 as required under Policy CH Local for various HCDE divisions for an aggregate amount not to exceed \$24,597,695.** (This is an annual estimate of projected and budgeted expenditures in anticipation of FY 2024-2025. A list of projected levels of expenditures by vendor are outlined in the board packet).
  
  2. **Approval of Contract Award for RFQ 24/040YR for Engineering Services for the period of 07/29/2024 through 07/28/2029** to the firms demonstrating the highest competence and qualifications and meeting the specifications outlined in the RFQ: UES Professional Solutions 44, LLC (fka Alpha Testing, LLC); Amtech Solutions, Inc.; Dally + Associates, Inc; ECS Southwest, LLP; EMA Engineering & Consulting, Inc.; Landtech, Inc.; Lee Truong & Yu Engineers, PLLC (LTY Engineers); Matrix Structural Engineers; Orlo Forensics, LLC; PBK Architects, Inc. dba LEAF Engineers; Raba Kistner, Inc.; Salas O'Brien, Inc. dba Salas O'Brien LLC, and Wylie & Associates, LLC dba Wylie Engineering.
  
  3. **Approval of the Contract Award for RFFQ 24/042IA for Architectural Design Services, for the period of 08/01/2024 through 07/31/2029,** to the firms demonstrating the highest competence and qualifications and meeting the specifications outlined in the RFQ: Alta Architects, Amtech Solutions, Inc., AUTOARCH Architects LLC, Collaborate Architecture, Corgan, cre8 Architects, Kirksey, Orlo Forensics, LLC, PBK Architects, Inc., Smith & Company Architects, and STOA Architects.

4. **Approval of Contract Award for Job No. 24/035IA CASE for Kids 2024-2025 Partnership Project, for the period of 10/01/2024 through 07/31/2025**, to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal: Alief ISD; Academy of Accelerated Learning; Houston ISD; Pasadena ISD; Sheldon ISD and Southwest Schools.

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

1. **Consider approval of HCDE Early Head Start Child Care Partnerships (EHS-CCP) Contracts in the total amount of \$452,000 with the following vendors:** John G Jones Learning Center (RFP 20/039YR) in the amount of not to exceed \$80,000; Community Partners Fifth Ward Early Childhood Development Center (RFP21/029IA) in the amount not to exceed \$111,000; Pasadena Learning Center (RFP 22/057YR) in the amount not to exceed \$126,000; and Successful Starters Learning Academy II (RFP 21/029IA) in the amount not to exceed \$135,000 for the period of 09/01/2024 through 08/31/2025.

8. **ACTION ITEMS - NON-CONSENSUS**

A. **Consider approval of the Harris County Department of Education FY 2024-2025 Proposed Annual Budget totaling Out Flows of \$162,341,548:**

\$74,743,271 for the General Fund,  
\$44,116,801 for the Special Revenue Fund,  
\$3,691,361 for the Debt Service Fund,  
\$22,941,590 for the Capital Projects Fund,  
\$7,305,194 for the Internal Service Fund, and  
\$9,543,331 for the Enterprise Fund.

The adoption of this budget also incorporates the 2024-2025 salary increases and schedules recommended by HCDE Administration.

B. **Consider approval of Contract Renewal option for job no. 20/044KJ for Workers' Compensation Insurance for HCDE through the Texas Association of School Boards (TASB) Risk Management Fund (fully insured product)** for the period of 09/01/2024 through 08/31/2025 and the contract with TASB Risk Management Fund for the period of 09/01/2024 through 08/31/2025 in the amount of \$531,002.

C. **Consider approval of Contract Award for Job No. 24/024TD Contract Management Software Solution to the proposer offering the best value to HCDE and meeting the specifications outlined in the RFP: CoLabs Holdings, LLC dba IntelAgree, LLC in the amount of \$329,750 for the period of 08/01/2024 through 07/31/2029.**

D. **Consider approval of contract award of CSP No. 24/039TD for the Barrett Station Head Start Site Clearing and Playground Surface Installation to EMA Sport Solutions, LLC in the amount of \$277,573** and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a construction contract.



- E. **Consider approval of Change Order #2 to the Service Agreement with Indeco Sales, Inc (Choice Partners RFP 23/022MF-08) for Furniture, Fixtures, & Equipment for the Administrative Building Renovation Project in an amount not to exceed \$167,727** and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute the Change Order.
  
- F. **Consider adoption of resolution concerning emergency administrative leave with pay for HCDE staff in accordance with Policy DEA (Local) associated with Hurricane Beryl.**
  
- 9. **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. **Obtain legal advice concerning Policy GF (Local) complaint filed by J. Cobarruvias concerning Trustee Position 4, Precinct 3**
  
  - B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.
  
  - C. **Deliberate** the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees, including Senior Director of Choice Partners.
  
  - D. **Obtain legal advice** regarding Superintendent's Employment Contract.
  
- 10. **RECONVENE** for possible action on items discussed in executive session
  
- 11. **Possible action concerning Superintendent's Employment Contract**
  
- 12. **Discussion and possible action regarding future agenda items**
  
- 13. **INFORMATION ITEMS**
  - A. **Submission of grant proposal to the U.S. Department of Justice, Bureau of Justice Assistance in the amount of \$930,947** to support the Center for Safe and Secure Schools' STOP (Student, Teacher, and Officers Prevention) program. Requested funds will provide training and technology tools for behavioral threat assessment programs in Alief, Galena Park and Sheldon ISDs and the Etoile Academy Charter School System.
  
  - B. **Announcement of Awards Received by Business Office during Fiscal Year 2023-2024** - Dr Jesus Amezcua, Assistant Superintendent for Business Services

C. **Human Resources**

1. Personnel
2. Employee Count

14. **ADJOURN** - Next regular meeting is scheduled for Wednesday, August 21, 2024, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr.", is displayed within a light gray rectangular box. The signature is cursive and stylized.

James Colbert, Jr.  
County School Superintendent