

**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 **15th day of January 2025 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**  
**January 15, 2025**  
**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 January 15, 2025, 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** - Venetia Baldwin, Development Coordinator, Center for Grants Development
2. **Pledge of Allegiance to the US flag** - Sharvon D. Pipkins Kamaya, Resource Development Specialist, Center for Grants Development
3. **Pledge of Allegiance to the Texas flag** - Sharvon D. Pipkins Kamaya, Resource Development Specialist, Center for Grants Development
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 Annual Financial Management Report for FY 2024**
6. **REPORTS AND PRESENTATIONS**
  - A. **Recognition of Board Appreciation 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** - Center for Grants Development
  - 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 12/31/2024** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

7. **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 December 2024

B. Consider acceptance of the following Board Meeting Minutes:

1. December 18, 2024 Regular Board Meeting Minutes

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

1. **Acceptance of Head Start Grant # 06CH011535-05-06-00 for the period of 01/01/2025 through 06/30/2025 for regular Head Start operations in the amount of \$7,022,898. (In kind match of \$1,755,725).**
2. **Consider approval of increase of grant awarded supplemental funds from the Texas Workforce Commission (TWC) for the Adult Education Division in the aggregate amount of \$6,513,393 for the program year 2024-2025 for the following grant awards: #2924ALA016 by \$239,300 to \$5,501,577 and #292ALA042 by \$14,025 to \$1,011,816 for the provision of adult education and literacy services.**

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

1. **Consider ratification of the Interlocal (Expenditure) Agreement for FY 2025 CASE for Kids Partnership grant, for the period of 10/01/2024 through 07/31/2025 in the aggregate amount of \$352,500 with the following entities:** Alief Independent School District in the amount of \$140,000 (251 students served); Houston Independent School District in the amount of \$70,000 (370 students served); Pasadena Independent School District in the amount of \$30,000 (40 students served); and Academy of Accelerated Learning (Charter) in the amount of \$112,500 (250 students served).
2. **Consider ratification of the Interlocal (Expenditure) Agreement for FY 2025 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 12, Year 2 grant for the period of 08/01/2024 through 07/31/2025 in the amount of \$167,200 with the following entity:** Houston Independent School District (150 students served).
3. **Consider ratification of Interlocal (Revenue) contracts for FY 2025 in the aggregate amount of \$95,200 with ABS West and the following districts:** KIPP Texas, Inc, for one (1) in-county annual contract in the amount of \$23,800 (\$23,800 each); Waller ISD for three (3) in-county annual contracts in the amount of \$71,400 (\$23,800 each) for contract period of 08/26/2024 through 06/05/2025.

4. **Consider ratification of the Interlocal (Expenditure) Agreement for FY 2025 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 4 grant for the period of 08/01/2024 through 07/31/2025 in the amount of \$45,000 with the following entity:** Houston Independent School District (92 students served).
  5. **Consider ratification of Interlocal (Revenue) agreement for FY 2025 in the aggregate amount of \$28,875 with ABS East and the following district:** New Caney ISD for one (1) out-of-county annual contract in the amount of \$28,875 (\$28,875 each) for contract period of 08/26/2024 through 06/05/2025.
  6. **Consider ratification of the School-Based Therapy Services Interlocal (Revenue) Agreement for the period of 08/16/2024 through 08/15/2025 in the aggregate amount of \$3,390 with the following district:** Sealy ISD (0 students served in FY2023) to provide therapy services.
  7. **Consider ratification of non-monetary Memorandum of Understanding for the CASE for Kids Afterschool Strategic Investment (ASI) program for the period of 10/01/2024 through 09/30/2025 with the following organization:** Harris County Precinct Two.
- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Consider approval of the Contract Award for job no. 25/011MR for Grease Traps, Vent Hood Cleaning, and Related Services for the period of 01/15/2025 through 01/14/2026 with the following vendors:** Always Here Septic, Ltd. Co. (25/011MR-01); Kept Companies, Inc. (25/011MR-02); Southwest Disposal LLC (25/011MR-03); and ST Sanitation LLC (25/011MR-04).
  2. **Consider approval of the Contract Award for job no. 25/012MF for Financial Software, Enterprise Resource Planning (ERP Systems), and Related Services Contracting for the period of 01/15/2025 through 01/14/2026 with the following vendors:**Agular Systems Incorporated (25/012MF-01); Focus School Software, LLC (25/012MF-03); and Fund Accounting Solutions Technologies, Inc dba FundView Software (25/012MF-04).
  3. **Consider approval of the Contract Award for job no. 25/010SG for Fine Paper and Related Items for the period of 01/15/2025 through 01/14/2026 with the following vendor:** Butler Business Products, LLC (25/010SG-02).
  4. **Consider approval of HCDE Interlocal Agreements with:** Holland Central School District, Holland, New York and County of Sussex, Newton, New Jersey.

- F. Consider ratification/approval of the following items for Internal Purchasing:
1. **Consider approval to amend CH Local FY 2025 to increase Launch Point CDC (Job No. 21/056YR) by \$131,000 to the aggregate not to exceed an amount of \$321,000** to meet the growing demand for the Adult Education vocational classes in the healthcare sector and to achieve state enrollment targets for Integrated Education and Training (IET) for the program year 2024-2025.
  2. **Consider approval of Contract Award for Job No. 25/0091A for CASE for Kids Youth Services for Afterschool and Summer for the period of 02/01/2025 through 01/31/2030 with the following vendors:** Autism Meets Faith; Bee'lieve in Reading Education Consultants; Deblin Health Concepts; Innerverse; Kodely (Kodely); Legends Do Live; Mentoring Mighty Minds; Mission Squash; Nameless Sound; Order My Steps; Project Row Houses; Prolific Success Events & Consulting, LLC; Restorative Houston (Restorative Houston); The Coder School; The PRYDE Foundation; and Wize Academy (Nivika LLC).
8. **ACTION ITEMS - NON-CONSENSUS**
1. **Consider approval of the 2023-2024 Annual Financial Audit (including required annual single audit report).** The fund balance categories and amounts as presented in the report and in the attached resolution for committed fund balance. The audit was conducted by Whitley Penn LLP.
  2. **Consider approval of FY 2024-2025 Investment Resolution for the annual review of HCDE's Investment Policy, Broker Dealers, and Investment Trainers** in accordance with the Public Funds Investment Act.
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. **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 propert(ies) and obtain legal advice regarding the same.
  - C. **Obtain** legal advice regarding pending litigation against HCDE.
  - D. Discussion and obtain legal advice regarding filling of vacant HCDE Trustee seat: Position 7, At-Large.
10. **RECONVENE** for possible action on items discussed in executive session
11. Discussion and possible action regarding future agenda items.

12. **INFORMATION ITEMS**

A. **Human Resources**

1. Personnel
2. Employee Count

13. **ADJOURN** - Next regular meeting is scheduled for Wednesday, February 26, 2025, at 1:00 p.m.

A handwritten signature in blue ink, reading "James Colbert, Jr.", is centered on the page. The signature is written in a cursive style with a large initial 'J'.

James Colbert, Jr.  
County School Superintendent