

**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 December 2019 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. 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  
December 18, 2019  
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 December 18, 2019, beginning at 1:00 p.m. in the Board Room of the Administration Building, 6300 Irvington Boulevard, Houston Texas.

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** - Clare McCullough, CASE for Kids
2. **Pledge of Allegiance to the US flag** - Shandra Powell, Choice Partners
3. **Pledge of Allegiance to the Texas flag** - Shandra Powell, Choice Partners
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. **Annual update from Choice Partners** - Jeff Drury, Director
  - B. **Annual update from CASE for Kids** - Lisa Caruthers, Director
  - C. **Superintendent Monthly Report** - James Colbert, Jr.
  - D. **Report of the Board Feasibility Subcommittee** - Don Sumners
  - 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. **Monthly Financial Reports through 11/30/2019** - Jesus Amezcua, Assistant Superintendent for Business Services 13
6. **ACTION ITEMS - CONSENSUS**
  - A. Consider approval of the following Business Services items:

1.	November Disbursement Report	91
2.	Monthly Budget Amendment Report	185
3.	Monthly Investment Report for November 2019.	204
B.	<u>Consider approval of the following Board Meeting Minutes:</u>	
1.	11-20-2019 Regular Board Meeting Minutes	223
2.	11-20-2019 Audit Committee Meeting	234
3.	10-16-2019 Regular Board Meeting Minutes (Revised)	235
C.	<u>Consider ratification/approval of the following Interlocal Contracts:</u>	
1.	<b>Interlocal (revenue) contracts for FY 2020 in the aggregate amount of \$596,325 with Academic and Behavior School West with the following district:</b> Fort Bend ISD for twenty-five (25) out of-county annual contracts in the amount of \$596,325 (\$23,853 each); for the contract period of 8/26/19 through 06/05/20.	251
2.	<b>Interlocal (expenditure) contract for FY 2020 CASE for Kids 21st Century Community Learning Center(s) Cycle 9, Year 4, in the aggregate amount of \$138,976 with the following entity:</b> Houston Independent School District in the amount of \$138,976.00 (82 students served).	268
3.	<b>Amendment #1 to Interlocal (revenue) contracts for FY2020 in the aggregate amount of \$71,559 with Academic and Behavior School East with the following district:</b> Brenham ISD to increase the amount from two (2) units for a total of \$47,706 to three (3) units for a total of \$71,559 (an increase of \$23,853).	302
D.	<u>Consider approval of the following items for the HCDE Choice Partners Cooperative:</u>	
1.	<b>Contract renewal option for job no. 16/002CG for Indoor/Outdoor LED Lighting with the following vendors:</b> Consolidated Electrical Distributors, Inc. (#16/002CG-04); Eco Induction Systems, LLC dba EIS Lighting (#16/002CG-06), and XtraLight Manufacturing, LLC (#16/002CG-13) for the period 02/23/2020 through 02/22/2021.	305
2.	<b>Contract renewal option for job no. 16/021KC for Early Childhood Supplies and Related Items with the following vendor:</b> Kaplan Early Learning Company (#16/021KC-06) for the period 02/23/2020 through 02/22/2021.	309
3.	<b>Contract renewal option for job no. 17/019JN for Moving, Storage and Related Items with the following vendors:</b> A-Rocket Moving & Delivery, Inc. dba A-Rocket Moving & Storage, Inc. (#17/019JN-01), and Roadrunner, Ltd dba Roadrunner Moving & Storage (#17/019JN-02) for the period 02/28/2020 through 02/27/2021.	311
4.	<b>Contract renewal option for job no. 17/020CG for JOC-CSP for IDIQ On-Call Trades with the following vendors:</b> Aggieland Construction, Ltd (#17/020CG-01); ASA Builders (#17/020CG-02); RMB Management, LLC dba Corestone Construction Services (#17/020CG-03); Evolve Holdings, Inc. (#17/020CG-04); ERC Environmental & Construction Services, Inc. dba ERC (#17/020CG-05); Dura Pier Facilities Services, Ltd dba Facilities Sources (#17/020CG-06); Horizon International Group, LLC (#17/020CG-08); Maintenance	314

Solutions, Inc. (#17/020CG-10); Mart, Inc. (#17/020CG-11); Millennium Project Solutions, Inc. (#17/020CG-12); Tarkett, USA Inc. (fka Tandus Centiva, US LLC) (#17/020CG-15), and BR Kym, Inc. dba Worth Hydrochem of Houston (#17/020CG-16) for the period 02/28/2020 through 02/27/2021.

5. **Contract renewal option for job no. 17/021KC for Academic Programs for QZAB Projects with the following vendors:** Action Potential Learning, LLC (#17/021KC-01); Cengage Learning, Inc. (#17/021KC-03); Education Galaxy, LLC (#17/021KC-04); McGraw-Hill Education, Inc. dba McGraw-Hill School Education, LLC (#17/021KC-07); The W. Oscar Neuhaus Memorial Foundation dba Neuhaus Education Center (#17/021KC-08), and Sirius Education Solutions, LLC dba Sirius Education Solutions (#17/021KC-09) for the period 02/28/2020 through 02/27/2021. 328
  6. **Contract renewal option for job no. 18/029JN for JOC-IDIQ for Minor Construction with the following vendors:** Blackmon Mooring of Texas, LLC (#18/029JN-01); Centennial Moisture Control, Inc. (#18/029JN-02); Falkenberg Construction Company, Inc. (#18/029JN-03); Floors 2 Adore, LLC (#18/029JN-04); Mid-Continental Restoration Company, Inc. (#18/029JN-06); Radius Design Works, LLC (#18/029JN-09); SDB, Inc. dba SDB Contracting Services (#18/029JN-11); Sterling Structures, Inc. (#18/029JN-12); Pounds Group, LLC dba Sullivan Contracting Services (#18/029JN-13); The Fence Lady, Inc. (#18/029JN-14), and JR Thomas Group, Inc. (#18/029JN-15) for the period 02/28/2020 through 02/27/2021. 335
  7. **Contract renewal option for job no. 19/011MR for JOC-IDIQ for Athletic Surfaces and Related Items with the following vendors:** 3i Contracting, LLC (#19/011MR-01), and FieldTurf, USA, Inc. (#19/011MR-02) for the period 02/27/2020 through 02/26/2021. 348
  8. **Contract renewal option for job no. 19/012KC for Graduation, Yearbooks, Commemoratives & Related Items with the following vendors:** Pride and Recognition, Inc. dba Balfour Company (#19/012KC-01); Taylor Publishing Company dba Balfour Publishing (#19/012KC-02); Friesens Corporation (#19/012KC-03), and Inter-State Studio & Publishing Company (#19/012KC-04) for the period 02/27/2020 through 02/26/2021. 351
  9. **Contract renewal option for job no. 19/015MR for M&O Parts and Equipment with the following vendors:** Acme Architectural Hardware (#19/015MR-01); Battery Systems, Inc. (#19/015MR-02); Delegard Tool of Texas (#19/015MR-04); Discount Two-Way Radio Corporation (#19/015MR-05); Infection Controls, Inc. dba GermBlast (#19/015MR-06); Perry Mechanical Systems, LLC (#19/015MR-07), and Shiffler Equipment Sales, Inc. (#19/015MR-08) for the period 02/27/2020 through 02/26/2021. 356
  10. **Assignment of contract for job no. 17/045KC-03 for Temporary Personnel Services** from Executeam Staffing, LLP (contract no.17/045KC-03) to The Reserves Network dba ExecuTeam Staffing. The effective date of the Consent for Assignment is December 18, 2019. 364
  11. **Contract award for job no. 20/015KC Auctioneer Services & Related Solutions with the following vendors:** Auctions International, Inc. (#20/015KC-01); GovDeals, Inc. (#20/015KC-02); Lone Star Auctioneers, Inc. (#20/015KC-03), and Lemons Auctioneers, LLC (#20/015KC-04) for the period 12/18/2019 through 12/17/2020. 367
  12. **HCDE Interlocal Agreements with:** Spring Creek Seventh Day Adventist Church, Spring, Texas; City of Forest Hills, Forest Hills, Texas; Uvalde CISD, Uvalde, Texas, and Harris County Appraisal District (HCAD), Houston, Texas. 400
- E. Consider approval of the following items for Internal Purchasing: 8

1. **Contract renewal option for job no. 17/015KJ for Architectural Design Services with the following vendor:** Swart Architects, Inc. for the period of 01/19/2020 through 01/18/2021. 423
2. **Contract renewal option for job no. 17/017LB for Head Start Substitute Teachers and Teacher Assistants with the following vendor:** Zenith Learning, for the period 01/19/2020 through 01/18/2021. 425
7. **ACTION ITEMS - NON-CONSENSUS**
- A. **Consider approval for the Head Start division to pay for professional development and travel expenses** of non-employees (parents) per the Head Start grant for the period of 01/01/2020 through 12/31/2020. Per the grant, Head Start funds will be used to cover expenses of non-employee travel arrangements and professional development for in and out of county trainings/conferences. Board Policy CH (Local) requires board approval of such travel. 427
- B. **Consider approval of a Services Agreement with Zenith Learning (Zenith Premier, Inc.) (RFP 17/017LB) to provide substitute Teachers and Teaching Assistants to the HCDE Early Head Start, Child Care Partnerships and Head Start program** for the period of 01/01/2020 through 12/31/2020 in an amount not to exceed \$350,000; (fully funded by the Head Start/Early Head Start and Child Care Partnerships grants). 428
- C. **Consider approval of a Services Agreement with ChildCare Careers, LLC to provide substitute Teachers and Teaching Assistants (RFP# 18/035KJ) to the HCDE Head Start/Early Head Start and Child Care Partnerships program** for the period of 01/01/2020 through 12/31/2020 in an amount not to exceed \$100,000.00 (fully funded by the Head Start/Early Head Start and Child Care Partnerships grants). 473
- D. **Consider approval to purchase the Microsoft campus license agreement from CDW-G (Job No. 18/056KD-13) in an amount not to exceed \$198,781.40.** 491
- E. **Consider approval for CASE for Kids to pay for professional development and travel expenses of non-employees utilizing funds made possible through the Houston Galveston Area Council (HGAC) interlocal with HCDE for the period 01/06/2020 through 09/30/2020** CASE for Kids will utilize HGAC Quality Service funding to cover the expenses of non-employee travel arrangements and professional development for out-of-school time community collaborators. Board Policy CH (Local) requires board approval of such travel. 496
- F. **Consider approval of Interlocal Agreement with the Harris County Sheriff's Office for FY2020 and FY2021 for law enforcement services at the Academic and Behavior School East** for two (2) deputies, Academic and Behavior School West for one (1) deputy, Highpoint School East for three (3) deputies, and Fortis Academy for one (1) deputy (\$69,165 per deputy) from 03/01/2020 through 02/28/2021 in an amount not to exceed \$484,155. 506
- G. **Discussion and possible action regarding an independent auditor (agenda item requested by Josh Flynn).**
- H. **Discussion and possible action to fill vacant HCDE Trustee seat(s) (agenda item requested by Josh Flynn).**
- I. **Consider election of President and Vice President of HCDE Board of Trustees.**

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, including, but not limited to, Superintendent's evaluation and contract in accordance with Tex. Gov't Code Section 551.074.
- B. Obtain legal advice regarding demand made by HDW Pruett TX, LLC.
9. **RECONVENE** for possible action on items discussed in executive session
- A. Possible action regarding Superintendent's contract.
10. **INFORMATION ITEMS**
- A. **Human Resources Information Items** 508
- B. **November 2019 Employee Count** 509
- C. **Revenue contracts less than \$50,000 (Cumulative total \$323,663+)** 510
- Between Teaching Learning Center and Victims of Communism Memorial Foundation - "Screenings of Ashes in the Snow", \$800.
  - Between Teaching Learning Center and Aldine ISD - Think Tank and Skills Specialist, \$16,750.
  - Between Teaching Learning Center and From the Hearth International Educational Services - Hosting and facilitating services, \$37.50 per participant
  - Between Teaching Learning Center and Channelview ISD - "Make and Take for English", \$1,500..
  - Between Teaching Learning Center and Lead4ward - Hosting and facilitating services, \$37.50 per participant.
  - Between Teaching Learning Center and Spring Branch ISD - "Let's address the elephant in the room", \$800.
  - Between Teaching Learning Center and Galena Park ISD - Math Professional Learning for Teachers, \$2,225.
  - Between Schools Division and Barbers Hills ISD - Annual student contract(s), \$47,706.
  - Between Schools Division and Fort Bend ISD - Annual Student contract(s), \$44,000.
  - Between Schools Division and Tomball ISD - Annual Student contract(s), \$41,210.
  - Between Schools Division and Galena Park ISD - Annual Student contract(s), 41,210.
  - Between Schools Division and Galveston ISD - Annual Student contract(s), \$23,853.
  - Between Schools Division and Tomball ISD - Annual Student contract(s), \$ 6,250.
  - Between Schools Division and Tomball ISD - Annual Student contract(s), \$5,200.
  - Between Records Management and Houston Community College - Record services, \$30,000.
  - Between Records Management and Houston Community College - Record services, \$12,050.
  - Between Records Management and Pasadena ISD - Record services, \$12,050.
  - Between Records Management and Fort Bend County - Record services - \$6,000.
  - Between School-Based Therapy Services - Therapy Services, \$9,640.
  - Between School-Based Therapy Services - Therapy Services, \$22,344.
- D. **Schools Division Enrollment Report for November 2019** 512

- E. **Expenditure Interlocal contracts less than \$50,000** 514
- Between CASE and Aldine ISD, Afterschool educational and recreational program, \$21,000.
  - Between CASE and Pasadena ISD, Afterschool educational and recreational program, \$30,000.
- F. **Non-monetary contracts for FY 2020** 515
- Between Adult Education and The River of Life Center - Adult Education & Literacy Services.
  - Between Adult Education and Covenant and Christ International, Inc. - Adult Education & Literacy Services.
  - Between Adult Education and S & B Engineers and Constructors - Adult Education & Literacy Services.
  - Between Schools Division and Unity Church - Student's vocational practice skills.
  - Between Schools Division and Goodwill Industries - Student's vocational practice skills.
  - Between Schools Division and Pizza Hut - Student's vocational practice skills.
  - Between School-Based Therapy Services and Texas Tech University Health Sciences Center - Occupational Therapy.
  - Between School-Based Therapy Services and Lone Star College - Clinical Experience
  - Between School-Based Therapy Services and Texas Tech University Health Sciences Center - Physical Therapy.
- G. **Memorandum of Understanding Contracts (non-monetary) for the CASE for Kids Afterschool Strategic Investment (ASI) program:** CASE for Kids certifies afterschool investments of public funds through five collaborators as part of our Houston Galveston Area Council contract. 516
- H. **The CASE for Kids Division announced the City Connections awards to not-for-profit organizations funded by the City of Houston.** Eleven City Council Members awarded fifty-four not-for-profit organizations for delivery of afterschool projects for Grant Term 1 (October 14, 2019 to December 31, 2019) of the 2019-2020 school year in the aggregate amount of \$354,009. 547
- I. **HCDE Head Start USDA Meal Totals for the month of October 2019;** this information was derived from the free standing campuses, as well as those that are a part of a multi-service center. It is the count of the students' attendance, breakfasts, lunches, and PM snacks. 558
- J. **HCDE Head Start Performance Reports for the months of September and October 2019** 559
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, January 15, 2020, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.



James Colbert, Jr.  
County School Superintendent

# Monthly Financial Report





Month: November 2019

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
CERTIFICATION OF FINANCIAL STATEMENTS**

- I. Assistant Superintendent's Message (Highlights)
- II. Investment Report (Monthly Highlights)
- III. Investment Portfolio Report (Monthly Report)
- IV. Highlights of Financial Statements  
    Donations Report Included in Highlights

Schedules

- 1 General Fund (100-199) Balance Sheet
- 2 Budget Summary - All Funds Combined
- 3 General Fund (100-199) Budget Summary Report
- 4 Special Revenue Funds (200-499) Budget Summary Report
- 5 Debt Service Fund (599) Budget Summary Report
- 6 Capital Project Fund Budget Summary Report
- 7 Choice Partners Fund (711) Budget Summary Report
- 8 Workers Comp. Fund (753) Budget Summary Report
- 9 Internal Service Fund (799) Budget Summary Report
- 10 Trust & Agency Funds (800-840) Budget Summary Report
- 11 Local Construction Fund 199, BM (087) Budget Summary Report
- 12 General Funds Detail By Division
- 13 Special Revenue Funds Detail By Division
- 14 Revenues Update-Customer Fees/Charges
- 15 Expenditures By Class Object Group-All Funds
- 16 Chart for Performance Measurement

We certify that the monthly financial statements are true, and correct to the best of our ability. We have reviewed the expenditures, revenues, and appropriations for accuracy and completeness in the general ledger for the month. Texas Education Agency's Financial Accountability System Resource Guide ("FASRG") Ver 15.0 has been followed to assure grant compliance.

/s/ Jesus J. Amezcua

Jesus J. Amezcua, CPA, Ph.D., Asst. Superintendent for Business Services

/s/ Stephanie Wright

Stephanie Wright, CPA, Chief Accounting Officer

/s/ Stephanie Ritchie

Stephanie Ritchie, Senior Accountant

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS 100-199 BALANCE SHEET**  
 Fiscal year to date: November 30, 2019

Schedule 1

ACTUAL

**ASSETS**

Cash and Temporary Investments	\$ 27,985,980
Property Taxes-Delinquent at September 1, 2019	817,041
Less: Allowances for Uncollectible Taxes	(16,341)
Due from Federal Agencies	340,535
Other Receivables	4,703,888
Inventories	144,922
Deferred Expenditures	-
Other Prepaid Items	26,062
<b>TOTAL ASSETS:</b>	<b>\$ 34,002,089</b>

**LIABILITIES**

Accounts Payable	10,913
Bond Interest Payable	-
Due to Other Funds	-
Accrued Wages	-
Payroll Deductions	1,128,074
Due to Other Governments	986
Deferred Revenue	809,701
<b>TOTAL LIABILITIES:</b>	<b>\$ 1,949,674</b>

**FUND EQUITY**

Unassigned Fund Balance	21,155,240
Non-Spendable Fund Balance	128,037
Restricted Fund Balance	-
Committed Fund Balance	2,014,976
Assigned Fund Balance	9,499,397
Excess(Deficiency) of Revenues & Other Resources Over(Under) Expenditures & Other Uses	(745,235)
<b>TOTAL FUND EQUITY:</b>	<b>\$ 32,052,415</b>

Fund Balance Appropriated Year-To-Date

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**TOTAL LIABILITIES, FUND EQUITY, AND FUND BALANCE APPROPRIATED TO DATE: \$ 34,002,089**

**Financial Strength Indicator: Working Capital**

Total Current Assets	34,002,089		
=		=	<b>32,052,415</b>
- Total Current Liabilities	- 1,949,674		

**Efficient Leverage Indicator**

Unassigned Fund Balance	21,155,240		
=		=	<b>66 %</b>
Total Fund Balance	32,052,416		

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**BUDGET SUMMARY-ALL FUNDS COMBINED**  
 Fiscal year to date: November 30, 2019

Schedule 2

	BUDGET	YTD REVENUES		VARIANCE	FY 19-20 % BUDGET REALIZED	FY 18-19 % BUDGET REALIZED
<b>REVENUES &amp; OTHER RESOURCES</b>						
* General Fund-1XX	\$ 55,349,065	\$ 10,143,335		\$ (45,205,730)	18%	20%
Special Revenue Funds-2XX, 3XX, 4XX	41,425,605	3,876,415		(37,549,190)	9%	16%
Debt Service Fund-599	2,917,611	-		(2,917,611)	0%	0%
PFC Capital Projects Fund-698&699	3,796,869	35,324		(3,761,545)	1%	3%
Trust and Agency Funds-8XX	-	710		710	0%	0%
Choice Partners-711	4,907,948	2,051,284		(2,856,664)	42%	57%
Workers' Compensation Fund-753	450,000	95,776		(354,224)	21%	62%
Internal Service Fund-Facilities-799	5,135,951	1,380,939		(3,755,012)	27%	32%
<b>Total Revenues &amp; Other Resources:</b>	<b>113,983,049</b>	<b>17,583,784</b>		<b>(96,399,265)</b>	<b>15%</b>	<b>20%</b>
<b>EXPENDITURES &amp; OTHER USES</b>						
* General Fund-1XX	60,669,998	10,888,570	2,037,380	47,744,048	21%	20%
Special Revenue Funds-2XX, 3XX, 4XX	41,425,605	5,414,035	1,839,620	34,171,950	18%	16%
Debt Service Fund-599	2,917,611	-	-	2,917,611	0%	0%
PFC Capital Projects Fund-698&699	14,466,886	2,898,918	769,187	10,798,781	25%	3%
Trust and Agency Funds-8XX	-	1,093	2,470	(3,563)	0%	0%
Choice Partners-711	4,907,948	2,051,284	262,912	2,593,752	47%	57%
Workers' Compensation Fund-753	450,000	1,397	-	448,603	0%	62%
Internal Service Fund-Facilities-799	5,135,951	1,380,939	565,670	3,189,342	38%	32%
<b>Total Expenditures &amp; Other Uses:</b>	<b>129,973,999</b>	<b>22,636,236</b>	<b>5,477,239</b>	<b>101,860,524</b>	<b>22%</b>	<b>20%</b>
<b>Excess/(Deficiency) Estimated Revenues Over/(Under) Expenditures:</b>	<b>15,990,950</b>	<b>5,052,452</b>				
Beginning Fund Balance-September 1st:	42,583,959	42,583,959				
<b>Estimated Fund Balance:</b>	<b>\$ 58,574,909</b>	<b>\$ 47,636,411</b>				

\*General Fund includes one-time cost projects, such as construction, asset & building replacement costs and software

<b>Current Tax Revenue to Total Revenue Ratio Indicator:</b>			
$\frac{\text{Current Tax Revenue}}{\text{Total Revenue}}$	$=$	$\frac{778,516}{17,583,784}$	$= 4.4 \%$

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS 100-199 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

	BUDGET	YTD REVENUES	VARIANCE	FY 19-20 % BUDGET REALIZED	FY 18-19 % BUDGET REALIZED
<b>REVENUES &amp; OTHER RESOURCES</b>					
<b>Revenues</b>					
Local Customer Fees/Charges	\$ 23,145,627	\$ 7,211,159	\$ (15,934,468)	31%	33%
Local Property Tax Rev-Current	24,294,517	778,516	(23,516,001)	3%	2%
Local Property Tax Rev-Del, P&I	150,000	(29,211)	(179,211)	-19%	-21%
Local Investment Earnings	453,590	136,743	(316,847)	30%	34%
Local Grants Indirect Cost Rev	727	-	(727)	0%	0%
Local Grants	-	-	-	0%	0%
Local Miscellaneous Revenue	98,000	33,933	(64,067)	35%	38%
<b>Total Local:</b>	<b>48,142,461</b>	<b>8,131,139</b>	<b>(40,011,322)</b>	<b>17%</b>	<b>17%</b>
State FSP-Compensation	300,000	67,403	(232,597)	22%	27%
State TEA-State Health Insurance	-	136,848	136,848	0%	29%
State Indirect Cost	33,072	-	(33,072)	0%	19%
<b>Total State:</b>	<b>333,072</b>	<b>204,251</b>	<b>(128,821)</b>	<b>61%</b>	<b>28%</b>
Federal Grants Indirect Cost	1,748,308	314,906	(1,433,402)	18%	16%
<b>Total Revenues:</b>	<b>50,223,841</b>	<b>8,650,296</b>	<b>(41,573,545)</b>	<b>17%</b>	<b>18%</b>
<b>Other Resources</b>					
Insurance Recovery	-	-	-	0%	0%
Local HCTO Tax Collection Fees	-	-	-	0%	0%
State TRS Matching	2,750,000	-	(2,750,000)	0%	0%
Transfers In-Choice Partners	2,375,224	1,493,039	(882,185)	63%	95%
<b>Total Other Resources:</b>	<b>5,125,224</b>	<b>1,493,039</b>	<b>(3,632,185)</b>	<b>29%</b>	<b>43%</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>55,349,065</b>	<b>10,143,335</b>	<b>(45,205,730)</b>	<b>18%</b>	<b>20%</b>

NOTE: A negative balance in the revenue variance column represents the amount pending to be collected as compared to the budget. A positive balance in the expenditure variance column represents the amount available to spend as compared to the budget.

<b><u>Indirect Cost to Tax Ratio Indicator:</u></b>			
Indirect Cost General Fund	=	314,906	
Total General Fund Revenues	=	10,143,335	= 3.1%

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS 100-199 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

	BUDGET	YTD EXPENDITURE	ENCUMBRANCES	VARIANCE	FY 19-20 % BUDGET USED	FY 18-19 % BUDGET USED
<b>EXPENDITURES &amp; OTHER USES</b>						
<b>Expenditures</b>						
Adult Education-Local	\$ 173,390	\$ 41,347	\$ -	\$ 132,043	24%	22%
Educ Cert & Prof Advance	686,795	158,098	20,175	508,522	26%	28%
Assistant Superintendent-Academic Support	295,103	76,743	-	218,360	26%	25%
Asst Supt-Education and Enrichment	296,652	75,405	-	221,247	25%	24%
Board of Trustees	186,626	30,622	2,571	153,433	18%	14%
Business Support Services	1,981,081	443,557	167,415	1,370,110	31%	27%
Center for Safe & Secure Schools	713,277	123,508	6,088	583,681	18%	23%
Communication	1,058,109	208,751	36,922	812,436	23%	29%
Client Engagement	500,524	115,758	11,558	373,208	25%	23%
Ctr A/S Summ & Exp Learn	772,444	82,878	103,553	586,013	24%	40%
Department-Wide	4,550,383	911,467	564,347	3,074,569	32%	30%
Chief of Staff	271,409	69,033	-	202,376	25%	23%
<b>Facilities</b>						
Construction Services	191,197	47,158	-	144,039	25%	24%
Facilities Support Services	-	-	-	-	0%	0%
Local Construction Fund 170	-	48,955	433,098	(482,053)	0%	3%
Building Replacement Schedule	593,867	-	-	593,867	0%	32%
Records Management Services	2,034,676	464,204	78,486	1,491,985	27%	28%
Head Start-Local	5,000	2,221	-	2,779	44%	10%
Human Resources	1,081,016	242,581	19,330	819,104	24%	24%
<b>The Teaching and Learning Center</b>						
Bilingual Education	153,320	33,314	19,300	100,706	34%	28%
Digital Education and Innovation	252,642	55,954	1,000	195,688	23%	21%
TLC (Division Wide)	308,041	72,522	513	235,006	24%	25%
Early Childhood Winter Conference	145,929	42,810	-	103,119	29%	54%
English Language Arts	190,889	35,681	5,799	149,409	22%	22%
Math	217,220	46,826	29,303	141,091	35%	39%
Professional Development	39,000	16,075	7,800	15,125	61%	0%
Science	109,707	19,740	5,648	84,319	23%	25%
Social Studies	53,068	9,441	2,570	41,057	23%	35%
Speaker Series	159,821	38,444	59,278	62,098	61%	19%
Special Education	77,561	16,393	-	61,168	21%	21%
Purchasing Support Services	592,322	134,523	8,268	449,531	24%	21%
Research & Evaluation Institute	643,743	145,912	1,259	496,572	23%	24%
Texas Center for Grants Development	593,835	151,150	6,104	436,581	26%	25%
Retirement Leave Benefits Fund	100,000	100,259	-	(259)	100%	0%
Scholastic Arts	167,887	33,255	-	134,632	20%	14%
<b>Special Schools &amp; Services</b>						
Academic and Behavior School East	4,388,333	984,861	39,425	3,364,047	23%	24%

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS 100-199 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

	BUDGET	YTD EXPENDITURE	ENCUM- BRANCES	VARIANCE	FY 19-20 % BUDGET USED	FY 18-19 % BUDGET USED
<b>EXPENDITURES &amp; OTHER USES</b>						
<b>Expenditures</b>						
Academic and Behavior School West	\$ 3,864,633	\$ 884,471	\$ 21,093	\$ 2,959,069	23%	24%
Fortis Academy	1,276,859	276,775	24,511	975,573	24%	23%
Highpoint East School	3,370,344	819,290	48,489	2,502,565	26%	25%
Special Schools Administration	808,577	135,082	-	673,495	17%	23%
Superintendent's Office	527,344	110,721	205	416,418	21%	25%
State TEA Employee Portion Health Ins	-	-	-	-	0%	21%
State TRS On Behalf Payments	2,750,000	-	-	2,750,000	0%	0%
Technology						
Chief Communications Officer	197,545	45,716	-	151,829	23%	28%
Technology Support Services	3,866,191	684,565	311,771	2,869,855	26%	23%
School Based Therapy Services	12,308,371	2,852,501	1,500	9,454,370	23%	23%
<b>Total Expenditures:</b>	<b>52,554,731</b>	<b>10,888,570</b>	<b>2,037,380</b>	<b>39,628,781</b>	<b>25%</b>	<b>23%</b>
<b>Other Uses</b>						
Transfers Out-Special Revenue Funds	550,787	-	-	550,787	0%	0%
Transfers Out-Head Start Fund 205	850,000	-	-	850,000	0%	0%
Transfers Out-Debt Service	2,917,611	-	-	2,917,611	0%	0%
Transfers Out-Department Wide	3,796,869	-	-	3,796,869	0%	0%
<b>Total Other Uses:</b>	<b>8,115,267</b>	<b>-</b>	<b>-</b>	<b>8,115,267</b>	<b>0%</b>	<b>0%</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>60,669,998</b>	<b>10,888,570</b>	<b>2,037,380</b>	<b>47,744,048</b>	<b>21%</b>	<b>20%</b>
<b>Excess/(Deficiency) Estimated Revenues</b>						
<b>Over/(Under) Expenditures:</b>	<b>(5,320,933)</b>	<b>(745,235)</b>				
Beginning Fund Balance-September 1st:	29,412,165	29,412,165				
<b>Estimated Fund Balance:</b>	<b>\$ 24,091,232</b>	<b>\$ 28,666,930</b>				

<b>Financial Strength Indicator: Fund Balance to GF Expenditures</b>			
Unassigned Fund Balance	=	21,155,240	=
Total General Fund Expenditures		10,888,570	= <b>194.29%</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS 200-499 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

Schedule 4 - SR Budget  
 Summary

	BUDGET	YTD REVENUES		VARIANCE	FY 19-20 % BUDGET REALIZED	FY 18-19 % BUDGET REALIZED
<b>ESTIMATED REVENUES &amp; OTHER RESOURCES</b>						
<b>Estimated Revenues</b>						
Local Program Revenues	\$ 5,371,410	\$ 12,737		\$ 5,357,609	0%	7%
State Program Revenues	1,021,128	-		1,021,128	0%	16%
* Federal Program Revenues	33,632,280	3,863,678		29,769,665	11%	15%
<b>Total Estimated Revenues:</b>	<b>40,024,818</b>	<b>3,876,415</b>		<b>36,148,403</b>	<b>10%</b>	<b>14%</b>
<b>Other Resources</b>						
Transfer In-CASE After School Program	550,787	-		550,787	0%	0%
Transfer In-Adult Ed	-	-		-	0%	0%
Transfer In-HeadStart	850,000	-		850,000	0%	0%
<b>Total Other Resources:</b>	<b>1,400,787</b>	<b>-</b>		<b>1,400,787</b>	<b>0%</b>	<b>0%</b>
<b>I Estimated Revenues &amp; Other Resources:</b>	<b>\$ 41,425,605</b>	<b>\$ 3,876,415</b>		<b>\$ 37,549,190</b>	<b>9%</b>	<b>14%</b>
<b>EXPENDITURES &amp; OTHER USES</b>						
<b>Adult Education Program</b>						
Fed Dist Learning 2219	86,705	34,219	786	52,458	39%	0%
Fed TANF 2230	169,582	-	-	169,582	0%	0%
Fed TANF 2231	203,498	-	-	203,498	0%	0%
Fed ABE Regular 2300	3,610,955	901,243	110,638	2,609,756	28%	0%
Fed ABE Regular 2301	3,088,428	-	-	3,088,428	0%	0%
Fed ABE EL/Civics 2340	536,787	75,631	17,561	456,973	15%	0%
Fed ABE EL/Civics 2341	443,545	-	-	443,545	0%	0%
State ABE Regular 3810	464,149	-	-	464,149	0%	0%
State ABE Regular 3811	556,979	-	-	556,979	0%	0%
Loc AdultEd Grant - 4980	1,108	-	-	1,108	0%	0%
<b>Total Adult Education Program:</b>	<b>9,161,736</b>	<b>1,011,093</b>	<b>128,986</b>	<b>8,021,657</b>	<b>12%</b>	<b>0%</b>
<b>Center for Safe &amp; Secure Schools</b>						
STOP School Violence	147,174	28,244	-	126,857	14%	0%
STOP Grant In-Kind	-	5,324	-	(4,901)	0%	0%
<b>Total Center for Safe &amp; Secure Schools:</b>	<b>147,174</b>	<b>33,568</b>	<b>-</b>	<b>113,606</b>	<b>17%</b>	
<b>Educator Certification and Professional Advancement</b>						
Educators & Families for English Learners	20,000	-	-	20,000	0%	0%
<b>Total Educator Certification and Professio</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>0%</b>	<b>0%</b>
<b>Schools</b>						
ABS East	-	-	-	-	0%	0%
ABS West	-	-	3,990	(3,990)	0%	0%
<b>Total Schools:</b>	<b>-</b>	<b>-</b>	<b>3,990</b>	<b>(3,990)</b>	<b>0%</b>	<b>143%</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS 200-499 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

Schedule 4 - SR Budget  
 Summary

	BUDGET	YTD EXPENDITURE	ENCUM- BRANCES	VARIANCE	FY 19-20 % BUDGET USED	FY 18-19 % BUDGET USED
<b>EXPENDITURES &amp; OTHER USES</b>						
<b>The Center for Afterschool, Summer, and Expanded Learning</b>						
Fed/Local After School Partnership	\$ 3,220,243	\$ 300,208	\$ 388,323	\$ 2,751,405	15%	8%
Fed 21st Century CLC-Cycle IX - 2670	1,777,890	45,016	420,407	1,313,379	26%	0%
Fed 21st Century CLC-Cycle X - 2680	1,492,500	45,566	122,236	1,325,603	11%	0%
Loc Houston Endowment - 4639						0%
Loc Houston Endowment - 4630	74,250	24,565	-	49,685	33%	0%
Loc COH Connections Program - 4670	770,000	276,217	84,002	409,781	47%	0%
Loc Ecobot	5,226	-	-	5,226	0%	0%
<b>Total The Center for Afterschool, Summer,</b>	<b>7,340,109</b>	<b>704,401</b>	<b>1,014,969</b>	<b>5,620,739</b>	<b>20%</b>	<b>7%</b>
<b>Head Start</b>						
Fed Head Start - 2059	4,672,518	3,244,215	418,406	1,009,897	77%	0%
Fed Head Start - 2050	12,643,681	-	-	12,643,681	0%	0%
Fed Head Start Training Funds - 2069	22,665	17,539	610	4,516	80%	0%
Fed Head Start Training Funds - 2060	133,983	-	-	133,983	0%	0%
Head Start Disaster Assitance - 2070	523,610	928	-	522,982	0%	0%
Fed Early Head Start-Operations-2159	192,924	44,544	-	148,380	23%	38%
Fed Early Head Start-Operations-2150	1,965,341	445,365	471,131	1,064,605	46%	0%
Fed Early Head Start-T&TA-2169	28,420	6,369	-	22,051	22%	20%
Fed Early Head Start-T&TA-2160	44,904	11,206	9,334	26,264	42%	0%
Loc Early Head Start In-Kind - 4750	550,289	-	-	550,289	0%	0%
Loc Head Start In-Kind Matching - 4799	716,648	1,729	1,672	713,247	0%	0%
Loc Head Start In-Kind Matching - 4790	3,208,956	-	-	3,208,956	0%	0%
Loc Head Start Hogg Foundation - 4960	7,273	6,774	750	(251)	103%	0%
Head Start Other Local Grants - 4980	37,660	23,491	1,156	13,013	65%	0%
<b>Total Head Start:</b>	<b>24,748,872</b>	<b>3,802,160</b>	<b>895,031</b>	<b>20,051,681</b>	<b>19%</b>	<b>4%</b>
<b>The Teaching and Learning Center</b>						
Texas Council for Developmental Disabilities						0%
NSA Gencyber Grant	7,714	1,596	-	6,118	21%	0%
Local Grants	-	-	-	-	0%	0%
<b>Total The Teaching and Learning Center:</b>	<b>7,714</b>	<b>1,596</b>	<b>-</b>	<b>6,118</b>	<b>21%</b>	<b>0%</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 41,425,605</b>	<b>\$ 5,414,035</b>	<b>\$ 1,839,620</b>	<b>\$ 34,171,950</b>	<b>17%</b>	<b>5%</b>
<b>Excess/(Deficiency) Estimated Revenues Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (1,676,404)</b>				



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**DEBT SERVICE FUND 599 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

	BUDGET	YTD ACTUAL	ENCUM- BRANCES	VARIANCE
<b><u>FUNDING SOURCES</u></b>				
Transfer In from General Fund	\$ 2,466,182	\$ -		\$ (2,466,182)
Transfer In Debt Service-QZAB	451,429	-		(451,429)
<b>Total Funding Sources:</b>	<b>2,917,611</b>	<b>-</b>		<b>(2,917,611)</b>
<b><u>EXPENDITURES</u></b>				
Principal-PFC Bonds	2,255,000	-	-	2,255,000
Principal-QZAB	451,429	-	-	451,429
Interest-PFC Bonds	211,182	-	-	211,182
<b>Total Expenditures:</b>	<b>2,917,611</b>	<b>-</b>	<b>-</b>	<b>2,917,611</b>
<b>Excess/(Deficiency) Estimated Revenues Over/(Under) Expenditures:</b>	<b>-</b>	<b>-</b>		
Beginning Fund Balance-September 1st:	-	-		
<b>Estimated Fund Balance:</b>	<b>\$ -</b>	<b>\$ -</b>		

NOTE: A negative balance in the revenue variance column represents the amount pending to be collected as

<b><u>Efficient Leverage Indicator:</u> Debt to Income Ratio</b>			
Annual Principal & Interest Payments on Term Debt & Capital Leases	=	0	= 0.00%
General Fund Revenues less Facility Charges		10,143,335 - 1,380,939	

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**CAPITAL PROJECT FUND BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

Schedule 6

	BUDGET	YTD ACTUAL	ENCUM- BRANCES	VARIANCE
<b><u>REVENUES</u></b>				
Issuance of Bonds	\$ -	\$ -		\$ -
Investment Earnings	-	35,324		35,324
Transfers In-General Fund	3,796,869	-		(3,796,869)
Misc Revenue	-	-		-
Other Local Revenues	-	-		-
<b>Total Revenues:</b>	<b>3,796,869</b>	<b>35,324</b>		<b>(3,761,545)</b>
<b><u>EXPENDITURES</u></b>				
Facilities Construction	14,466,886	2,898,918	769,187	10,798,781
<b>Total Expenditures:</b>	<b>14,466,886</b>	<b>2,898,918</b>	<b>769,187</b>	<b>10,798,781</b>
<b>Excess/(Deficiency) Estimated Revenues Over/(Under) Expenditures:</b>	<b>(10,670,017)</b>	<b>(2,863,594)</b>		
Beginning Fund Balance-September 1st:	11,219,387	11,219,387		
<b>Estimated Fund Balance:</b>	<b>\$ 549,370</b>	<b>\$ 8,355,793</b>		

NOTE: A negative balance in the revenue variance column represents the amount pending to be collected as compared to the budget. A positive balance in the expenditure variance column represents the amount available to spend as compared to the budget.

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**CHOICE PARTNERS FUND 711 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

	BUDGET	YTD ACTUAL	ENCUM- BRANCES	VARIANCE
<b><u>REVENUES</u></b>				
5720-Local Revenue - School Districts	\$ 4,875,948	\$ 2,009,735		\$ (2,866,213)
5740-Local Revenue - Other	32,000	41,549		9,549
<b>Total Revenues:</b>	<b>4,907,948</b>	<b>2,051,284</b>		<b>(2,856,664)</b>
<b><u>EXPENDITURES</u></b>				
6100-Payroll Costs	1,501,076	374,637	-	1,126,439
6200-Contracted Services	493,156	90,477	198,249	204,430
6300-Supplies and Materials	135,200	8,783	4,067	122,351
6400-Miscellaneous Operating Costs	403,292	67,089	60,596	275,607
6600-Capital Assets	-	17,261	-	(17,261)
8900-Transfers Out	2,375,224	1,493,039	-	882,185
<b>Total Expenditures:</b>	<b>4,907,948</b>	<b>2,051,284</b>	<b>262,912</b>	<b>2,593,752</b>
<b>Excess/(Deficiency) Estimated Revenues Over/(Under) Expenditures:</b>	-	-		
Beginning Fund Balance-September 1st:	500,000	500,000		
<b>Estimated Fund Balance:</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>		

NOTE: A negative balance in the revenue variance column represents the amount pending to be collected as compared to the budget. A positive balance in the expenditure variance column represents the amount available to spend as compared to the budget.

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**WORKERS COMPENSATION FUND 753 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

Schedule 8

	BUDGET	YTD ACTUAL	ENCUM- BRANCES	VARIANCE
<b><u>REVENUES</u></b>				
Revenues	\$ 450,000	\$ 62,473		\$ (387,527)
Insurance Recovery	-	33,303		33,303
<b>Total Revenues:</b>	<b>450,000</b>	<b>95,776</b>		<b>(354,224)</b>
<b><u>EXPENDITURES</u></b>				
6400-Misc Operating Costs	450,000	1,397	-	448,603
<b>Total Expenditures:</b>	<b>450,000</b>	<b>1,397</b>	<b>-</b>	<b>448,603</b>
<b>Excess/(Deficiency) Estimated Revenues Over/(Under) Expenditures:</b>	<b>-</b>	<b>94,379</b>		
Beginning Fund Balance-September 1st:	1,452,407	1,452,407		
<b>Estimated Fund Balance:</b>	<b>\$ 1,452,407</b>	<b>\$ 1,546,786</b>		

NOTE: A negative balance in the revenue variance column represents the amount pending to be collected as

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**INTERNAL SERVICE FUND 799 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

Schedule 9

	BUDGET	YTD ACTUAL	ENCUM- BRANCES	VARIANCE
<b>REVENUES</b>				
Interdepartmental Revenues	\$ 5,135,951	\$ 1,380,939		\$ (3,755,012)
<b>Total Revenues:</b>	<b>5,135,951</b>	<b>1,380,939</b>		<b>(3,755,012)</b>
<b>EXPENDITURES</b>				
6100-Payroll Costs	2,643,991	673,931	-	1,970,060
6200-Contracted Services	1,637,928	231,272	531,571	875,085
6300-Supplies and Materials	401,984	61,819	30,529	309,636
6400-Miscellaneous Operating Costs	460,848	413,917	3,570	43,361
6600-Capital Assets	(8,800)	-	-	(8,800)
<b>Total Expenditures:</b>	<b>5,135,951</b>	<b>1,380,939</b>	<b>565,670</b>	<b>3,189,342</b>
<b>Excess/(Deficiency) Estimated Revenues Over/(Under) Expenditures:</b>	-	-		
Beginning Fund Balance-September 1st:	-	-		
<b>Estimated Fund Balance:</b>	<b>\$ -</b>	<b>\$ -</b>		

NOTE: A negative balance in the revenue variance column represents the amount pending to be collected as

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**TRUST & AGENCY FUNDS 800-840 BUDGET SUMMARY REPORT**  
 Fiscal year to date: November 30, 2019

Schedule 10

	TOTAL
Revenues	\$ 710
Expenditures	<u>1,093</u>
<b>Revenues Over/(Under) Expenditures:</b>	<b>\$ (383)</b>
Beginning Fund Balance-September 1st:	-
<b>Estimated Fund Balance:</b>	<b><u><u>\$ (383)</u></u></b>

NOTE: Revenues and Expenditures are reclassified to the balance sheet at year end.

**HARRIS COUNTY DEPARTMENT OF EDUCATION**

Schedule 11

INTERIM FINANCIAL REPORTS (Unaudited)

LOCAL CONSTRUCTION PROJECTS-BM '087' BUDGET SUMMARY REPORT

Fiscal year to date: November 30, 2019

	BUDGET	YTD ACTUAL	ENCUM- BRANCES	VARIANCE
<b><u>EXPENDITURES</u></b>				
ABS East	\$ -	\$ 18,451	\$ 18,179	\$ (36,630)
Highpoint East	-	25,758	410,845	(436,603)
Facilities - Central Support	-	4,746	4,074	(8,819)
<b>Total Expenditures:</b>	<b>-</b>	<b>48,955</b>	<b>433,098</b>	<b>(482,053)</b>

NOTE: These projects are funded from the General Fund-Assigned Fund Balance.

# HARRIS COUNTY DEPARTMENT OF EDUCATION

Schedule 12

## INTERIM FINANCIAL REPORTS (Unaudited)

### GENERAL FUNDS DETAIL BY DIVISION

### ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR

Fiscal year to date: November 30, 2019

<b>Adult Education-Local</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	33,072	-	4,985
Indirect Cost Rev-Federal Grants	137,000	41,347	31,154
<b>Total Revenues:</b>	<b>\$ 170,072</b>	<b>\$ 41,347</b>	<b>\$ 36,139</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 170,072</b>	<b>\$ 41,347</b>	<b>\$ 36,139</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	3,116	333	-
Supplies & Materials	5,500	59	1,135
Other Operating Costs	164,774	40,955	31,787
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 173,390</b>	<b>\$ 41,347</b>	<b>\$ 32,922</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 173,390</b>	<b>\$ 41,347</b>	<b>\$ 32,922</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ (3,318)</b>	<b>\$ -</b>	<b>\$ 3,217</b>



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**Educ Cert & Prof Advance**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 409,210	\$ 74,749	\$ 116,581
Local Property Tax Rev-Current	277,585	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 686,795</b>	<b>\$ 74,749</b>	<b>\$ 116,581</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 686,795</b>	<b>\$ 74,749</b>	<b>\$ 116,581</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	570,336	137,276	128,985
Contracted & Professional Services	62,760	25,521	38,979
Supplies & Materials	19,700	4,007	3,600
Other Operating Costs	33,999	11,469	10,321
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 686,795</b>	<b>\$ 178,273</b>	<b>\$ 181,884</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 686,795</b>	<b>\$ 178,273</b>	<b>\$ 181,884</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (103,524)</b>	<b>\$ (65,303)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

<b>Assistant Superintendent-Academic Support</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	295,103	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 295,103</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 295,103</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	275,505	69,533	65,625
Contracted & Professional Services	960	1,052	152
Supplies & Materials	1,550	133	67
Other Operating Costs	17,088	6,025	5,186
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 295,103</b>	<b>\$ 76,743</b>	<b>\$ 71,031</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 295,103</b>	<b>\$ 76,743</b>	<b>\$ 71,031</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (76,743)</b>	<b>\$ (71,031)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

**Asst Supt-Education and Enrichment**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	296,652	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 296,652</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 296,652</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	262,437	66,098	61,697
Contracted & Professional Services	1,320	152	152
Supplies & Materials	4,356	3,149	656
Other Operating Costs	28,539	6,006	6,399
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 296,652</b>	<b>\$ 75,405</b>	<b>\$ 68,904</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 296,652</b>	<b>\$ 75,405</b>	<b>\$ 68,904</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (75,405)</b>	<b>\$ (68,904)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

<b>Board of Trustees</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	186,626	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 186,626</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 186,626</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	56,964	13,902	9,807
Contracted & Professional Services	9,300	7,657	2,860
Supplies & Materials	41,550	3,651	5,854
Other Operating Costs	78,812	7,983	8,889
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 186,626</b>	<b>\$ 33,193</b>	<b>\$ 27,410</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 186,626</b>	<b>\$ 33,193</b>	<b>\$ 27,410</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (33,193)</b>	<b>\$ (27,410)</b>

# HARRIS COUNTY DEPARTMENT OF EDUCATION

Schedule 12

## INTERIM FINANCIAL REPORTS (Unaudited)

### GENERAL FUNDS DETAIL BY DIVISION

### ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR

Fiscal year to date: November 30, 2019

<b>Business Support Services</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 100,000	\$ 1,823	\$ -
Local Property Tax Rev-Current	1,361,599	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	1,030
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	502,240	84,803	68,846
<b>Total Revenues:</b>	<b>\$ 1,963,839</b>	<b>\$ 86,626</b>	<b>\$ 69,876</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 1,963,839</b>	<b>\$ 86,626</b>	<b>\$ 69,876</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	1,390,583	338,329	314,644
Contracted & Professional Services	390,880	230,457	158,723
Supplies & Materials	65,568	19,040	12,423
Other Operating Costs	134,050	23,145	38,434
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 1,981,081</b>	<b>\$ 610,971</b>	<b>\$ 524,224</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 1,981,081</b>	<b>\$ 610,971</b>	<b>\$ 524,224</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ (17,242)</b>	<b>\$ (524,345)</b>	<b>\$ (454,348)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**Center for Safe & Secure Schools**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 499,750	\$ 69,595	\$ 88,976
Local Property Tax Rev-Current	213,527	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	(170)	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 713,277</b>	<b>\$ 69,425</b>	<b>\$ 88,976</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 713,277</b>	<b>\$ 69,425</b>	<b>\$ 88,976</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	418,020	93,606	101,932
Contracted & Professional Services	205,500	11,685	16,782
Supplies & Materials	28,600	7,084	8,526
Other Operating Costs	61,157	17,220	13,562
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 713,277</b>	<b>\$ 129,596</b>	<b>\$ 140,802</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 713,277</b>	<b>\$ 129,596</b>	<b>\$ 140,802</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (60,171)</b>	<b>\$ (51,825)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

<b>Communication</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	1,058,109	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 1,058,109</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 1,058,109</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	839,871	180,890	161,067
Contracted & Professional Services	102,616	32,075	50,914
Supplies & Materials	64,832	16,509	16,446
Other Operating Costs	50,790	16,199	8,556
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 1,058,109</b>	<b>\$ 245,673</b>	<b>\$ 236,983</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 1,058,109</b>	<b>\$ 245,673</b>	<b>\$ 236,983</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (245,673)</b>	<b>\$ (236,983)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

<b>Client Engagement</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	500,524	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 500,524</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 500,524</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	367,091	91,573	126,452
Contracted & Professional Services	18,559	3,343	5,199
Supplies & Materials	25,110	1,515	11,764
Other Operating Costs	89,764	30,885	17,080
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 500,524</b>	<b>\$ 127,316</b>	<b>\$ 160,495</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 500,524</b>	<b>\$ 127,316</b>	<b>\$ 160,495</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (127,316)</b>	<b>\$ (160,495)</b>



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**Ctr A/S Summ & Exp Learn**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 86,700	\$ 4,110	\$ 1,585
Local Property Tax Rev-Current	685,744	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 772,444</b>	<b>\$ 4,110</b>	<b>\$ 1,585</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 772,444</b>	<b>\$ 4,110</b>	<b>\$ 1,585</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	314,674	74,037	148,414
Contracted & Professional Services	373,572	82,502	77,752
Supplies & Materials	17,968	319	7,691
Other Operating Costs	66,230	29,573	23,891
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 772,444</b>	<b>\$ 186,431</b>	<b>\$ 257,747</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 772,444</b>	<b>\$ 186,431</b>	<b>\$ 257,747</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (182,321)</b>	<b>\$ (256,162)</b>

# HARRIS COUNTY DEPARTMENT OF EDUCATION

Schedule 12

## INTERIM FINANCIAL REPORTS (Unaudited)

### GENERAL FUNDS DETAIL BY DIVISION

### ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR

Fiscal year to date: November 30, 2019

<b>Department-Wide</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	4,991,075	778,516	582,107
Local Property Tax Rev-Del, P&I	150,000	(29,211)	(30,871)
Investment Earnings	453,590	136,743	106,103
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	14,191	19,875
Indirect Cost Rev-Local Grants	727	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 5,595,392</b>	<b>\$ 900,239</b>	<b>\$ 677,214</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	1,768,397	1,493,039	1,976,860
<b>Total Other Resources:</b>	<b>\$ 1,768,397</b>	<b>\$ 1,493,039</b>	<b>\$ 1,976,860</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 7,363,789</b>	<b>\$ 2,393,277</b>	<b>\$ 2,654,074</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	73,519	-	-
Contracted & Professional Services	1,490,735	639,760	442,974
Supplies & Materials	122,364	65,946	5,722
Other Operating Costs	2,853,401	764,927	644,807
Debt Services	-	-	-
Capital Outlay	10,364	5,182	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 4,550,383</b>	<b>\$ 1,475,814</b>	<b>\$ 1,093,503</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	550,787	-	-
Transfers Out-Head Start Fund 205	850,000	-	-
Transfers Out-Debt Service	2,917,611	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	3,796,869	-	-
<b>Total Other Uses:</b>	<b>\$ 8,115,267</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 12,665,650</b>	<b>\$ 1,475,814</b>	<b>\$ 1,093,503</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ (5,301,861)</b>	<b>\$ 917,463</b>	<b>\$ 1,560,571</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

<b>Chief of Staff</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	271,409	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 271,409</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 271,409</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	260,741	65,962	63,129
Contracted & Professional Services	500	152	38
Supplies & Materials	899	59	1,137
Other Operating Costs	9,269	2,859	2,119
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 271,409</b>	<b>\$ 69,033</b>	<b>\$ 66,423</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 271,409</b>	<b>\$ 69,033</b>	<b>\$ 66,423</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (69,033)</b>	<b>\$ (66,423)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

<b>Facilities-Choice Partners Cooperative</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Revenues &amp; Other Resources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	-	-
Supplies & Materials	-	-	-
Other Operating Costs	-	-	-
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Expenditures &amp; Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Revenue Over/(Under) Expenditures:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

**Facilities-Construction Services**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	191,197	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 191,197</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 191,197</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	179,831	45,417	44,046
Contracted & Professional Services	2,000	325	1,048
Supplies & Materials	-	-	-
Other Operating Costs	9,366	1,416	944
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 191,197</b>	<b>\$ 47,158</b>	<b>\$ 46,037</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 191,197</b>	<b>\$ 47,158</b>	<b>\$ 46,037</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (47,158)</b>	<b>\$ (46,037)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

<b>Facilities-Facilities Support Services</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	\$ -	\$ -	\$ -
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	\$ -	\$ -	\$ -
<b>Total Revenues &amp; Other Resources:</b>	\$ -	\$ -	\$ -
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	-	-
Supplies & Materials	-	-	-
Other Operating Costs	-	-	-
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	\$ -	\$ -	\$ -
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	\$ -	\$ -	\$ -
<b>Total Expenditures &amp; Other Uses:</b>	\$ -	\$ -	\$ -
<b>Revenue Over/(Under) Expenditures:</b>	\$ -	\$ -	\$ -

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

<b>Facilities-Local Construction Fund 170</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	8,819	30,000
Supplies & Materials	-	-	1,469
Other Operating Costs	-	-	-
Debt Services	-	-	-
Capital Outlay	-	473,234	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ -</b>	<b>\$ 482,053</b>	<b>\$ 31,469</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ -</b>	<b>\$ 482,053</b>	<b>\$ 31,469</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (482,053)</b>	<b>\$ (31,469)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

<b>Facilities-Building Replacement Schedule</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	593,867	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 593,867</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 593,867</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	-	10,000
Supplies & Materials	-	-	5,779
Other Operating Costs	-	-	-
Debt Services	-	-	-
Capital Outlay	593,867	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 593,867</b>	<b>\$ -</b>	<b>\$ 15,779</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 593,867</b>	<b>\$ -</b>	<b>\$ 15,779</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (15,779)</b>



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

<b>Facilities-Records Management Services</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 1,826,425	\$ 501,626	\$ 472,755
Local Property Tax Rev-Current	11,424	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	90,000	7,533	9,330
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<u>\$ 1,927,849</u>	<u>\$ 509,160</u>	<u>\$ 482,085</u>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	106,827	-	-
<b>Total Other Resources:</b>	<u>\$ 106,827</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Revenues &amp; Other Resources:</b>	<u>\$ 2,034,676</u>	<u>\$ 509,160</u>	<u>\$ 482,085</u>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	905,097	212,416	199,359
Contracted & Professional Services	130,900	41,751	59,234
Supplies & Materials	220,450	84,990	95,914
Other Operating Costs	778,229	203,534	183,082
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<u>\$ 2,034,676</u>	<u>\$ 542,691</u>	<u>\$ 537,588</u>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Expenditures &amp; Other Uses:</b>	<u>\$ 2,034,676</u>	<u>\$ 542,691</u>	<u>\$ 537,588</u>
<b>Revenue Over/(Under) Expenditures:</b>	<u>\$ -</u>	<u>\$ (33,531)</u>	<u>\$ (55,503)</u>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

<b>Head Start-Local</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	5,000	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	-	430
Supplies & Materials	-	-	-
Other Operating Costs	5,000	2,221	46
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 5,000</b>	<b>\$ 2,221</b>	<b>\$ 476</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 5,000</b>	<b>\$ 2,221</b>	<b>\$ 476</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (2,221)</b>	<b>\$ (476)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

<b>Human Resources</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	805,161	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	275,855	46,505	37,754
<b>Total Revenues:</b>	<b>\$ 1,081,016</b>	<b>\$ 46,505</b>	<b>\$ 37,754</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 1,081,016</b>	<b>\$ 46,505</b>	<b>\$ 37,754</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	854,906	219,543	204,438
Contracted & Professional Services	62,000	20,931	28,326
Supplies & Materials	54,000	4,887	5,363
Other Operating Costs	110,110	16,550	19,931
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 1,081,016</b>	<b>\$ 261,912</b>	<b>\$ 258,058</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 1,081,016</b>	<b>\$ 261,912</b>	<b>\$ 258,058</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (215,407)</b>	<b>\$ (220,304)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

**The Teaching and Learning Center-Bilingual Education**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 85,000	\$ 14,355	\$ 5,400
Local Property Tax Rev-Current	68,320	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 153,320</b>	<b>\$ 14,355</b>	<b>\$ 5,400</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 153,320</b>	<b>\$ 14,355</b>	<b>\$ 5,400</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	65,001	16,638	15,651
Contracted & Professional Services	49,962	30,576	9,000
Supplies & Materials	23,122	5,066	12,776
Other Operating Costs	15,235	334	199
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 153,320</b>	<b>\$ 52,614</b>	<b>\$ 37,626</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 153,320</b>	<b>\$ 52,614</b>	<b>\$ 37,626</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (38,259)</b>	<b>\$ (32,226)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**The Teaching and Learning Center-Digital Learning**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ 3,900
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,900</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,900</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	-	-
Supplies & Materials	-	-	-
Other Operating Costs	-	-	-
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,900</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**The Teaching and Learning Center-Digital Education and Innovation**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 259,919	\$ 105,160	\$ 40,995
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 259,919</b>	<b>\$ 105,160</b>	<b>\$ 40,995</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 259,919</b>	<b>\$ 105,160</b>	<b>\$ 40,995</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	223,102	45,702	49,991
Contracted & Professional Services	9,900	4,628	326
Supplies & Materials	5,842	2,041	-
Other Operating Costs	13,798	4,584	777
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 252,642</b>	<b>\$ 56,954</b>	<b>\$ 51,094</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 252,642</b>	<b>\$ 56,954</b>	<b>\$ 51,094</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ 7,277</b>	<b>\$ 48,206</b>	<b>\$ (10,099)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
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Schedule 12

**The Teaching and Learning Center-TLC (Division Wide)**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	308,041	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 308,041</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 308,041</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	242,564	56,013	51,618
Contracted & Professional Services	13,413	331	355
Supplies & Materials	8,797	4,657	6,613
Other Operating Costs	43,267	12,035	17,893
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 308,041</b>	<b>\$ 73,035</b>	<b>\$ 76,479</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 308,041</b>	<b>\$ 73,035</b>	<b>\$ 76,479</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (73,035)</b>	<b>\$ (76,479)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**The Teaching and Learning Center-Early Childhood Winter Conference**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 100,000	\$ 11,625	\$ 22,255
Local Property Tax Rev-Current	61,747	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 161,747</b>	<b>\$ 11,625</b>	<b>\$ 22,255</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 161,747</b>	<b>\$ 11,625</b>	<b>\$ 22,255</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	51,229	15,699	20,325
Contracted & Professional Services	58,000	26,429	51,644
Supplies & Materials	11,200	416	1,402
Other Operating Costs	25,500	266	918
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 145,929</b>	<b>\$ 42,810</b>	<b>\$ 74,289</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 145,929</b>	<b>\$ 42,810</b>	<b>\$ 74,289</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ 15,818</b>	<b>\$ (31,185)</b>	<b>\$ (52,034)</b>



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

**The Teaching and Learning Center-English Language Arts**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 155,000	\$ 27,085	\$ 87,210
Local Property Tax Rev-Current	35,889	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 190,889</b>	<b>\$ 27,085</b>	<b>\$ 87,210</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 190,889</b>	<b>\$ 27,085</b>	<b>\$ 87,210</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	100,800	25,510	18,738
Contracted & Professional Services	46,360	11,076	19,976
Supplies & Materials	18,757	2,828	2,212
Other Operating Costs	24,972	2,065	2,706
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 190,889</b>	<b>\$ 41,480</b>	<b>\$ 43,632</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 190,889</b>	<b>\$ 41,480</b>	<b>\$ 43,632</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (14,395)</b>	<b>\$ 43,578</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**The Teaching and Learning Center-Math**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 186,150	\$ 25,565	\$ 39,692
Local Property Tax Rev-Current	31,070	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 217,220</b>	<b>\$ 25,565</b>	<b>\$ 39,692</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 217,220</b>	<b>\$ 25,565</b>	<b>\$ 39,692</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	135,226	34,053	35,344
Contracted & Professional Services	50,456	39,276	49,700
Supplies & Materials	12,487	1,024	716
Other Operating Costs	19,051	1,776	2,373
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 217,220</b>	<b>\$ 76,129</b>	<b>\$ 88,133</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 217,220</b>	<b>\$ 76,129</b>	<b>\$ 88,133</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (50,564)</b>	<b>\$ (48,440)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

**The Teaching and Learning Center-Professional Development**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 39,000	\$ -	\$ -
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 39,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 39,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	26,500	22,050	-
Supplies & Materials	6,700	1,825	-
Other Operating Costs	5,800	-	-
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 39,000</b>	<b>\$ 23,875</b>	<b>\$ -</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 39,000</b>	<b>\$ 23,875</b>	<b>\$ -</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (23,875)</b>	<b>\$ -</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

**The Teaching and Learning Center-Science**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 91,000	\$ 6,095	\$ 18,449
Local Property Tax Rev-Current	18,707	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 109,707</b>	<b>\$ 6,095</b>	<b>\$ 18,449</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 109,707</b>	<b>\$ 6,095</b>	<b>\$ 18,449</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	78,484	17,108	28,781
Contracted & Professional Services	7,062	5,726	6,576
Supplies & Materials	11,800	1,733	574
Other Operating Costs	12,361	821	1,247
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 109,707</b>	<b>\$ 25,388</b>	<b>\$ 37,178</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 109,707</b>	<b>\$ 25,388</b>	<b>\$ 37,178</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (19,293)</b>	<b>\$ (18,729)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**The Teaching and Learning Center-Social Studies**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 47,900	\$ 900	\$ 5,240
Local Property Tax Rev-Current	5,168	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 53,068</b>	<b>\$ 900</b>	<b>\$ 5,240</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 53,068</b>	<b>\$ 900</b>	<b>\$ 5,240</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	31,833	7,841	12,675
Contracted & Professional Services	9,485	3,355	1,570
Supplies & Materials	7,100	815	149
Other Operating Costs	4,650	-	-
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 53,068</b>	<b>\$ 12,011</b>	<b>\$ 14,394</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 53,068</b>	<b>\$ 12,011</b>	<b>\$ 14,394</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (11,111)</b>	<b>\$ (9,154)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**The Teaching and Learning Center-Speaker Series**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 143,970	\$ 21,000	\$ 119,105
Local Property Tax Rev-Current	31,669	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 175,639</b>	<b>\$ 21,000</b>	<b>\$ 119,105</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 175,639</b>	<b>\$ 21,000</b>	<b>\$ 119,105</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	47,961	15,535	10,653
Contracted & Professional Services	83,970	68,885	63,500
Supplies & Materials	16,900	11,872	9,868
Other Operating Costs	10,990	1,429	2,949
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 159,821</b>	<b>\$ 97,723</b>	<b>\$ 86,970</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 159,821</b>	<b>\$ 97,723</b>	<b>\$ 86,970</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ 15,818</b>	<b>\$ (76,723)</b>	<b>\$ 32,135</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**

Schedule 12

INTERIM FINANCIAL REPORTS (Unaudited)

GENERAL FUNDS DETAIL BY DIVISION

ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR

Fiscal year to date: November 30, 2019

**The Teaching and Learning Center-Special Education**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 69,000	\$ 9,805	\$ 7,907
Local Property Tax Rev-Current	8,561	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 77,561</b>	<b>\$ 9,805</b>	<b>\$ 7,907</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 77,561</b>	<b>\$ 9,805</b>	<b>\$ 7,907</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	65,005	16,393	15,407
Contracted & Professional Services	8,575	-	-
Supplies & Materials	1,277	-	-
Other Operating Costs	2,704	-	95
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 77,561</b>	<b>\$ 16,393</b>	<b>\$ 15,502</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 77,561</b>	<b>\$ 16,393</b>	<b>\$ 15,502</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (6,588)</b>	<b>\$ (7,595)</b>

# HARRIS COUNTY DEPARTMENT OF EDUCATION

Schedule 12

## INTERIM FINANCIAL REPORTS (Unaudited)

### GENERAL FUNDS DETAIL BY DIVISION

### ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR

Fiscal year to date: November 30, 2019

<b>Purchasing Support Services</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	592,322	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 592,322</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 592,322</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	500,740	127,953	107,250
Contracted & Professional Services	28,050	39	5,725
Supplies & Materials	24,200	2,314	1,404
Other Operating Costs	39,332	12,485	10,592
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 592,322</b>	<b>\$ 142,791</b>	<b>\$ 124,971</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 592,322</b>	<b>\$ 142,791</b>	<b>\$ 124,971</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (142,791)</b>	<b>\$ (124,971)</b>



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

**QZAB & Maint Tax Notes FD**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	8,785
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,785</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,785</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	-	-
Supplies & Materials	-	-	-
Other Operating Costs	-	-	-
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,785</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**Research & Evaluation Institute**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 106,688	\$ -	\$ -
Local Property Tax Rev-Current	537,055	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 643,743</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 643,743</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	585,559	140,193	128,314
Contracted & Professional Services	2,906	242	76
Supplies & Materials	30,239	2,678	14,208
Other Operating Costs	25,039	4,058	7,682
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 643,743</b>	<b>\$ 147,171</b>	<b>\$ 150,280</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 643,743</b>	<b>\$ 147,171</b>	<b>\$ 150,280</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (147,171)</b>	<b>\$ (150,280)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
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**GENERAL FUNDS DETAIL BY DIVISION**  
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Schedule 12

**Texas Center for Grants Development**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 1,000	\$ 490	\$ 570
Local Property Tax Rev-Current	592,835	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 593,835</b>	<b>\$ 490</b>	<b>\$ 570</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 593,835</b>	<b>\$ 490</b>	<b>\$ 570</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	536,564	133,017	127,717
Contracted & Professional Services	4,400	649	405
Supplies & Materials	23,303	19,296	9,673
Other Operating Costs	29,568	4,292	10,157
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 593,835</b>	<b>\$ 157,254</b>	<b>\$ 147,953</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 593,835</b>	<b>\$ 157,254</b>	<b>\$ 147,953</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (156,764)</b>	<b>\$ (147,383)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

**Retirement Leave Benefits Fund**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	100,000	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	100,000	100,259	41,838
Contracted & Professional Services	-	-	-
Supplies & Materials	-	-	-
Other Operating Costs	-	-	-
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 100,000</b>	<b>\$ 100,259</b>	<b>\$ 41,838</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 100,000</b>	<b>\$ 100,259</b>	<b>\$ 41,838</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (100,259)</b>	<b>\$ (41,838)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

<b>Scholastic Arts</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 10,000	\$ 489	\$ 455
Local Property Tax Rev-Current	167,707	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	6,000	-	535
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 183,707</b>	<b>\$ 489</b>	<b>\$ 990</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 183,707</b>	<b>\$ 489</b>	<b>\$ 990</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	111,741	31,580	9,672
Contracted & Professional Services	18,585	76	8,000
Supplies & Materials	7,231	131	5
Other Operating Costs	30,330	1,469	1,944
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 167,887</b>	<b>\$ 33,255</b>	<b>\$ 19,621</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 167,887</b>	<b>\$ 33,255</b>	<b>\$ 19,621</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ 15,820</b>	<b>\$ (32,766)</b>	<b>\$ (18,631)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
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Schedule 12

**Special Schools & Services-Academic and Behavior School East**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 3,469,001	\$ 1,748,074	\$ 1,592,400
Local Property Tax Rev-Current	864,332	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	313
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 4,333,333</b>	<b>\$ 1,748,074</b>	<b>\$ 1,592,713</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 4,333,333</b>	<b>\$ 1,748,074</b>	<b>\$ 1,592,713</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	3,826,843	836,056	837,387
Contracted & Professional Services	161,810	70,836	66,644
Supplies & Materials	42,180	24,620	13,549
Other Operating Costs	357,500	92,775	98,755
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 4,388,333</b>	<b>\$ 1,024,286</b>	<b>\$ 1,016,335</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 4,388,333</b>	<b>\$ 1,024,286</b>	<b>\$ 1,016,335</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ (55,000)</b>	<b>\$ 723,788</b>	<b>\$ 576,378</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
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Schedule 12

**Special Schools & Services-Academic and Behavior School West**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 3,117,600	\$ 1,340,318	\$ 1,290,590
Local Property Tax Rev-Current	690,033	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	2,000	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 3,809,633</b>	<b>\$ 1,340,318</b>	<b>\$ 1,290,590</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 3,809,633</b>	<b>\$ 1,340,318</b>	<b>\$ 1,290,590</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	3,428,604	784,279	766,465
Contracted & Professional Services	108,745	41,376	30,919
Supplies & Materials	126,010	25,074	15,833
Other Operating Costs	201,274	54,836	58,815
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 3,864,633</b>	<b>\$ 905,564</b>	<b>\$ 872,032</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 3,864,633</b>	<b>\$ 905,564</b>	<b>\$ 872,032</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ (55,000)</b>	<b>\$ 434,753</b>	<b>\$ 418,558</b>

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**Special Schools & Services-Fortis Academy**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 196,250	\$ 153,125	\$ -
Local Property Tax Rev-Current	580,609	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 776,859</b>	<b>\$ 153,125</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	500,000	-	-
<b>Total Other Resources:</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 1,276,859</b>	<b>\$ 153,125</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	772,436	192,617	186,322
Contracted & Professional Services	152,760	40,980	34,387
Supplies & Materials	139,240	21,058	34,118
Other Operating Costs	212,423	46,630	51,703
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 1,276,859</b>	<b>\$ 301,286</b>	<b>\$ 306,530</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 1,276,859</b>	<b>\$ 301,286</b>	<b>\$ 306,530</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (148,161)</b>	<b>\$ (306,530)</b>



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
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Schedule 12

<b>Special Schools &amp; Services-Highpoint East School</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 2,094,473	\$ 892,659	\$ 852,900
Local Property Tax Rev-Current	1,265,871	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 3,360,344</b>	<b>\$ 892,659</b>	<b>\$ 852,900</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 3,360,344</b>	<b>\$ 892,659</b>	<b>\$ 852,900</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	2,621,274	624,667	572,167
Contracted & Professional Services	234,420	99,519	86,711
Supplies & Materials	108,720	40,531	41,520
Other Operating Costs	405,930	103,061	100,950
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 3,370,344</b>	<b>\$ 867,779</b>	<b>\$ 801,347</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 3,370,344</b>	<b>\$ 867,779</b>	<b>\$ 801,347</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ (10,000)</b>	<b>\$ 24,880</b>	<b>\$ 51,553</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
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**Special Schools & Services-Special Schools Administration**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	808,577	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	12,379	6,596
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 808,577</b>	<b>\$ 12,379</b>	<b>\$ 6,596</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 808,577</b>	<b>\$ 12,379</b>	<b>\$ 6,596</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	463,043	115,379	96,510
Contracted & Professional Services	166,590	5,990	3,084
Supplies & Materials	129,250	6,209	13,831
Other Operating Costs	49,694	7,504	13,243
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 808,577</b>	<b>\$ 135,082</b>	<b>\$ 126,667</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 808,577</b>	<b>\$ 135,082</b>	<b>\$ 126,667</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (122,703)</b>	<b>\$ (120,071)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

<b>Superintendent's Office</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	527,344	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 527,344</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 527,344</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	417,988	98,122	113,449
Contracted & Professional Services	50,157	1,354	1,119
Supplies & Materials	14,550	4,292	2,427
Other Operating Costs	44,649	7,158	9,567
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 527,344</b>	<b>\$ 110,926</b>	<b>\$ 126,561</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 527,344</b>	<b>\$ 110,926</b>	<b>\$ 126,561</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (110,926)</b>	<b>\$ (126,561)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

**State TEA Employee Portion Health Ins**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	136,848	185,305
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ -</b>	<b>\$ 136,848</b>	<b>\$ 185,305</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ -</b>	<b>\$ 136,848</b>	<b>\$ 185,305</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	136,363
Contracted & Professional Services	-	-	-
Supplies & Materials	-	-	-
Other Operating Costs	-	-	-
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 136,363</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 136,363</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ 136,848</b>	<b>\$ 48,943</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

**State TRS On Behalf Payments**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	-	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	2,750,000	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<u>\$ 2,750,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Revenues &amp; Other Resources:</b>	<u>\$ 2,750,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	2,750,000	-	-
Contracted & Professional Services	-	-	-
Supplies & Materials	-	-	-
Other Operating Costs	-	-	-
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<u>\$ 2,750,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Expenditures &amp; Other Uses:</b>	<u>\$ 2,750,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Revenue Over/(Under) Expenditures:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
Fiscal year to date: November 30, 2019

Schedule 12

<b>Technology-Chief Communications Officer</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ -	\$ -	\$ -
Local Property Tax Rev-Current	197,545	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<b>\$ 197,545</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 197,545</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	176,340	44,526	45,360
Contracted & Professional Services	1,500	76	1,079
Supplies & Materials	6,000	30	4,890
Other Operating Costs	13,705	1,084	3,252
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 197,545</b>	<b>\$ 45,716</b>	<b>\$ 54,581</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 197,545</b>	<b>\$ 45,716</b>	<b>\$ 54,581</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (45,716)</b>	<b>\$ (54,581)</b>

# HARRIS COUNTY DEPARTMENT OF EDUCATION

Schedule 12

## INTERIM FINANCIAL REPORTS (Unaudited)

### GENERAL FUNDS DETAIL BY DIVISION

### ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR

Fiscal year to date: November 30, 2019

<b>Technology-Technology Support Services</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 18,203	\$ -	\$ -
Local Property Tax Rev-Current	2,781,530	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	17
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	833,213	142,251	115,483
<b>Total Revenues:</b>	<b>\$ 3,632,946</b>	<b>\$ 142,251</b>	<b>\$ 115,500</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 3,632,946</b>	<b>\$ 142,251</b>	<b>\$ 115,500</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	2,142,818	497,247	466,010
Contracted & Professional Services	504,160	228,568	280,683
Supplies & Materials	888,085	205,816	81,278
Other Operating Costs	117,826	28,781	19,168
Debt Services	-	-	-
Capital Outlay	213,302	35,925	26,773
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 3,866,191</b>	<b>\$ 996,336</b>	<b>\$ 873,913</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 3,866,191</b>	<b>\$ 996,336</b>	<b>\$ 873,913</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ (233,245)</b>	<b>\$ (854,086)</b>	<b>\$ (758,413)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**GENERAL FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 12

**School Based Therapy Services**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 10,033,388	\$ 2,202,511	\$ 2,594,339
Local Property Tax Rev-Current	2,274,983	-	-
Local Property Tax Rev-Del, P&I	-	-	-
Investment Earnings	-	-	-
Insurance Recovery	-	-	-
FSP-Compensation	-	-	-
TEA-State Health Ins-Employee Portion	-	-	-
Local Grants	-	-	-
Other Local Revenues	-	-	-
Indirect Cost Rev-Local Grants	-	-	-
Indirect Cost Rev-State	-	-	-
Indirect Cost Rev-Federal Grants	-	-	-
<b>Total Revenues:</b>	<u>\$ 12,308,371</u>	<u>\$ 2,202,511</u>	<u>\$ 2,594,339</u>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	-	-	-
Transfers In-Choice Partners	-	-	-
<b>Total Other Resources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Revenues &amp; Other Resources:</b>	<u>\$ 12,308,371</u>	<u>\$ 2,202,511</u>	<u>\$ 2,594,339</u>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	11,925,697	2,797,649	2,609,854
Contracted & Professional Services	43,900	6,859	7,161
Supplies & Materials	104,900	6,123	3,016
Other Operating Costs	233,874	43,371	40,316
Debt Services	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<u>\$ 12,308,371</u>	<u>\$ 2,854,001</u>	<u>\$ 2,660,346</u>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	-	-	-
Transfers Out-Head Start Fund 205	-	-	-
Transfers Out-Debt Service	-	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	-	-	-
<b>Total Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Expenditures &amp; Other Uses:</b>	<u>\$ 12,308,371</u>	<u>\$ 2,854,001</u>	<u>\$ 2,660,346</u>
<b>Revenue Over/(Under) Expenditures:</b>	<u>\$ -</u>	<u>\$ (651,490)</u>	<u>\$ (66,008)</u>



# HARRIS COUNTY DEPARTMENT OF EDUCATION

Schedule 12

## INTERIM FINANCIAL REPORTS (Unaudited)

### GENERAL FUNDS DETAIL BY DIVISION

### ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR

Fiscal year to date: November 30, 2019

<b>Total General Fund</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Customer Fees/Charges	\$ 23,145,627	\$ 7,211,159	\$ 7,361,303
Local Property Tax Rev-Current	24,294,517	778,516	582,107
Local Property Tax Rev-Del, P&I	150,000	(29,211)	(30,871)
Investment Earnings	453,590	136,743	114,888
Insurance Recovery	-	-	-
FSP-Compensation	300,000	67,403	91,270
TEA-State Health Ins-Employee Portion	-	136,848	185,305
Local Grants	-	-	-
Other Local Revenues	98,000	33,933	37,696
Indirect Cost Rev-Local Grants	727	-	-
Indirect Cost Rev-State	33,072	-	4,985
Indirect Cost Rev-Federal Grants	1,748,308	314,906	253,236
<b>Total Revenues:</b>	<b>\$ 50,223,841</b>	<b>\$ 8,650,296</b>	<b>\$ 8,599,920</b>
<b>Other Resources</b>			
Local HCTO Tax Collection Fees	-	-	-
State TRS Matching	2,750,000	-	-
Transfers In-Choice Partners	2,375,224	1,493,039	1,976,860
<b>Total Other Resources:</b>	<b>\$ 5,125,224</b>	<b>\$ 1,493,039</b>	<b>\$ 1,976,860</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 55,349,065</b>	<b>\$ 10,143,335</b>	<b>\$ 10,576,780</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	38,170,427	8,382,618	8,133,455
Contracted & Professional Services	4,696,384	1,815,412	1,652,200
Supplies & Materials	2,440,337	601,796	453,609
Other Operating Costs	6,430,050	1,611,785	1,470,333
Debt Services	-	-	-
Capital Outlay	817,533	514,340	26,773
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 52,554,731</b>	<b>\$ 12,925,950</b>	<b>\$ 11,736,370</b>
<b>Other Uses</b>			
Transfers Out-Special Revenue Funds	550,787	-	-
Transfers Out-Head Start Fund 205	850,000	-	-
Transfers Out-Debt Service	2,917,611	-	-
Transfers Out-PFC Fund	-	-	-
Transfers Out-Department Wide	3,796,869	-	-
<b>Total Other Uses:</b>	<b>\$ 8,115,267</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 60,669,998</b>	<b>\$ 12,925,950</b>	<b>\$ 11,736,370</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ (5,320,933)</b>	<b>\$ (2,782,615)</b>	<b>\$ (1,159,590)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 13

<b>Adult Education Program</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Local Revenues	\$ 1,108	\$ -	\$ -
State Program Revenue	1,021,128	-	83,087
Federal Program Revenue	8,139,500	636,964	517,354
<b>Total Revenues:</b>	<b>\$ 9,161,736</b>	<b>\$ 636,964</b>	<b>\$ 600,441</b>
<b>Other Resources</b>			
Transfers In	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 9,161,736</b>	<b>\$ 636,964</b>	<b>\$ 600,441</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	7,585,138	902,615	1,001,970
Contracted & Professional Services	752,189	154,009	30,100
Supplies & Materials	551,817	51,626	40,664
Other Operating Costs	249,855	7,010	4,186
Capital Outlay	22,737	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 9,161,736</b>	<b>\$ 1,115,260</b>	<b>\$ 1,076,919</b>
<b>Other Uses</b>			
Transfers Out	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 9,161,736</b>	<b>\$ 1,115,260</b>	<b>\$ 1,076,919</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (478,296)</b>	<b>\$ (476,478)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

<b>Educator Certification and Professional Advancement</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Local Revenues	\$ -	\$ -	\$ -
State Program Revenue	-	-	-
Federal Program Revenue	20,000	-	-
<b>Total Revenues:</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Transfers In	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	-	-
Supplies & Materials	-	-	-
Other Operating Costs	20,000	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Uses</b>			
Transfers Out	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

**Ctr A/S Summ & Exp Learn**

	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Local Revenues	\$ 849,476	\$ -	\$ -
State Program Revenue	-	-	-
Federal Program Revenue	5,939,846	701,284	1,596,555
<b>Total Revenues:</b>	<b>\$ 6,789,322</b>	<b>\$ 701,284</b>	<b>\$ 1,596,555</b>
<b>Other Resources</b>			
Transfers In	550,787	-	-
<b>Total Other Resources:</b>	<b>\$ 550,787</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 7,340,109</b>	<b>\$ 701,284</b>	<b>\$ 1,596,555</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	1,834,672	374,678	227,370
Contracted & Professional Services	4,404,635	1,044,488	691,984
Supplies & Materials	264,945	49,911	18,437
Other Operating Costs	835,857	15,952	10,526
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 7,340,109</b>	<b>\$ 1,485,030</b>	<b>\$ 948,317</b>
<b>Other Uses</b>			
Transfers Out	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 7,340,109</b>	<b>\$ 1,485,030</b>	<b>\$ 948,317</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (783,746)</b>	<b>\$ 648,237</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 13

<b>Head Start Program</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Local Revenues	\$ 4,520,826	\$ 8,477	\$ 388,371
State Program Revenue	-	-	-
Federal Program Revenue	19,378,046	2,517,066	2,302,047
<b>Total Revenues:</b>	<b>\$ 23,898,872</b>	<b>\$ 2,525,543</b>	<b>\$ 2,690,418</b>
<b>Other Resources</b>			
Transfers In	850,000	-	-
<b>Total Other Resources:</b>	<b>\$ 850,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 24,748,872</b>	<b>\$ 2,525,543</b>	<b>\$ 2,690,418</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	14,823,559	2,944,325	2,761,132
Contracted & Professional Services	3,130,460	1,198,266	1,065,972
Supplies & Materials	1,820,062	325,965	581,980
Other Operating Costs	4,921,357	127,504	459,536
Capital Outlay	53,434	18,731	122,704
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 24,748,872</b>	<b>\$ 4,614,790</b>	<b>\$ 4,991,325</b>
<b>Other Uses</b>			
Transfers Out	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 24,748,872</b>	<b>\$ 4,614,790</b>	<b>\$ 4,991,325</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (2,089,247)</b>	<b>\$ (2,262,738)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

<b>The Teaching and Learning Center</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Local Revenues	\$ -	\$ -	\$ -
State Program Revenue	-	-	-
Federal Program Revenue	-	-	-
<b>Total Revenues:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other Resources</b>			
Transfers In	-	-	-
<b>Total Other Resources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Revenues &amp; Other Resources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	-	-
Supplies & Materials	-	-	-
Other Operating Costs	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other Uses</b>			
Transfers Out	-	-	-
<b>Total Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Expenditures &amp; Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Revenue Over/(Under) Expenditures:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

<b>Center for Safe and Secure Schools</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Local Revenues	\$ -	\$ 5,324	\$ -
State Program Revenue	-	-	-
Federal Program Revenue	147,174	7,301	-
<b>Total Revenues:</b>	<b>\$ 147,174</b>	<b>\$ 12,625</b>	<b>\$ -</b>
<b>Other Resources</b>			
Transfers In	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 147,174</b>	<b>\$ 12,625</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	97,996	28,466	-
Contracted & Professional Services	39,610	1,000	-
Supplies & Materials	3,750	1,772	-
Other Operating Costs	5,818	1,749	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 147,174</b>	<b>\$ 32,988</b>	<b>\$ -</b>
<b>Other Uses</b>			
Transfers Out	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 147,174</b>	<b>\$ 32,988</b>	<b>\$ -</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (20,363)</b>	<b>\$ -</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

<b>Special Schools - ABS East</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Local Revenues	\$ -	\$ -	\$ -
State Program Revenue	-	-	-
Federal Program Revenue	-	-	-
<b>Total Revenues:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Other Resources</b>			
Transfers In	-	-	-
<b>Total Other Resources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Revenues &amp; Other Resources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	-	-	-
Contracted & Professional Services	-	-	-
Supplies & Materials	-	3,990	3,587
Other Operating Costs	-	-	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<u>\$ -</u>	<u>\$ 3,990</u>	<u>\$ 3,587</u>
<b>Other Uses</b>			
Transfers Out	-	-	-
<b>Total Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Expenditures &amp; Other Uses:</b>	<u>\$ -</u>	<u>\$ 3,990</u>	<u>\$ 3,587</u>
<b>Revenue Over/(Under) Expenditures:</b>	<u>\$ -</u>	<u>\$ (3,990)</u>	<u>\$ (3,587)</u>



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

<b>Technology Support Services</b>
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	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Local Revenues	\$ -	\$ -	\$ -
State Program Revenue	-	-	-
Federal Program Revenue	7,714	-	-
<b>Total Revenues:</b>	<b>\$ 7,714</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Resources</b>			
Transfers In	-	-	-
<b>Total Other Resources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 7,714</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	3,450	-	-
Contracted & Professional Services	-	-	-
Supplies & Materials	1,096	706	-
Other Operating Costs	3,168	891	-
Capital Outlay	-	-	-
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 7,714</b>	<b>\$ 1,596</b>	<b>\$ -</b>
<b>Other Uses</b>			
Transfers Out	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 7,714</b>	<b>\$ 1,596</b>	<b>\$ -</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (1,596)</b>	<b>\$ -</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**SPECIAL REVENUE FUNDS DETAIL BY DIVISION**  
**ACTUALS AND ENCUMBRANCES-CURRENT YEAR V. PRIOR YEAR**  
 Fiscal year to date: November 30, 2019

Schedule 13

<b>Total Special Revenue Fund</b>			
	CURRENT YEAR- BUDGET	CURRENT YEAR- ACTUAL REV, EXP AND ENC	PRIOR YEAR- ACTUAL REV, EXP & ENC
<b><u>REVENUES &amp; OTHER RESOURCES</u></b>			
<b>Revenues</b>			
Local Revenues	\$ 5,371,410	\$ 13,801	\$ 388,371
State Program Revenue	1,021,128	-	83,087
Federal Program Revenue	33,632,280	3,862,615	4,415,956
<b>Total Revenues:</b>	<b>\$ 40,024,818</b>	<b>\$ 3,876,415</b>	<b>\$ 4,887,414</b>
<b>Other Resources</b>			
Transfers In	1,400,787	-	-
<b>Total Other Resources:</b>	<b>\$ 1,400,787</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues &amp; Other Resources:</b>	<b>\$ 41,425,605</b>	<b>\$ 3,876,415</b>	<b>\$ 4,887,414</b>
<b><u>EXPENDITURES &amp; OTHER USES</u></b>			
<b>Expenditures &amp; Encumbrances</b>			
Payroll Costs	24,344,815	4,250,085	3,990,472
Contracted & Professional Services	8,326,894	2,397,764	1,788,056
Supplies & Materials	2,641,670	433,970	644,667
Other Operating Costs	6,036,055	153,106	474,248
Capital Outlay	76,171	18,731	122,704
<b>Total Expenditures &amp; Encumbrances:</b>	<b>\$ 41,425,605</b>	<b>\$ 7,253,655</b>	<b>\$ 7,020,148</b>
<b>Other Uses</b>			
Transfers Out	-	-	-
<b>Total Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Other Uses:</b>	<b>\$ 41,425,605</b>	<b>\$ 7,253,655</b>	<b>\$ 7,020,148</b>
<b>Revenue Over/(Under) Expenditures:</b>	<b>\$ -</b>	<b>\$ (3,377,240)</b>	<b>\$ (2,094,565)</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**REVENUES UPDATE - FY 2020 CUSTOMER FEES/CHARGES**  
 Fiscal year to date: November 30, 2019

<b>REVENUES-CUSTOMER FEES &amp; CHARGES</b>	(a) BUDGET	(b) YTD ACTUAL	% REALIZED (b)/(a)
Educ Cert & Prof Advance	409,210	74,749	18%
Business Support Services	100,000	1,823	2%
Center for Safe & Secure Schools	499,750	69,595	14%
Ctr A/S Summ & Exp Learn	86,700	4,110	5%
Facilities			
Records Management Services	1,826,425	501,626	27%
The Teaching and Learning Center			
Bilingual Education	85,000	14,355	17%
Digital Education and Innovation	259,919	105,160	40%
Early Childhood Winter Conference	100,000	11,625	12%
English Language Arts	155,000	27,085	17%
Math	186,150	25,565	14%
Professional Development	39,000	-	0%
Science	91,000	6,095	7%
Social Studies	47,900	900	2%
Speaker Series	143,970	21,000	15%
Special Education	69,000	9,805	14%
Research & Evaluation Institute	106,688	-	0%
Texas Center for Grants Development	1,000	490	49%
Scholastic Arts	10,000	489	5%
Special Schools & Services			
Academic and Behavior School East	3,469,001	1,748,074	50%
Academic and Behavior School West	3,117,600	1,340,318	43%
Fortis Academy	196,250	153,125	78%
Highpoint East School	2,094,473	892,659	43%
Technology			
Technology Support Services	18,203	-	0%
School Based Therapy Services	10,033,388	2,202,511	22%
<b>Total Revenues-Customer Fees &amp; Charges:</b>	<b>\$ 23,145,627</b>	<b>\$ 7,211,159</b>	<b>31%</b>

**Fee for Service Revenue Growth Ratio**

$$\frac{\text{Fee for Service Current Year less Fee for Service Previous Year}}{\text{Fee for Service Previous Year}} = \frac{7,211,159 - 7,361,303}{7,361,303} = -2.04\%$$

**Revenue Growth Indicator**

$$\frac{\text{Total Fee for Service Revenues (GF)}}{\text{Total Revenues}} = \frac{7,211,159}{17,583,784} = 41.01\%$$

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**EXPENDITURES BY CLASS OBJECT GROUP - ALL FUNDS**  
 Fiscal year to date: November 30, 2019

Schedule 15

<b>CLASS OBJECT GROUPS</b>	<b>BUDGET</b>	<b>ACTUAL EXPENDITURES PLUS ENCUMBRANCES</b>	<b>VARIANCE</b>	<b>%SPENT</b>
6100-Payroll Costs	\$ 66,660,309	\$ 13,681,270	\$ 52,979,039	20%
6200-Contracted Services	15,154,362	5,268,719	9,885,643	34%
6300-Supplies & Materials	5,619,421	1,144,003	4,475,418	20%
6400-Miscellaneous Operating Costs	13,780,245	2,311,983	11,468,262	16%
6500-Debt Service	2,917,611	-	2,917,611	0%
6600-Capital Outlay	15,351,560	3,345,480	12,006,080	21%
8900-Transfers Out	10,490,491	1,493,039	8,997,452	14%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 129,973,999</b>	<b>\$ 27,244,494</b>	<b>\$ 102,729,505</b>	<b>20%</b>

NOTE: A positive balance in the expenditure variance column represents the amount available to spend as compared to the budget.

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**INTERIM FINANCIAL REPORTS (Unaudited)**  
**CHART FOR PERFORMANCE MEASUREMENT**  
 Fiscal year to date: November 30, 2019

<b><u>BUDGET MANAGER TITLE</u></b>	<b><u>Revenues</u></b>	<b><u>Tax Subsidy</u></b>	<b><u>Expenditure and Encumbran</u></b>	<b><u>Includes Tax subsidy Variance</u></b>	<b><u>w/o Tax Profit Ratio</u></b>	<b><u>Profitability Variance</u></b>
Educator Certification and Professional Advancement	\$ 74,749	\$ -	\$ 178,273	\$ (103,524)	-138%	\$ (103,524)
Choice Partners Cooperative	2,051,284	-	821,158	1,230,126	60%	1,230,126
Records Management	509,160	-	542,691	(33,531)	-7%	(33,531)
School Based Therapy Services	2,202,511	-	2,854,001	(651,490)	-30%	(651,490)
Schools	4,146,555	-	3,233,997	912,557	22%	912,557

# Monthly Disbursement Report

**Fiscal Year 2019-2020**  
**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
 NOVEMBER 2019 Payroll

<u>Posting Date</u>	<u>Payee/Description</u>	<u>Transaction Amount</u>
11/6/2019	OCTOBER 2019 TRS TEXNET Payment	\$492,432.14
11/12/2019	NOVEMBER 2019 TRS Active Care Medical Payment	345,485.00
11/13/2019	Payroll Deductions for NOVEMBER 15th	42,713.27
11/13/2019	IRS Tax Payment for NOVEMBER 15th	438,366.65
11/26/2019	Payroll Deductions for NOVEMBER 29th	40,545.11
11/26/2019	IRS Tax Payment for NOVEMBER 29TH	425,780.23
	Total WIRE Transfers:	<u>\$1,785,322.40</u>

**RECAP OF ALL DISBURSEMENTS**

	<u>Checks Printed</u>	<u>PCard</u>	<u>WIRES</u>	<u>Total Disbursements</u>
Total General Operating & Payroll Clearing (100-199)	\$ 603,213.68			
Total Special Revenue (200-400)	601,762.62			
Total Capital Project (600)	64,719.55			
Total Internal Service/Facilities (700)	334,812.24			
Total Fiduciary (800)	130.00			
Total (900)				
Total P Card Activity		\$115,652.24		
Total ACH Transfers-Gen Operating & Payroll Clearing				
	<u>\$1,604,638.09</u>	<u>\$115,652.24</u>	<u>\$1,785,322.40</u>	<u>\$3,505,612.73</u>
Credit Card charges paid by check from above (other than P Card)	\$3,694.64			

**Harris County Department of Education**  
**Vendors with total aggregate payments of \$50,000 or more in Fiscal Year 2020**  
**as of November 30, 2019**

Vendor	Vendor Number	Sum of payment	Description	Contract Type
CDW GOVERNMENT INC	18165	\$ 129,352.99	Job # 18/056KD	Technology Equipment/Supplies
DURA PIER FACILITIES SERVICES LTD	82491	\$ 52,397.70	Job # 15/041JN-07	Facilities services
ENERGY FUTURE HOLDINGS CORP	88315	\$ 73,551.17	Service Agreement	Utilities
HARRIS COUNTY TREASURER	29920	\$ 161,846.00	Security Service	Service Agreement
KARCZEWSKI BRADSHAW LLP	87975	\$ 56,628.43	Professional Service Contract	Legal Services
KQC INVESTORS, LLC	83870	\$ 119,006.69	Lease Agreement	Lease Agreement for Head Start
LABATT INSTITUTIONAL SUPPLY COMPANY	86944	\$ 101,493.43	Job # 16/029TJ-03	Meals for Head Start
MCGRIFF SEIBELS & WILLIAMS OF	39976	\$ 312,861.15	Job # 17/002LB	HCDE Insurance
POWERSCHOOL GROUP LLC	87278	\$ 56,851.14	Invoice	Sungard Annual maintenance renewal
PUBLIC AGENCY RETIREMENT SERVICES	60818	\$ 100,259.49	Payroll deduction	Payroll deduction
QSS, L.C	47923	\$ 116,374.95	Job # 15/037JN	Security equipment
SCHOLASTIC LIBRARY PUBLISHING INC	88307	\$ 68,496.46	Job # 15/035KC	Educational supplies
TEXAS POLITICAL SUBDIVISIONS	58844	\$ 83,155.70	Insurance	Liability
UNUM LIFE INSURANCE CO. OF AMERICA	87696	\$ 53,682.32	Insurance	Employee's life insurance
VERSA CREATIVE GROUP LLC	88087	\$ 63,098.70	Service Agreement	Media and Creative Services



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**Procurement Card Report - October 2019**  
**Description**

Beginning	98
New	1
Closed	0
<b>Total:</b>	<b>99</b>

BUDGET MANAGER

Budget  
Manager  
Codes

	Division	
201	Adult Education	3
050	Business Support Services	1
925	Communications and Public Information	2
922	Cooperative for Afterschool Enrichment	3
901	Head Start	5
030	Human Resources	2
092	Client Engagement	3
924	Research and Evaluation	1
923	Center for Grants Development	1
014	Educator Certification and Professional Advancement	1
005	Center for Safe and Secure Schools	4
<b>Administration:</b>		
011	Assistant Superintendent - Parker	2
012	Assistant Superintendent- McLeod	2
094	Special Assistant to the Superintendent	1
	Chief of Staff for the Superintendent	1
001	Superintendent	1
	Executive Assistant to Board of Trustees	1
<b>Facilities:</b>		
799	Facility Support Services	22
089	Choice Facility Partners	10
955	Gulf Coast Food Cooperative	1
<b>Instructional Support Services:</b>		
	Teaching and Learning Center Administration	6
304	TLC - Special Populations	1
303	TLC - Science	1
302	TLC - Math	1
307	TLC - English/Language Arts	1
	TLC - Special Projects	1
<b>Purchasing Services:</b>		
950	Purchasing	1
<b>Schools Division:</b>		
131	AB - East	2
132	AB - West	2
970	Highpoint - East	2
	Fortis Academy	2
111	Special Education Therapy Services	3
501	Special Schools Administration	4
<b>Technology:</b>		
093	Chief Information Officer	3
954	Records Management Services	2
091	Texas Virtual Schools	0
<b>Total:</b>		<b>99</b>

**Procurement Card Report (P-Card)  
Vendor Payments Over \$2,000  
September 1, 2019 to October 31, 2019**

\*Highlighted items are newly added transactions for the current month

Merchant Name	Transactions	
	Count	Amount
AMAZON	151	\$ 11,095.83
CE HOUSTON	9	\$ 6,073.57
HILTON HOTELS (HAMPTON/DOUBLETREE SUITES/HOME2SUITES/HOMEWOOD SUITES)	24	\$ 7,896.73
GOOGLE ADS	11	\$ 5,500.00
INT*IN TRANSACTIONS (MISC.)	18	\$ 7,635.00
GRAINGER	26	\$ 4,954.41
FEDEX	7	\$ 3,389.86
J HARDING & CO.	13	\$ 2,883.11
NATIONAL COUNCIL FOR BEHAVIORAL HEALTH	2	\$ 2,673.75
TASBO	16	\$ 5,195.00
TEACHSTONE	4	\$ 4,249.80
JASON'S DELI	24	\$ 5,206.57
PAYPAL TRANSACTIONS	24	\$ 5,603.37
SOUTHWEST AIRLINES	30	\$ 7,649.24
THE HOME DEPOT	96	\$ 7,403.50
WALMART/SAM'S CLUB	177	\$ 20,145.40
ALONTI CAFÉ & CATERING	15	\$ 3,622.10
BUTLER BUSINESS PRODUCTS	23	\$ 2,928.52
CAMBRIDGE UNIVERSITY PRESS	1	\$ 3,213.44
EMBASSY SUITES	8	\$ 2,323.37
FM MAILING SOLUTIONS	7	\$ 2,691.43
LP PRINTING	7	\$ 2,566.23
NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS	9	\$ 3,675.00
PEPBOYS STORE	20	\$ 3,194.61
REGION 4 EDUCATION SERVICE CENTER	18	\$ 2,430.00
TASA AUTHNET	16	\$ 5,905.00
THE FRENCH CORNER	2	\$ 2,623.75
HYATT HOTEL	6	\$ 2,043.73
OFFICE DEPOT	31	\$ 2,211.12
CHICK-FIL-A	12	\$ 2,332.58
MARIOTT HOTEL	6	\$ 2,147.98
ENTERPRISE	11	\$ 3,345.12
SQUARE TRANSACTIONS	6	\$ 2,735.91
UNITED AIRLINES	14	\$ 2,866.40
USPS POST OFFICE	72	\$ 2,045.85
Total Vendor Charges > \$2,000	916	\$ 162,457.28
Total Vendor Charges < \$2,000	675	\$ 99,456.58
<b>Total Year-to-Date Vendor Charges</b>	<b>1,591</b>	<b>\$261,913.86</b>

# HCDE Procurement Card Report

## November Statement

### 001 - Superintendent's Office

2019-10-08	TASA AUTHNET	64970000	Membership dues	\$825.00
2019-10-09	TASA AUTHNET	64140000	Employee travel conf registration	\$345.00
2019-10-10	OFFICE DEPOT #2809	63990000	General supplies	\$159.95
2019-10-10	STAPLES 00118604	63990000	General supplies	\$37.78
2019-10-11	MICROSOFT - 12 HOUSTON	63930002	Split - New purchase technology <\$5000 (88.87%)	\$1,542.24
2019-10-11	MICROSOFT - 12 HOUSTON	63990000	Split - General supplies (11.13%)	\$193.15
2019-10-17	HOUSTON CHRONICLE CIRC	63290000	Reading materials	\$51.00
2019-10-18	TST* DOWN HOUSE	64150000	Business meeting lunch	\$33.23
2019-10-23	WAL-MART #4526	64180000	Business meeting refreshments	\$31.90
2019-10-23	UBER TRIP	64170000	Local dly mileage/erroneous charge/to be refund	\$64.39
2019-10-29	SOUTHWES 5262135644878	64130000	J. Colbert Airfare Houston Chronicle Event	\$543.96
2019-10-30	TST* GATLIN S BBQ	64150000	Business meeting lunch	\$38.35
2019-10-31	LUCILLE'S	64150000	Business meeting lunch	\$61.04

**001 - Superintendent's Office \$3,926.99**

### 005 - Center for Safe and Secure Schools

2019-10-06	OFFICE DEPOT #416	63960000	Copies for CSSS workshop	\$0.48
2019-10-07	FEDEX OFFIC21100021113	63960000	Printing for Restorative training	\$49.90
2019-10-07	MELLOW MUSHROOM OLO #2	64150000	Business meeting lunch - taxes refunded	(\$7.75)
2019-10-08	SQ *SQ *RICHELLE N. JO	63960000	Printing of facility assessment action plan	\$180.55
2019-10-08	WAL-MART #3640	64180000	Refreshments for Human Trafficking training	\$26.98
2019-10-08	PAPPAS SEAFOOD HOUSE#0	64150000	Aldine lunch meeting	\$113.62
2019-10-09	J HARDING & CO	64990000	CSSS division t-shirts	\$115.90
2019-10-09	TASA AUTHNET	64140000	REGISTRATION FEE J. ANDREWS TASA MIDWINTER CONF.	\$395.00
2019-10-10	DOUBLETREE AUSTIN	64110000	Hotel expense for NIMS training	\$554.55
2019-10-13	AMZN MKTP US*W68XY0OA3	63990000	Restorative book purchase	\$66.94
2019-10-13	H-E-B #687	64180000	Refreshments for La Porte restorative training	\$53.31
2019-10-13	LOGMEIN*GOTOMEETING	64970000	CSSS webinar subscription	\$36.00
2019-10-14	ALONTI CAFE & CATERING	64150000	Lunch for La Porte restorative training	\$270.00
2019-10-14	AMZN MKTP US*WH06F5AE3	63990000	Supplies expense	\$66.87
2019-10-14	OFFICE DEPOT #2195	63990000	Safety forum supplies	\$115.64
2019-10-14	FEDEX OFFIC79900007997	63960000	Copies for Safety Forum	\$7.90
2019-10-15	CHICK-FIL-A #02820	64150000	Safety Forum lunch	\$537.00
2019-10-21	LP PRINTING - ECOMM	63960000	Printing for Safety Forum	\$276.96
2019-10-21	OMNI PARKER HOUSE FRON	64110000	Hotel expense for RDP certification training	\$1,097.65
2019-10-21	NATL CNCL FOR BHVRL HT	63990000	Mental Health books for training	\$473.75
2019-10-22	UNITED 01615430641823	64130000	Luggage expense for Boston trip	\$30.00
2019-10-22	THOMAS PRINTWORKS	63960000	Programs for Safety Forum	\$331.55
2019-10-25	EIG*CONSTANTCONTACT.C	64970000	CSSS constant contact subscription	\$101.27
2019-10-25	UNITED 01615437646023	64130000	Luggage expense for Boston trip	\$30.00
2019-10-28	WRISTBANDEXPRESSCOM	63990000	ADL Youth Summit wristband order	\$281.50

**HCDE Procurement Card Report - November Statement**

**005 - Center for Safe and Secure Schools**

2019-10-28	WM SUPERCENTER #3640	64180000	Refreshments for Grant Advisory Board Meeting	\$24.30
2019-10-28	WM SUPERCENTER #3640	64180000	Refreshments for Mental Health training	\$32.72
2019-10-28	WM SUPERCENTER #3640	64180000	Refreshments for CRASE training	\$81.60
2019-10-30	ALONTI CAFE & CATERING	64150000	Mental Health Training lunch	\$270.00
2019-10-30	FUNCTIONFOX SYSTEMS	64970000	CSSS function fox subscription	\$660.00
2019-10-31	AMZN MKTP US*9H4IA88Z3	63990000	RDP Circle supplies	\$17.44
2019-10-31	6649 DOMINOS PIZZA	64150000	CSSS Action Planning lunch meeting	\$38.97
2019-10-31	TRIANGLE REPRODUCTIONS	64990000	Poster boards for ADL Youth Summit	\$72.00
2019-10-31	AMZN MKTP US*GL12M5RN3	63990000	RDP circle supplies	\$39.98
2019-10-31	TASA AUTHNET	64140000	TASA Midwinter Conference in Austin TX	\$395.00
2019-11-03	AMAZON.COM*1C35E7PO3	63990000	RDP circle supplies	\$8.99

**005 - Center for Safe and Secure Schools \$6,846.57**

**010 - Board of Trustees**

2019-10-16	ALONTI CAFE & CATERING	64150000	Catering for October board meeting	\$337.63
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**010 - Board of Trustees \$337.63**

**011 - Assistant Superintendent-Parker**

2019-10-08	TASA AUTHNET	64970000	TASA Membership for J. Parker	\$510.00
2019-10-09	MI TIENDA #2 #648	64180000	Refreshments for meeting with Hanley Foundation	\$5.38
2019-10-09	TASA AUTHNET	64140000	TASA Midwinter Reg for Jonathan Parker	\$345.00
2019-10-10	LA MADELEINE SAWYER HE	64180000	Refreshments for meeting with Hanley Foundation	\$108.00
2019-10-14	GOX HOUSTON LLC	62990000	Final payment for Venue, Academic Support Division	\$450.00
2019-10-14	KROGER #609	64180000	Refreshments for Academic Support Division Retreat	\$38.10
2019-10-15	LA MADELEINE SAWYER HE	64150000	Business Meal for Academic Support Division Retrea	\$169.10
2019-10-28	SOUTHWES 5262135376158	64130000	Airfare Expense for Jonathan Parker	\$487.96

**011 - Assistant Superintendent-Parker \$2,113.54**

**012 - Assistant Superintendent-McLeod**

2019-10-07	INT*IN *TEXAS ASSOCIAT	64970000	MEMBERSHIP DUES FOR K. MCLEOD TO TASA	\$510.00
2019-10-09	WM SUPERCENTER #4526	64180000	Split - Refreshments for E&E Admin Mtg (26.56%)	\$22.72
2019-10-09	WM SUPERCENTER #4526	63990000	Split - Supplies for E&E Admin Mtg (73.44%)	\$62.82
2019-10-09	TASA AUTHNET	64140000	Registration for K. McLeod for TASA Midwinter Conf	\$345.00
2019-10-18	TRIS WOODLANDS	64150000	E&E Cabinet Retreat Business Lunch	\$506.52
2019-10-28	UNITED 01624794507862	64130000	K.McLeod Houston Chronicle Event at Royal Sonesta	\$278.60

**012 - Assistant Superintendent-McLeod \$1,725.66**

**HCDE Procurement Card Report - November Statement**

**014 - Alternative Teacher Certification**

2019-10-07	BUTLER BUSINESS PRODUC	63990000	gen supplies & material - ECA - Lidia Zatopek	\$91.99
2019-10-07	PAYPAL *SCHOOLREFOR	64140000	empl trvl - conf reg & fee - ECA - Lidia Zatopek	\$175.00
2019-10-08	OFFICE DEPOT #2809	63960000	printing & forms - - ECA - Lidia Zatopek	\$114.60
2019-10-08	JASON'S DELI TNY 028	64150000	business meeting meals - ECA - Lidia Zatopek	\$60.50
2019-10-08	H-E-B #737	64180000	refreshments meetings - ECA - Lidia Zatopek	\$5.96
2019-10-12	JASON'S DELI TNY 028	64150000	refreshments meetings - ECA - Lidia Zatopek	\$131.73
2019-10-12	CHICK-FIL-A #02820	64150000	business meeting meals - ECA - Lidia Zatopek	\$300.89
2019-10-23	SUPERICA-HOUSTON	64150000	business meeting meals - ECA - Lidia Zatopek	\$113.72
2019-10-24	CERTIFY TEACHER	63910000	instructional material - ECA - Lidia Zatopek	\$180.00
2019-10-28	AMAZON.COM*S232N6FS3	63910000	instructional material - ECA - Lidia Zatopek	\$588.36
2019-10-30	TEXASALLIAN	64140000	empl trvl - conf reg & fee - ECA - Lidia Zatopek	\$720.00
2019-11-01	PAYPAL *TACO	64970000	membership dues & licensing - ECA - Lidia Zatopek	\$45.00
2019-11-02	JASON'S DELI TNY 028	64150000	business meeting meals - ECA - Lidia Zatopek	\$250.25
2019-11-02	JASON'S DELI TNY 028	64180000	refreshments meetings - ECA - Lidia Zatopek	\$125.36

**014 - Alternative Teacher Certification \$2,903.36**

**HCDE Procurement Card Report - November Statement**

**030 - Human Resources**

2019-10-07	HOUSTON BAPTIST UNIVER	62650000	HBU Job Fair-LNW	\$250.00
2019-10-07	PRECHECK	62190000	Applicant Employment Verification	\$20.00
2019-10-08	IDENTOGO - TX FINGERPR	62990000	Fingerprint for new hire	\$49.25
2019-10-09	USPS PO 4801740017	64980000	Postage	\$2.00
2019-10-09	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-10-10	4IMPRINT	63990000	HCDE Logo shirts for Recruitment	\$302.76
2019-10-10	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-10-10	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-10-11	OTC BRANDS, INC.	63990000	Decorations for Fall Festival	\$247.82
2019-10-15	GREENSHEET MEDIA HOU D	64960000	Greensheet Job Posting	\$155.25
2019-10-16	STAPLES 00118604	63990000	Supplies needed for office	\$31.98
2019-10-16	USPS PO 4801740017	64980000	Postage	\$2.15
2019-10-17	STAPLES 00118604	63990000	Supplies needed for the office	\$31.98
2019-10-17	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-10-18	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-10-18	USPS PO 4801740017	64980000	Postage	\$6.85
2019-10-21	FACEBK *JBZF6NW4D2	64960000	Head Start Job Fair Posting	\$40.00
2019-10-22	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-10-22	TXDPS CRIME RECS	62190000	Criminal History Search for Applicant	\$3.32
2019-10-23	GRADLEADERS INC.	62650000	Sam Houston State Teacher Career Fair-RT	\$150.00
2019-10-23	COLLEGE OF EDUCATION	62650000	U of H Job Fair-RT	\$150.00
2019-10-24	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-10-24	USPS PO 4823350536	64980000	Postage	\$6.85
2019-10-25	TXST CAREER SVCS WEB	62650000	Texas State University Job Fair-RT	\$275.00
2019-10-28	THE PLANTATION CATERIN	64150000	Executive Leadership Team Lunch Meeting 10.21.19	\$165.40
2019-10-29	USPS PO 4868480505	64980000	Postage	\$6.85
2019-10-30	SAMS CLUB #6367	64150001	Food for Fall Festival	\$426.08
2019-10-31	WM SUPERCENTER #5116	64990005	Items for Wellness-First Aid Kit replacement	\$18.59
2019-10-31	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-10-31	WAL-MART #5116	64150001	Food Items for Fall Festival	\$110.89
2019-11-01	CROWN AWARDS INC	64990005	Trophies-Breast Cancer Awareness Month	\$76.69
2019-11-01	USPS PO 4823350536	64980000	Postage	\$15.45
2019-11-02	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-11-02	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-11-04	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25
2019-11-04	IDENTOGO - TX FINGERPR	62990000	Fingerprints for new hire	\$49.25

**030 - Human Resources \$3,136.16**

**050 - Business Support Services**

2019-10-06	OFFICE DEPOT #2093	63990000	OFFICE SUPPLIES FOR BUSINESS SERVICES	\$59.39
2019-10-09	AMAZON PRIME	64970000	DISPUTING CHARGE	\$12.99
2019-10-10	PANDA GARDEN	64150080	STAFFORD MSD BUSINESS MEETING	\$128.86
2019-10-21	ASBO	64950000	ASBO MERITORIOUS BUDGET AWARD 19-20 APPLICATION FE	\$1,080.00
2019-10-29	WM SUPERCENTER #4526	63990000	BUSINESS SERVICE SUPPLIES	\$51.30

**050 - Business Support Services \$1,332.54**

**HCDE Procurement Card Report - November Statement****083 - Facilities Support Services**

2019-10-07	THE HOME DEPOT #0577	63190000	Maintenance supplies - Facilities	\$6.44
2019-10-07	CITY SUPPLY COMPANY, I	63190000	Maintenance supplies - Facilities	\$166.75
2019-10-08	THE HOME DEPOT 577	63150000	Building supplies and Materials for 6300	\$281.45
2019-10-08	PEPBOYS STORE 239	63170000	Maintenance supplies - Facilities	\$160.10
2019-10-08	LOWES #00681*	63190000	Maintenance supplies - Facilities	\$48.08
2019-10-08	STARTEX LINEN CO INC	63990000	Table cloths for 6300 Irvington	\$665.20
2019-10-08	PEPBOYS STORE 239	63170000	Return parts - Facilities	(\$66.49)
2019-10-09	HOMEDEPOT.COM	63990000	Storage closet for 5th floor	\$323.67
2019-10-09	THE HOME DEPOT #0577	63150000	Building supplies - NPO	\$47.94
2019-10-09	THE HOME DEPOT #6985	63150000	Building supplies - Westview/NPO	\$106.39
2019-10-09	THE HOME DEPOT #0577	63150000	Building supplies - Westview/NPO	\$188.00
2019-10-09	AMZN MKTP US*NS2OO4853	63990000	ASURION 4 YR OFFICE EQUIPMENT WARRANTY	\$3.99
2019-10-09	GRAINGER	63190000	Maintenance supplies	\$271.28
2019-10-09	GRAINGER	63150000	Building supplies for 6300	\$39.07
2019-10-10	THE HOME DEPOT #0577	63190000	Maintenance supplies - Facilities	\$42.38
2019-10-10	J&L SHEET METAL	63150000	Building supplies - 6300 Irvington	\$429.00
2019-10-10	UNITED REFRIG BR #83	63190000	Maintenance supplies - Facilities	\$34.09
2019-10-10	LOWES #00681*	63190000	Maintenance supplies - Facilities	\$54.68
2019-10-10	THE HOME DEPOT 577	63150000	Building supplies for 6300 Irvington	\$578.85
2019-10-11	AMZN MKTP US*S422M46P3	63190000	Maintenance supplies - Facilities	\$326.54
2019-10-11	THE HOME DEPOT 577	63190000	Maintenance supplies - Facilities	\$99.98
2019-10-11	UNITED REFRIG BR #83	63150000	Building supplies - NPO	\$28.74
2019-10-11	THE HOME DEPOT #0577	63150000	Building supplies - NPO/Westview	\$15.00
2019-10-11	EXXONMOBIL 48106363	63110000	Fuel for unit 8 - Facilities	\$53.02
2019-10-11	GRAINGER	63990000	Misc kitchen supplies	\$524.09
2019-10-11	LOWES #00681*	63150000	Building supplies - 6515 Lindale	\$23.96
2019-10-11	TDLR BOILER INVOICE	64970000	Licensing and Regulation - Facilities	\$225.21
2019-10-11	GRAINGER	63990000	Kitchen supplies	\$361.73
2019-10-12	SAMSCLUB.COM	63990000	Misc Kitchen supplies	\$23.91
2019-10-14	SHELL OIL 575424706QPS	63110000	Fuel for Unit #31	\$55.34
2019-10-14	GRAINGER	63990000	Misc building supplies	\$250.56
2019-10-14	CE HOUSTON	63150000	Building supplies - NPO	\$66.77
2019-10-14	AZTEC EVENTS AND TENTS	62990000	Additional rental costs	\$50.00
2019-10-14	STOKES HARDWARE AND SU	63150000	Misc building supplies for 6300	\$67.25
2019-10-14	SHELL OIL 575426572QPS	63110000	Fuel for Unit #3	\$20.20
2019-10-14	AZTEC EVENTS AND TENTS	62990000	Riser rental for Symposium	\$356.50
2019-10-15	SAMSCLUB.COM	63990000	Misc kitchen supplies	\$122.40
2019-10-15	OFFICE DEPOT #2809	63190000	Maintenance supplies - Facilities	\$2.29
2019-10-15	LOWES #00681*	63190000	Maintenance supplies - Facilities	\$50.98
2019-10-15	FP MAILING SOLUTIONS	64980000	Postage for the HCDE meter	\$309.50
2019-10-15	THE HOME DEPOT #0577	63150000	Building supplies - NPO	\$15.46
2019-10-15	CE HOUSTON	63150000	Building supplies - NPO	\$8.80
2019-10-15	TASBO	64970000	Membership Renewal J. Carson	\$135.00
2019-10-15	MURPHY EXPRESS 8628	63110000	Fuel for Unit 31 - Facilities	\$44.77
2019-10-16	THE HOME DEPOT #0577	63190000	Maintenance supplies - Facilities	\$79.00
2019-10-16	LOWES #01145*	63150000	Split - Building supplies - NPO (95.33%)	\$33.92
2019-10-16	AMZN MKTP US*RX9H104Y3	63990000	SAFCO PRODUCTS ONYX MESH DESK SORTER	\$37.98

**HCDE Procurement Card Report - November Statement****083 - Facilities Support Services**

2019-10-16	AMZN MKTP US*NN90W3DS3	63990000	VARIOUS OFFICE SUPPLY ITEMS NEEDED FOR FACILITIES	\$225.35
2019-10-16	LOWES #00681*	63150000	Misc building supplies for 6300	\$37.50
2019-10-16	GRAINGER	63990000	Misc kitchen supplies	\$262.44
2019-10-17	THE HOME DEPOT #0577	63150000	Building supplies - NPO	\$0.57
2019-10-17	THE HOME DEPOT #0577	63190000	Maintenance supplies - Facilities	\$38.91
2019-10-17	PEPBOYS STORE 239	63170000	Vehicle parts unit 17 - Facilities	\$228.87
2019-10-17	JOHNSON SUPPLY STELLA	63190000	Maintenance supplies - Facilities	\$51.18
2019-10-17	STOKES HARDWARE AND SU	63190000	Maintenance supplies	\$41.82
2019-10-17	THE HOME DEPOT #0577	63150000	Building supplies - NPO	\$3.78
2019-10-17	PEPBOYS STORE 239	63170000	Vehicle parts unit 17- Facilities	\$227.98
2019-10-17	FP MAILING SOLUTIONS	64980000	Postage for the HCDE meter	\$206.50
2019-10-18	LOWES #00681*	63190000	Maintenance supplies - Facilities	\$188.93
2019-10-18	SHERWIN WILLIAMS 70745	63150000	Building supplies - 6300 Irvington	\$127.26
2019-10-19	UNITED 01615386727021	64110000	TICKET FEE REIMBURSEMENT FOR SEAT ASSIGNMENT	(\$25.00)
2019-10-19	TASA AUTHNET	64970000	TASA MEMBERSHIP FEE FOR RICHARD VELA	\$75.00
2019-10-19	TASA AUTHNET	64940000	2020 TASA MID-WINTER CONF. FOR RICHARD VELA	\$345.00
2019-10-21	THE HOME DEPOT 577	63190000	Maintenance supplies - Facilities	\$82.92
2019-10-21	HILTON INTERNATIONAL C	64110000	TRAVEL TO PUERTO RICO W/ VENETIA PEACOCK-HS	\$902.52
2019-10-22	STOKES HARDWARE AND SU	63190000	Maintenance supplies	\$17.97
2019-10-22	THE HOME DEPOT #0577	63150000	Building supplies - NPO	\$78.75
2019-10-22	THE HOME DEPOT #6525	63190000	Maintenance supplies - Facilities	\$25.97
2019-10-22	CHEVRON 0153565	63110000	Fuel unit 2 - Facilities	\$51.56
2019-10-22	PEPBOYS STORE 239	63170000	Vehicle parts unit 10 - Facilities	\$299.62
2019-10-22	PEPBOYS STORE 239	63170000	Vehicle parts unit 43 - Facilities	\$640.40
2019-10-22	PEPBOYS STORE 239	63170000	Vehicle parts unit 37 - Facilities	\$13.28
2019-10-22	THE HOME DEPOT #0577	63150000	Building supplies - NPO	\$6.48
2019-10-22	PEPBOYS STORE 239	63170000	Vehicle parts unit 34 - Facilities	\$136.10
2019-10-23	EMBASSY SUITES	64110000	LODGING FOR R VELA - 2019 TASBO OPER. & FAC. CONF.	\$314.14
2019-10-23	STARTEX LINEN CO INC	63990000	Table cloths for the 4th floor	\$191.56
2019-10-23	ONE STOP MUFFLER SHOP	62470000	Vehicle inspection - Facilities	\$25.50
2019-10-23	HARRIS COUNTY TX - SCA	62470000	Registration conv fee - Facilities	\$0.18
2019-10-23	HARRIS COUNTY TX - SCA	62470000	Registration unit 8 - Facilities	\$8.25
2019-10-23	EXXONMOBIL 48048037	63110000	Fuel for unit 8 - Facilities	\$52.78
2019-10-24	HOUSTON PERMITTING CTR	64920000	Split - Permit - 6300 Irvington (55.31%)	\$108.35
2019-10-24	THE HOME DEPOT #6985	63150000	building supplies - NPO	\$31.58
2019-10-24	H.L. FLAKE 2019 COMMER	64940000	Training Registration - Facilities	\$50.00
2019-10-24	AMZN MKTP US*BD6GJ2203	63990000	Misc building supplies for 6300	\$37.87
2019-10-25	SHERWIN WILLIAMS 70745	63150000	Building supplies - 6300 Irvington	\$90.90
2019-10-25	H.L. FLAKE COMPANY	63190000	Maintenance supplies - Facilities	\$23.50
2019-10-25	PEPBOYS STORE 239	63170000	Vehicle parts unit 28 - Facilities	\$10.79
2019-10-25	PEPBOYS STORE 239	63170000	Vehicle parts unit 26- Facilities	\$29.33
2019-10-25	DSHS REGULATORY PROG	64990000	Asbestos Abatement/Demo Notification Fee Invoice	\$57.00
2019-10-25	DSHS REGULATORY PROG	64990000	Asbestos Abatement/Demolition Notification Fee	\$57.00
2019-10-25	AMZN MKTP US*FN9QA71D3	63990000	Misc building supplies for 6300	\$14.99
2019-10-28	GRAINGER	63190000	Maintenance supplies	\$32.78



**HCDE Procurement Card Report - November Statement****083 - Facilities Support Services**

2019-10-28	THE HOME DEPOT #0577	63150000	Misc building supplies for 6300	\$50.50
2019-10-28	THE HOME DEPOT #0577	63990000	Misc maintenance supplies	\$60.54
2019-10-28	EXXONMOBIL 48165831	63110000	Fuel for unit 45 -Facilities	\$62.41
2019-10-28	ONE STOP MUFFLER SHOP	62470000	Vehicle inspection unit 22 - Facilities	\$25.50
2019-10-28	ONE STOP MUFFLER SHOP	62470000	vehicle inspection unit 28 - Facilities	\$25.50
2019-10-29	HARRIS COUNTY TX - SCA	62470000	Registration conv fee - Facilities	\$0.18
2019-10-29	WWW.RESERVATIONS.COM	64110000	Hotel fee - Facilities	\$19.99
2019-10-29	HARRIS COUNTY TX - SCA	62470000	Registration conv fee - Facilities	\$0.18
2019-10-29	HARRIS COUNTY TX - SCA	62470000	Registration unit 22- Facilities	\$8.25
2019-10-29	HARRIS COUNTY TX - SCA	62470000	Registration unit 28- Facilities	\$8.25
2019-10-29	TRIPLES STEEL HOLDIN	63190000	Maintenance supplies - Facilities	\$270.00
2019-10-29	FP MAILING SOLUTIONS	64980000	Postage for the HCDE postage machine	\$824.50
2019-10-30	RESERVATIONS*AUSTIN MA	64110000	Hotel Travel - Facilities	\$400.66
2019-10-30	PEPBOYS STORE 239	63170000	Return parts - Facilities	(\$69.31)
2019-10-31	GRAYBAR ELECTRIC	63150000	Building supplies - NPO/Westview	\$177.52
2019-10-31	EXXONMOBIL 47943014	63110000	Fuel for unit 4 - Facilities	\$60.14
2019-10-31	THE HOME DEPOT #0577	63190000	Maintenance supplies -Facilities	\$51.08
2019-10-31	THE HOME DEPOT #6985	63150000	Building supplies - NPO	\$35.94
2019-11-01	GRAINGER	63990000	Kitchen supplies	\$524.88
2019-11-01	SHELL OIL 57546362500	63110000	Fuel for unit 2- Facilities	\$50.77
2019-11-01	EXXONMOBIL 47942693	63110000	Fuel for unit #45 - Facilities	\$67.82
2019-11-01	LOWES #00681*	63190000	Maintenance supplies- Facilities	\$85.30
2019-11-02	LOWES #01131*	63190000	HAD TO REPLACE A FLASHLIGHT	\$22.97
2019-11-02	SEALCOATINGCOM	63190000	Maintenance supplies - Facilities	\$109.20
2019-11-04	EXXONMOBIL 48326060	63110000	Fuel unit 44- Facilities	\$58.98
2019-11-04	J&L SHEET METAL	63150000	Building supplies - 6300	\$429.00
2019-11-04	TRIPLES STEEL HOLDIN	63190000	Maintenance supplies - Facilities	\$408.12

**083 - Facilities Support Services** **\$15,966.80**

**HCDE Procurement Card Report - November Statement**

**084 - Facilities Operations**

2019-10-07	SAME DAY SIGNS	63150000	Building supplies - Highpoint East	\$725.00
2019-10-07	THE HOME DEPOT #6806	63150000	Building supplies - Highpoint East	\$25.11
2019-10-07	CITY SUPPLY COMPANY, I	63150000	Building supplies - ABS East	\$128.53
2019-10-07	CITY SUPPLY COMPANY, I	63150000	Building supplies - ABS East	\$25.45
2019-10-07	BINSWANGER GLASS #088	63150000	Building supplies - ABS West	\$55.52
2019-10-08	SUMMIT ELECTRIC SUPPLY	63150000	Building supplies - Highpoint East	\$102.00
2019-10-08	AMZN MKTP US*DG7GQ78O3	63150000	building supplies - Fortis	\$57.89
2019-10-09	THE HOME DEPOT #0569	63150000	Building supplies - Highpoint East	\$40.21
2019-10-11	GRAINGER	63150000	Building supplies - ABS West	\$89.94
2019-10-14	PPG PAINTS 9621	63150000	Building supplies - Highpoint East	\$117.65
2019-10-14	ACE MART KATY FREEWAY	63150000	Building supplies - Highpoint East	\$316.68
2019-10-15	THE HOME DEPOT #6558	63150000	Building supplies - ABS West	\$113.25
2019-10-15	THE HOME DEPOT #6558	63150000	Building supplies - ABS West	\$52.85
2019-10-16	FASTSIGNS #12201	63150000	Building supplies - Highpoint East	\$68.84
2019-10-21	THE HOME DEPOT #6806	63150000	Building supplies - ABS West	\$23.90
2019-10-22	THE HOME DEPOT #0566	63150000	Building supplies - ABS West	\$3.75
2019-10-22	THE HOME DEPOT #6558	63150000	Building supplies - ABS West	\$159.63
2019-10-22	THE HOME DEPOT #6558	63150000	Building supplies - ABS West	\$17.37
2019-10-24	HOUSTON PERMITTING CTR	64920000	Split - Permits - ABS East (29.8%)	\$58.37
2019-10-28	THE HOME DEPOT #6510	63150000	Building supplies - Fortis	\$47.34
2019-10-30	THE HOME DEPOT #6558	63150000	Split - Building supplies - ABS West (84.96%)	\$50.05
2019-10-30	THE HOME DEPOT #6558	63150000	Building supplies - ABS West	\$39.00
2019-10-30	GRAYBAR ELECTRIC COMPA	63150000	Building Supplies - Fortis	\$22.06
2019-10-31	THE HOME DEPOT 6558	63150000	Building Supplies - ABS West	\$87.64
2019-10-31	THE HOME DEPOT #6558	63150000	Refund on building supplies - ABS west	(\$39.00)
2019-10-31	CE HOUSTON SE	63150000	Building supplies - ABS East	\$41.30
2019-10-31	JOHNSON SUPPLY PASADEN	63150000	Building supplies - ABS East	\$26.02
2019-10-31	JOHNSON SUPPLY SPRING	63150000	Maintenance supplies - Facilities	\$91.22
2019-11-01	THE HOME DEPOT #6558	63150000	Building supplies - ABS West	\$4.93
2019-11-04	GRAINGER	63150000	Building supplies - ABS East	\$177.86

**084 - Facilities Operations \$2,730.36**

**089 - Choice Facility Partners**

2019-10-11	TASBO	64970000	TASBO ANNUAL MEMBERSHIP	\$135.00
2019-10-13	HUBSPOT INC.	64990000	Subscription for CRM usage	\$400.00
2019-10-15	PAYPAL *CMAT	62650000	Booth at CMAT 2020	\$1,000.00
2019-10-17	BUTLER BUSINESS PRODUC	63990000	General office supplies for CP	\$267.11
2019-10-21	AMZN MKTP US*JE6QF2223	63990000	Badge Supplies for Vendor Exhibit/Orientation	\$45.07
2019-10-21	EXXONMOBIL 45686060	64130000	Fill up rent car - Facility Masters	\$56.80
2019-10-23	BUC-EE'S #26	64130000	Fuel up for Rent car - Bucee's	\$11.75
2019-10-23	EMBASSY SUITES	64110000	Hotel for Facility Masters Conference	\$460.90
2019-10-24	ENTERPRISE RENT-A-CAR	64110000	Rent car for Facility Masters Conf. in Denton, TX	\$660.51
2019-10-31	ENTERPRISE TOLL	64110000	Toll road from Dallas to Denton due to traffic	\$12.50
2019-11-04	LOGMEIN*GOTOMEETING	64990000	Webinar capability monthly charges	\$280.00

**089 - Choice Facility Partners \$3,329.64**

**HCDE Procurement Card Report - November Statement****089 - Choice Partners**

2019-10-07	MURPHY6904ATWALMART	64130000	Fuel for JWachs rent car for TML	\$45.18
2019-10-08	SOUTHWES 5262128863700	64130000	NW Procurement Assoc. 2019 Fall Conf. Departure	\$126.98
2019-10-08	SOUTHWES 5262128873666	64130000	NW Procurement Assoc. 2019 Fall Conf. - Return	\$162.98
2019-10-08	THE EXPO GROUP LP	62660000	2019 TML Conf. Equipment for CP Booth #961	\$402.90
2019-10-08	TEXAS LIBRARY ASSN	62650000	Booth Registration- Texas Library Association 2020	\$1,870.00
2019-10-08	DOCS SEAFOOD & STEAK R	64150000	Growing CP JOC Business - Meeting	\$67.40
2019-10-09	EMBASSY SUITES	64110000	Hotel for Region 2 Training - SKendrick	\$151.02
2019-10-09	HESTERS CAFE AND COFFE	64150000	CP JOC Training Lunch - Corpus Christi, TX	\$535.30
2019-10-09	WWW.TXPPA.ORG	62660000	2019 TxPPA Fall Conference - Exhibitor Booth Only	\$899.00
2019-10-09	EMBASSY SUITES	64110000	CP JOC Training - Corpus Christi, TX	\$167.92
2019-10-11	THE EXPO GROUP LP	62660000	Carpet Padding for CP Booth #961 - 2019 TML Conf.	\$747.75
2019-10-11	HYATT PL SAN ANTO/RIVE	64110000	Hotel for TML Conference	\$777.06
2019-10-11	HILTON HOTELS	64110000	JWachs hotel for TML	\$1,031.16
2019-10-12	ENTERPRISE RENT-A-CAR	64130000	JWachs rent car for TML	\$527.31
2019-10-15	TASBO	64140000	Registration for TASBO Facility Masters Conference	\$235.00
2019-10-17	HORSESHOE BAY FRONT DE	64110000	JWachs hotel for TACA Fall Conference.	\$318.00
2019-10-17	A & K CAKE SHOP	64180000	Cakes for 2019 CP Vendor Exhibit Luncheon	\$335.00
2019-10-23	EMBASSY SUITES	64110000	Hotel for TASBO Facility Masters Conference	\$523.94
2019-10-23	ZACHRY PUBLICATIONS	62650000	2020 V.G. Young Conference- Exhibitor Booth Only	\$600.00
2019-10-23	EMBASSY SUITES	64110000	Hotel for TASBO Facilities Conf - SKendrick	\$314.14
2019-10-23	HOMEWOOD SUITES ABQ AI	64110000	NW Procurement Association 2019 Fall Conference	\$188.60
2019-10-24	CHICK-FIL-A #02918	64150000	Meals for exhibit preparation	\$39.09
2019-10-26	HAMPTON INN SUITES	64110000	JWachs hotel for NIGP Tampa area chapter conf	\$180.92
2019-10-26	ENTERPRISE RENT-A-CAR	64130000	JWachs rent car for NIGP Tampa Area Chapter conf	\$455.54
2019-10-26	FASTPARK & RELAX HOBBY	64130000	Parking personal car @ airport for NIGP Tampa conf	\$23.25
2019-11-04	WWW.TXPPA.ORG	64970000	TxPPA Membership Renewal - SKendrick	\$75.00

**089 - Choice Partners      \$10,800.44**

**HCDE Procurement Card Report - November Statement**

**090 - Technology Support Services**

2019-10-14	OFFICE DEPOT #2809	63990000	Office Supplies - Rtn f/thought to be charged tax	(28.50)
2019-10-14	OFFICE DEPOT #2809	63990000	Office Supplies	\$28.50
2019-10-14	OFFICE DEPOT #2809	63990000	Office Supplies - Thought to be charged with tax	\$28.50
2019-10-24	HOUSTON CHRONICLE CIRC	63290000	The Chronicle for Technology	\$16.00
2019-10-25	TELERIK	63970000	New Technology Software Purchase - TDAVIS	\$809.10

**090 - Technology Support Services \$853.60**

**092 - Marketing Services**

2019-10-07	PAYPAL *TEXASALLIAN	62650000	Split - TABSE conference booth reg.-San Antonio-TX (63.62%)	\$360.76
2019-10-07	PAYPAL *TEXASALLIAN	62650000	Split - TABSE conference half page ad for booklet (36.38%)	\$206.28
2019-10-24	CY FAIR HOUSTON CHAMBE	64960004	HCDE-Cy-Fair Connect Newsletter, Back Page AD	\$1,500.00
2019-10-28	LOVE S COUNTRY00002642	64130000	JWachs rent car fuel for TCSA conf	\$20.04
2019-10-30	SAMS MEMBERSHIP	64970000	Membership	\$45.00
2019-10-30	ENTERPRISE RENT-A-CAR	64130000	JWachs rent car for TCSA conf	\$395.48
2019-10-31	MARRIOTT JW HILL RSRT&	64110000	JWachs hotel for TCSA conf	\$584.16
2019-11-02	FREEMAN	62660000	table for TX Charter Schools Conf. San Antonio, TX	\$98.05

**092 - Marketing Services \$3,209.77**

**094 - External Relations**

2019-10-09	TASA AUTHNET	64140000	Employee travel conference registration BARTZ	\$395.00
2019-10-10	HOUSTON CHRONICLE CIRC	63290000	Reading materials	\$14.00
2019-10-15	USPS PO 4800390043	64980000	CMRRR Postage	\$465.20
2019-10-16	USPS PO 4800390043	64980000	CMRRR Postage	\$15.35
2019-10-17	CHILDREN AT RISK - MOT	64940000	Education Summit	\$30.00
2019-10-24	HOBBY CENTER PARKING W	64170000	Local daily mileage	\$15.00

**094 - External Relations \$934.55**

**098 - Department Wide**

2019-10-16	HOUSTON ZOO- FINANCE	62650000	Rental space events per J Amezcua	\$750.00
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**098 - Department Wide \$750.00**

**111 - Therapy Services**

2019-10-07	BUTLER BUSINESS PRODUC	63990000	Office supplies	\$32.95
2019-10-16	EIG*CONSTANTCONTACT.C	64990000	Email Blast for job recruitment	\$45.00
2019-10-17	AOTA	63290000	Reference reading materials	\$145.12

**111 - Therapy Services \$223.07**

**HCDE Procurement Card Report - November Statement****131 - ABC East**

2019-10-07	USPS PO 4801240047	64980000	Postage-Restraint Reports	\$2.00
2019-10-07	USPS PO 4801240047	64980000	Postage - Restraint reports	\$24.60
2019-10-08	USPS PO 4868450501	64980000	Postage-Restraint reports to parents	\$24.45
2019-10-09	USPS PO 4868450501	64980000	Postage-restraint reports to parents	\$32.00
2019-10-10	USPS PO 4868450501	64980000	Postage-restraint reports to parents	\$22.90
2019-10-12	USPS PO 4806000521	64980000	Postage-restraint reports to parents	\$44.60
2019-10-13	OFFICE DEPOT #2093	63990000	General Supplies for ABS-East	\$177.78
2019-10-19	USPS PO 4806000521	64980000	Postage-restraint reports to parents	\$54.75
2019-10-21	EB TXABS FALL SYMPOSI	64140000	Registration Fee-D. Johnson, Teacher	\$50.00
2019-10-22	WM SUPERCENTER #1137	64990000	Misc Op Expense-Items for ABS-East	\$62.88
2019-10-22	SAMSCLUB #8281	64990000	Misc Op Expense-Items for students-trade store	\$780.60
2019-10-22	SHELL OIL 575412826QPS	63110000	Gasoline-gas for van @ ABS-East	\$60.04
2019-10-23	CORNER STORE 2305	63110000	Gasoline-Gas for bus @ ABS-East	\$77.00
2019-10-23	USPS PO 4868450501	64980000	Postage	\$66.65
2019-10-23	TRAVELOCITY*7487281321	64110000	Lodging-D. Johnson & A. Cook-Conference	\$250.70
2019-10-23	EB TXABS FALL SYMPOSI	64140000	Registration Fee-A. Cook, Ed. Aide	\$50.00
2019-10-25	USPS PO 4801240047	64980000	Postage-Restraint Reports	\$21.75
2019-10-25	USPS PO 4801240047	64980000	Postage-Restraint reports	\$10.45
2019-10-30	USPS PO 4868450501	64980000	Postage-restraint reports to parents	\$85.35
2019-11-01	USPS PO 4868450501	64980000	Postage-restraint reports to parents	\$21.20
2019-11-04	USPS PO 4868450501	64980000	Postage-restraint reports to parents	\$10.15
<b>131 - ABC East</b>				<b>\$1,929.85</b>

**HCDE Procurement Card Report - November Statement****132 - ABC West**

2019-10-07	INSTITUTE FOR BRAIN PO	64940000	Mental Health Seminar for the Nurse Barbara Hurd	\$79.00
2019-10-07	USPS PO 4803790066	64980000	Mail for the Parents Postage	\$4.55
2019-10-08	SHELL OIL 57542994504	63110000	ABS West Van Fill Up	\$70.00
2019-10-08	CHEVRON 0307457	63110000	ABS West Bus Fill up	\$115.03
2019-10-08	SAMS CLUB #4769	63990000	General Supplies	\$69.94
2019-10-08	99 CENTS ONLY STORES 2	63980000	Food for Classroom	\$139.82
2019-10-08	SAMSClub #4769	64990000	Boys Town Trading Store / Rewards for students	\$431.85
2019-10-08	USPS PO 4803790066	64980000	Mail for the Parents Postage	\$21.00
2019-10-09	WM SUPERCENTER #3584	64990000	Boys Town Trading Store / Rewards for students	\$80.76
2019-10-09	WM SUPERCENTER #3584	64990000	ABS West ABA/ Boys Town Reinforcers for students	\$25.92
2019-10-09	AMZN MKTP US*7S47A75A3	63910000	Instructional Material for the Classroom	\$6.29
2019-10-10	WAL-MART #2066	63980000	Food for Classroom	\$25.99
2019-10-10	AMZN MKTP US*OX8M84X13	63910000	Instructional Material for the Classroom	\$5.79
2019-10-10	AMZN MKTP US*RR2DT1S03	63910000	Instructional Material for the Classroom	\$5.79
2019-10-10	AMZN MKTP US*7D8V70CL3	63910000	Instructional Material for the Classroom	\$5.99
2019-10-11	SAMS CLUB #8245	64150000	ABS West Professional Development	\$251.59
2019-10-11	AMZN MKTP US*BG6FD4L03	63910000	Instructional Material for the Classroom	\$11.18
2019-10-11	AMZN MKTP US*LT6NM8CQ3	63910000	Instructional Material for the Classroom	\$9.97
2019-10-11	AMZN MKTP US*RA5GR1SA3	63910000	Instructional Material for the Classroom	\$6.55
2019-10-11	USPS PO 4803790066	64980000	Mail for the Parents Postage	\$6.00
2019-10-11	AMZN MKTP US*QQ51T3JJ3	63910000	Instructional Material for the Classroom	\$10.86
2019-10-12	AMZN MKTP US*M384D13R1	63910000	Instructional Material for the Classroom	\$11.99
2019-10-13	SAMS CLUB #4769	64150000	ABS West Professional Development	\$111.34
2019-10-14	ALONTI CAFE & CATERING	64150000	Professional Development meeting meals for staff	\$478.73
2019-10-14	ALONTI CAFE & CATERING	64150000	Professional Development meeting meals for staff	\$552.96
2019-10-14	AMZN MKTP US*PS7H39GJ3	63990000	General Supplies for the Classroom Monitor	\$19.98
2019-10-15	AMZN MKTP US*J86DS29X3	63910000	Instructional Materials for the Classrooms	\$20.92
2019-10-15	AMZN MKTP US*F87ZD7SB3	63910000	Instructional Materials for the Classrooms	\$83.65
2019-10-15	AMZN MKTP US*VL2V883V3	63910000	Instructional Materials for the Classrooms	\$15.96
2019-10-15	AMZN MKTP US	63910000	Refund Instructional Materials for the Classrooms	(\$3.99)
2019-10-15	AMZN MKTP US*CP1YK63Q3	63910000	Instructional Materials for the Classrooms	\$7.97
2019-10-16	SUNOCO 0803339100 QPS	63110000	Fuel for the School Bus- Gasoline	\$50.00
2019-10-16	OFFICE DEPOT #2195	63990000	General Supplies for the staff	\$62.73
2019-10-16	USPS PO 4803790066	64980000	Mail for the parents postage	\$17.15

**HCDE Procurement Card Report - November Statement****132 - ABC West**

2019-10-17	EB TXABS FALL SYMPOSI	64140000	Ms. Calhoun Training Texas Assoc. of Behavior Spec	\$100.00
2019-10-17	REGION 4 EDUCATION SER	64940000	Region 4 Training for Ms. Calhoun	\$35.00
2019-10-17	AMZN MKTP US*YC5WX9973	63910000	Instructional Materials for the Classrooms	\$13.63
2019-10-18	AMZN MKTP US*HH29I05W3	63910000	Instructional Materials for the Classrooms	\$15.14
2019-10-18	AMZN MKTP US*J962I6KR3	63910000	Instructional Materials for the Classrooms	\$14.75
2019-10-18	WAL-MART #3584	64990000	Boys Town Trading Store Reward for Student	\$49.94
2019-10-18	USPS PO 4803790066	64980000	Mail for the parents Postage	\$2.00
2019-10-19	AMZN MKTP US*D75BT2W23	63910000	Instructional Material for the Classroom	\$13.63
2019-10-21	USPS PO 4803790066	64980000	Mail for the parents Postage	\$6.00
2019-10-22	USPS PO 4803790066	64980000	Mail for the parents Postage	\$8.15
2019-10-22	99 CENTS ONLY STORES 2	64990000	Boys Town Trading Store / Rewards for students	\$12.00
2019-10-22	99 CENTS ONLY STORES 2	63990000	General Supplies	\$17.00
2019-10-22	99 CENTS ONLY STORES 2	64990000	ABS West Fall Festival for student	\$103.27
2019-10-22	99 CENTS ONLY STORES 2	64990000	ABS West Fall Festival for students	\$78.17
2019-10-22	99 CENTS ONLY STORES 2	63980000	Food for Classroom	\$37.91
2019-10-23	SAMS CLUB #8245	63990000	General Supplies	\$55.74
2019-10-23	SAMS CLUB #8245	63990000	General Supplies	\$22.42
2019-10-23	SAMSCLUB #8245	63990000	General Supplies	\$67.84
2019-10-23	SAMSCLUB #8245	63980000	Food for Classroom	\$63.47
2019-10-23	USPS PO 4803790066	64980000	Mail for the parents Postage	\$10.00
2019-10-24	HILTON TRU ROUND ROCK	64110000	Ms. Calhoun Training Texas Assoc. of Behavior Spec	\$132.99
2019-10-24	CHILDREN AT RISK - MOT	64940000	HCDE Training Human Trafficking for Ms. Ali & Nurs	\$20.00
2019-10-24	USPS PO 4803790066	64980000	Mail for the parents Postage	\$8.00
2019-10-25	CHEVRON 0307457	63110000	ABS West Bus Fill Up	\$87.47
2019-10-25	USPS PO 4803780062	64980000	Mail for the parents Postage	\$8.00
2019-10-28	SAMSCLUB #8245	64990000	ABS West ABA / Boys Town Reinforcers for students	\$53.08
2019-10-28	SAMSCLUB #8245	63990000	General Supplies	\$19.98
2019-10-28	SAMS CLUB #8245	64990000	ABS West Fall Festival for students	\$17.96
2019-10-28	USPS PO 4803790066	64980000	Mail for the parents Postage	\$6.00
2019-10-29	AMZN MKTP US*WO0E696O3	63990000	General Supplies for the staff	\$81.87
2019-10-29	CHEVRON 0307457	63110000	Gasoline for the School Van	\$67.83
2019-10-29	USPS PO 4803790066	64980000	Mail for the parents Postage	\$10.15
2019-10-30	SAMS CLUB #8245	64160000	ABS West Fall Festival for students	\$91.26
2019-10-30	SAMS CLUB #8245	64160000	ABS West Fall Festival for students	\$124.68
2019-10-30	SAMSCLUB #8245	63990000	General Supplies	\$8.48
2019-10-30	USPS PO 4803790066	64980000	Mail for the parents Postage	\$10.15
2019-10-31	USPS PO 4803790066	64980000	Mail for the parents Postage	\$10.00
2019-11-01	USPS PO 4803790066	64980000	Mail for the parents Postage	\$12.15
2019-11-04	USPS PO 4803790066	64980000	Mail for the parents Postage	\$12.00

**132 - ABC West \$4,321.37**

**HCDE Procurement Card Report - November Statement****190 - Technology Cloud Project**

2019-10-09	JASON'S DELI JNS 052	64150000	Participants lunch Cy-Fair Moodle Meeting	\$149.88
2019-10-10	STAPLES 00118604	63990000	General Office Supplies (Start Up)	\$371.18
2019-10-17	LOS CUCOS MEXICAN CAFE	64150000	Lunch Meeting w/HISD-Ron Clark Attendance	\$117.71
2019-10-18	BUTLER BUSINESS PRODUC	63990000	Color Toners for Printer (50%)	\$330.96
2019-10-23	LA MADELEINE SAWYER HE	64150000	Lunch - A-F Accountability Meeting	\$189.40
2019-10-24	NATIONAL ALLIANCE OF B	64140000	Registration Fee NABSE Conference	\$545.00
2019-10-27	AMZN MKTP US*5E63P0VA3	63990000	Office supplies	\$114.92
2019-10-28	SOUTHWES 5269854092298	64130000	Southwest Flight	\$25.00
2019-10-28	SOUTHWES 5262135283714	64130000	Southwest Flight	\$214.98
2019-10-28	SOUTHWES 5262135282502	64130000	Southwest Flight	\$104.98
2019-10-28	SOUTHWES 5269854090846	64130000	Southwest Flight	\$25.00
2019-10-29	PARTY CITY 807	63990000	Processing Fee for Supplies to be purchased	\$0.39
2019-10-30	NEW TEACHER CENTER	64140000	Registration New Teacher Symposium	\$675.00
2019-10-31	WAL-MART #3510	64990000	Misc. supplies Afterschool Program	\$325.44
2019-10-31	TASA AUTHNET	64970000	Membership dues TX Assoc. of School Administrators	\$75.00
2019-11-01	AMZN MKTP US*H67YM9M13	63990000	Office supplies	\$32.86
2019-11-02	ADOBE *800-833-6687	63970000	Access Adobe products -Adobe ID Account Login	\$9.99

**190 - Technology Cloud Project** **\$3,307.69**

**201 - Adult Education**

2019-10-09	GRAND HYATT SAN ANTONI	64110000	Lodging for A. Johnson to attend the NCWFE Conf	\$226.76
2019-10-09	ENTERPRISE RENT-A-CAR	64130000	Transportation for S.Ross to attend the NCWFE Conf	\$82.59
2019-10-16	WM SUPERCENTER #3640	63990021	Charge an Error - Unauthorized Purchase	\$14.87
2019-10-18	ACE PARKING 3619	64170000	Parking Receipt-to attend E & E Cabinet Retreat #2	\$15.00
2019-10-20	TALKTOTHEMANAGER, INC.	63970000	Software purchase for classroom	\$69.00
2019-10-21	SCRIBBLAR.COM	63970000	Software purchase for classroom	\$69.00
2019-10-22	JASON'S DELI TNY 028	64150000	Refreshment for Management Team-Interviews	\$89.04
2019-10-25	TALKTOTHEMANAGER, INC.	63970000	Software purchase upgrade for classroom	\$138.28
2019-10-25	CAMBRIDGE UNIV PRESS	63210000	Purchase of textbooks for the classroom	\$3,213.44

**201 - Adult Education** **\$3,917.98**



**HCDE Procurement Card Report - November Statement**

**301 - ISS-Division Wide**

2019-10-07	ALONTI CAFE & CATERING	64150000	Food for PD Workshop	\$139.04
2019-10-09	BUTLER BUSINESS PRODUC	63990000	General Supplies	\$244.31
2019-10-10	FREDPRYOR CAREERTRACK	63990000	Tax Refund	(\$45.42)
2019-10-15	TEXASALLIAN	64140000	TABSE Registration	\$250.00
2019-10-15	DISCOVERU	64140000	Discover u Registration	\$125.00
2019-10-16	TEXASALLIAN	64140000	TABSE Dining with Diva's Registration	\$70.00
2019-10-16	BUFFER PUBLISH PRO MO	64990000	Marketing Buffer	\$15.00
2019-10-18	TASA AUTHNET	64140000	TASA Registration	\$395.00

**301 - ISS-Division Wide      \$1,192.93**

**302 - ISS-Math**

2019-10-09	WAL-MART #5959	64990000	Misc. supplies Make Math Stick! - Lufkin ISD pd	\$62.80
2019-10-10	BUTLER BUSINESS PRODUC	63990000	Split - Toner for printer - Math (50%)	\$82.48
2019-10-10	HILTON AUSTIN AIRPOR	64110000	Hotel stay TX Assoc. Supervisors of Math	\$163.80
2019-10-10	AMAZON.COM*R04MJ5HS3	64990000	Misc. supplies for Math PD Elem. Math- Galena Park	\$57.24
2019-10-13	OFFICE DEPOT #2809	63990000	Office supplies for math	\$61.89
2019-10-14	BUTLER BUSINESS PRODUC	63990000	Split - Printer Toner - Math (50%)	\$28.49
2019-10-14	WM SUPERCENTER #1279	64990000	Misc. supplies Make Math Stick! PD Fortis Academy	\$12.25
2019-10-24	OFFICEMAX/DEPOT 6166	63990000	Office supplies for Math	\$15.59
2019-10-31	WM SUPERCENTER #5959	64990000	Misc. supplies Make & Take PD - HISD	\$137.84
2019-11-01	DOLLAR TREE	64990000	Misc. supplies DIY composing & Decomposing PD HISD	\$26.00
2019-11-01	WM SUPERCENTER #1279	64990000	Misc. supplies Make & Take PD - HISD	\$11.76

**302 - ISS-Math      \$660.14**

**303 - ISS-Science**

2019-10-09	WM SUPERCENTER #744	64990000	Misc. supplies Experimental Inv. PD - Pearland IS	\$72.10
2019-10-09	CAROLINA BIOLOGIC SUPP	64990000	Misc. supplies Experimental Inv. PD Pearland ISD	\$31.28
2019-10-10	BUTLER BUSINESS PRODUC	63990000	Split - Toner for printer - Science (50%)	\$82.49
2019-10-14	BUTLER BUSINESS PRODUC	63990000	Split - Printer Toner - Science (50%)	\$28.50
2019-10-23	CAROLINA BIOLOGIC SUPP	64990000	Misc. supplies Make Them Think: Elem. ws	\$44.28
2019-10-25	AMAZON.COM*2T2HB88V3	63290000	Reading Materials for science	\$16.99
2019-10-26	AMAZON.COM*7E1FJ4BN3	63290000	Reading Materials for Science	\$44.76
2019-10-29	WM SUPERCENTER #4526	64990000	Misc. supplies Make Them Think: Elem. ws	\$40.39

**303 - ISS-Science      \$360.79**

**HCDE Procurement Card Report - November Statement**

**304 - ISS-Bilingual**

2019-10-10	AMAZON.COM*0S3JS0G23	63290000	Books ordered for Special POPS curriculum director	\$89.09
2019-10-11	STAPLES 00118604	63990000	Supplies for workshops.	\$62.92
2019-10-29	AMAZON.COM*WY5RQ5BM3	63290000	Books for Special POPS curriculum director.	\$184.47

**304 - ISS-Bilingual \$336.48**

**307 - ISS-English Language Arts**

2019-10-16	BLUE WILLOW BOOKSHOP	63910000	Books purchased for Teachers, WRITE participants.	\$918.00
2019-10-22	JASON'S DELI TNY 028	64150000	Lunch for Day 1 of Teachers, WRITE! Workshop	\$247.00
2019-10-23	CHICK-FIL-A #02820	64150000	Lunch for Day 2 of Teachers, WRITE! Workshop	\$351.00
2019-10-27	AMAZON.COM*LI2C476H3	63910000	Books purchased for ELA workshop.	\$162.70

**307 - ISS-English Language Arts \$1,678.70**

**308 - ISS-Social Studies**

2019-10-25	AMAZON.COM*HT78E1RG3	63910000	Books purchased for SS workshop.	\$399.80
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**308 - ISS-Social Studies \$399.80**

**309 - ISS-EC Winter Conference**

2019-10-18	FACEBK *26VRDPA7L2	64960000	Facebook Advertising	\$139.82
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**309 - ISS-EC Winter Conference \$139.82**

**312 - Scholastic Arts Program**

2019-10-16	PIZZA HUT #27168	64150000	Dinner for Editorial Cartoon Workshop	\$144.84
2019-10-16	KROGER #734	64150000	Candy, Sodas, Chips (Editorial Cartoon Workshop)	\$163.24
2019-11-01	ADOBE ACROPRO SUBS	64970000	Adobe Renewal	\$16.23

**312 - Scholastic Arts Program \$324.31**

**314 - ISS-Speaker Series**

2019-10-09	INT*IN *COLOR ONE SYST	63960000	Business Cards (Andrea Segraves)	\$49.00
2019-10-10	AMZN MKTP US*J86QB3LF3	63990000	White Card Stock	\$31.76
2019-10-13	AMAZON.COM*W59D85533	63290000	Mindsets and Moves (Book)	\$28.55
2019-10-15	INT*IN *COLOR ONE SYST	63960000	Mistake Charged to my P-Card Incorrectly	\$542.00
2019-10-16	JASON'S DELI TNY 028	64150000	Lunch - Learning to Lead for Success	\$47.99
2019-10-18	AMAZON.COM*MW3YP94C3	63990000	Sheet Protectors	\$15.63
2019-10-18	BUTLER BUSINESS PRODUC	63990000	Color Toners for Printer (50%)	\$330.96
2019-10-23	AMZN MKTP US*EK6DX2A13	63990000	Dividers with Pockets	\$30.00

**314 - ISS-Speaker Series \$1,075.89**

**315 - ISS-Professional Development**

2019-10-31	PAYPAL *SHONDA	63960000	Programs - Ron Clark Conference	\$325.00
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**315 - ISS-Professional Development \$325.00**

**HCDE Procurement Card Report - November Statement****501 - Special Schools**

2019-10-07	EB TXABS FALL SYMPOSI	64140000	Registration-Anthony Mays, Melissa James, Nkechi	\$300.00
2019-10-10	TASA AUTHNET	64140000	Registration- Anthony Mays- TASA Midwinter Conf	\$345.00
2019-10-10	TASA AUTHNET	64140000	Registration - TASA Midwinter Conf.- Dr. Mays	\$345.00
2019-10-10	LOLA	64150000	Expense for Business Meeting Meal	\$66.50
2019-10-11	J HARDING & CO	63990000	Expenses for staff	\$280.00
2019-10-11	MICHAELS STORES 5813	63990000	Expenses for staff	\$40.77
2019-10-12	OLIVE GARDEN 0024477	64150000	Expenses for Principals Team Planning Meeting	\$273.80
2019-10-16	SHIPLEY DONUT	64180000	Meeting expenses-Refreshments- HSE	\$38.44
2019-10-17	POPEYES 7310	64150000	Expenses - Assist Principals Team Planning Meeting	\$35.29
2019-10-17	REGION 4 EDUCATION SER	64940000	Registration for Nkechi Ihejirikah Washington	\$125.00
2019-10-19	AMAZON.COM*QO8CQ43K3	63290000	Reading material for Melissa James	\$68.99
2019-10-23	THINGS REMEMBERED 0452	63990000	Expenses for staff	\$138.48
2019-10-23	EXXONMOBIL 48240584	64130000	Expense for Enterprise Rental- TxABS Conference	\$43.88
2019-10-23	EB TXABS FALL SYMPOSI	64140000	Registration-Brenda Mullins, TXABS Fall Symposium	\$100.00
2019-10-23	TCASE	64140000	T-case registration- Brenda Mullins	\$455.00
2019-10-24	TXST PAY STATION	64130000	Parking expenses - TXABS Fall Symposium	\$5.00
2019-10-25	SPRINGHILL SUITES	64110000	Hotel expenses - Melissa James- TXABS Fall Symposim	\$132.98
2019-10-25	SPRINGHILL SUITES	64110000	Hotel expenses -Anthony Mays - TXABS Fall Symposium	\$148.24
2019-10-25	SPRINGHILL SUITES	64110000	Hotel expenses for Nkechi Ihejirikan - TXABS	\$132.98
2019-10-25	SPRINGHILL SUITES	64110000	Hotel expenses for Brenda Mullins for TXABS	\$132.98
2019-10-25	ENTERPRISE RENT-A-CAR	64130000	Expenses for Anthony Mays - TXABS Fall Symposium	\$350.72
2019-10-25	SHELL OIL 575430662QPS	64130000	Expense for Enterprise Rental- TxABS Conference	\$11.02
2019-10-30	PAYPAL *GULFCOASTAD	64970000	GCASE membership fee - Brenda Mullins	\$50.00
2019-10-30	PAYPAL *GULFCOASTAD	64140000	GCASE Registration for Brenda Mullins	\$150.00
2019-11-01	UHD VISITOR PARKING	64170000	Parking expense for UHD Conf- Men of Color-Mays	\$8.00
2019-11-01	ENTERPRISE TOLL	64130000	Expense for Enterprise Rental- TxABS Conference	\$5.44
2019-11-01	HILTON POST OAK PARKG	64170000	MFCs Medicaid Workshop	\$10.83
2019-11-04	FAMILY TO FAMILY NETWO	64940000	Parking- Brenda Mullins Expenses for Family to Family Network-G. Hernandez	\$25.95

**501 - Special Schools** **\$3,820.29**

**HCDE Procurement Card Report - November Statement****800 - Fortis Academy**

2019-10-09	FAMILY DOLLAR #8569	63910000	Instructional Supplies (Culinary Class)	\$6.00
2019-10-09	PARTY CITY 971	63910000	Fees for Culinary Class	\$73.70
2019-10-09	WM SUPERCENTER #1279	63910000	Instructional Supplies	
			Fees for Culinary Instructional Supplies	\$113.58
2019-10-10	SAMS CLUB #8245	64160000	Student and Family Night	\$222.82
2019-10-11	REGION 4 EDUCATION SER	64940000	Fees for Nakia Lee Francis Workshop	\$35.00
2019-10-11	EXXONMOBIL 47944426	63110000	Fees for Fuel	\$53.28
2019-10-11	TACO CABANA 20241	64150000	Fees for Business Meal	\$33.36
2019-10-11	WM SUPERCENTER #1279	63910000	Fees for Culinary Instructional Supplies	\$209.32
2019-10-12	AMZN MKTP US*E28KS0YE3	63910000	Split - Fees for Culinary Instructional Supplies (81.2%)	\$54.00
2019-10-12	AMZN MKTP US*E28KS0YE3	64990000	Split - Fees for Culinary Instructional Supplies (18.8%)	\$12.50
2019-10-15	WINGSTOP #42 VETERANS	63410000	Credit from last month's purchase due to taxes	(\$112.57)
2019-10-15	ACE MART SPRING 330	63910000	Fees for Culinary Instructional Supplies	\$271.42
2019-10-17	WM SUPERCENTER #1279	63910000	Fees for Culinary Instructional Supplies	\$25.46
2019-10-24	COMMAND POST	64990000	Fees for Shirts	\$186.12
2019-10-24	MICHAELS STORES 2760	63910000	Fees for Culinary Instructional Supplies	\$42.18
2019-10-24	DOLLARTREE	63990000	Office Supplies	\$9.00
2019-10-25	SAMS CLUB #8245	63910000	Fees for Culinary Instructional Supplies	\$178.29
2019-10-25	SAMSCLUB #8245	63410000	Fees for Cafeteria Food	\$341.19
2019-10-25	RESTAURANT DEPOT	63910000	Fees for Culinary Instructional Supplies	\$159.54
2019-10-25	ACE MART SPRING 330	63910000	Fees for Culinary Instructional Supplies	\$229.38
2019-10-28	FOOD TOWN #217	63910000	Fees for Culinary Instructional Supplies	\$71.64
2019-10-28	WAL-MART #1103	63910000	Fees for Culinary Instructional Supplies	\$105.03
2019-10-29	MICHAELS STORES 2760	63910000	Instructional Supplies for Culinary Class	\$52.60
2019-10-29	ACE MART SPRING 330	63910000	Instructional Supplies Culinary Class	\$107.58
2019-10-29	WM SUPERCENTER #1279	63910000	Instructional Supplies for Culinary Class	\$94.03
2019-10-29	FOOD TOWN 003	63910000	Instructional Supplies for Culinary Class	\$10.43
2019-10-29	EXXONMOBIL 48124002	63110000	Fuel for Campus vehicle	\$49.94
2019-10-30	PIZZA HUT 032248	63410000	For Students Council Meeting Luncheon	\$23.98
2019-10-31	ACE MART SPRING 330	63910000	Instructional Supplies for Culinary Class	\$275.25
2019-10-31	ACE MART SPRING 330	63910000	Instructional Supplies for Culinary Class	\$23.20
2019-11-04	CHILDREN AT RISK - MOT	64940000	Fees for: Kaynell Simpson Workshop	\$20.00

**800 - Fortis Academy**      **\$2,977.25**

**HCDE Procurement Card Report - November Statement****901 - Head Start**

2019-10-07	LOVES TRAVEL S00004192	63110000	Fuel for the Head Start Courier's Vehicle	\$36.72
2019-10-07	THE HOME DEPOT #0569	63190000	Maintenance supplies - Channelview	\$8.97
2019-10-08	THE HOME DEPOT #6507	63190000	Maintenance supplies - Baytown	\$59.77
2019-10-10	CHICK-FIL-A #02956	64150000	Children's Dinner-Policy Council Training Part 2 (90%)	\$282.15
2019-10-10	CHICK-FIL-A #02956	64150000	Children's Dinner-Policy Council Training Part 2 (10%)	\$31.35
2019-10-10	CHICK-FIL-A #02956	64150000	Children's Dinner-Policy Council Training Part 2 (90.16%)	(\$305.96)
2019-10-10	CHICK-FIL-A #02956	64150000	Children's Dinner-Policy Council Training Part 2 (9.84%)	(\$33.40)
2019-10-10	CHEVRON 0379065	63110000	Fuel for the Head Start Courier's Vehicle	\$36.15
2019-10-12	ZOES KITCHEN	64150000	Dinner 4 the adults-Policy Council Training Part 2 (90%)	(\$38.06)
2019-10-12	ZOES KITCHEN	64150000	Dinner 4 the adults-Policy Council Training Part 2 (10%)	(\$4.23)
2019-10-14	SOUTHWES 5262130805646	64130000	2019 Region Vi Conference Flight	\$314.96
2019-10-14	SOUTHWES 5262130805645	64130000	2019 Region VI Conference flight (90%)	\$283.46
2019-10-14	SOUTHWES 5262130805645	64130000	2019 Region VI Conference flight (10%)	\$31.50
2019-10-14	SOUTHWES 5262130805644	64130000	2019 Region VI Conference flight (85%)	\$267.72
2019-10-14	SOUTHWES 5262130805644	64130000	2019 Region VI Conference flight (15%)	\$47.24
2019-10-14	MSC 07 HOUSTON	63190000	Maintenance supplies - Sheffield	\$59.14
2019-10-14	ALL POINTS FOODSERVICE	63190000	Maintenance supplies -Sheffield	\$10.30
2019-10-14	ALL POINTS FOODSERVICE	63190000	Maintenance supplies - Sheffield	\$23.26
2019-10-14	ACT*TEXAS HEAD START A	64140000	2019 region VI Mega conference registration (88.27%)	\$1,269.38
2019-10-14	ACT*TEXAS HEAD START A	64140000	2019 region VI Mega conference registration (11.73%)	\$168.75
2019-10-14	TEACHSTONE TRAINING	64970000	CLASS re-certification R Burton and P Kuskos.	\$550.00
2019-10-14	MARK S PLUMBING PARTS	63190000	Maintenance supplies - Tidewll	\$85.40
2019-10-15	CHEVRON 0379065	63110000	Fuel for the Head Start Courier's Vehicle	\$36.54
2019-10-15	THE HOME DEPOT #6985	63190000	Maintenance supplies - La Porte	\$29.94
2019-10-15	SOUTHWES 5262131033767	64130000	VLPeacock's Flight from the Reg. VI HSA MEGA Conf. (90%)	\$157.48
2019-10-15	SOUTHWES 5262131033767	64130000	VLPeacock's Flight from the Reg. VI HSA MEGA Conf. (10%)	\$17.50
2019-10-15	PYT*JOSE LOPEZ APONTE	64130000	OHS Region II DQE travel from the airport	\$30.00
2019-10-16	LOWES #01145*	63190000	Maintenance supplies - Coolwood	\$24.98
2019-10-16	LOWES #01145*	63190000	Split - Maintenance supplies - Pugh (4.67%)	\$1.66
2019-10-16	WALMART.COM	63410000	Baby formula needed for EHS Baytown	\$205.98
2019-10-16	PYT*RONALD PEREZ TAXI	64130000	OHS Region II DQE travel to dinner	\$17.00
2019-10-16	GRAINGER	63190000	Maintenance supplies - Barrett Station	\$87.94

**HCDE Procurement Card Report - November Statement****901 - Head Start**

2019-10-16	THE FRENCH CORNER	64180000	Refreshments for the HSAC meeting	\$148.00
2019-10-17	JOHNSON SUPPLY STELLA	63190000	Maintenance supplies - Coolwood	\$162.99
2019-10-17	SQ *SQ *ELLE EVENT REN	63980000	Table Rentals & Covers-Head Start Awareness Event	\$356.00
2019-10-17	SAMSCLUB.COM	63910000	To replenish diapers, pull-ups and wipes BEHS/CCP	\$1,422.89
2019-10-17	SUNOCO 0245944400 QPS	63110000	Fuel for the Head Start Courier's Vehicle	\$36.74
2019-10-18	THE HOME DEPOT #6806	63190000	Maintenance supplies - Tidwell	\$64.04
2019-10-19	SECURE PARKING USA LLC	64130000	OHS Region II DQE airport parking	\$58.15
2019-10-19	FRANKIE ORLANDO BIRRIE	64130000	OHS Region II DQE travel to the airport	\$30.00
2019-10-21	IMPRINT.COM	63980000	Miscellaneous Supplies-Head Start Awareness Event	\$161.24
2019-10-21	HILTON INTERNATIONAL C	64110000	OHS Region II DQE VLPeacock's lodging (42.55%)	\$384.00
2019-10-21	HILTON INTERNATIONAL C	64110000	OHS Region II DQE VLPeacock's lodging (57.45%)	\$518.52
2019-10-21	CITY OF BAYTOWN PARKS	62680000	City of Baytown P & R Facility Reservation	\$350.00
2019-10-23	MURPHY7529ATWALMART	63110000	Fuel for the Head Start Courier's Vehicle	\$26.47
2019-10-23	THE HOME DEPOT #0569	63190000	Maintenance supplies - Pugh	\$103.98
2019-10-23	THE HOME DEPOT #0569	63190000	Maintenance supplies - Pugh	\$41.82
2019-10-23	ARNE'S	63980000	Miscellaneous Supplies-Head Start Awareness Event	\$68.66
2019-10-24	LOWES #00907*	63910000	Gardening Supplies for Compton Head Start	\$22.94
2019-10-24	WALMART.COM	63180000	Custodial supplies for JD Walker Head Start	\$39.96
2019-10-24	EXXONMOBIL 48048037	63110000	Fuel for the Head Start Courier's Vehicle	\$37.42
2019-10-24	HOUSTON PERMITTING CTR	63190000	Permit - Coolwood Head Start	\$87.55
2019-10-24	HOUSTON PERMITTING CTR	63190000	Split - Permit - Pugh Head Start (14.9%)	\$29.18
2019-10-25	SAMSCLUB #4769	63980000	Refreshments-Head Start Awareness Event	\$79.96
2019-10-25	WAL-MART #0915	63980000	Miscellaneous Supplies-Head Start Awareness Event	\$18.64
2019-10-25	SAMSCLUB.COM	63980000	Miscellaneous Supplies-Head Start Awareness Event (38.94%)	\$26.08
2019-10-25	SAMSCLUB.COM	64180000	Refreshments for Policy Council Meeting (54.96%)	\$36.81
2019-10-25	SAMSCLUB.COM	64180000	Refreshments for Policy Council Meeting (6.11%)	\$4.09
2019-10-25	WM SUPERCENTER #4526	63980000	Head Start Awareness Event	\$7.74
2019-10-25	SAMSCLUB.COM	63980000	Refreshments 4 the Head Start Awareness Event	\$248.78
2019-10-28	THE HOME DEPOT 1832	63190000	Maintenance supplies - LaPorte	\$93.15
2019-10-28	CHILDREN AT RISK - MOT	64140000	HS Child at Risk Summit (85%)	\$51.00
2019-10-28	CHILDREN AT RISK - MOT	64140000	EHS Child at Risk Summit (15%)	\$9.00
2019-10-29	LOWES #01145*	63190000	Maintenance supplies - Barrett Station	\$12.98
2019-10-30	THE HOME DEPOT #6558	63190000	Split - Maintenance supplies - Barrett Station (15.04%)	\$8.86

**HCDE Procurement Card Report - November Statement****901 - Head Start**

2019-10-30	LOWES #00907*	63910000	Gardening Supplies for Compton Head Start	\$49.18
2019-10-30	LOWES #00907*	63910000	Gardening Supplies for Channelview Head Start	\$64.76
2019-10-30	STAMPCO	63990000	General office supplies for C Porche'	\$22.90
2019-10-30	OLIVE GARDEN 0021040	64150000	Food for the HS Leadership Series Training 1	\$375.00
2019-10-30	WAL-MART #1137	63110000	Fuel for the Head Start Courier's Vehicle	\$36.23
2019-11-01	SQU*SQ *PLANO LIMO AND	64130000	Region VI HSA Mega Conference Travel 2 the Airport (90%)	\$70.20
2019-11-01	SQU*SQ *PLANO LIMO AND	64130000	Region VI HSA Mega Conference Travel 2 the Airport (10%)	\$7.80
2019-11-01	EMBASSY SUITES DALLAS	64110000	Lodging for AAllison & JJones Reg VI Mega Conf. (46.57%)	\$251.01
2019-11-01	SECURE PARKING USA LLC	64130000	Comprehensive Literacy & Mega Conf Trng Parking (90%)	\$62.80
2019-11-01	SECURE PARKING USA LLC	64130000	Comprehensive Literacy & Mega Conf Trng Parking (10%)	\$6.98
2019-11-01	EMBASSY SUITES DALLAS	64130000	Parking for TReliford Reg. VI Mega Conf. (60%)	(\$12.00)
2019-11-01	EMBASSY SUITES DALLAS	64130000	Parking for TReliford Reg. VI Mega Conf. (40%)	(\$8.00)
2019-11-01	EMBASSY SUITES DALLAS	64110000	Lodging for PJLee & VWFranklin Reg VI Mega Conf (8.01%)	\$43.20
2019-11-01	EMBASSY SUITES DALLAS	64110000	Lodging for PJLee & VWFranklin Reg VI Mega Conf (45.42%)	\$244.80
2019-11-01	EMBASSY SUITES DALLAS	64110000	Lodging for PJLee & VWFranklin Reg VI Mega Conf (46.57%)	\$251.01
2019-11-01	EMBASSY SUITES DALLAS	64110000	Lodging for VLPeacock & TReliford Reg VI Mega Conf (25.31%)	\$192.00
2019-11-01	EMBASSY SUITES DALLAS	64110000	Lodging for VLPeacock & TReliford Reg VI Mega Conf (25.31%)	\$192.00
2019-11-01	EMBASSY SUITES DALLAS	64110000	Lodging for VLPeacock & TReliford Reg VI Mega Conf (44.11%)	\$334.68
2019-11-01	EMBASSY SUITES DALLAS	64130000	Parking for TReliford Reg VI Mega Conf (3.16%)	\$24.00
2019-11-01	EMBASSY SUITES DALLAS	64130000	Parking for TReliford Reg VI Mega Conf (2.11%)	\$16.00
2019-11-01	EMBASSY SUITES DALLAS	64110000	Lodging for AAllison & JJones Reg VI Mega Conf. (5.34%)	\$28.80
2019-11-01	EMBASSY SUITES DALLAS	64110000	Lodging for AAllison & JJones Reg VI Mega Conf. (48.09%)	\$259.20
2019-11-04	LOWES #01145*	63190000	Maintenance supplies - Humble	\$4.48
2019-11-04	NOTARYHNB-800.422.1555	64990000	Notary Renewal for S McBride	\$139.95
2019-11-04	NOTARYHNB-800.422.1555	64990000	Notary Renewal for C Porche'	\$139.95

**901 - Head Start      \$11,338.16**

**HCDE Procurement Card Report - November Statement****922 - Coop After School Enrich (CASE)**

2019-10-11	IMP INC3	64140000	Statewide Conference fee for Audrey Jefferson (50%)	\$160.00
2019-10-11	IMP INC3	64140000	Statewide Conference fee for Monique Smith (50%)	\$160.00
2019-10-11	DISCOUNT AWARDS	64990000	Trophies for CASE Debates	\$390.00
2019-10-14	SOUTHWES 5262130702970	64130000	transaction	\$254.96
2019-10-14	PAYPAL *PIPERASSOCI	63990000	transaction	\$400.00
2019-10-14	EIG*POWWEB	63970000	transaction	\$97.88
2019-10-14	GRANT PROFESSIONALS AS	64970000	transaction	\$90.00
2019-10-15	WM SUPERCENTER #3640	64180000	Drinks for Learning Community	\$11.66
2019-10-15	EIG*CONSTANTCONTACT.C	62990000	transaction	\$70.00
2019-10-16	EIG*POWWEB	63970000	transaction	\$15.95
2019-10-20	PAYPAL *PIPERASSOCI	63990000	refund	(\$400.00)
2019-10-21	BUTLER BUSINESS PRODUC	63990000	Book for a training	\$38.10
2019-10-23	SAMS CLUB #4712	64180000	Snacks for Brains On Lights On	\$35.32
2019-10-23	WM SUPERCENTER #3640	63990000	Split - Supplies for Musiqa (75.07%)	\$29.21
2019-10-23	WM SUPERCENTER #3640	64180000	Split - Snacks for Lights On Brains On Symposium (24.93%)	\$9.70
2019-10-23	WM SUPERCENTER #5959	63990000	Supplies for Musiqa	\$11.88
2019-10-23	SAMSCLUB #4712	64180000	Breakfast snacks for Brains On Lights On	\$19.98
2019-10-24	HOBBY CENTER PARKING W	64170000	transaction	\$15.00
2019-10-25	BULLY MOVIE OUTREACH I	63990000	Movie for workshop/training	\$55.00
2019-10-25	PAYPAL *501 VIDEOS	62990000	transaction	\$995.00
2019-10-28	STK*SHUTTERSTOCK	64990000	Monthly Subscription	\$169.00
2019-10-30	SOFIA HOTEL	64110000	transaction	\$46.74
2019-10-30	RED*CROSS TRNG & PROD	64940000	CPR Training	\$480.00
2019-10-30	DRI*GALLUP	64990000	Other miscellaneous expense.	\$1,999.60
2019-11-04	INT*IN *CHARACTERSTRON	64940000	Conference registration	\$837.60
2019-11-04	UNITED WAY MAP CC	64940000	transaction	\$40.00

**922 - Coop After School Enrich (CASE) \$6,032.58**

**923 - Resource Development**

2019-10-09	GRANT PROFESSIONALS AS	64940000	GPA Workshop Registration SETx Chapter Mtg	\$12.50
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**923 - Resource Development \$12.50**

**924 - Research & Evaluation**

2019-10-08	TEXASALLIAN	64140000	TABSE State Conference registration	\$320.00
2019-10-09	TASA AUTHNET	64140000	TASA 2020 Midwinter Conference registration fee	\$345.00
2019-10-23	PIZZA HUT #27127	64150000	Upcoming Projects and Events lunch mtg 10/23/19	\$54.97
2019-10-23	WAL-MART #3640	64180000	Supplies and candy needed for Education Summit 19	\$100.40
2019-10-24	NATIONAL ALLIANCE OF B	64970000	NABSE ANNUAL MEMBERSHIP	\$100.00
2019-10-24	NATIONAL ALLIANCE OF B	64140000	NABSE 47th Annual Conference registration	\$545.00
2019-10-30	TRIPLE JS SMOKEHOUSE B	64150000	TX Education Summit Data share debrief meeting	\$87.92

**924 - Research & Evaluation \$1,553.29**



**HCDE Procurement Card Report - November Statement**

**925 - Communications & Public Information**

2019-10-08	HOUSTON CHRONICLE-ADV	64960000	Adv. - In The Houston Chronicle.	\$600.00
2019-10-10	WORDPRESS 44TX04UDY	63970000	Annual Hosting FEE For HCDE B206.	\$99.00
2019-10-22	B&H PHOTO 800-606-696	63990000	Replacement Battery Packs, for Nikon Cameras	\$299.90
2019-10-23	INT*IN *AIRCHECK NEWS	63290000	Rose Ann Aragon & Media Honor Roll-HCDE KPRC-2	\$80.00
2019-10-23	INT*IN *AIRCHECK NEWS	63290000	Brain Drain Summer Learning-Lisa Caruthers KHOU-11	\$80.00
2019-10-23	INT*IN *AIRCHECK NEWS	63290000	"HCDE Nutrition Show-Humble TX KTRK-TV13	\$80.00
2019-10-23	INT*IN *AIRCHECK NEWS	63290000	"HCDE Safety" KTMD-TV48, 4pm	\$80.00
2019-10-28	LP PRINTING - ECOMM	63960000	White/Black/Black Ultraboard-4 Sets of 60/Printed	\$756.00
2019-10-28	LP PRINTING - ECOMM	63960000	Vinyl Prints Mount (QTY-5)	\$910.00
2019-10-28	LP PRINTING - ECOMM	63960000	Aluminum Composite Sign With Film Laminate	\$135.00
2019-10-28	LP PRINTING - ECOMM	63960000	Matte Black Cut Vinyl Lettering (QTY-1)	\$80.00
2019-10-31	INT*IN *COLOR ONE SYST	63960000	Printing of Word Search	\$175.00
2019-11-01	AIGAAUSTIN	64140000	Workshop for Angela Hider: Design Ranch, Hunt, TX	\$595.00

**925 - Communications & Public Information \$3,969.90**

**950 - Purchasing Support Services**

2019-10-26	IDENTOGO - TX FINGERPR	62990000	Fingerprint for CPA license	\$39.05
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**950 - Purchasing Support Services \$39.05**

**951 - Purchasing Co-op**

2019-10-21	ARNE'S	63990000	Supplies for 2019 Vendor Exhibit	\$47.29
2019-10-31	TASBO	64970000	Membership Dues	\$135.00

**951 - Purchasing Co-op \$182.29**

**954 - Records Management**

2019-10-17	CHEVRON 0352452	63110000	Fuel for Van#38	\$43.20
2019-10-23	EXXONMOBIL 47944426	63110000	fuel unit 21	\$71.40

**954 - Records Management \$114.60**

**955 - Purchasing - Gulf Coast Co-op**

2019-10-08	PIZZA HUT #27184	64150000	Volunteer Luncheon credit refund	(\$0.40)
2019-10-16	SCHOOL NUTRITION ASSOC	64140000	SNIC Registration-TrishaP/IndianWells,CA	\$550.00
2019-10-22	SQU*SQ *EVENTS OF DIST	63990066	Food Expo Balloon Decor	\$852.00
2019-10-30	ACE PARKING 3619	64130000	Hotel Parking for conference	\$20.00
2019-10-31	MARRIOTT WOODLANDS	64110000	TASN Ind Seminar lodging-TrishaP/The Woodlands,TX	\$491.80
2019-10-31	MARRIOTT WOODLANDS	64110000	Hotel for TASN Industry Seminar Conference	\$448.50

**955 - Purchasing - Gulf Coast Co-op \$2,361.90**

**HCDE Procurement Card Report - November Statement**

**970 - Highpoint East**

2019-10-07	LEARNING A-Z, LLC	63910000	Instructional Material refund for taxes	(\$7.26)
2019-10-08	CHILDREN AT RISK - MOT	64940000	Workshop Fees	\$30.00
2019-10-08	CHILDREN AT RISK - MOT	64940000	Workshop Fee	\$30.00
2019-10-09	LINDA S SEAFOOD	64150000	business meeting meal	\$76.00
2019-10-11	NASN	64970000	Membership Fees	\$159.50
2019-10-11	SAMSClub #8281	63980000	student incentives	\$400.15
2019-10-11	ACADEMY SPORTS #9	64990000	Whistles	\$8.97
2019-10-14	SHIPLEY EAST FWY CS	64180000	refreshments meeting	\$36.16
2019-10-14	CHICK-FIL-A #03787	64150000	Business meeting meal	\$457.00
2019-10-14	TACO CABANA 20250 OLO	64150000	Business meeting meal	\$75.72
2019-10-14	SAMSClub #8245	64180000	refreshments meeting	\$34.40
2019-10-14	WM SUPERCENTER #1137	64180000	refreshments meetings	\$82.02
2019-10-21	EXXONMOBIL 48250229	63110000	Gas for HCDE Van	\$65.00
2019-10-24	WM SUPERCENTER #3500	63980000	student meal	\$230.16
2019-10-25	WM SUPERCENTER #3500	64990000	misc items	\$117.86
2019-10-28	REGION 4 EDUCATION SER	64940000	Reed Region 4 Conference Fees	\$160.00
2019-10-28	REGION 4 EDUCATION SER	64940000	Sneed Region 4 Registration	\$35.00
2019-11-01	STAPLES 00119024	63990000	General office supplies	\$148.32
2019-11-04	CHILDREN AT RISK - MOT	64940000	Conference Fees	\$20.00

**970 - Highpoint East \$2,159.00**

**Grand Total: Total transactions: 722 \$115,652.24**

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**HCDE Other Credit Card Statements**  
**November 2019**

**SUMMARY**

Card	# of Cards	Total
ExxonMobil	7	\$ 3,694.64
Chevron/Texaco	1	
<b>Total</b>		<b>\$ 3,694.64</b>

**Vendor Card : ExxonMobil**  
**HCDE Credit Card Report -November 2019 Statement**  
**Cards assigned to: Facilities Division**

Card #	Date	Description	Division	Amount
0002 Warehouse	10/7/2019	Gasoline	Facilities	60.14
0002 Warehouse	10/16/2019	Gasoline	Facilities	58.4
0002 Warehouse	10/30/2019	Gasoline	Facilities	58.7
0017 Irvington	9/30/2019	Gasoline	Facilities	53.74
0017 Irvington	9/30/2019	Gasoline	Facilities	68.81
0017 Irvington	10/1/2019	Gasoline	Facilities	55.75
0017 Irvington	10/1/2019	Gasoline	Facilities	69.97
0017 Irvington	10/1/2019	Gasoline	Facilities	48.01
0017 Irvington	10/1/2019	Gasoline	Facilities	65.71
0017 Irvington	10/2/2019	Gasoline	Facilities	68.82
0017 Irvington	10/2/2019	Gasoline	Facilities	62.73
0017 Irvington	10/3/2019	Gasoline	Facilities	27.86
0017 Irvington	10/4/2019	Gasoline	Facilities	40.03
0017 Irvington	10/4/2019	Gasoline	Facilities	61.35
0017 Irvington	10/4/2019	Gasoline	Facilities	67.52
0017 Irvington	10/7/2019	Gasoline	Facilities	41.21
0017 Irvington	10/7/2019	Gasoline	Facilities	50.25
0017 Irvington	10/10/2019	Gasoline	Facilities	60.68
0017 Irvington	10/10/2019	Gasoline	Facilities	20.73
0017 Irvington	10/11/2019	Gasoline	Facilities	63.62
0017 Irvington	10/11/2019	Gasoline	Facilities	63.62
0017 Irvington	10/14/2019	Gasoline	Facilities	61.59
0017 Irvington	10/14/2019	Gasoline	Facilities	53.04
0017 Irvington	10/15/2019	Gasoline	Facilities	60.19
0017 Irvington	10/15/2019	Gasoline	Facilities	57.5
0017 Irvington	10/16/2019	Gasoline	Facilities	56.99
0017 Irvington	10/17/2019	Gasoline	Facilities	42.5
0017 Irvington	10/17/2019	Gasoline	Facilities	53.8

HARRIS COUNTY DEPARTMENT OF EDUCATION

0017 Irvington	10/18/2019	Gasoline	Facilities	29.25
0017 Irvington	10/21/2019	Gasoline	Facilities	61.87
0017 Irvington	10/21/2019	Gasoline	Facilities	51.66
0017 Irvington	10/23/2019	Gasoline	Facilities	80.93
0017 Irvington	10/23/2019	Gasoline	Facilities	68.02
0017 Irvington	10/23/2019	Gasoline	Facilities	46.30
0017 Irvington	10/24/2019	Gasoline	Facilities	61.75
0017 Irvington	10/25/2019	Gasoline	Facilities	14.61
0017 Irvington	10/28/2019	Gasoline	Facilities	36.01
0017 Irvington	10/28/2019	Gasoline	Facilities	57.07
0017 Irvington	10/28/2019	Gasoline	Facilities	26.42
0017 Irvington	10/28/2019	Gasoline	Facilities	52.25
0017 Irvington	10/30/2019	Gasoline	Facilities	61.87
0022 Post Oak	10/1/2019	Gasoline	Facilities	57.02
0022 Post Oak	10/2/2019	Gasoline	Facilities	89.71
0022 Post Oak	10/7/2019	Gasoline	Facilities	70.83
0022 Post Oak	10/9/2019	Gasoline	Facilities	63.17
0022 Post Oak	10/9/2019	Gasoline	Facilities	54.26
0022 Post Oak	10/14/2019	Gasoline	Facilities	62.81
0022 Post Oak	10/14/2019	Gasoline	Facilities	150.00
0022 Post Oak	10/16/2019	Gasoline	Facilities	43.00
0022 Post Oak	10/25/2019	Gasoline	Facilities	97.20
0022 Post Oak	10/29/2019	Gasoline	Facilities	40.64
0023 Post Oak	10/8/2019	Gasoline	Facilities	54.82
0023 Post Oak	10/28/2019	Gasoline	Facilities	46.08
0025 Post Oak	9/30/2019	Gasoline	Facilities	79.28
0025 Post Oak	10/1/2019	Gasoline	Facilities	54.77
0025 Post Oak	10/4/2019	Gasoline	Facilities	83.72
0025 Post Oak	10/4/2019	Gasoline	Facilities	55.00
0025 Post Oak	10/9/2019	Gasoline	Facilities	51.77
0025 Post Oak	10/15/2019	Gasoline	Facilities	52.04
0025 Post Oak	10/17/2019	Gasoline	Facilities	75.02
0025 Post Oak	10/18/2019	Gasoline	Facilities	64.69
0025 Post Oak	10/24/2019	Gasoline	Facilities	60.26
0025 Post Oak	10/25/2019	Gasoline	Facilities	80.48
0025 Post Oak	10/29/2019	Gasoline	Facilities	57.96
0029 Post Oak	10/3/2019	Gasoline	Facilities	51.25
0029 Post Oak	10/8/2019	Gasoline	Facilities	69.14
0029 Post Oak	10/16/2019	Gasoline	Facilities	65.80
0029 Post Oak	10/17/2019	Gasoline	Facilities	67.78
0029 Post Oak	10/21/2019	Gasoline	Facilities	50.89
0029 Post Oak	10/22/2019	Gasoline	Facilities	56.08
			Credits	-326.67
			Rebates	-85.43
				\$ 3,694.64

**Allocation after rebate**

		Rebates		
Gas Facilities	\$ 2,454.71	55.48		2399.23
Gas Records	1,325.36	29.95		1295.41
Grant total to pay	\$ 3,780.07	\$ 85.43		3694.64

Facilities Credit card #'s	Records Management CC #'s
0001	22
0002	25
17	

**Check Register**

Fiscal Year: 20

Period: 3

**Fund: 1990 - GENERAL FUND**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148544	11/05/2019	85111	AMERICAN PROGRAM BUREAU SPEAKER SAFTY FORUM	3,250.00
148545	11/05/2019	13871	AT&T CORP PHONE 101519-111419 PHONE 101719-111619 PHONE 101919-111819	449.94 46.77 120.93 282.24
148548	11/05/2019	87623	CYPRESS FAIRBANKS ISD CPU TIME FOR PROGRAM	41.70
148555	11/05/2019	88084	COMCAST HOLDINGS CORPORATION INTERNET110319-120219	152.64
148556	11/05/2019	82495	COMCAST CORPORATION INTERNET102419-112319 INTERNET103119-113019 INTERNET093019-102919	618.02 116.02 196.24 305.76
148557	11/05/2019	86779	DAVIS VISION INC COBRA INS OCT 19 VISION INS OCT19	5,483.01 66.05 5,416.96
148562	11/05/2019	86181	EXECU TEAM STAFFING LP TEMPORARY STAFFING SERVIC TEMPORARY STAFFING SERVIC	3,076.63 1,446.63 1,630.00
148570	11/05/2019	88346	SHARRON HELMKE PRESENTING "INSTRUCTIONAL	2,625.00
148577	11/05/2019	88371	NICOLE BATISTE PROFESSIONAL DEVELOPMENT	500.00
148579	11/05/2019	86921	ITECH ENTERPRISES LLC TILT 'N PLUG JR. DIGITAL CLEAR TOUCH 65" INTERACTI PC MODULE - NO OPERATING 75.44' LIBERTY 18G ACTIVE STARTECH.COM 20M / 65 FT OVERFLOOR RACEWAY BASE & OVERFLOOR RACEWAY ENTRANC 6" WHITE ROUND CEILING LO COMPACT STEREO AMPLIFIER 3.5MM ISOLATION CABLE M/F 6FT 3.5MM STEREO AUDIO CA EQUIPMENT INTEGRATION SHIPPING	7,610.06 249.43 3,409.55 775.00 210.16 30.25 254.44 64.98 66.72 71.34 46.59 2.48 194.62 2,034.50 200.00
148580	11/05/2019	34705	J HARDING & CO TRI MOUNTAIN CYPRESS ; PA TRI MONTAIN CYPRESS ; PAR TRI MOUNTAIN CYPRESS ; PA TRI MOUNTAIN CYPRESS ; PA TRI MOUNTAIN CYPRESS ; PA	341.00 120.00 64.00 33.00 60.00 64.00
148581	11/05/2019	84502	KINGDOM BUILDERS CENTER OF HOUSTON FACILITY RENTAL FOR 2020 EQUIPMENT RENTAL FOR 2020 SECURITY (6 OFFICERS) & 1 PARKING MANAGEMENT PROVID	21,429.00 10,664.00 7,935.00 1,930.00 900.00
148584	11/05/2019	82248	METROPOLITAN LIFE INSURANCE COMPANY COBRA DENTAL OCT19 DENTAL ENPLYINS OCT19	3,683.81 52.64 3,631.17

# Check Register

Fiscal Year: 20

Period: 3

**Fund: 1990 - GENERAL FUND**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148585	11/05/2019	86264	MOAK CASEY & ASSOCIATES INC	5,000.00
			COMPLETEP2000251	500.00
			POLICY CONSULTING SERVICE	4,500.00
148587	11/05/2019	46860	POSITIVE PROMOTIONS INC	1,650.37
			SET-UP CHARGE	50.00
			2-SECTION CONTAINER BLUE	269.00
			MOP TOPPER STYLUS PEN	1,123.75
			SHIPPING & HANDLING	207.62
148588	11/05/2019	86862	PS LIGHTWAVE INC	3,483.05
			NOV 19 DATA CIRCUITS	477.73
			NOV 19 DATA CIRCUITS	477.73
			NOV 19 DATA CIRCUITS	477.73
			NOV 19 DATA CIRCUITS	477.73
			NOV 19 DATA CIRCUITS	1,662.73
			LIGHTWAVE SERV CANCEL	-90.60
148592	11/05/2019	88337	SAFE HAVENS INTERNATIONAL INC	5,613.05
			KEYNOET SPEAKER	496.51
			KEYNOET SPEAKER	5,000.00
			KEYNOET SPEAKER	116.54
148595	11/05/2019	88209	SMART SALES LLC	460.50
			REFP2000174 SHIPPING	9.00
			OFFICE SUPPLIES: 13 PANEL	451.50
148601	11/05/2019	87696	UNUM LIFE INSURANCE CO. OF AMERICA	17,945.41
			DENTAL COBRA OCT19	191.06
			DENTAL INS EMPYEOCT19	17,754.35

# Check Register

Fiscal Year: 20

Period: 3

**Fund: 1990 - GENERAL FUND**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148605	11/05/2019	61927	VERIZON WIRELESS	7,225.77
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	73.74
			VERIZON 10089-110719	76.22
			VERIZON 10089-110719	76.22
			VERIZON 10089-110719	76.22
			VERIZON 10089-110719	88.85
			VERIZON 10089-110719	114.33
			VERIZON 10089-110719	114.33
			VERIZON 10089-110719	126.96
			VERIZON 10089-110719	162.59
			VERIZON 10089-110719	165.07
			VERIZON 10089-110719	203.18
			VERIZON 10089-110719	206.39
			VERIZON 10089-110719	228.66
			VERIZON 100819-110719	266.55
			VERIZON 10089-110719	266.77
			VERIZON 10089-110719	296.52
			VERIZON 10089-110719	367.12
			VERIZON 10089-110719	406.36
			VERIZON 10089-110719	477.96
			VERIZON 10089-110719	612.05
			VERIZON 10089-110719	837.76
			VERIZON 10089-110719	1,600.82
148608	11/05/2019	88336	ROXANNE M MINIX-WILKINS	1,000.00
			PRESENTING - CONTINUATION	
148658	11/12/2019	87967	A-1 PERSONNEL OF HOUSTON INC	3,700.80
			TEMPORARY STAFF IN RECORD	1,190.40
			TEMPORARY STAFF IN RECORD	1,190.40
			TEMPORARY STAFF IN RECORD	1,320.00
148661	11/12/2019	87542	ALWAYS IN SEASON, INC	16.50
			PLANT MAINTANCE SERVICES	
148662	11/12/2019	88292	AMERICAN FIDELITY ASSURANCE COMPANY	738.34
			CANCER INS NOV19	
148663	11/12/2019	20270	AMERICAN HERITAGE LIFE INSURANCE CO	628.68
			CANCER INS NOV19	
148666	11/12/2019	13872	AT&T LONG DISTANCE	335.59
			101719-111619 LDIST	
148669	11/12/2019	18165	CDW GOVERNMENT INC	5,862.41
			CR REFP2000355	-76.60
			NETBRAIN SW UPG + TECH SU	5,132.98
			ELECTRONIC HP CARE PACK N	240.03
			ADO EDU ACROBAT PRO 2017	566.00



**Check Register**

Fiscal Year: 20

Period: 3

**Fund: 1990 - GENERAL FUND**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148671	11/12/2019	88256	JG MEDIA BMW &HRM OCT 19	1,688.63
148673	11/12/2019	84855	CYBERSOURCE CORPORATION GATEWAY 100119-103119	29.00
148675	11/12/2019	88102	ELIZABETH T DOW 7 TRAININGS ON LEARNING T	1,000.00
148679	11/12/2019	88287	JHON MARIO MADRIGAL INSTALLATION OF ROLLS RES	19,988.00
148685	11/12/2019	29920	HARRIS COUNTY TREASURER AIRTIME	40,502.00
			LAW ENFORCEMENT SERVICES	156.00
			LAW ENFORCEMENT SERVICES	11,527.44
			LAW ENFORCEMENT SERVICES	5,763.71
			LAW ENFORCEMENT SERVICES	17,291.13
			LAW ENFORCEMENT SERVICES	5,763.72
148691	11/12/2019	81932	HYATT LEGAL PLANS INC PRE PAID LEGALNOV19	1,494.00
148692	11/12/2019	34705	J HARDING & CO VARSITY NIKE GOLF SHIRTS	238.92
			NIKE GOLF DRI-FIT POLO 3	173.94
				64.98
148693	11/12/2019	35010	JASON'S DELI CONSTANT CNTA MEETING	113.44
148694	11/12/2019	35069	JEM RESOURCE PARTNERS ILOCK 360 NOV19 EMPL	756.00
148695	11/12/2019	83772	UNIVERSITY OF HOUSTON SYSTEM KRISTAL JOHNSON REGISTRAT	236.00
			JOYCE AKINS 2019 REGISTRA	59.00
			SHARVON PIPKINS 2019 REGI	59.00
			ILLIANA GONZALEZ 2019 REG	59.00
148699	11/12/2019	88429	SHELLEY RAQUEL MCKINLEY CSOTTE FALL 2019 TEAC	353.89
			CSOTTE FALL 2019 TEAC	96.25
				257.64
148701	11/12/2019	87340	METROPOLITAN LIFE INSURANCE COMPANY HOSP INS EMPLEE NOV19	2,932.20
148702	11/12/2019	87340	METROPOLITAN LIFE INSURANCE COMPANY ACC INS EMPLEE NOV19	1,976.64
148703	11/12/2019	85610	ELIDA MONTALVO-COLVIN FIELD SUPERVISION OF TEAC	5,200.00
			INTRO TO ELEMENTARY CONTE	1,200.00
				4,000.00
148705	11/12/2019	88219	NATUS MEDICAL INCORPORATED COLNT REPAIRS ODOMET	147.00
148707	11/12/2019	83247	PINNACLE MEDICAL MANAGEMENT CORP RANDOM SELECTION TEST (BY	398.00
148708	11/12/2019	87111	PREMIERE SPEAKERS BUREAU , INC RON CLARK WILL PRESENT A	15,750.00
148714	11/12/2019	59615	THERAPRO INC TAPS-4 MANUAL; EVA53166	960.30
			TAPS-4 TEST BOOKLETS (25)	80.00
			SPM HOME AUTOSCORE FORM (	85.00
			SPM MAIN CLASSROOM AUTOSC	354.00
			ESTIMATED SHIPPING/HANDLI	354.00
				87.30
148715	11/12/2019	60940	UNITED PARCEL SERVICE POSTAGE	12.81

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148716	11/12/2019	39630	UNUM LIFE INSURANCE CO OF AMERICA LIFE INS OCT 19 EMPLR LIFE INS OCT 19 EMPLR	12,236.90 1,629.75 10,607.15
148717	11/12/2019	87406	VERITIV OPERATING COMPANY HARRIS COUNTY DEPT. OF ED HARRIS COUNTY DEPT. OF ED	5,383.82 2,174.72 3,209.10
148718	11/12/2019	88087	VERSA CREATIVE GROUP LLC CREATIVE SERVICES ACCOUNT MANAGEMENT	2,999.99 2,166.66 833.33
148719	11/12/2019	88313	WELLSPRING TELEHEALTH TELEMED INS NOV19	690.00
148721	11/12/2019	64035	WOMEN PROFESSIONALS IN GOVERNMENT J.AKINS WPG ANNUAL MEMBER	50.00
148722	11/12/2019	64250	WORKERS ASSISTANCE PROGRAM EMPLE ASSIS PRO OCT19	1,583.38
148723	11/12/2019	64450	WRITERS IN THE SCHOOLS WRITERS IN THE SCHOOLS (W	5,092.00
148804	11/15/2019	80164	DAVID G PEAKE DED:2407 MISC	732.67
148805	11/15/2019	87594	EDUCATIONAL CREDIT MANAGEMENT CORP DED:2018 MISC	73.50
148806	11/15/2019	31045	WILLIAM E HEITKAMP DED:2405 MISC	785.00
148807	11/15/2019	34539	INTERNAL REVENUE SERVICE DED:1210 MISC	352.50
148808	11/15/2019	88427	INTERNAL REVENUE SERVICE DED:1211 MISC	1,383.33
148809	11/15/2019	85837	PIONEER CREDIT RECOVERY, INC DED:2017 MISC	107.71
148810	11/15/2019	58040	TEXAS CLASSROOM TEACHERS ASSOC DED:7605 TCTA	35.00
148811	11/15/2019	84180	TEXAS GUARANTEED STUDENT LOAN CORP DED:2016 MISC	161.56
148812	11/15/2019	61657	U S DEPARTMENT OF EDUCATION DED:1216 MISC	774.56
148813	11/19/2019	25314	4IMPRINT FEATHERWEIGHT PACKABLE TO SET-UP CHARGE FREIGHT	2,282.03 2,115.00 54.00 113.03
148814	11/19/2019	87967	A-1 PERSONNEL OF HOUSTON INC TEMPORARY STAFF IN RECORD	1,190.40
148817	11/19/2019	86081	KRISTEN ALLEN 2019-20 CONTRACT FOR HCDE	2,920.00
148818	11/19/2019	13330	APPLE INC MR8G3LL/A IPAD WI FI 32GB S6560LL/A 3 YEAR APPLECAR MKO0C3AM/A APPLE PENCIL ( MW742LL/A 10.2-INCH IPAD S6560LL/A 3-YEAR APPLECAR MV902LL/A 15INCH MACBOOK APPLE CARE FOR 15 INCH MA	3,285.00 299.00 79.00 89.00 299.00 79.00 2,181.00 259.00

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148819	11/19/2019	13871	AT&T CORP	1,261.83
			PHONE 102119-112019	120.99
			PHONE 102719-1112619	121.05
			PHONE 110519-120419	123.84
			PHONE 110519-120419	161.00
			PHONE 102119-112019	161.32
			PHONE 110519-120419	211.38
			PHONE 110119-113019	362.25
148821	11/19/2019	86982	CAPSULE TEK LLC	9,855.00
			HELPDESK100119-103119	
148822	11/19/2019	88385	LLEWELLYN J CARTER	1,200.00
			STAFF DEVL P TRAINING	600.00
			STAFF DEVL P TRAINING	600.00
148827	11/19/2019	88084	COMCAST HOLDINGS CORPORATION	5,348.72
			INTERNET100119-103119	2,028.60
			INTERNET100119-103119	3,320.12
148828	11/19/2019	82495	COMCAST CORPORATION	305.76
			INTERNE103019-112919	
148829	11/19/2019	86779	DAVIS VISION INC	5,603.81
			VISION COBRA NOV19	48.67
			VISION INS NOV19	5,555.14
148833	11/19/2019	28564	GRAPHICS UNLIMITED INC	1,874.00
			LOGO JACKETS SIZES S-XL	1,482.50
			LOGO JACKET 2XL	163.25
			LOGO JACKET SIZE 3XL	178.25
			SET UP CHARGE	50.00

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148834	11/19/2019	29505	HALLMARK OFFICE PRODUCTS INC	22,594.04
			SENSASOFT IGLOO PLAYHOUSE	4,709.00
			PEEK-A-BOO IO SEE YOU TUN	49.99
			13" LED CUBE	331.38
			7" LED CUBE	225.52
			MINI LED CUBE	53.99
			SMALL BEAN BAG CHAIR RED	111.89
			SMALL BEAN BAG CHAIR PINK	111.89
			SMALL BEAN BAG CHAIR ROYA	111.89
			SCOOTER BOARD WITH HANDLE	42.50
			12" SCOOTER BOARD WITH HA	42.50
			MUSHY SMUSHY BEAN BAG CHA	159.70
			SENSASOFT COMPRESSION CAN	1,118.64
			MEGA WEIGHTED LAP PAD	480.90
			MEGA WEIGHTED LAMP PAD/CO	645.20
			SENSASOFT CHAIR AND STOOL	651.80
			CLASSROOM BREAK BOX START	1,181.50
			CLASSROOM BREAK BOX STAND	1,919.45
			SUPER CLASSROOM BREAK BOX	2,946.25
			BUSY FINGERS TANGRAM GEL	508.06
			LEB BLANKET	307.96
			YUMMY CUDDLY WEIGHTED BLA	307.96
			TIME TIMER PLUS	449.90
			CANVAS SLING SWING	171.79
			STEEL EYE BOLT CEILING SU	35.30
			HEIGHT ADJUSTER FOR SWING	237.68
			CRASH MAT 3X4	160.99
			STRETCH BAND FOR GROUP AC	112.79
			BUBBLE TABLE	1,177.89
			SOFT COMFORT SWING CHAIR	142.56
			CHAIR BALL BLUE 21"	188.30
			STOPLIGHT GOLIGHT TIMER	409.90
			SENSASOFT PLAY BARRELL	801.98
			LIMELITE LED SAND TABLE	543.34
			LOT SHIPPING	2,143.65
148836	11/19/2019	29920	HARRIS COUNTY TREASURER	156.00
			AIRTIME	
148842	11/19/2019	82440	KATY INDEPENDENT SCHOOL DISTRICT	2,000.00
			SPACE RENTAL FOR ECOBOT C	1,000.00
			RENTAL SPACE FOR ALL EART	1,000.00
148843	11/19/2019	88406	ROVION REED	2,250.00
			PROVIDE AFTERSCHOOL PROGR	

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148845	11/19/2019	88130	LIBERTY DATA PRODUCTS INC	1,659.69
			BINDER,VIEW,ROUND,1.5",WE	27.60
			BINDER,VIEW,ROUND,0.5",WE	19.92
			TACKS, THUMB	7.50
			ENVELOPE,RSTRP,PLN,10X13,	97.04
			FOLDER,2-POCKET,LETTER,BL	13.92
			BINDER,VIEW,D-RING,5",WE	38.45
			FOLDER,2-POCKET,LETTER,BL	14.42
			FOLDER,2-POCKET,LETTER,GR	15.88
			FOLDER,2-POCKET,LETTER,RE	13.52
			PORTFOLIO,DBPKT,8.5X11.5,	19.94
			CLIPS,PAPER,STANDARD,JUMB	15.57
			NOTEBOOK,WIRE,WIDE,1SUB,7	26.40
			HEADPHONES,OPEN AIR,HP-10	165.00
			PAPER,COPY,20#,8.5X11,BLU	27.92
			PAPER,COPY,20#,8.5X11,CA	39.54
			PAPER,COPY,20#,8.5X11,GRE	39.54
			HOLDER,CARD,W/LANYARD,10C	26.03
			HOLDER,BADGE,RETRACTIBLE,	47.87
			BOOK,COMPOSITION,BLK MARB	54.80
			PEN,ROUNDSTIC,BP,MD,BK,60	35.88
			PENCIL,WOODCASE,#2HB,72CT	39.96
			CLIPBOARD,WEDGY,PLSTC,W/P	51.32
			CLIPBOARD,STANDARD,6X9	13.50
			DIVIDERS,INSERT,8-TAB,MUL	39.60
			DIVIDERS,INDEX,TOC,A-Z,ML	112.20
			PAPER,CHART,UNRULED,27X34	174.12
			BINDER,VIEW,ROUND,3",WE	135.10
			FILM,LAMINATOR,25"X500',G	84.67
			BINDER,VIEW,ROUND,2",WE	63.36
			HOLDER,BADGE,DUAL,BK	61.92
			SHARPENER,COMPACT,ELEC,GY	137.20
148847	11/19/2019	82248	METROPOLITAN LIFE INSURANCE COMPANY	3,989.25
			DENTAL COBRANOV19	52.64
			DENTAL INS EMPLNOV19	3,936.61
148850	11/19/2019	88379	CIERRA BERNICE NICKERSON	287.57
			INTRODUCTION TO RESTO	56.82
			INTRODUCTION TO RESTO	230.75
148852	11/19/2019	45826	NCS PEARSON	1,709.11
			SENSORY PRFL 2 TODDLER RE	110.50
			SENSORY PRFL 2 CHILD REC	331.50
			SENSORY PRFL 2 SCHOOL COM	331.50
			BEERY VMI 6TH ED FULL FM	362.25
			BEERY VMI 6TH ED VISUAL P	246.00
			BEERY VMI 6TH ED MOTOR CO	246.00
			ESTIMATED SHIPPING/HANDLI	81.36
148853	11/19/2019	48604	REGION IV EDUCATION SERVICE CENTER	1,050.00
			HUMAN RESOURCES SERVICES	
148854	11/19/2019	83264	MARK J ROGERS	800.00
			GUEST SPKER CITY OF H	
148857	11/19/2019	81820	THE STANDARD LIFE INSURANCE	14,958.15
			DISABLTYSINS EMPNOV19	

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148859	11/19/2019	56712	TEXAS ASSOCIATION OF SCHOOL 2020 ADVERTISING, (OPEN-	1,750.00
148862	11/19/2019	87696	UNUM LIFE INSURANCE CO. OF AMERICA DENTAL COBRA NOV19	17,882.91 191.06
148864	11/19/2019	87406	DENTAL INS NOV 19 VERITIV OPERATING COMPANY HARRIS COUNTY DEPT. OF ED	17,691.85 2,250.84
148867	11/19/2019	87489	DAHILL OFFICE TECHNOLOGY CORP OCT19 COPIER FEE	987.99 8.12
			OCT19 COPIER FEE	14.89
			OCT19 COPIER FEE	36.14
			OCT19 COPIER FEE	56.98
			OCT19 COPIER FEE	119.52
			OCT19 COPIER FEE	2.31
			OCT19 COPIER FEE	44.94
			OCT19 COPIER FEE	36.05
			OCT19 COPIER FEE	65.25
			OCT19 COPIER FEE	4.98
			OCT19 COPIER FEE	2.24
			OCT19 COPIER FEE	14.16
			OCT19 COPIER FEE	5.10
			OCT19 COPIER FEE	18.43
			OCT19 COPIER FEE	70.99
			OCT19 COPIER FEE	3.57
			OCT19 COPIER FEE	208.15
			OCT19 COPIER FEE	101.93
			OCT19 COPIER FEE	174.24
148996	11/26/2019	25314	4IMPRINT BUDGET - BEATER GOLF UMBR	1,939.83 237.05
			BUDGET - BEATER GOLF UMBR	237.05
			BUDGET - BEATER GOLF UMBR	237.10
			BUDGET - BEATER GOLF UMBR	237.10
			BUDGET - BEATER GOLF UMBR	237.10
			BUDGET - BEATER GOLF UMBR	474.20
			ADD'L LOCATION RUN CHARGE	45.00
			ADD'L LOCATION RUN CHARGE	45.00
			SET-UP CHARGE	31.50
			SET-UP CHARGE (ADD'L LOC)	31.50
			FREIGHT	127.23
148997	11/26/2019	84484	ALIEF INDEPENDENT SCHOOL DISTRICT DATA REQUESTED	12.00
148999	11/26/2019	88423	KIMBERLY MICHELLE AUSTIN PROVIDE COSMETOLOGY INSTR	1,200.00
149000	11/26/2019	88034	BELHAVEN CONSULTING PRESENTING HARNESSING THE	4,750.00
149002	11/26/2019	18165	CDW GOVERNMENT INC REF P1902408	5,182.98
149007	11/26/2019	82495	COMCAST CORPORATION INTERNET111119-121019	376.33
149008	11/26/2019	88326	GOVCONNECTION INC CELL PHONE CHARGING LOCKE CHARGETECH FLOOR STAND FO	6,939.00 6,285.00 654.00

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149010	11/26/2019	84862	CYPRESS FAIRBANKS ISD REQUEST DATA CPU TIME	41.70
149011	11/26/2019	22600	DEMERIS BARBECUE MEALS HR TEM RETREAT	258.86
149017	11/26/2019	82491	DURA PIER FACILITIES SERVICES LTD REMOVE EXISTING CARPET IN REMOVE THE EXISTING SIGNA	24,221.27 5,770.24 18,451.03
149018	11/26/2019	80775	FRENCH CORNER CATERING INC BUS MEETING MEALS	210.60
149020	11/26/2019	29505	HALLMARK OFFICE PRODUCTS INC CONFERENCE TABLE 36" DIAM TWO DRAWER LATERAL	499.00 131.50 367.50
149022	11/26/2019	29920	HARRIS COUNTY TREASURER LAW ENFORCEMENT SERVICES LAW ENFORCEMENT SERVICES LAW ENFORCEMENT SERVICES LAW ENFORCEMENT SERVICES	40,346.00 11,527.44 5,763.71 17,291.13 5,763.72
149023	11/26/2019	32350	HOUSTON CHRONICLE ADVERTISING OF RFP'S FOR	251.96
149026	11/26/2019	34705	J HARDING & CO 1990 BLACK PRIM VISION PO 1990_2XL PRIM VISION POLO 1990_3XL PRIM VISION POLP 1990_4XL PRIM VISION POLO 1991L PRIM WOMENS EASY FI K580_2XL BATTLE GREY PORT L580 BATTLE GREY PORT AUT	1,229.58 174.86 188.86 88.44 31.98 623.52 31.98 89.94
149029	11/26/2019	87975	KARCZEWSKI BRADSHAW LLP SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE SEPT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE OCT19 LEGAL FEE	56,628.43 300.00 450.00 702.21 1,050.00 1,125.00 1,215.00 1,536.95 1,813.10 1,919.00 3,975.00 5,386.50 5,659.93 75.00 75.00 150.00 210.00 390.00 1,298.90 1,425.23 1,779.24 1,813.10 2,251.58 4,606.92 5,065.94 12,354.83

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149030	11/26/2019	87936	LEARNING FORWARD	14,000.00
			LEARNING FORWARD WILL PRO	6,000.00
			MATERIALS/BOOKS FOR UP TO	8,000.00
149035	11/26/2019	88363	RAPHAEL DION MONTGOMERY	83.24
			SEPTEMBER MILEAGE	8.12
			OCTOBER MILEAGE	8.12
			SEPTEMBER MILEAGE	8.24
			OCTOBER MILEAGE	8.47
			SEPTEMBER MILEAGE	8.53
			OCTOBER MILEAGE	11.60
			OCTOBER MILEAGE	30.16
149042	11/26/2019	87278	POWERSCHOOL GROUP LLC	3,000.00
			PD + SUBSCRIPTION	
149043	11/26/2019	88091	ANDREW ALAN LAMONT	361.95
			UPDATE AND MAINTAIN THE A	
149050	11/26/2019	57380	TEXAS ASSOCIATION OF SCHOOL BOARDS	3,720.00
			TEXAS LONE STAR	
149052	11/26/2019	86392	TIMECLOCK PLUS LLC	2,997.00
			REGISTR SYED ALI	999.00
			REGIS M GARCIA	999.00
			REGISTR A ARIDA	999.00
149054	11/26/2019	60940	UNITED PARCEL SERVICE	18.65
			POSTAGE	
149055	11/26/2019	39630	UNUM LIFE INSURANCE CO OF AMERICA	12,281.83
			LIFE EMP INS NOV19	1,659.00
			LIEF EMPLOYEE INS NOV19	10,622.83
149056	11/26/2019	88087	VERSA CREATIVE GROUP LLC	5,955.15
			GOOGLE ADS	3,440.48
			SOCIAL MEDIA ADS	1,606.25
			TRADITIONAL MEDIA BUYING	908.42
149060	11/26/2019	64250	WORKERS ASSISTANCE PROGRAM	1,558.00
			EMPL ASSNTA PRO NOV19	





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149132	11/29/2019	84180	TEXAS GUARANTEED STUDENT LOAN CORP DED:2016 MISC	161.56
149133	11/29/2019	61657	U S DEPARTMENT OF EDUCATION DED:1216 MISC	735.18
V148610	11/05/2019	80275	TAYYABA Q ALI OCTOBER MILEAGE	89.90
V148611	11/05/2019	11485	PEPI CORPORATION NEW EMPL ORIENT	528.41 57.89
V148612	11/05/2019	86386	ROBERT LEE BELL JR OCTOBER MILEAGE	470.52 11.37
V148620	11/05/2019	82931	VICTORIA CORTINAS SEPTEMBER MILEAGE	24.82
V148626	11/05/2019	88019	CYNTHIA ANN GUNN SEPTEMBER MILEAGE	23.32
V148629	11/05/2019	87745	ARTILLA RENE HAUGHTON OCTOBER MILEAGE	143.61
V148637	11/05/2019	86078	MELINDA EMELIA MCGOULDRIK REIMB AOTA MEMBERSHIP	225.00
V148638	11/05/2019	85571	JONETT EDWARDS MINIEL FIELD OBSERVATION	244.76
V148642	11/05/2019	44332	MAY O'BRIEN AEL FALL INSTITUTE	312.39 123.75
V148643	11/05/2019	87831	JANICE THOMAS OWOLABI AEL FALL INSTITUTE SEPTEMBER MILEAGE	188.64 61.71
V148649	11/05/2019	86997	YI REN SEPTEMBER MILEAGE	32.65
V148655	11/05/2019	84863	COLOR ONE SYSTEMS BUSINESS CARDS FOR JANET	49.00
V148726	11/12/2019	86628	DENISE ODELL ALFORD OCTOBER MILEAGE	68.44
V148727	11/12/2019	11485	PEPI CORPORATION MEALS NEW EMP ORIENT	309.70 79.30
V148728	11/12/2019	87813	MEALS EMPLOYEE SURV JULIA YVETTE ANDREWS OCTOBER MILEAGE	230.40 182.58
V148729	11/12/2019	86538	PAMELA MARIE RHODES OCTOBER MILEAGE	136.88
V148730	11/12/2019	15261	STACY K BERKMAN OCTOBER MILEAGE	74.24
V148732	11/12/2019	85128	PATTY ALLEN BERRY REIMB LWT WORKSHP	300.00
V148734	11/12/2019	16778	DEBRA LYNNE BROWN OCTOBER MILEAGE	42.34

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V148735	11/12/2019	17320	BUTLER BUSINESS PRODUCTS	2,940.95
			32365 - RULER 12" PLASTIC	2.24
			01807 INDEX 3 RING 11X8.5	22.08
			44910 MEDICATION TYLENOL	44.38
			99020 CLIP BINDER SMALL	2.12
			COMPUCESSORY 6-OUTLET POW	23.50
			COMPUCESSORY 6-OUTLET POW	40.38
			01501 AA BATTERY 1500MNBK	21.97
			02401 AAA BATTERY MN2400B	21.97
			CLI 12" QUARTZ WALL CLOCK	66.96
			CLI 12" QUARTZ WALL CLOCK	111.60
			SMEAD PRESSBOARD CLASSIFI	69.60
			POST-IT® MESSAGE FLAGS, "	14.84
			MEDLINE DIGITAL WRIST PLU	44.99
			PAPER MATE INKJOY GEL PEN	27.29
			HP 05A ORIGINAL TONER CAR	1,439.92
			BUSINESS SOURCE 1/5 CUT S	37.26
			BUSINESS SOURCE ROUND-RIN	14.80
			BUSINESS SOURCE ROUND-RIN	15.95
			BUSINESS SOURCE YELLOW	6.18
			BUSINESS SOURCE REPOSITIO	19.52
			BUSINESS SOURCE YELLOW	11.38
			BUSINESS SOURCE RULED ADH	23.44
			SPARCO LASER PRINT COPY &	12.42
			SPARCO LASER PRINT COPY &	12.42
			SPARCO LASER PRINT COPY &	12.42
			SPARCO LASER PRINT COPY &	12.42
			SPARCO LASER PRINT COPY &	12.66
			BUSINESS SOURCE ACRYLIC P	45.97
			BUSINESS SOURCE CHISEL PO	38.40
			BUSINESS SOURCE MONTHLY C	7.36
			BUSINESS SOURCE STANDARD	12.00
			SUNWORKS CONSTRUCTION PAP	7.75
			SUNWORKS CONSTRUCTION PAP	7.75
			BUSINESS SOURCE WOODCASE	62.00
			BUSINESS SOURCE BULK PACK	26.45
			BUSINESS SOURCE ALL-PURPO	35.01
			ELMER'S DISAPPEARING PURP	41.22
			BUSINESS SOURCE RULED WHI	5.85
			AVERY® DESK STYLE HIGHLIG	42.75
			SHARPIE PEN-STYLE PERMANE	18.30
			BROTHER P-TOUCH TZE LAMIN	19.59
			BROTHER P-TOUCH TZE FLAT	23.49
			BROTHER P-TOUCH TZE LAMIN	13.75
			POST-IT SELF-STICK EASEL	88.94
			POST-IT SELF-STICK WALL P	83.60
			BUSINESS SOURCE QUALITY R	8.22
			BUSINESS SOURCE QUALITY R	4.11
			BUSINESS SOURCE RETRACTAB	14.10
			KENSINGTON PRO FIT BLUETO	70.08
			TARGUS TBB012US CARRYING	73.59
			VERBATIM 32 GB STORE 'N'	45.96

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<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148738	11/12/2019	82931	VICTORIA CORTINAS OCTOBER MILEAGE	45.94
V148739	11/12/2019	62916	JOHN WEBER SERVICES AGREEMENT AT A R TRAVEL REIMBURSEMENT NOT	5,074.66 4,783.50 291.16
V148740	11/12/2019	86117	TERESA DIANE DELAISLA OCTOBER MILEAGE	39.61
V148741	11/12/2019	83949	CHERIE L DEMARR OCTOBER MILEAGE	33.99
V148745	11/12/2019	81839	MICHELLE GANTER OCTOBER MILEAGE	57.42
V148747	11/12/2019	88354	KIMBERLY NICOLE GEPHART REIMB LWT&WK5-HANDWR	300.00
V148748	11/12/2019	87411	ROBIN M GLENEWINKEL OCTOBER MILEAGE	118.32
V148749	11/12/2019	84588	SARA ELIZABETH GOEKE OCTOBER MILEAGE	46.98
V148751	11/12/2019	82863	GABRIELLE GARDNER OCTOBER MILEAGE OCTOBER MILEAGE SEPTEMBER MILEAGE OCTOBER MILEAGE OCTOBER MILEAGE SEPTEMBER MILEAGE SEPTEMBER MILEAGE OCTOBER MILEAGE SEPTEMBER MILEAGE OCTOBER MILEAGE OCTOBER MILEAGE SEPTEMBER MILEAGE OCTOBER MILEAGE OCTOBER MILEAGE OCTOBER MILEAGE OCTOBER MILEAGE OCTOBER MILEAGE OCTOBER MILEAGE SEPTEMBER MILEAGE	567.57 11.48 22.50 25.98 26.22 29.46 31.32 32.65 32.94 33.52 33.81 35.03 42.46 44.78 50.58 52.08 62.76
V148754	11/12/2019	84584	HOLLY LYNN SHAFER OCTOBER MILEAGE	73.66
V148755	11/12/2019	31388	SUE A SCAMARDO HILL REIMB 1/2 LIC PT	92.00
V148756	11/12/2019	82107	TAMMY HILLEGEIST OCTOBER MILEAGE	71.34
V148758	11/12/2019	84421	HOT SHOT DELIVERY INC POSTAGE	40.77
V148760	11/12/2019	35600	CHARLOTTE MARIA JORDAN OCTOBER MILEAGE	121.22
V148763	11/12/2019	86499	CAROL ANN KANA REIMB LWT & WK5HANDWR	300.00
V148764	11/12/2019	85126	MARLA LYNN SMITH KANAKIDIS OCTOBER MILEAGE	97.32
V148765	11/12/2019	88348	ALDONA JOLANTA KLINE REIMB LWT WORKSHOP	300.00
V148767	11/12/2019	85218	JOHANNA LEPS DE JAGER OCTOBER MILEAGE	70.76

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V148768	11/12/2019	86941	JAMIE KANE MACDONALD OCTOBER MILEAGE	79.46
V148769	11/12/2019	81372	TAMA JEAN MAGALLON OCTOBER MILEAGE	53.07
V148770	11/12/2019	87737	LISA ANNE MASON OCTOBER MILEAGE	38.86
V148771	11/12/2019	39910	LAURA KAYE MCFARLAND REIMB FOR 1/2 LIC OT	124.00
V148772	11/12/2019	86078	MELINDA EMELIA MCGOULDRIK OCTOBER MILEAGE	57.59
V148773	11/12/2019	40553	BEATRIZ M MENENDEZ OCTOBER MILEAGE	93.50
V148774	11/12/2019	87837	LORI A MESSINA OCTOBER MILEAGE	51.62
V148775	11/12/2019	87717	ANTHONY CLAY MOTEN REIM INSTR MATE PURCH REIMB PARKING REIMB FOOD PURCHASE	155.99 22.00 30.00 103.99
V148777	11/12/2019	86463	ISABEL CONTRERAS OCTOBER MILEAGE	8.70
V148778	11/12/2019	87791	MAXWELL OSADOLOR OTALOR OCTOBER MILEAGE	34.80
V148780	11/12/2019	88124	COLINA CATHERINE POUILLARD GENCYBER FALL MEETING	190.00
V148784	11/12/2019	50413	LYNN LOUISE BARNARD RUSSOM OCTOBER MILEAGE	72.50
V148785	11/12/2019	88161	EMILY GRIMES SEEHAUSEN OCTOBER MILEAGE	113.39
V148786	11/12/2019	84623	ROSA MARIA TORRES OCT. 1,2019 - MARCH 31,20	6,250.00
V148788	11/12/2019	87011	JENNA RENEE SPILLARS OCTOBER MILEAGE	82.53
V148790	11/12/2019	84863	COLOR ONE SYSTEMS BUSINESS CARDS ENVELOPES #10 ; 4/0 COLOR BUSINESS CARDS, 1-SIDED,	477.00 58.00 370.00 49.00
V148791	11/12/2019	84583	JANICE S TOYOTA OCTOBER MILEAGE	119.48
V148792	11/12/2019	86086	AMY LOUISE TRAYNOR OCTOBER MILEAGE	64.96
V148793	11/12/2019	60679	MARY JANE TROTTER OCTOBER MILEAGE	91.06
V148794	11/12/2019	60707	DENICE FEGETTE TUCKER OCTOBER MILEAGE	33.64
V148795	11/12/2019	87178	KELLY EILEEN TUMY CREST CREST	262.64 55.00 207.64
V148796	11/12/2019	88334	JESSICA VALDEZ REIMB LWT WORKSHOP	300.00
V148797	11/12/2019	80103	CAROL E VAUGHN REIMB GEN SUPP PURCH	12.96
V148798	11/12/2019	86994	JANET BAILEY WACHS OCTOBER MILEAGE	36.48

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V148799	11/12/2019	87749	LAKEN MARIE WALKER OCTOBER MILEAGE	80.39
V148800	11/12/2019	86938	MARY ELLEN WENZEL OCTOBER MILEAGE	58.58
V148801	11/12/2019	88409	ZACHARY WAYNE WIKSTROM REIMB INSTR MAT PURCH	20.35
V148802	11/12/2019	87739	STACIE LYNN WYATT REIMB LWT&WK5HANDWRI	300.00
V148869	11/19/2019	87045	ADERONKE OLUWATOBI AKINFENWA OCTOBER MILEAGE	80.04
V148870	11/19/2019	80626	JOYCE L AKINS NOVEMBER MILEAGE NOVEMBER MILEAGE OCTOBER MILEAGE WOMEN PROFESSIONALS I WOMEN PROFESSIONALS I	92.10 7.19 9.76 35.15 20.00 20.00
V148871	11/19/2019	52395	KATHRYN A BAKER OCTOBER MILEAGE	62.06
V148872	11/19/2019	88118	RITU DAS BALLA OCTOBER MILEAGE	68.15
V148873	11/19/2019	14485	THELMA J BANKS OCTOBER MILEAGE	44.72
V148874	11/19/2019	81273	TRACEY D BARR OCTOBER MILEAGE	34.50
V148875	11/19/2019	85534	CARLENE DENISE BEXLEY OCTOBER MILEAGE	26.68
V148876	11/19/2019	15393	PRAGNA K BHALARA OCTOBER MILEAGE	120.64
V148880	11/19/2019	16438	MONICA M BRALLIER OCTOBER MILEAGE	49.88
V148881	11/19/2019	82635	MARY KATE SHANNON OCTOBER MILEAGE	165.88
V148882	11/19/2019	88013	ADELE MARIE KURT BRUNSON OCTOBER MILEAGE REIMB LWT K-5 WRKSH	423.71 123.71 300.00
V148883	11/19/2019	17320	BUTLER BUSINESS PRODUCTS REF P2000365 SETUP CHARGE COMPACT ECONO UMBRELLA, FREIGHT ARM,MONITOR,SNGL,WALL MOU FOLDER, FILE, TOPTAB,POLY INDEX, LGL, LTR SZ, BT, E FLAG, INDEX, DURABLE, AST ORGANIZER, DESK, PURE WHI BOARD, 4X3, GLSS MRKR, FR 69151 BASE TABLE, CONF, 3 34342 TABLETOP CONF 96" O	1,472.70 172.90 80.00 132.00 22.50 287.56 39.84 4.35 4.46 41.77 241.60 167.53 278.19
V148884	11/19/2019	85125	JANINE WALLACE CALMES OCTOBER MILEAGE	57.01
V148887	11/19/2019	18555	SONIA AJI CHACKO OCTOBER MILEAGE	164.20

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V148889	11/19/2019	85170	CYNTHIA L CLAXTON OCTOBER MILEAGE	84.22
V148890	11/19/2019	20203	AMY LINN COLLINS OCTOBER MILEAGE	98.25
V148891	11/19/2019	88015	DAWN MARIE COMEAUX OCTOBER MILEAGE	29.12
V148892	11/19/2019	20955	NORA A CONTRERAS OCTOBER MILEAGE	160.08
V148893	11/19/2019	86087	JOANNE BOOKER CRANE OCTOBER MILEAGE	83.00
V148894	11/19/2019	83515	SON HO DOAN DAO OCTOBER MILEAGE	44.43
V148895	11/19/2019	87738	MACKENZIE SPOONTS DEMPSEY OCTOBER MILEAGE	123.54
V148897	11/19/2019	88352	KATHERINE ANN DOS SANTOS OCTOBER MILEAGE	71.86
V148898	11/19/2019	86523	ANNE M DOUBEK OCTOBER MILEAGE	142.97
V148899	11/19/2019	53023	JACQUELINE ALISON DOWELL OCTOBER MILEAGE	112.17
V148900	11/19/2019	82606	CAROL LYNN DUTTON OCTOBER MILEAGE	116.00
V148902	11/19/2019	87584	KRISTEN TAYLOR EWING OCTOBER MILEAGE	185.02
V148904	11/19/2019	84589	HEATHER MARIE FAUNCE-ESTAY OCTOBER MILEAGE	84.10
V148905	11/19/2019	83350	WRIGHT EXPRESS FINANCIAL SVC CORP EXXON GAS OCT 19	1,295.41
V148906	11/19/2019	83985	GUADALUPE MAYELA FLORES OCTOBER MILEAGE	261.00
V148907	11/19/2019	87432	MARIA V FUENTEZ OCTOBER MILEAGE	59.28
V148909	11/19/2019	27460	JOELINE E GEICK OCTOBER MILEAGE	25.52
V148910	11/19/2019	88016	HEMA I GHUTADARIA OCTOBER MILEAGE	36.54
V148912	11/19/2019	82863	GABRIELLE GARDNER OCTOBER MILEAGE	33.99
V148913	11/19/2019	88020	CATHERINE ANITA GRAVES OCTOBER MILEAGE	64.03
V148914	11/19/2019	88019	CYNTHIA ANN GUNN OCTOBER MILEAGE	62.76
V148915	11/19/2019	29320	CATHERINE MIDDAUGH GUTHRIE OCTOBER MILEAGE	33.64
V148919	11/19/2019	86609	CASSANDRA MARIA HERNANDEZ REIMB TWTT20 WSHP	85.00
V148920	11/19/2019	31388	SUE A SCAMARDO HILL OCTOBER MILEAGE	70.18
V148928	11/19/2019	88356	CAROLINE VOTH JOHNSTON OCTOBER MILEAGE	237.06
			REIMB LWT WKSHP	87.06
				150.00
V148929	11/19/2019	86488	CHERINA LANAE PETE OCTOBER MILEAGE	128.70

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V148930	11/19/2019	88012	MEGAN PATRICIA JOSEPH OCTOBER MILEAGE	202.01
V148931	11/19/2019	86499	CAROL ANN KANA OCTOBER MILEAGE	36.83
V148932	11/19/2019	82315	REBECCA RIKER NORTH OCTOBER MILEAGE	162.40
V148933	11/19/2019	88348	ALDONA JOLANTA KLINE OCTOBER MILEAGE	75.40
V148934	11/19/2019	36435	BRENNA G KOLLMORGEN OCTOBER MILEAGE	93.38
V148936	11/19/2019	86222	ROBIN DIANE-RILLA KRONENBERGER OCTOBER MILEAGE	109.10
V148937	11/19/2019	36698	SUPRIYA KUMAR OCTOBER MILEAGE	109.16
V148939	11/19/2019	85532	ERICK LEON OCTOBER MILEAGE	130.67
V148941	11/19/2019	37855	MARSHA A LEWIS OCTOBER MILEAGE	156.02
V148942	11/19/2019	86941	JAMIE KANE MACDONALD REIMB MIWJM WKSHP	35.00
V148943	11/19/2019	38955	SANDRA A MACGREGOR OCTOBER MILEAGE	113.68
V148944	11/19/2019	86497	SIMY MATHAI OCTOBER MILEAGE	79.34
V148945	11/19/2019	39691	LUCY MATTE OCTOBER MILEAGE	12.76
V148946	11/19/2019	82661	DEBORAH MATTHEWS OCTOBER MILEAGE	128.76
V148947	11/19/2019	39707	SHANNON E MAZY OCTOBER MILEAGE	106.14
V148948	11/19/2019	39910	LAURA KAYE MCFARLAND OCTOBER MILEAGE	39.79
V148949	11/19/2019	86893	KIMBERLY ROCHELLE MCLEOD REGIONAL EDUCATORS PR REGIONAL EDUCATORS PR	1,132.30 374.00 758.30
V148950	11/19/2019	82260	MEREDITH MILLER OCTOBER MILEAGE	164.72
V148951	11/19/2019	86936	SUSANNE MARIE MINKS OCTOBER MILEAGE	67.80
V148952	11/19/2019	83476	MONINA VICENCIO MORALES-ESTUART OCTOBER MILEAGE	101.50
V148953	11/19/2019	87866	PHEBE ANN PATEL OCTOBER MILEAGE	96.28
V148954	11/19/2019	85599	PRASHANTHI NAIDU NADELLA OCTOBER MILEAGE	176.90
V148955	11/19/2019	44026	VICKI Y YOUNG NOLAN OCTOBER MILEAGE	107.30
V148956	11/19/2019	82864	SHAY A OLINGER OCTOBER MILEAGE	58.58
V148957	11/19/2019	87791	MAXWELL OSADOLOR OTALOR OCTOBER MILEAGE	37.12
V148958	11/19/2019	87831	JANICE THOMAS OWOLABI OCTOBER MILEAGE	71.05



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V148959	11/19/2019	88350	ANNALISA DERILO PABLO	296.49
			OCTOBER MILEAGE	31.49
			REIMB LWTK-5 WKSHOP	265.00
V148960	11/19/2019	85138	BARBARA JEAN PARKER	93.03
			OCTOBER MILEAGE	
V148962	11/19/2019	46130	ANN K PETTY	274.92
			OCTOBER MILEAGE	
V148963	11/19/2019	88333	JULIE CHRISTINE PLOETNER	30.74
			OCTOBER MILEAGE	
V148964	11/19/2019	88290	YOLANDA RENE PYRTLE	49.82
			SEPTEMBER MILEAGE	19.78
			OCTOBER MILEAGE	30.04
V148966	11/19/2019	85276	STEPHANIE LAUREN QUARLES	38.28
			OCTOBER MILEAGE	
V148968	11/19/2019	35197	JENNIFER JONES RAMOS	119.65
			OCTOBER MILEAGE	
V148971	11/19/2019	49632	CANDACE H RIEDER	45.76
			OCTOBER MILEAGE	
V148972	11/19/2019	86525	CYRELLE FERN GARDNER	142.33
			OCTOBER MILEAGE	
V148974	11/19/2019	51348	PENNY JO SCHICK	130.50
			OCTOBER MILEAGE	
V148975	11/19/2019	84585	SUSAN RUDOLPH SCHWAITZBERG	84.10
			OCTOBER MILEAGE	
V148976	11/19/2019	83700	PAMELA MAY SHAW	24.48
			OCTOBER MILEAGE	
V148978	11/19/2019	85775	TAMARA FAYE SNOW	67.86
			OCTOBER MILEAGE	
V148979	11/19/2019	83419	MARY A SNYDER	106.14
			OCTOBER MILEAGE	
V148983	11/19/2019	86939	TAMMY SETSUKO TAKAISHI	106.72
			OCTOBER MILEAGE	
V148984	11/19/2019	84863	COLOR ONE SYSTEMS	1,144.00
			THE CONNECTOR NEWSLETTER	1,095.00
			3.5 X 2	49.00
V148985	11/19/2019	85562	MEREDITH E ANDERSON	70.18
			OCTOBER MILEAGE	
V148986	11/19/2019	88334	JESSICA VALDEZ	55.10
			OCTOBER MILEAGE	
V148989	11/19/2019	86923	ANNE HARVEY WATSON	135.14
			OCTOBER MILEAGE	
V148990	11/19/2019	83421	LESLEY DIANE CASLER	160.60
			OCTOBER MILEAGE	
V148991	11/19/2019	83984	MARY F WEISENBURGER	56.43
			OCTOBER MILEAGE	
V148992	11/19/2019	82607	VALARIE D WELTON	118.32
			OCTOBER MILEAGE	
V148993	11/19/2019	64008	TANYA S WISE	38.57
			OCTOBER MILEAGE	
V148994	11/19/2019	64730	KARLA J YIELDING	87.29
			OCTOBER MILEAGE	
V149067	11/26/2019	80275	TAYYABA Q ALI	167.91
			NOVEMBER MILEAGE	

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V149069	11/26/2019	11485	PEPI CORPORATION	221.52
			MEALS NEW EMP ORIEN	67.92
			MEALS HR EMP RETREAT	153.60
V149070	11/26/2019	87813	JULIA YVETTE ANDREWS	235.55
			NABSE	43.05
			NABSE	192.50
V149071	11/26/2019	37853	MARIA R BAUTISTA	15.00
			REIMB FIX FLAT	
V149074	11/26/2019	17320	BUTLER BUSINESS PRODUCTS	2,818.47
			TONER,HP 410A LJ CART,BK	91.99
			TONER,411A-413A,CYM,3/PK	327.99
			TONER,LSR,P4014/4015/4515	193.99
			TAPE,LBL,.5",TZ,RED/WHT -	35.98
			COVER,BINDING,EXECUTIVE,L	101.85
			TAB,REPO,FILING,24/PK,WH	20.19
			PEN,COR,SHAKE N SQZ,WHT -	5.62
			MAGNETS,F/GLS BRD,6PK,CLR	130.02
			FLURESCENTLIGHTS	70.30
			HABOR KITCHEN TIME	10.59
			VACUUM, UPRIGHT	274.36
			3 HOLE PUNCH	252.80
			2 HOLE PUNCH	252.80
			FOLDER, LTR	76.32
			FOLDER, LETTER	128.96
			FOLDER	128.96
			FOLDER, 1/3 COLOR	37.62
			CLIPBOARD	25.28
			CLIPBOARD	24.16
			PAPERMATE SHARP WRITER NO	26.18
			PAPER MATE BOLD WRITING G	67.44
			PAPER MATE RETRACTABLE PI	67.44
			SANFORD SHARPIE CLEAR VIE	64.29
			HP 507X ORIGINAL TONER CA	219.99
			PAPER MATE BOLD WRITING G	33.72
			POST-IT SUPER STICKY NOTE	34.90
			POST IT SUPER NOTES RIO D	67.90
			PRINGLES CRISPS GRAB N GO	20.03
			DOLE MIXED FRUIT CUPS	26.80
V149081	11/26/2019	80583	LOPAMUDRA GUPTA	15.01
			REIMB INS MATE PURCHA	
V149084	11/26/2019	87046	FRANCES COTANYA HESTER	380.62
			TASA/TASB 2019 CONVEN	82.50
			TASA/TASB 2019 CONVEN	298.12
V149086	11/26/2019	84290	CYNTHIA HORN	162.41
			NOVEMBER MILEAGE	11.37
			OCTOBER MILEAGE	11.60
			OCTOBER MILEAGE	29.58
			OCTOBER MILEAGE	30.16
			NOVEMBER MILEAGE	32.60
			OCTOBER MILEAGE	47.10
V149087	11/26/2019	86638	JAMES COLBERT JR	523.00
			47TH ANNUAL NATIONAL	247.50
			47TH ANNUAL NATIONAL	275.50

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V149097	11/26/2019	87162	DANA LEE	4,160.00
			CONTRACTED SERVICES OCTOB	
V149100	11/26/2019	87581	LENORA LEWIS	313.25
			OCTOBER MILEAGE	24.88
			OCTOBER MILEAGE	34.45
			SEPTEMBER MILEAGE	63.80
			OCTOBER MILEAGE	68.90
			OCTOBER MILEAGE	121.22
V149101	11/26/2019	39440	CHARLOTTE DELPHINE MANNING	358.24
			2019 UNGERBOECK UNITE	110.74
			2019 UNGERBOECK UNITE	247.50
V149102	11/26/2019	88043	JERI MICHELLE MARTINEZ	144.51
			OCTOBER MILEAGE	
V149104	11/26/2019	85571	JONETT EDWARDS MINIEL	1,747.66
			SCHOOL REFORM INITIAT	175.00
			SCHOOL REFORM INITIAT	230.75
			SCHOOL REFORM INITIAT	521.32
			SCHOOL REFORM INITIAT	820.59
V149106	11/26/2019	82177	PATRICIA MORALES	15,200.00
			CONTRACTOR WILL PROVIDE P	12,000.00
			PARTICIPANTS BOOKS FOR TR	3,200.00
V149109	11/26/2019	87791	MAXWELL OSADOLOR OTALOR	52.20
			NOVEMBER MILEAGE	17.40
			NOVEMBER MILEAGE	34.80
V149112	11/26/2019	48290	GAYLA RAWLINSON	425.82
			GRANT PROFESSIONALS A	159.82
			GRANT PROFESSIONALS A	266.00
V149113	11/26/2019	86997	YI REN	20.30
			OCTOBER MILEAGE	
V149114	11/26/2019	84234	YARITZA ROMAN	17.40
			SEPTEMBER MILEAGE	
V149118	11/26/2019	84863	COLOR ONE SYSTEMS	595.00
			THANK YOU CARDS	175.00
			BUSINESS CARDS FOR JANET	49.00
			HCDE #10 ENVELOPES	245.00
			CHRONICLE BANNER	126.00
V149120	11/26/2019	87981	RICHARD L VELA JR	479.53
			2019 TASBO OPERATIONS	151.25
			2019 TASBO OPERATIONS	328.28
V149121	11/26/2019	86923	ANNE HARVEY WATSON	506.05
			TEXAS OT ASSOCIATION	151.25
			TEXAS OT ASSOCIATION	175.00
			TEXAS OT ASSOCIATION	179.80
V149123	11/26/2019	87485	CHANEY WILLIAMS LEDET	1,744.84
			SCHOOL REFORM INITIAT	248.50
			SCHOOL REFORM INITIAT	356.44
			SCHOOL REFORM INITIAT	1,139.90
V149125	11/26/2019	85033	LIDIA GAZDYSZYN ZATOPEK	411.19
			SCOTTE FALL 2019 TEAC	96.25
			SCOTTE FALL 2019 TEAC	314.94

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Amount total: **603,213.68**

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148542	11/05/2019	88401	ALBOUM & ASSOCIATES LLC	1,080.93
			19-20 HS POLICY COUNCIL H	464.19
			HS POLICY COUNCIL BY LAWS	616.74
148545	11/05/2019	13871	AT&T CORP	302.88
			PHONE 101919111819	120.96
			PHONE 102119112019	181.92
148547	11/05/2019	14892	CITY OF BAYTOWN	407.90
			WATER READ 15	
148550	11/05/2019	88392	LINDA CARDOSA	3.60
			PARENT POLICY COUNCIL	
148551	11/05/2019	18491	CENTERPOINT ENERGY	261.31
			GAS 091219101119	53.10
			GAS 091919102119	67.02
			GAS 091119101019	44.23
			GAS 092319102119	96.96
148552	11/05/2019	85300	CHILDCARE CAREERS LLC	4,829.14
			CONTRACTED SERVICES AGREE	369.21
			CONTRACTED SERVICES AGREE	576.39
			CONTRACTED SERVICES AGREE	734.30
			CONTRACTED SERVICES AGREE	734.30
			CONTRACTED SERVICES AGREE	758.00
			CONTRACTED SERVICES AGREE	785.24
			CONTRACTED SERVICES AGREE	871.70
148559	11/05/2019	87392	ENGIE RESOURCES INC	684.58
			ELECTRIC 082019091819	
148566	11/05/2019	87470	FRONTIER SOUTHWEST INCORPORATED	170.94
			PHONE 0920119101919	
148567	11/05/2019	85932	EMCOR GOWAN INC	24,117.45
			PURCHASE AND INSTALLATION	
148569	11/05/2019	86562	HARRIS COUNTY FWSD #51	30.04
			WATER 092019102119	
148574	11/05/2019	32532	HOUSTON ISD-PRINTING SERVICES	950.42
			END OF THE YEAR HEAD STAR	
148582	11/05/2019	88393	OLGA MAGALLON	83.81
			PARENT POLICY COUNCIL	
148583	11/05/2019	88394	LUCIA MCFARLAND	33.70
			PARENT POLICY COUNCIL	
148588	11/05/2019	86862	PS LIGHTWAVE INC	3,461.92
			PHONE AND DATA CIRCUITS F	
148594	11/05/2019	88217	ACADEMY ASSOCIATION INC	3,600.00
			ADVERTISING FOR HEAD STAR	
148605	11/05/2019	61927	VERIZON WIRELESS	1,330.27
			WIRELESS 092319102219	
148606	11/05/2019	62751	WASTE MANAGEMENT	891.89
			MONTHLY WASTE NOV19	95.26
			MONTHLY WASTE OCT19	142.89
			MONTHLY WASTE NOV19	79.45
			MONTHLY WASTE OCT19	142.89
			MONTHLY WASTE OCT19	214.36
			MONTHLY WASTE OCT19	95.26
			MONTHLY WASTE NOV19	121.78

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148660	11/12/2019	10248	ACE MART RESTAURANT SUPPLY CO PLASTIC PLATE MODEL NO. 4 PLASTIC BOWL MODEL NO. DN FRY PAN MODEL NO. VOL7131 ESTIMATED SHIPPING/HANDLI	184.80 58.26 47.18 54.36 25.00
148664	11/12/2019	87353	AQUA TEXAS INC WATER READ 102819	82.51
148665	11/12/2019	13871	AT&T CORP PHONE 102719112619 PHONE 102719112619 PHONE 102719112619	485.51 146.14 121.05 218.32
148687	11/12/2019	33040	CITY OF HOUSTON WATER WATER READ 102919 WATER READ 102319	1,045.93 964.23 81.70
148697	11/12/2019	37208	CITY OF LA PORTE WATER 10/19	161.68
148704	11/12/2019	42832	NATIONAL EDUCATIONAL SYSTEMS INC BULLETIN SET	25.98
148816	11/19/2019	10248	ACE MART RESTAURANT SUPPLY CO DISHTABLE SHELF NO. DT-42 ESTIMATED SHIPPING/HANDLI DISPOSAL CUP NO. SOL42R OVEN MITT NO. 30825 STRAINER WITH STEM NO.UPD CHLORINE TEST STRIPS NO. 8" COTTON POT HOLDER CIRC PLASTIC PLATE NO. 435042 PLASTIC BOWL NO. DN-332- PLASTIC PLATTER NO. 43560 SALAD DRESSING LADLE NO. DISPOSABLE THERMO NO.8767 ESTIMATED SHIPPING/HANDLI	506.40 118.62 44.50 29.36 6.28 8.64 5.12 6.42 58.26 94.36 48.36 3.68 27.80 55.00
148823	11/19/2019	18165	CDW GOVERNMENT INC LENOVO TINY VESA MOUNT II KENSINGTON PRO FIT LOW PR TRIPP LITE DISPLAY TV WAL LENOVO THINKCENTRE M910Q SAMSUNG UN43NU6900F 6 SER	1,227.30 21.50 33.75 42.02 825.04 304.99
148826	11/19/2019	88249	CME PRINTING INC SHIPPING & HANDLING 19/20 STUDENT CALENDARS F	181.52 33.75 147.77
148831	11/19/2019	85146	JOURNEY OF FAITH UNITED METHODIST MONTHLY RENTAL FEE FEB.1-	4,000.00
148836	11/19/2019	29920	HARRIS COUNTY TREASURER MONTHLY RENTAL FEE FEB. 1-	50.00
148839	11/19/2019	32920	CITY OF HOUSTON HEALTH DEPARTMENT MONTHLY RENTAL FEE FEB. 1 MONTHLY RENTAL FEE FEB.1-	9,646.50 5,881.50 3,765.00
148844	11/19/2019	83870	KQC INVESTORS, LLC BAYTOWN HS/EHS LEASE PAYM MONTHLY RENTAL FEE FEB 1- OTHER EXPENSES UTILITIES MONTHLY RENTAL FEE FEB.1-	30,254.23 11,747.00 3,700.23 5,487.00 9,320.00

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148851	11/19/2019	88374	SANDRA JORDAN PEARSON	153.70
			SEPTEMBER MILEAGE	15.08
			OCTOBER MILEAGE	138.62
148861	11/19/2019	88315	ENERGY FUTURE HOLDINGS CORP	6,849.68
			ELECTRIC 083019093019	1,069.21
			ELECTRIC 091919101719	1,022.83
			ELECTRIC 091919101719	947.54
			ELECTRIC 092019102019	353.53
			ELECTRIC 091119100919	1,017.25
			ELECTRIC091919101719	1,008.63
			ELECTRIC 091919101719	469.32
			ELECTRIC 091019100819	642.23
			ELECTRIC 091919101719	319.14
148998	11/26/2019	13871	AT&T CORP	457.17
			PHONE 110719120619	256.36
			PHONE 110719120619	40.25
			PHONE 111319121219	160.56
149004	11/26/2019	18491	CENTERPOINT ENERGY	177.04
			GAS 100119103019	47.42
			GAS 101019110819	52.15
			GAS 101119110819	77.47
149006	11/26/2019	82495	COMCAST CORPORATION	275.10
			PHONE 111019120919	
149013	11/26/2019	22957	DISCOUNT SCHOOL SUPPLY	1,859.14
			EX SOFT SHELL QUITE SPACE	80.67
			ESTIMATED SHIPPING/HANDLI	10.00
			COLOR 400 LG CRAYONS CLBI	425.88
			9X12 MANILA PAPER 50LB 9M	117.23
			9X12 ASSORT CONSTRUCT PAP	297.29
			BUCKETS FUN FOAM SHAPES F	48.62
			FUN FOAM SHAPES BUCKET	164.45
			COLOR 200 CHUBBY MARKERS	715.00
149017	11/26/2019	82491	DURA PIER FACILITIES SERVICES LTD	651.08
			PROPOSAL FOR PARKING LOT	406.31
			PROPOSAL FOR PARKING LOT	244.77
149021	11/26/2019	27819	HARRIS COUNTY FWSD	305.55
			WATER 092619102819	
149024	11/26/2019	32531	HOUSTON ISD-FOOD SVCS DEPARTMENT	1,912.50
			ADULT FOOD AT ISD SITES:	93.50
			ADULT FOOD AT ISD SITES:	577.00
			ADULT FOOD AT ISD SITES:	177.50
			ADULT FOOD AT ISD SITES:	910.50
			ADULT FOOD AT ISD SITES:	2.00
			ADULT FOOD AT ISD SITES:	152.00
149025	11/26/2019	33941	INDUSTRIAL FIRE EQUIPMENT COMPANY	104.50
			SAFETY INSPECTION AND TAG	
149031	11/26/2019	87941	LIBERTY FIRE PROTECTION INC	341.83
			QTRLY MONITORING FEE	1.80
			QTRLY MONITORING	340.03
149032	11/26/2019	87249	LIQUID ENVIRONMENTAL OF TEXAS LLC	200.00
			QUARTERLY GREASE TRAP CLE	
149040	11/26/2019	46834	CECILE PORCHE-PETTY CASH CUSTODIAN	7.96
			GENERAL SUPPLIES	

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149044	11/26/2019	48800	RELIANT ENERGY ELECTRIC 091619101519	402.52
149046	11/26/2019	88307	SCHOLASTIC LIBRARY PUBLISHING INC SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR SUPERMENTOR 7 MONTH PROGR	4,235.91 115.09 450.76 326.08 441.17 211.00 332.48 249.36 345.27 249.36 201.41 364.45 249.36 460.35 239.77
149047	11/26/2019	51528	SCHOOL HEALTH CORPORATION STRIPS PLASTIC 1X3 32046 MEDICATION LOCK BOX MED 2 SH FANNY PACK BLK 40153 PEDICULICIDE LICE 4OZ 341	660.48 20.53 335.50 46.75 257.70
149057	11/26/2019	88355	AMANDA NGUYEN VONGSALY SEPTEMBER MILEAGE	78.88
149058	11/26/2019	88143	CARA WALKER COMMUNITY REP	99.76
149059	11/26/2019	86242	WCA WASTE CORPORATION MONTHLY WASTE NOV19	168.32
149065	11/26/2019	87916	ZENITH PREMIER INC CONTRACTED SERVICES AGREE CONTRACTED SERVICES AGREE CONTRACTED SERVICES AGREE	1,136.00 148.00 248.00 740.00

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V148616	11/05/2019	16155	MILK PRODUCTS LLC	2,505.87
			STUDENT FOOD - OPEN PURCH	96.07
			MONTHLY CAFE. FOOD FOR ST	71.63
			MONTHLY CAFE. FOOD FOR ST	231.16
			MONTHLY CAFE. FOOD FOR ST	252.84
			STUDENT FOOD - OPEN PURCH	94.82
			STUDENT FOOD - OPEN PURCH	162.54
			STUDENT FOOD - OPEN PURCH	162.54
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	94.82
			STUDENT FOOD - OPEN PURCH	157.25
			STUDENT FOOD - OPEN PURCH	41.89
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	54.18
			STUDENT FOOD - OPEN PURCH	54.18
			STUDENT FOOD - OPEN PURCH	68.98
			STUDENT FOOD - OPEN PURCH	149.00
			STUDENT FOOD - OPEN PURCH	230.27
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	123.16
V148625	11/05/2019	88006	MARIA GUADALUPE GOMEZ	160.08
			SEPTEMBER MILEAGE	
V148628	11/05/2019	86933	HARDIES FRUIT & VEGETABLE CO	1,308.50
			STUDENT FOOD - OPEN PURCH	66.10
			STUDENT FOOD - OPEN PURCH	21.00
			STUDENT FOOD - OPEN PURCH	104.65
			STUDENT FOOD - OPEN PURCH	218.87
			STUDENT FOOD - OPEN PURCH	105.45
			STUDENT FOOD - OPEN PURCH	77.45
			STUDENT FOOD - OPEN PURCH	110.58
			STUDENT FOOD - OPEN PURCH	70.46
			STUDENT FOOD - OPEN PURCH	91.70
			STUDENT FOOD - OPEN PURCH	106.12
			STUDENT FOOD - OPEN PURCH	107.18
			STUDENT FOOD - OPEN PURCH	52.63
			MONTHLY CAFE. FOOD FOR ST	176.31
V148631	11/05/2019	35079	JACQUELINE D JEFFERY	9.86
			MILEAGE REIMBURSMENT	
V148632	11/05/2019	83846	JAMESE HAKIA STANCILL	37.70
			SEPTEMBER MILEAGE	
V148634	11/05/2019	87042	RODRIGUE GINO KAMAYA	61.48
			SEPTEMBER MILEAGE	



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V148636	11/05/2019	86944	LABATT INSTITUTIONAL SUPPLY COMPANY	9,488.29
			POLICY COUNCIL FOOD	198.48
			STUDENT FOOD - OPEN PURCH	400.89
			STUDENT FOOD - OPEN PURCH	447.83
			STUDENT FOOD - OPEN PURCH	1,083.95
			STUDENT FOOD - OPEN PURCH	731.85
			STUDENT FOOD - OPEN PURCH	786.83
			STUDENT FOOD - PURCHASE O	757.80
			STUDENT FOOD - OPEN PURCH	308.39
			STUDENT FOOD - OPEN PURCH	814.84
			STUDENT FOOD - OPEN PURCH	910.20
			STUDENT FOOD - OPEN PURCH	638.72
			STUDENT FOOD - OPEN PURCH	704.55
			MONTHLY CAFÉ. FOOD FOR ST	1,153.81
			CLING FILM W/CUTTER BOX	26.02
			DISH DTRGNT MAX CNTRL	78.71
			SCRUBBER PAD, GREEN 6X9"	2.29
			PAD, STNLESS STEEL, L 50G	4.09
			CLEAR LINER 55 GALLON	22.36
			RINSE D.MACHINE DRYING MA	101.39
			ANTMCRBAL BLUE TOWL 12X24	44.36
			APRON WHITE R LG/TIES 24/	5.25
			HAIRNET BROWN R	11.16
			FOIL HVY ROLL	54.22
			OVEN/GRILL CLEANER KC-80	45.03
			PLATE NON-LMNTD WHT 9"	14.85
			RECLOSABLE BAG STRG SEAL	14.00
			RECLOSABLE BAG STRG SEAL	15.71
			FORK BULK M WHITE PLYPLEN	7.90
			RECLOSABLE FOOD BAG 2 G	16.77
			DAWN DISH DTRGNT	58.26
			SPOON BULK M WHT PLYPLE	7.90
			CUP 4OZ FOAM	19.88
V148639	11/05/2019	83631	MARISSOL MONTALVO	41.18
			SEPTEMBER MILEAGE	
V148646	11/05/2019	48077	GULSHAN A RAHMAN	31.32
			SEPTEMBER MILEAGE	
V148657	11/05/2019	63480	MELISSA FRIEDERICHS WILDER	89.90
			SEPTEMBER MILEAGE	
V148733	11/12/2019	16155	MILK PRODUCTS LLC	838.35
			STUDENT FOOD - OPEN PURCH	108.36
			STUDENT FOOD - OPEN PURCH	108.36
			STUDENT FOOD - OPEN PURCH	108.36
			STUDENT FOOD - OPEN PURCH	109.62
			STUDENT FOOD - OPEN PURCH	94.82
			STUDENT FOOD - OPEN PURCH	67.73
			MONTHLY CAFE. FOOD FOR ST	96.44
			MONTHLY CAFE. FOOD FOR ST	144.66

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V148735	11/12/2019	17320	BUTLER BUSINESS PRODUCTS	3,026.59
			TIDAL PRINTER PAPER #HAM1	48.68
			3M FLIP CHARTS #MMM570	56.41
			CUTLESS FOLDERS #SMD10341	26.43
			CLEAR PACKING TAPE #BSN64	28.73
			ELMERS GLUE STICK #EPIE55	21.39
			ORIGINAL TONER CARTRIDGE	114.99
			TONER CARTRIDGE #ELI75806	169.78
			OIC TRAY/SORTER COMBO #OI	30.18
			LORELL 2-SIDED DRY ERASE	151.27
			ROLODEX MESH OVAL PENCIL	19.92
			VIENNA WEEKLY/MONTHLY PLA	18.46
			MARRAKESH WEEKLY MONTHLY	35.04
			CROSS CUT SHREDDER #FEL46	173.38
			REMANUFACTURED TONER CART	161.78
			CLOROX BLEACH #CLO30770	247.40
			CAN LINERS #NAT00991	178.88
			HEAVY DUTY TRASH CAN LINE	81.54
			CLOROX DISINFECTING WIPES	45.29
			WINDEX GLASS CLEANER #SJN	28.58
			TOILET SEAT COVERS #IMPT2	58.20
			POWDER FREE LATEX GLOVES	127.90
			CLOROX BLEACH #CLO30770	74.22
			DIAL ANTIMICROBIAL SOAP R	72.18
			MULTIFOLD TOWELS #GJO2110	74.97
			WINDEX GLASS & MULTI SURF	42.87
			ROLL TOWELS #GJO22600	104.07
			SCOTT TOILET ROLL #KCC200	210.80
			AAA BATTERY #EVEEN92	12.99
			LYSOL DISINFECTING WIPES	30.20
			TONER CARTRIDGE #HEWCF280	229.98
			TONER CARTRIDGE - BLACK #H	275.97
			GEL INK ROLLERBALL PENS #	27.98
			GEL INK ROLLERBALL PENS -	27.98
			POLY BINDERS POCKETS BSN3	3.09
			ENERGIZER MAX 8 VOLT LAN	15.06
V148750	11/12/2019	88006	MARIA GUADALUPE GOMEZ	111.94
			OCTOBER MILEAGE	
V148753	11/12/2019	86933	HARDIES FRUIT & VEGETABLE CO	371.61
			STUDENT FOOD - OPEN PURCH	128.86
			STUDENT FOOD - OPEN PURCH	76.63
			STUDENT FOOD - OPEN PURCH	56.95
			MONTHLY CAFE. FOOD FOR ST	109.17
V148761	11/12/2019	52846	JULIE ANNE SMITH	3,430.00
			CONSULTANT WILL PROVIDE S	1,680.00
			CONSULTANT WILL PROVIDE S	1,750.00
V148762	11/12/2019	87042	RODRIGUE GINO KAMAYA	296.96
			OCTOBER MILEAGE	

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V148766	11/12/2019	86944	LABATT INSTITUTIONAL SUPPLY COMPANY	3,419.13
			STUDENT FOOD - OPEN PURCH	96.83
			STUDENT FOOD - OPEN PURCH	746.06
			STUDENT FOOD - OPEN PURCH	961.24
			STUDENT FOOD - OPEN PURCH	606.09
			STUDENT FOOD - PURCHASE O	1,008.91
V148787	11/12/2019	84620	BERTHA L ST JOHN	2,430.00
			DISABILITIES SERVICES CON	
V148879	11/19/2019	16155	MILK PRODUCTS LLC	3,211.69
			STUDENT FOOD - OPEN PURCH	96.07
			STUDENT FOOD - OPEN PURCH	96.07
			STUDENT FOOD - OPEN PURCH	108.36
			STUDENT FOOD - OPEN PURCH	108.36
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	162.54
			STUDENT FOOD - OPEN PURCH	162.54
			STUDENT FOOD - OPEN PURCH	203.18
			STUDENT FOOD - OPEN PURCH	203.18
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	94.82
			STUDENT FOOD - OPEN PURCH	96.07
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	114.36
			STUDENT FOOD - OPEN PURCH	142.95
			STUDENT FOOD - OPEN PURCH	82.53
			STUDENT FOOD - OPEN PURCH	125.67
			STUDENT FOOD - OPEN PURCH	162.54
			STUDENT FOOD - OPEN PURCH	166.31
			STUDENT FOOD - OPEN PURCH	259.87
			STUDENT FOOD - OPEN PURCH	40.64
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	94.82
V148883	11/19/2019	17320	BUTLER BUSINESS PRODUCTS	545.73
			LAMINATING ROLL FILM #GBC	76.24
			ORIGINAL TONER CARTRIDGE	114.99
			ORIGINAL TONER CARTRIDGE	91.99
			INVISIBLE TAPE REFILL #BS	8.28
			HEAVY DUTY SHIPPING TAPE	41.33
			PLASTIC TAB INDEX DIVIDER	14.72
			EXECUTIVE STAPLER #BOSB44	15.31
			DESK-FREE MOBILE HANG ORG	32.40
			ECONOMY WEIGHT SHEET PROT	35.48
			ORIGINAL TONER CARTRIDGE	114.99
V148911	11/19/2019	88023	STACY OLIVIA GONZALEZ	104.40
			OCTOBER MILEAGE	

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V148918	11/19/2019	86933	HARDIES FRUIT & VEGETABLE CO	1,628.84
			STUDENT FOOD - OPEN PURCH	36.35
			STUDENT FOOD - OPEN PURCH	37.00
			STUDENT FOOD - OPEN PURCH	50.51
			STUDENT FOOD - OPEN PURCH	66.31
			STUDENT FOOD - OPEN PURCH	69.50
			STUDENT FOOD - OPEN PURCH	69.50
			STUDENT FOOD - OPEN PURCH	59.00
			STUDENT FOOD - OPEN PURCH	87.55
			STUDENT FOOD - OPEN PURCH	72.85
			STUDENT FOOD - OPEN PURCH	70.78
			STUDENT FOOD - OPEN PURCH	84.72
			STUDENT FOOD - OPEN PURCH	69.50
			STUDENT FOOD - OPEN PURCH	87.51
			STUDENT FOOD - OPEN PURCH	93.22
			STUDENT FOOD - OPEN PURCH	70.85
			STUDENT FOOD - OPEN PURCH	91.85
			STUDENT FOOD - OPEN PURCH	100.50
			STUDENT FOOD - OPEN PURCH	73.35
			STUDENT FOOD - OPEN PURCH	86.15
			MONTHLY CAFE. FOOD FOR ST	105.09
			MONTHLY CAFE. FOOD FOR ST	146.75
V148925	11/19/2019	35079	JACQUELINE D JEFFERY	24.36
			SEPTEMBER MILEAGE	10.44
			OCTOBER MILEAGE	13.92
V148927	11/19/2019	83846	JAMESE HAKIA STANCILL	69.02
			OCTOBER MILEAGE	
V148938	11/19/2019	86944	LABATT INSTITUTIONAL SUPPLY COMPANY	9,926.29
			STUDENT FOOD - OPEN PURCH	909.69
			STUDENT FOOD - OPEN PURCH	1,214.30
			STUDENT FOOD - OPEN PURCH	610.01
			STUDENT FOOD - OPEN PURCH	784.65
			STUDENT FOOD - OPEN PURCH	605.34
			STUDENT FOOD - OPEN PURCH	700.43
			STUDENT FOOD - OPEN PURCH	-17.13
			STUDENT FOOD - OPEN PURCH	500.08
			STUDENT FOOD - OPEN PURCH	819.18
			STUDENT FOOD - OPEN PURCH	482.30
			STUDENT FOOD - OPEN PURCH	1,155.83
			STUDENT FOOD - OPEN PURCH	1,163.56
			STUDENT FOOD - OPEN PURCH	-17.13
			STUDENT FOOD - OPEN PURCH	441.71
			STUDENT FOOD - OPEN PURCH	465.21
			SOUFFLÉ CUPS 1OZ WHT 712-	108.26
V148967	11/19/2019	48077	GULSHAN A RAHMAN	59.74
			OCTOBER MILEAGE	
V148970	11/19/2019	48820	ODESSA TAIWAN RELIFORD	81.78
			OCTOBER MILEAGE	
V148995	11/19/2019	64845	ZIEBEN FOUNDATION PROPERTIES	5,384.45
			MONTHLY RENTAL FEE OCTOBE	
V149068	11/26/2019	87502	ASHLYN D NEAN ALLISON	106.14
			OCTOBER MILEAGE	

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**Fund: 2059 - HEAD START**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V149072	11/26/2019	16155	MILK PRODUCTS LLC	1,325.92
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	177.34
			STUDENT FOOD - OPEN PURCH	157.25
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	94.82
			STUDENT FOOD - OPEN PURCH	81.27
			STUDENT FOOD - OPEN PURCH	67.73
			STUDENT FOOD - OPEN PURCH	82.53
			STUDENT FOOD - OPEN PURCH	108.36
			STUDENT FOOD - OPEN PURCH	123.16
			STUDENT FOOD - OPEN PURCH	81.27
V149073	11/26/2019	86597	RAMONA PHAE BURTON	105.56
			OCTOBER MILEAGE	

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**Fund: 2059 - HEAD START**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V149074	11/26/2019	17320	BUTLER BUSINESS PRODUCTS	4,307.02
			GEORGIA-PACIFIC, GPC96019C	79.78
			GENUINE J.PTN CUPS, GJO19	87.26
			DART INSLTD F.CUPS, DCC4J	86.50
			ZIPLOC FRZR BAGS, SJN6822	90.58
			PRTED GLOVES, PDF8600LCT	161.00
			P.GUARD GLOVES, PGD8625LC	210.21
			ORIGINAL TONER CARTRIDGE	91.99
			ORIGINAL TONER CARTRIDGE	114.99
			HP 305A ORIGINAL TONER CA	131.99
			MULTIPURPOSE COPY PAPER #	89.00
			CANON CARTRIDGE128 ORIGIN	100.99
			HP 55A ORIGINAL TONER CAR	162.99
			ASHLEY DAILY CHECK SNAP C	12.48
			ALL PURPOSE TRANSPARENT G	11.67
			TALL KITCHEN DRAWSTRING T	239.85
			MULTIFOLD TOWELS #GJO2110	249.90
			MULTI SURFACE EVERYDAY CL	36.29
			CLOROX GERMICIDAL BLEACH	24.54
			FABULOSO ALL PURPOSE CLEA	17.25
			PINE SOL ALL PURPOSE CLEA	28.38
			CARPET FRESH NO VACUUM FO	8.45
			MOP & GLO MULTISURFACE FL	16.36
			FEBREEZE AIR FRESHENER SP	8.29
			GREEN WORKS GLASS & SURFA	5.13
			JOE SPEED CHANGE MOP HAND	26.07
			GENUINE JOE NARROW BAND M	8.50
			BROTHER GENUINE MONO LASE	180.60
			BUSINESS SOURCE MEDIUM PO	5.60
			ORIGINAL INK CARTRIDGE IN	67.99
			GENUINE JOB EMBOSSED HARD	182.94
			PACIFIC BLUE SELECT MULTI	381.28
			GENUINE JOE EMBOSSED DINN	321.50
			GENUINE JOE 2-PLY STANDAR	143.32
			CLOROX GERMICIDAL BLEACH	49.08
			KLEENEX 2-PLY FACIAL TISS	53.38
			ORIGINAL TONER CARTRIDGE	344.97
			TONER CARTRIDGE #HEWCF258	224.94
			LORELL ECONOMY LOW PILE S	33.99
			ORIGINAL TONER CARTRIDGE	216.99
V149083	11/26/2019	86933	HARDIES FRUIT & VEGETABLE CO	712.29
			POLICY COUNCIL MEALS	43.00
			STUDENT FOOD - OPEN PURCH	44.55
			STUDENT FOOD - OPEN PURCH	54.00
			STUDENT FOOD - OPEN PURCH	96.46
			STUDENT FOOD - OPEN PURCH	90.55
			STUDENT FOOD - OPEN PURCH	163.74
			STUDENT FOOD - OPEN PURCH	68.25
			STUDENT FOOD - OPEN PURCH	87.41
			STUDENT FOOD - OPEN PURCH	64.33
V149089	11/26/2019	87546	KIM YVETTE JOHNSON	78.30
			OCTOBER MILEAGE	37.12
			SEPTEMBER MILEAGE	41.18

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**Fund: 2059 - HEAD START**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V149091	11/26/2019	87523	PAMELA LYNN JONES-LEE SEPTEMBER MILEAGE	167.04 83.52
			OCTOBER MILEAGE	83.52
V149092	11/26/2019	52846	JULIE ANNE SMITH CONSULTANT WILL PROVIDE S	3,237.50 1,627.50
			CONSULTANT WILL PROVIDE S	1,610.00
V149094	11/26/2019	36699	PATRICIA A KUSKOS SEPTEMBER MILEAGE	85.26
V149096	11/26/2019	86944	LABATT INSTITUTIONAL SUPPLY COMPANY	13,491.65
			STUDENT FOOD - OPEN PURCH	801.59
			STUDENT FOOD - PURCHASE O	465.88
			STUDENT FOOD - PURCHASE O	1,142.92
			STUDENT FOOD - OPEN PURCH	623.39
			STUDENT FOOD - OPEN PURCH	1,474.45
			STUDENT FOOD - OPEN PURCH	12.23
			STUDENT FOOD - OPEN PURCH	560.50
			STUDENT FOOD - OPEN PURCH	585.79
			STUDENT FOOD - OPEN PURCH	1,037.54
			STUDENT FOOD - OPEN PURCH	540.96
			STUDENT FOOD - OPEN PURCH	1,362.91
			STUDENT FOOD - OPEN PURCH	8.80
			STUDENT FOOD - OPEN PURCH	441.93
			STUDENT FOOD - OPEN PURCH	664.29
			STUDENT FOOD - OPEN PURCH	1,388.03
			MONTHLY CAFÉ. FOOD FOR ST	-115.59
			MONTHLY CAFÉ. FOOD FOR ST	57.30
			MONTHLY CAFÉ. FOOD FOR ST	689.31
			MONTHLY CAFÉ. FOOD FOR ST	1,412.61
			GREEN BEANS LOW SODIUM	22.83
			ROLL, WHEAT ROUND DINNER	27.37
			DRESSING, ITALIAN FF	8.38
			DRESSING, RANCH BTRMILK	13.09
			CUT SWEET POTATOES	29.77
			TKY BRST ROAST VIP S/L	235.37
V149098	11/26/2019	88116	IVETT LEMUS LOYA OCTOBER MILEAGE	185.60
V149105	11/26/2019	83631	MARISSOL MONTALVO OCTOBER MILEAGE	17.40
V149107	11/26/2019	81996	MICHELE ANDERSON NWOKOBIA SEPTEMBER MILEAGE	139.20
V149111	11/26/2019	47923	QSS, L.C MONTHLY MONITORING AND MA	377.74 363.89
			MONITORING HS BAYTOWN	13.85
V149115	11/26/2019	84978	CHLOE DENAE NOLASCO OCTOBER MILEAGE	138.62 66.70
			SEPTEMBER MILEAGE	71.92
V149118	11/26/2019	84863	COLOR ONE SYSTEMS HEARING AND VISION SCREEN	1,359.37 196.00
			SCHOLASTIC BOOKMARKS 9348	418.00
			FAMILY CONNECT CERTIFICAT	255.37
			19-20 HS POLICY COUNCIL B	245.00
			19-20 HS POLICY COUNCIL H	245.00

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**Fund: 2059 - HEAD START**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V149122	11/26/2019	63480	MELISSA FRIEDERICHS WILDER OCTOBER MILEAGE	123.54

Number of checks in fund 2059 - HEAD START: **95**      Amount total: **184,823.47**

**Fund: 2069 - HEAD START TRAINING**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148782	11/12/2019	48820	ODESSA TAIWAN RELIFORD REAGION VI HEAD START	99.00
V149068	11/26/2019	87502	ASHLYN D NEAN ALLISON REGION VI HEAD START	178.75
V149090	11/26/2019	88093	JANA JEAN TERREZ JONES REGION VI HEAD START REGION VI HEAD START	209.50 48.62 160.88
V149091	11/26/2019	87523	PAMELA LYNN JONES-LEE REGION VI HEAD START REGION VI HEAD START	202.67 50.73 151.94
V149110	11/26/2019	45798	VENETIA LYNN PEACOCK REGION VI HEAD START REGION VI HEAD START	165.58 4.70 160.88

Number of checks in fund 2069 - HEAD START TRAINING: **5**      Amount total: **855.50**

**Fund: 2100 - STOP SCHOOL VIOLENCE GRNT**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148700	11/12/2019	86682	MENTAL HEALTH AMERICA OF GREATER YOUTH MENTAL HEALTH FIRST PARTICIPANTS TRAINING MAN	1,500.00 1,000.00 500.00
V148883	11/19/2019	17320	BUTLER BUSINESS PRODUCTS LASER CRG LJ2600 BLK LASER CRG LJ2600 YEL LASER CRG LJ2600 CYN LASER CRG LJ2600 MAG	444.96 102.99 113.99 113.99 113.99

Number of checks in fund 2100 - STOP SCHOOL VIOLENCE GRNT: **2**      Amount total: **1,944.96**

**Fund: 2150 - EARLY HEADSTART OPERATION**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148547	11/05/2019	14892	CITY OF BAYTOWN WATER READ 15	326.93
148574	11/05/2019	32532	HOUSTON ISD-PRINTING SERVICES HS NEWSLETTER	105.60
148594	11/05/2019	88217	ACADEMY ASSOCIATION INC ADVERTISING FOR EARLY HEA	4,800.00
148605	11/05/2019	61927	VERIZON WIRELESS WIRELESS 092319102219	126.17
148606	11/05/2019	62751	WASTE MANAGEMENT MONTHLY WASTE NOV19	97.60
148672	11/12/2019	88340	CONNIE R COOK OCTOBER MILEAGE	70.76
148823	11/19/2019	18165	CDW GOVERNMENT INC LG 32" 2560X1080 FREE SYN	683.28
148844	11/19/2019	83870	KQC INVESTORS, LLC KQC MONTHLY LEASE AGREEME	9,415.00



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**Fund: 2150 - EARLY HEADSTART OPERATION**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148861	11/19/2019	88315	ENERGY FUTURE HOLDINGS CORP ELECTRIC 083019093019	856.95
149004	11/26/2019	18491	CENTERPOINT ENERGY GAS 100119103019	38.01
149017	11/26/2019	82491	DURA PIER FACILITIES SERVICES LTD PROPOSAL FOR PARKING LOT PROPOSAL FOR PARKING LOT	554.61 346.11 208.50
V148616	11/05/2019	16155	MILK PRODUCTS LLC STUDENT FOOD- OPEN PURCHA STUDENT FOOD- OPEN PURCHA STUDENT FOOD- OPEN PURCHA	68.65 8.85 28.56 31.24
V148628	11/05/2019	86933	HARDIES FRUIT & VEGETABLE CO STUDENT FOOD- OPEN PURCHA	21.79
V148636	11/05/2019	86944	LABATT INSTITUTIONAL SUPPLY COMPANY STUDENT FOOD - OPEN PURCH	142.60
V148733	11/12/2019	16155	MILK PRODUCTS LLC STUDENT FOOD- OPEN PURCHA STUDENT FOOD- OPEN PURCHA	29.80 11.92 17.88
V148735	11/12/2019	17320	BUTLER BUSINESS PRODUCTS PAPER TOWELS #GJO21120 RECYCLED PAPER TOWEL ROLL ALL PURPOSE CLEANER #GJO0 EMBOSSSED BATH TISSUE #GPC HEAVY DUTY TRASH CAN LINE RECYCLED CAN LINERS #NAT0 HEAVY DUTY TRASH CAN LINE KLEENEX FACIAL TISSUE #KC	995.61 269.60 208.25 64.74 123.74 54.36 102.28 65.88 106.76
V148753	11/12/2019	86933	HARDIES FRUIT & VEGETABLE CO STUDENT FOOD- OPEN PURCHA	13.49
V148761	11/12/2019	52846	JULIE ANNE SMITH PROFESSIONAL SERVICES ACC	577.50
V148888	11/19/2019	87181	FELLOWSHIP OF PURPOSE EARLY CHILDHO TO PROVIDE CHILD CARE SER TO PROVIDE CHILD CARE SER	3,960.00 1,980.00 1,980.00
V148918	11/19/2019	86933	HARDIES FRUIT & VEGETABLE CO STUDENT FOOD- OPEN PURCHA STUDENT FOOD- OPEN PURCHA	31.11 12.98 18.13
V148926	11/19/2019	86996	JOHN G JONES LEARNING CENTER TO PROVIDE CHILD CARE SER TO PROVIDE CHILD CARE SER TO PROVIDE CHILD CARE SER	3,705.00 1,235.00 1,235.00 1,235.00
V148935	11/19/2019	87246	DESKOT LLC TO PROVIDE CHILD CARE SER TO PROVIDE CHILD CARE SER TO PROVIDE CHILD CARE SER	11,135.00 3,630.00 3,700.00 3,805.00
V148940	11/19/2019	87247	LETS LEARN CHRISTIAN LEARNING CTR TO PROVIDE CHILD CARE SER TO PROVIDE CHILD CARE SER TO PROVIDE CHILD CARE SER TO PROVIDE CHILD CARE SER	3,852.00 935.00 935.00 935.00 1,047.00

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**Fund: 2150 - EARLY HEADSTART OPERATION**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V149075	11/26/2019	87181	FELLOWSHIP OF PURPOSE EARLY CHILDHO TO PROVIDE CHILD CARE SER	4,610.00 650.00
			TO PROVIDE CHILD CARE SER	1,980.00
			TO PROVIDE CHILD CARE SER	1,980.00
V149088	11/26/2019	86996	JOHN G JONES LEARNING CENTER TO PROVIDE CHILD CARE SER	1,235.00
V149096	11/26/2019	86944	LABATT INSTITUTIONAL SUPPLY COMPANY STUDENT FOOD - OPEN PURCH	252.58 -14.28
			STUDENT FOOD - OPEN PURCH	7.08
			STUDENT FOOD - OPEN PURCH	85.19
			STUDENT FOOD - OPEN PURCH	174.59
V149099	11/26/2019	87247	LETS LEARN CHRISTIAN LEARNING CTR TO PROVIDE CHILD CARE SER	1,075.00
V149111	11/26/2019	47923	QSS, L.C MONTHLY SECURITY MONITORI	11.10

Number of checks in fund 2150 - EARLY HEADSTART OPERATION: **28**      Amount total: **48,791.14**

**Fund: 2159 - EARLY HEADSTART OPERATION**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148563	11/05/2019	82491	DURA PIER FACILITIES SERVICES LTD LABOR SUPPLIES AND MATER	10,582.21
148588	11/05/2019	86862	PS LIGHTWAVE INC PHONE AND DATA CIRCUITS F	2,720.08
148816	11/19/2019	10248	ACE MART RESTAURANT SUPPLY CO DISHTABLE SHELF NO. DT-42	20.16 14.66
			ESTIMATED SHIPPING/HANDLI	5.50
148826	11/19/2019	88249	CME PRINTING INC 19/20 STUDENT CALENDARS F	61.12
V148647	11/05/2019	87742	LENORA A REED MILEAGE REIMBURSEMENT	103.24

Number of checks in fund 2159 - EARLY HEADSTART OPERATION: **5**      Amount total: **13,486.81**

**Fund: 2160 - EARLY HEADSTART T&TA**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148782	11/12/2019	48820	ODESSA TAIWAN RELIFORD REAGION VI HEAD START	474.46 148.50
			REAGION VI HEAD START	325.96
V149090	11/26/2019	88093	JANA JEAN TERREZ JONES REGION VI HEAD START	23.27 5.40
			REGION VI HEAD START	17.87
V149091	11/26/2019	87523	PAMELA LYNN JONES-LEE REGION VI HEAD START	35.76 8.95
			REGION VI HEAD START	26.81
V149110	11/26/2019	45798	VENETIA LYNN PEACOCK REGION VI HEAD START	18.39 0.52
			REGION VI HEAD START	17.87

Number of checks in fund 2160 - EARLY HEADSTART T&TA: **4**      Amount total: **551.88**

**Fund: 2169 - EARLY HEADSTART T&TA**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
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**Fund: 2169 - EARLY HEADSTART T&TA**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148597	11/05/2019	85083	TEACHSTONE TRAINING, LLC	3,310.00
			SUBSCRIPTION RENEWAL 12 M	3,200.00
			SUBSCRIPTION (YEAR 1-12 M	110.00

Number of checks in fund 2169 - EARLY HEADSTART T&TA: 1      Amount total: **3,310.00**

**Fund: 2219 - DIST. LEARNING CAP. BUILD**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148848	11/19/2019	88266	VERONICA NAYELI NAVA	220.40
			OCTOBER MILEAGE	
V148653	11/05/2019	88265	LUCERO A SOSA ROSALES	241.59
			DISTANCE LEARNING CON	68.75
			DISTANCE LEARNING CON	172.84
V148980	11/19/2019	88265	LUCERO A SOSA ROSALES	185.39
			OCTOBER MILEAGE	

Number of checks in fund 2219 - DIST. LEARNING CAP. BUILD: 3      Amount total: **647.38**

**Fund: 2300 - FEDERAL ADULT ED REGULAR**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148588	11/05/2019	86862	PS LIGHTWAVE INC	544.05
			NOV 19 ETHERNET	215.83
			NOV 19 ETHERNET	328.22
148605	11/05/2019	61927	VERIZON WIRELESS	1,371.64
			VERIZON 100819-110719	
148667	11/12/2019	43683	NEIGHBORHOOD CENTERS INC	500.00
			SEPT 19 LEASE	
148724	11/12/2019	87489	DAHILL OFFICE TECHNOLOGY CORP	163.61
			COPY FEES OCT 19	18.57
			COPY FEES OCT 19	34.34
			COPY FEE OCT 19	80.81
			COPY FEES OCT 19	29.89
148819	11/19/2019	13871	AT&T CORP	337.41
			PHONE1101019-113019	
148820	11/19/2019	43683	NEIGHBORHOOD CENTERS INC	500.00
			OCT 19 LEASE PAYMNT	
149019	11/26/2019	87470	FRONTIER SOUTHWEST INCORPORATED	72.97
			PHONE 110119-113019	
V148613	11/05/2019	81908	DAVID WAYNE BERRIER	20.18
			SEPTEMBER MILEAGE	
V148642	11/05/2019	44332	MAY O'BRIEN	143.94
			SEPTEMBER MILEAGE	
V148731	11/12/2019	81908	DAVID WAYNE BERRIER	54.64
			OCTOBER MILEAGE	
V148746	11/12/2019	87517	BIANCA YADHIRA GARCIA	141.29
			OCTOBER MILEAGE	
V148776	11/12/2019	41818	RUSSELL G MUELLER	11.83
			OCTOBER MILEAGE	
V148783	11/12/2019	87978	STEPHANIE MICHELLE ROSS	168.20
			OCTOBER MILEAGE	
V148868	11/19/2019	87284	BELINDA JANE ACOSTA	77.72
			OCTOBER MILEAGE	
V148973	11/19/2019	80027	VIRGINIA M SANCHEZ	50.81
			OCTOBER MILEAGE	

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**Fund: 2300 - FEDERAL ADULT ED REGULAR**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148987	11/19/2019	86237	ESMERALDA VARGAS OCTOBER MILEAGE	137.00
V149074	11/26/2019	17320	BUTLER BUSINESS PRODUCTS TONER,LSR,HP507A,5.5K,BLK LABEL,C/C,.25"D,RMV,TRNSL CLEANER,DE,EXPO,SPRAY,8OZ REMOVER,STAPLE,BRN CHAIRMAT,46X60,RECT,CLR PEN,INKJOY,GEL,14,AST CLEANER,DUST-OFF,XL,10OZ, PEN,BP,STK,MED,BLU PEN,BP,STK,MED,BLK PENCIL,WD TAPE,ACRYLIC,2"X55YD,CLEA TAPE,INVISIBLE,3/4X1000" TONER,LSR,F/HP P2035/2055 TONER,STANDARD YIELD,BK TONER,LJ M401/MFPM425,BK TONER,CLJ PRO MFP M180,BL TONER,LSR,LJ 305A,BLK TONER,LJ,F/ LJ 1320,BLK PLANNER REFL,WK/MO,6.9X8. STAMP,5IN1,SFI,ECON,RECY	2,194.25 329.98 13.14 38.25 1.20 299.94 29.49 20.40 16.95 16.80 49.60 28.73 8.39 403.96 139.98 229.98 101.98 183.98 227.98 22.03 31.49
V149103	11/26/2019	80579	GUILLERMO MEDINA JR OCTOBER MILEAGE	426.18
V149108	11/26/2019	44332	MAY O'BRIEN OCTOBER MILEAGE	168.92

Number of checks in fund 2300 - FEDERAL ADULT ED REGULAR: **19**      Amount total: **7,084.64**

**Fund: 2340 - FED-ADULT ED-EL/CIVICS**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148588	11/05/2019	86862	PS LIGHTWAVE INC NOV 19 ETHERNET NOV 19 ETHERNET	277.20 109.96 167.24
148677	11/12/2019	87689	EDOPP SOLUTIONS LLC WPL BAYTO92319-102819	12,350.00

Number of checks in fund 2340 - FED-ADULT ED-EL/CIVICS: **2**      Amount total: **12,627.20**

**Fund: 2670 - FED 21ST CENTURY CYC 9**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148908	11/19/2019	88216	MARIO XAVIER GARCIA SEPTEMBER MILEAGE OCTOBER MILEAGE TEXAS ACE PROJECT DIR TEXAS ACE PROJECT DIR	426.68 37.35 76.91 81.00 231.42

Number of checks in fund 2670 - FED 21ST CENTURY CYC 9: **1**      Amount total: **426.68**

**Fund: 2680 - FED 21ST CENTURY CYCLE 10**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148652	11/05/2019	87574	MONIQUE JALAYNE SMITH SEPTEMBER MILEAGE	87.35

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**Fund: 2680 - FED 21ST CENTURY CYCLE 10**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148885	11/19/2019	88083	JASMINE IVAH CASTLEBERRY	351.54
			SEPTEMBER MILEAGE	119.25
			OCTOBER MILEAGE	232.29
V148977	11/19/2019	87574	MONIQUE JALAYNE SMITH	105.27
			OCTOBER MILEAGE	

Number of checks in fund 2680 - FED 21ST CENTURY CYCLE 10: **3**      Amount total: **544.16**

**Fund: 2880 - FED-AFTER SCHOOL PTNRSHIP**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148630	11/05/2019	87484	ADRIAN IZAGUIRRE	20.12
			SEPTEMBER MILEAGE	
V149116	11/26/2019	87206	TRACIE R SCALES	40.60
			SEPTEMBER MILEAGE	13.46
			OCTOBER MILEAGE	27.14

Number of checks in fund 2880 - FED-AFTER SCHOOL PTNRSHIP: **2**      Amount total: **60.72**

**Fund: 2889 - FED-AFTER SCHOOL PTNRSHIP**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
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**Fund: 2889 - FED-AFTER SCHOOL PTNRSHIP**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148591	11/05/2019	50480	S & S WORLDWIDE INC	9,120.93
			BLACK STERILITE FOOTLOCKE	67.18
			S&S WORLDWIDE ENVELOPE WI	180.26
			S&S WORLDWIDE LOGIC GAME	126.39
			S&S WORLDWIDE BEGINNER GA	122.20
			WORLD'S GREATEST WORLD'S	23.19
			WORLD'S GREATEST WORLD'S	23.19
			TABLETOPICS AND ORIGINAL	23.99
			TABLETOPICS HAPPINESS	23.99
			KAPPA BOOKS PUBLISHER AS	14.09
			TABLETOPICS BEST THING EV	23.99
			WHITE COLOR- ME GLAZED CE	19.19
			GEOCENTRAL BREAK OWN GEOD	13.62
			HASBRO TWISTER GAME	23.50
			GO SPORTS JUNIOR CORNHOLE	46.99
			RED-BLUE SPECTRUM 2 PERSO	61.59
			SCOOTER KAYAK POLE 53IN	15.98
			0.5LB ASSORTED COLOR SPLA	9.44
			CLEAR ELMERS WASHABLE GLU	27.99
			ASSORTED COLOR SPLASH JUM	8.92
			S&S WORLDWIDE HUMMING TOY	29.59
			SOLID OAK INC MINI GLASS	7.19
			METALLIC SHARPIE FINE TIP	14.56
			2.5LB NATURAL PERRERELL N	11.99
			NEON ASSORTED SHARPIE FIN	13.15
			ASSORTED S&S WORLDWIDE WI	4.39
			ASSORTED COLOR SPLASH CH	3.83
			NATURAL S&S WORLDWIDE 3 P	6.10
			FRANKLIN CLASSIC BEANBAG	30.07
			ASSORTED COLOR SPLASH CHE	4.50
			WHITE ADHESIVE DRY ERASE	14.38
			S&S WORLDWIDE BIG TEEN BO	21.62
			ASSORTED COLOR SPLASH POM	4.69
			ASSORTED COLOR SPLASH FEL	24.90
			ELENCO SNAP CIRCUITS LIGH	248.16
			S&S WORLDWIDE ALL TIME FA	141.00
			BANANAGRAMS BANANAGRAMS W	12.79
			MATTEL APPLES JR GAME	25.38
			MATTEL BLOKUS	30.07
			WINNING MOVES BIG BOGGLE	16.79
			S&S WORLDWIDE PRITNED BUT	25.38
			ALLEN DIAGNOSTIC MODULE	31.99
			ASSORTED GATOR SKIN DODGE	214.32
			S&S WORLDWIDE TOSS FOUR G	169.20
			S&S WORLDWIDE JUMBO EMOJI	60.12
			S&S WORLDWIDE JUMBO FOAM	27.26
			SPECTRUM JUMBO OSTRICH EG	65.80
			ASSORTED CRAYOLA SUPERTIP	518.65
			ASSORTED EXPO DRY ERASE C	47.92
			50LB WHITE PACON SULPHITE	244.26
			ASSORTED PACON CONSTRUCTI	215.97
			CANARY YELLOW 3M NOTE PAD	49.32
			BASIC PRODUCTS SELF SEAL	47.30

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**Fund: 2889 - FED-AFTER SCHOOL PTNRSHIP**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148591	11/05/2019	50480	S & S WORLDWIDE INC	9,120.93
			BLACK BAZIC PRODUCTS MEDI	11.90
			OFFICEMATE SMOOTH FINISH	4.44
			WHITE PACON 6 PLY POSTER	23.50
			OFFICEMATE CLIPBOARD LETT	37.50
			WHITE S&S WORLDWIDE PLAST	20.78
			NATURAL CRAFT STICK 3/8IN	76.86
			SARGENT #2 GRAPHITE PENCI	626.98
			0.24OZ PURPLE ELMERS WASH	330.74
			CHAMPRO SPORT INDOOR OUTD	159.80
			S&S WORLDWIDE BEADED ROPE	105.00
			S\$\$ WORLDWIDE NO KNOTT HO	96.06
			BROWN WILSON WILSON MVP F	279.75
			BROWN WILSON WILSON NFL A	183.90
			WHITE GO SPORTS GIANT WOO	184.24
			S&S WORLDWIDE BASIC YOGA	235.01
			COLOR SPLASH CLEAR SMOCK	153.36
			ASSORTED CRAYOLA WATERCOL	178.60
			WHITE S&S WORLDWIDE PLAST	9.20
			ASSORTED GATOR SKIN DODGE	214.32
			ASSORTED SPECTRUM FOAM DI	27.26
			WHITE BUFFALO GAME ITEM:	23.19
			WINNING MOVES PAYDAY GAME	31.98
			MELISSA & DOUG 33 PIECE W	33.57
			WHITE LUXOR DOUBLE SIDED	275.20
			ASSORTED SPECTRUM NUMBERE	37.59
			ASSORTED SPECTRUM ULTIMAT	75.16
			BLUE FOX CLASSIC WHISTLE	20.76
			GREEN BRADY PEOPLE LANYA	6.36
			NO BRAND AVAIL PLA FILAME	154.39
			NO BRAND AVAIL PLA FILAME	154.39
			JOYLABZ MAKEY MAKEY ANINV	291.35
			ASSORTED LEARNING RESOURC	18.79
			HAMILTON BEACH AUTOMATIC	28.19
			S&S WORLDWIDE FOAM BRUSH	15.18
			PURPLE BEISTLE TABLE COVE	28.19
			BLUE BEISTLE TABLE COVER	28.19
			MINI HIGH TEMPERATURE GLU	32.58
			ELMERS LESS MESS MIN ALL	10.06
			WALNUT HOLLOW WOOD & LEAT	28.79
			CRAFT HEAT TOOL ITEM: TL4	22.39
			CLEAR GRAFIX PROJECT SIZE	18.79
			BLACK FISKARS PORTABLE PA	45.10
			NATURAL S&S WORLDWIDE BRI	35.71
			20OZ S&S WORLDWIDE DUM DU	8.79
			ICEBREAKERS IN A JAR ITEM	8.79
			SPONGEBOB SQUARE PANTS MY	5.99
			HASBRO MONOPOLY DEAL CARD	5.16
			HASBRO CONNECT 4 SHOTS	20.67
			CLEAR STERILITE PLASTIC S	24.72
			WHITE S&S WORLDWIDE PAINT	21.60
			NO BRAND AVAIL IMAGINATOR	1,174.15
			HUMMINGBIRD HUMMINGBIRD D	202.39

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**Fund: 2889 - FED-AFTER SCHOOL PTNRSHIP**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148591	11/05/2019	50480	S & S WORLDWIDE INC	9,120.93
			CLEAR CON TACT SELF ADHES	21.62
			HASBRO CLUE GAME ITEM: W1	13.62
148669	11/12/2019	18165	CDW GOVERNMENT INC	498.56
			AMAZON KID-PROOF CASE FOR	
148676	11/12/2019	87859	MARY E WHITE	500.00
			WORKSHOP GET MOVING: FOR	
148696	11/12/2019	36910	LAKESHORE LEARNING MATERIALS	99.73
			LKSHR POSE-PLAY FAMILIES	71.24
			TURN AND LEARN MAGNETIC G	28.49
148698	11/12/2019	87478	MICHELLE L PINA	400.00
			2 HOUR TRAINING SESSION	
148706	11/12/2019	84241	PANERA BREAD ROLLING	289.56
			BAGEL PACK SLICED- 14 PLA	31.78
			ADD BLUEBERRY BAGEL	2.98
			ADD CIN. CRUNCH BAGEL	6.99
			HW CC	5.90
			MORNING PASTRY- 9 CHEESE,	138.95
			ADD CHERRY BRITTANY	2.59
			LG. FRUIT BOWL	92.37
			ESTIMATED SHIPPING/HANDLI	8.00
148710	11/12/2019	50480	S & S WORLDWIDE INC	3,710.20
			RED JAYPRO GAME STANDARD	575.98
			5OZ ASSORTED DARICE BUCKE	8.39
			0.21OZ ELMERS GLUE ALL PU	6.63
			HUMMINGBIRD HUMMINGBIRD D	1,011.95
			HAMILTON BUHL HB GREEN SC	159.99
			S&S WORLDWIDE RING TOSS S	29.14
			S&S WORLDWIDE KNOCK DOWN	27.26
			SPECTRUM EGG & SPOON SET	21.62
			S&S WORLDWIDE GIANT 2 IN	54.51
			CLEAR S&S WORLDWIDE BOTTL	19.14
			JACQUARD TIE DYE KIT ITEM	82.72
			S&S WORLDWIDE DELUXE YOGA	319.62
			GREAT OUTDOOR RHYTHM SET	127.99
			S&S WORLDWIDE MINERAL MOS	33.82
			STICK TOGETHER HOT AIR BA	33.83
			S&S WORLDWIDE SUMMER FUN	54.51
			COLORME BLANK CARDBOARD F	11.27
			WESTCO WOODEN SOPRANO UKU	423.90
			HAMILTON BUHL MANUEL WALL	82.39
			HAMILTON BUHL WALL MOUNT	75.99
			ECR4KIDS 15 DRAWER MOBILE	135.99
			ECR4KIDS 15 DRAWER MOBILE	271.98
			2.5 OZ MAXI MATIC TABLETO	141.58



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**Fund: 2889 - FED-AFTER SCHOOL PTNRSHIP**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148856	11/19/2019	50480	S & S WORLDWIDE INC	5,399.96
			S&S WORLDWIDE ONE PIECE W	175.90
			S&S WORLDWIDE FOOTBALL TA	75.99
			ORANGE WILSON EVOLUTION B	270.68
			BLUE TEACHER CREATED RESO	86.48
			MULTI OUTSET MEDIA 21ST C	20.78
			WHITE JEOPARDY JEOPARDY B	35.18
			SPECTRUM JUMBO OSTRICH EG	65.80
			RED FOX CLASSIC WHISTLE	10.38
			RED FOX CLASSIC WHISTLE	57.09
			GO SPORTS JUNIOR CORNHOLE	93.98
			S&S WORLDWIDE BIG BALL BA	16.73
			JUNIOR LEARNING 50 STORY	23.98
			EDUCATIONAL INSIGHTS SENT	41.58
			MULTI LEARNING ADVANTAGE	27.98
			MULTI LEARNING ADVANTAGE	46.38
			PAPER MAGIC EVERYDAY BULL	48.86
			S&S WORLDWIDE STARS N STR	33.58
			BRIGHT BLUE PACON PAPER R	38.52
			PINK PACON PAPER ROLL	38.52
			EMERALD PACON PAPER ROLL	38.52
			WHITE PACONN BULLETIN BOA	38.52
			0.24OZ PURPLE ELMERS GLUE	67.66
			RED S&S WORLDWIDE SAFETY	9.39
			HASBRO ELECTRONIC CATCH P	41.58
			BLACK MIDLAND RADIO CORPO	481.28
			WHITE COLOR-ME FABRIC SLA	53.58
			HYGLOSS PRODUCTS GRASS AN	48.86
			LITTLE TIKES EASY SCORE B	112.78
			ASSORTED S&S WORLDWIDE EC	124.06
			S&S WORLDWIDE TOURNAMENT	56.35
			FEELINGS IN A JAR	17.58
			WHAT WOULD YOU DO JAR	17.58
			RED S&S WORLDWIDE SKILLBU	123.18
			S&S WORLDWIDE LONG FOLDIN	178.60
			GREEN GOLF GIFTS PUTT N H	56.39
			IMPERIAL REGULATION BILLI	76.78
			MYLEC LITTLE GOLFER SET	55.17
			S&S WORLDWIDE PIPS OUT RU	17.80
			ORANGE SPALDING TF-500 BA	112.76
			HASBRO MINI JENGA GAME	20.75
			ENDLESS GAMES MANCALA GAM	71.40
			S&S WORLDWIDE FLAG FOOTB	65.79
			FRANKLIN FIELD MASTER GLO	160.65
			FRANKLIN VENOM T-BALL BAT	51.16
			EDUSHAPE HAND DRUM SET 7I	80.84
			BLACK SPECTRUM MESH PINNI	59.22
			RED SPECTRUM MESH PINNIE	59.22
			QFX BLUETOOTH PORTABLE SP	827.24
			TRIUMPH SPORTS BASKETBALL	155.10
			BISON ECONOMY GAME STANDA	103.40
			GLD PRODUCTS TABLETOP AIR	106.22
			JOOLA NORTH AMERICA DELUX	82.72

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**Fund: 2889 - FED-AFTER SCHOOL PTNRSHIP**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148856	11/19/2019	50480	S & S WORLDWIDE INC	5,399.96
			JONTI-CRAFT PLASTIC AV CA	107.99
			SPECTRUM POLY JUMP ROPE 8	98.70
			FRANKLIN SOFTSTRIKE TBALL	33.59
			S&S WORLDWIDE BIG TEN BOW	43.24
			BLUE S&S WORLDWIDE NYLON	47.91
			S&S WORLDWIDE TEAM CONNEC	70.50
			ESTIMATED SHIPPING/HANDLI	10.46
			ESTIMATED SHIPPING/HANDLI	13.08
			ESTIMATED SHIPPING/HANDLI	13.43
			ESTIMATED SHIPPING/HANDLI	19.62
			ESTIMATED SHIPPING/HANDLI	22.59
			ESTIMATED SHIPPING/HANDLI	33.69
			ESTIMATED SHIPPING/HANDLI	104.64
149001	11/26/2019	14150	BSN SPORTS	135.70
			GAMECRAFT JUMP AND REACH	74.99
			FOAM HOOP HOLDERS- SET OF	40.99
			ESTIMATED SHIPPING/HANDLI	19.72
149009	11/26/2019	88311	FLECK LLC	4,500.00
			PROVIDE KEYNOTE SPEAKER F	
149036	11/26/2019	88183	MITZI HENDERSON	1,500.00
			LEADERSHIP SYMPOSIUM	
149041	11/26/2019	87339	POTBELLY SANDWICH WORKS, LLC	751.00
			SANDWICHES 80 PERFECT BEL	
149045	11/26/2019	50480	S & S WORLDWIDE INC	310.07
			BLACK S&S WORLDWIDE QWIRK	30.07
			HASBRO CLASSIC MOUSETRAP	22.39
			HASBRO DON'T BREAK THE IC	15.50
			HASBRO CLUE JUNIOR GAME I	20.67
			HASBRO GUESSTURES ITEM:W1	18.79
			HASBRO TABOO ITEM: W13918	20.79
			S&S WORLDWIDE WHAT AM I G	10.39
			MATTEL PICTONARY GAME IT	20.79
			WHITE MOUNTAIN PUZZLE 300	10.39
			MELISSA & DOUG 48 PIECE S	11.19
			MULTI WHITE MOUNTAIN PUZZ	10.39
			BUFFALO GAMES 300 PIECE R	10.39
			MULTI WHITE MOUNTAIN PUZZ	10.39
			WHITE MOUNTAIN PUZZLE I L	10.39
			MELISSA & DOUG 24 PIECE	11.19
			ZORBITZ JOY OF COLORING P	8.79
			RED ETCH A SKETCH ETCH A	56.37
			MELISSA & DOUG 48 PIECE L	11.19

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**Fund: 2889 - FED-AFTER SCHOOL PTNRSHIP**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
149046	11/26/2019	88307	SCHOLASTIC LIBRARY PUBLISHING INC	2,559.79
			LUCIANA: BRAVING THE DEEP	89.85
			JORNADA ESCOLAR DE PEPPA,	44.85
			BILINGUAL TALES: EL PATIT	44.85
			LUCIANA: MISIN SUBMARINA	79.90
			JORNADA ESCOLAR DE PEPPA,	19.95
			BILINGUAL TALES: EL PATIT	19.95
			SOCCERMANIA/FUTBOLMANA PB	24.95
			HOMBRE PERRO: HISTORIA DE	39.95
			HOMBRE PERRO ISBN: 978-1	39.95
			HOMBRE PERRO SE DESATA	39.95
			DRAMA ISBN: 978-1-338-269	54.95
			FRIDA, EL MISTERIO DEL AN	34.95
			ESCALOFROS HORRORLANDIA P	34.95
			SP CHAPTER BKS GR 3-5 (5)	98.75
			LUNA FORTUNA ISBN: 978-1-	34.95
			ESCALOFROS HORRORLANDIA	34.95
			CAPITN CALZONCILLOS Y EL	29.95
			ESTIMATED SHIPPING/HANDLI	52.98
			SOCCERMANIA/ FUTBOLMANA P	56.10
			HOMBRE PERRO: HISTORIA DE	112.35
			HOMBRE PERRO POB ISBN: 97	112.35
			HOMBRE PERRO SE DESATA PO	112.35
			DRAMA PBK ISBN: 978-1-338	123.60
			FRIDA, EL MISTERIO DEL AN	78.60
			ESCALOFROS HORRORLANDIA P	78.60
			SP CHAPTERS BKS GR 3-5 (5)	296.25
			LUNA FORTUNA PBK ISBN: 97	78.60
			ESCALOFROS HORRORLANDIA P	67.35
			SP CHAPTER BKS 3-5 (5) PP	296.25
			LUNA FORTUNA PBK ISBN: 97	78.60
			ESCALOFROS HORRORLANDIA P	67.35
			CAPITN CALZONCILLOS Y EL	22.45
			ESTIMATED SHIPPING/HANDLI	158.41
149048	11/26/2019	88412	SPDF KIDS LLC	460.00
			LEADERSHIP SYMPOSIUM	
149053	11/26/2019	87693	DEMETRA C JONES	800.00
			BEHAVIOR MANAGEMENT WORKS	
V148735	11/12/2019	17320	BUTLER BUSINESS PRODUCTS	14.89
			CREATIVITY STREET PEOPLE	10.41
			HYGLOSS BRIGHT COLOR BUTT	4.48
V148886	11/19/2019	86500	CHASIDY SHOYVONNE CELESTINE	110.66
			SEPTEMBER MILEAGE	36.60
			OCTOBER MILEAGE	74.06
V149066	11/26/2019	86987	DYRUN ENTERPRISES INC	550.00
			LEADERSHIP SYMPOSIUM	
V149124	11/26/2019	86871	ANGELINA H RODRIGUEZ	1,520.00
			POWER TO EXPRESS WORKSHOP	

Number of checks in fund 2889 - FED-AFTER SCHOOL PTNRSHIP: **20** Amount total: **33,231.05**

**Fund: 4630 - LOC-HOUSTON ENDOWMNET**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
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**Fund: 4630 - LOC-HOUSTON ENDOWMNET**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148680	11/12/2019	83167	EXPANDED SCHOOLS INC REGISTRATION FOR THE ANNU	2,250.00

Number of checks in fund 4630 - LOC-HOUSTON ENDOWMNET: 1

Amount total:

**2,250.00**

**Fund: 4670 - LOC-CITY OF HOUSTON**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148541	11/05/2019	88109	A-I-R PROJECT CITY OF HOUSTON CITY CONN	3,200.00
148543	11/05/2019	87816	ALLIANCE FINANCIAL MINISTRIES INC CITY OF HOUSTON CITY CONN	3,200.00
148549	11/05/2019	87250	BOYKINS YOUTH FOUNDATIONS CITY OF HOUSTON CITY CONN	1,600.00
148553	11/05/2019	19208	CHINESE COMMUNITY CENTER CITY OF HOUSTON CITY CONN	6,000.00
148554	11/05/2019	86457	COLLEGE COMMUNITY CAREER INC CITY OF HOUSTON CITY CONN	2,800.00
148560	11/05/2019	24788	THE ENSEMBLE THEATRE CITY OF HOUSTON CITY CONN	6,480.00
148564	11/05/2019	86443	FAMILY POINT RESOURCES CITY OF HOUSTON CITY CONN	8,000.00
148565	11/05/2019	23615	FOTOFEST INC CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	11,368.00 6,000.00 3,600.00 1,768.00
148568	11/05/2019	87549	GREATER EMMANUEL FAMILY WORSHIP CEN CITY OF HOUSTON CITY CONN	4,000.00
148571	11/05/2019	82033	HITS THEATRE CITY OF HOUSTON CITY CONN	8,000.00
148572	11/05/2019	86895	HOUSTON AREA URBAN LEAGUE INC CITY OF HOUSTON CITY CONN	4,800.00
148575	11/05/2019	80428	HOUSTON MARATHON FOUNDATION CITY OF HOUSTON CITY CONN	4,800.00
148576	11/05/2019	86092	HOUSTON YOUTH SYMPHONY AND BALLET CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	6,400.00 4,000.00 2,400.00
148578	11/05/2019	87514	INDIA HOUSE INC CITY OF HOUSTON CITY CONN	3,600.00
148589	11/05/2019	87819	RISING STAR COLLABORATIVE COALITION CITY OF HOUSTON CITY CONN	3,200.00
148593	11/05/2019	87217	SEWA INTERNATIONAL INC CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	6,400.00 4,000.00 2,400.00
148596	11/05/2019	87552	ST MARTHA CATHOLIC SCHOOL CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	9,600.00 6,000.00 3,600.00
148599	11/05/2019	84089	THE WOODS PROJECT INC. CITY OF HOUSTON CITY CONN	3,200.00
148602	11/05/2019	82237	URBAN OUTREACH INC CITY OF HOUSTON CITY CONN	4,000.00
148607	11/05/2019	82067	WESLEY COMMUNITY CENTER INC CITY OF HOUSTON CITY CONN	4,000.00

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**Fund: 4670 - LOC-CITY OF HOUSTON**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148609	11/05/2019	81964	YOUNG AUDIENCES OF HOUSTON CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	8,000.00 4,000.00 4,000.00
148659	11/12/2019	83827	ASSOCIATION FOR THE ADVANCEMENT OF CITY OF HOUSTON CITY CONN	2,000.00
148681	11/12/2019	87210	FORGE FOR FAMILIES CITY OF HOUSTON CITY CONN	4,000.00
148709	11/12/2019	82235	PROJECT GRAD HOUSTON CITY OF HOUSTON CITY CONN	4,000.00
148711	11/12/2019	86886	SOUTH UNION MISSIONARY BAPTIST CITY OF HOUSTON CITY CONN	2,800.00
148725	11/12/2019	64735	YMCA CITY OF HOUSTON CITY CONN	8,000.00
148815	11/19/2019	83827	ASSOCIATION FOR THE ADVANCEMENT OF CITY OF HOUSTON CITY CONN	4,000.00
148825	11/19/2019	19150	CHILDRENS MUSEUM, INC CITY OF HOUSTON CITY CONN	4,000.00
148832	11/19/2019	87294	GIRLSTART CITY OF HOUSTON CITY CONN	2,400.00
148838	11/19/2019	88413	HOUSTON CENTER FOR PHOTOGRAPHY CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	2,160.00 200.00 1,960.00
148840	11/19/2019	80428	HOUSTON MARATHON FOUNDATION CITY OF HOUSTON CITY CONN	4,000.00
148849	11/19/2019	87007	NEWSRING CITY OF HOUSTON CITY CONN	4,000.00
148863	11/19/2019	82161	URBAN HARVEST CITY OF HOUSTON CITY CONN	6,400.00
149012	11/26/2019	87846	DIAZ MUSIC INSTITUTE CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	7,200.00 4,500.00 2,700.00
149014	11/26/2019	88416	SOUTHEAST HOUSTON COMM DEV. CORP CITY OF HOUSTON CITY CONN	4,000.00
149015	11/26/2019	86782	EVELYN RUBENSTEIN JEWISH COMMUNITY CITY OF HOUSTON CITY CONN	8,000.00
149016	11/26/2019	88414	EZ KIDS CREATIVITY SHELL CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	4,000.00 2,500.00 1,500.00
149027	11/26/2019	86448	JULIA C HESTER HOUSE INC CITY OF HOUSTON CITY CONN	4,000.00
149033	11/26/2019	85132	MULTICULTURAL EDUCATION AND CITY OF HOUSTON CITY CONN	4,000.00
149037	11/26/2019	87849	NATIONAL COLLEGE READINESS INST CITY OF HOUSTON CITY CONN	7,999.20
149038	11/26/2019	88107	NEIGHBORS IN ACTION, INC CITY OF HOUSTON CITY CONN	4,000.00
149049	11/26/2019	87075	SPRINGSPIRIT INC CITY OF HOUSTON CITY CONN	4,000.00
149064	11/26/2019	87024	FOUNDATION THE ED OF YOUNG WOMEN CITY OF HOUSTON CITY CONN	1,600.00
V148614	11/05/2019	88104	BLACK UNITED FUND OF TEXAS CITY OF HOUSTON CITY CONN	1,600.00

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**Fund: 4670 - LOC-CITY OF HOUSTON**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148617	11/05/2019	86717	BRENTWOOD COMMUNITY FOUNDATION CITY OF HOUSTON CITY CONN	4,000.00
V148619	11/05/2019	87018	COLOR OF LIFE COMMUNITY RESOURCE & CITY OF HOUSTON CITY CONN	4,000.00
V148640	11/05/2019	87550	MUFASAS PRIDE RITES OF PASSAGE CITY OF HOUSTON CITY CONN	4,000.00
V148644	11/05/2019	85551	PARTNERSHIP FOR THE ADVANCEMENT & CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	6,800.00 4,800.00 2,000.00
V148651	11/05/2019	87336	CHARMETTE JONES CITY OF HOUSTON CITY CONN	4,000.00
V148654	11/05/2019	87509	SOUTHWEST GLEN MISSION CITY OF HOUSTON CITY CONN CITY OF HOUSTON CITY CONN	6,400.00 4,000.00 2,400.00
V148656	11/05/2019	87820	THE CHAUNCY GLOVER PROJECT CITY OF HOUSTON CITY CONN	6,400.00
V148877	11/19/2019	88104	BLACK UNITED FUND OF TEXAS CITY OF HOUSTON CITY CONN	10,000.00
V148924	11/19/2019	83991	HOUSTON EAST END CHAMBER FOUNDATION CITY OF HOUSTON CITY CONN	2,400.00
V148982	11/19/2019	88415	STEM WITH AN URBAN PERSPECTIVE CITY OF HOUSTON CITY CONN	4,000.00
V149076	11/26/2019	87193	COMP-U-DOPT INC CITY OF HOUSTON CITY CONN	4,000.00

Number of checks in fund 4670 - LOC-CITY OF HOUSTON: **55**      Amount total: **266,807.20**

**Fund: 4799 - LOC HEAD START IN-KIND**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148823	11/19/2019	18165	CDW GOVERNMENT INC HP LASERJET PRO M521DN PR	685.02

Number of checks in fund 4799 - LOC HEAD START IN-KIND: **1**      Amount total: **685.02**

**Fund: 4960 - LOC-HOGG FOUNDATION-YR 2**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V149118	11/26/2019	84863	COLOR ONE SYSTEMS HOG GRANT FORM 9378-1	144.00

Number of checks in fund 4960 - LOC-HOGG FOUNDATION-YR 2: **1**      Amount total: **144.00**

**Fund: 4980 - LOC-OTHER LOCAL GRANTS**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
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**Fund: 4980 - LOC-OTHER LOCAL GRANTS**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
149046	11/26/2019	88307	SCHOLASTIC LIBRARY PUBLISHING INC	23,490.81
			SUPERMENTOR 7 MONTH PROGR	627.59
			SUPERMENTOR 7 MONTH PROGR	2,458.07
			SUPERMENTOR 7 MONTH PROGR	1,778.18
			SUPERMENTOR 7 MONTH PROGR	2,405.77
			SUPERMENTOR 7 MONTH PROGR	1,150.58
			SUPERMENTOR 7 MONTH PROGR	1,813.04
			SUPERMENTOR 7 MONTH PROGR	1,359.78
			SUPERMENTOR 7 MONTH PROGR	1,882.77
			SUPERMENTOR 7 MONTH PROGR	1,359.78
			SUPERMENTOR 7 MONTH PROGR	1,098.28
			SUPERMENTOR 7 MONTH PROGR	1,987.37
			SUPERMENTOR 7 MONTH PROGR	1,359.78
			SUPERMENTOR 7 MONTH PROGR	391.97
			SUPERMENTOR 7 MONTH PROGR	2,510.37
			SUPERMENTOR 7 MONTH PROGR	1,307.48

Number of checks in fund 4980 - LOC-OTHER LOCAL GRANTS: 1      Amount total: **23,490.81**

**Fund: 6950 - CAPITAL PROJ LOCAL FUNDS**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148674	11/12/2019	87401	ERC ENVIRONMENTAL & CONST SERV INC	2,400.00
			HPE MS GYM LETTRENNOV	
148830	11/19/2019	87401	ERC ENVIRONMENTAL & CONST SERV INC	1,575.00
			SDS ASBESTOS REPORT	
V148781	11/12/2019	47923	QSS, L.C	35,892.05
			CAMERA SYSTEM UPGRADE AT	
V148965	11/19/2019	47923	QSS, L.C	24,852.50
			CAMERA SYSTEM UPGRADE AT	

Number of checks in fund 6950 - CAPITAL PROJ LOCAL FUNDS: 4      Amount total: **64,719.55**

**Fund: 7110 - CHOICE PARTNERS**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148488 void	10/29/2019	84003	THE PHOENIX DESIGN GROUP, INC.	-10,258.00
			EXHIBIT BOOTHS RENTAL	
148546	11/05/2019	88252	SSS LAND DEVELOPMENT	8,576.52
			REFP2000080COMP PYMT	653.32
			FINAL INSTALLMENT FOR CHO	7,923.20
148558	11/05/2019	22600	DEMERIS BARBECUE	4,080.00
			BEEF AND SAUSAGE MEAL CAT	3,580.00
			ICED TEA FOR 400 PEOPLE	500.00
148600	11/05/2019	60940	UNITED PARCEL SERVICE	47.51
			POSTAGE	
148605	11/05/2019	61927	VERIZON WIRELESS	506.30
			VERIZON 10089-110719	
148686	11/12/2019	32350	HOUSTON CHRONICLE	322.52
			ADVERTISING FOR CHOICE PA	
148713	11/12/2019	84003	THE PHOENIX DESIGN GROUP, INC.	10,258.00
			EXHIBIT BOOTHS RENTAL	
148837	11/19/2019	88391	HORIZON INTERNATIONAL GROUP LLC	20,222.12
			REIMB OVER PAYMENT	

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**Fund: 7110 - CHOICE PARTNERS**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148858 void	11/19/2019	54969	SUMMIT ELECTRIC SUPPLY	0.00
			REIMB OVER PAYMENT	-618.20
			REIMB OVER PAYMENT	618.20
148867	11/19/2019	87489	DAHILL OFFICE TECHNOLOGY CORP	10.72
			OCT19 COPIER FEE	
149023	11/26/2019	32350	HOUSTON CHRONICLE	481.28
			ADVERTISING FOR CHOICE PA	
149054	11/26/2019	60940	UNITED PARCEL SERVICE	8.40
			POSTAGE	
149063	11/26/2019	87489	DAHILL OFFICE TECHNOLOGY CORP	311.14
			SEPT19 LEASE	155.57
			OCT19 LEASE	155.57
V148621	11/05/2019	87611	KRISTI LYNN NICHOLS	125.69
			SEPTEMBER MILEAGE	30.51
			OCTOBER MILEAGE	39.50
			OCTOBER MILEAGE	55.68
V148622	11/05/2019	82002	DON ELDER JR	1,050.00
			FIELD REPRESENTATIVE DAIL	
V148624	11/05/2019	85947	F&S CALHOUN CONSULTING INC	1,661.10
			FIELD REPRESENTATIVE DAIL	1,300.00
			FIELD REPRESENTATIVE REIM	361.10
V148627	11/05/2019	87910	ANN MARIE HARBOUR	1,465.30
			FIELD REPRESENTATIVE DAIL	1,300.00
			FIELD REPRESENTATIVE REIM	165.30
V148633	11/05/2019	88067	MONIQUE S JOSEPH	96.25
			2019 TASBO OPERATIONS	
V148635	11/05/2019	87224	STEPHEN K KENDRICK	123.75
			TASBO OPERATIONS & FA	
V148641	11/05/2019	81107	JOANN NICHOLS	82.50
			2019 TASBO OPERATIONS	
V148650	11/05/2019	82598	MICHAEL A ROBLES	671.41
			TASBO FACILITY MASTER	96.25
			INSTITUTE FOR SUPPLY	110.00
			INSTITUTE FOR SUPPLY	465.16
V148737	11/12/2019	86611	KAREN JEANINE CHESKY	412.90
			TEXAS MUNICIPAL LEAGU	192.50
			TEXAS MUNICIPAL LEAGU	220.40
V148742	11/12/2019	82002	DON ELDER JR	1,090.25
			FIELD REPRESENTATIVE DAIL	1,050.00
			FIELD REPRESENTATIVE REIM	40.25
V148744	11/12/2019	85947	F&S CALHOUN CONSULTING INC	1,513.84
			FIELD REPRESENTATIVE DAIL	1,300.00
			FIELD REPRESENTATIVE REIM	55.00
			FIELD REPRESENTATIVE REIM	158.84
V148752	11/12/2019	87910	ANN MARIE HARBOUR	1,413.33
			FIELD REPRESENTATIVE DAIL	1,300.00
			FIELD REPRESENTATIVE REIM	113.33
V148759	11/12/2019	81334	TRISHA DAWN PRESTIGIACOMO	94.09
			TASN INDUSTRY SEMINAR	39.09
			TASN INDUSTRY SEMINAR	55.00
V148789	11/12/2019	87607	LAURA A SPREHE	91.54
			TEXAS ASSOCIATION OF	36.54
			TEXAS ASSOCIATION OF	55.00



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**Fund: 7110 - CHOICE PARTNERS**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148790	11/12/2019	84863	COLOR ONE SYSTEMS BROCHURE 11 X 17	847.60
V148798	11/12/2019	86994	JANET BAILEY WACHS TML NIGP TAMPA BAY CHAPTE NIGP TAMPA BAY CHAPTE TML	405.83 5.10 40.48 167.75 192.50
V148896	11/19/2019	87611	KRISTI LYNN NICHOLS TASBO PURCHASING ACAD TASBO PURCHASING ACAD	212.66 102.66 110.00
V148901	11/19/2019	82002	DON ELDER JR FIELD REPRESENTATIVE DAIL FIELD REPRESENTATIVE REIM	1,111.08 1,050.00 61.08
V148903	11/19/2019	85947	F&S CALHOUN CONSULTING INC FIELD REPRESENTATIVE DAIL FIELD REPRESENTATIVE REIM	1,493.37 1,300.00 193.37
V148916	11/19/2019	87910	ANN MARIE HARBOUR FIELD REPRESENTATIVE DAIL FIELD REPRESENTATIVE REIM	1,825.68 1,462.50 363.18
V149077	11/26/2019	87611	KRISTI LYNN NICHOLS AMAZON WEB SERVICES	55.00
V149078	11/26/2019	82002	DON ELDER JR FIELD REPRESENTATIVE DAIL FIELD REPRESENTATIVE REIM	1,208.02 1,050.00 158.02
V149080	11/26/2019	85947	F&S CALHOUN CONSULTING INC FIELD REPRESENTATIVE DAIL FIELD REPRESENTATIVE REIM	1,544.00 1,300.00 244.00
V149082	11/26/2019	87910	ANN MARIE HARBOUR FIELD REPRESENTATIVE DAIL FIELD REPRESENTATIVE REIM	1,374.20 1,300.00 74.20
V149093	11/26/2019	87224	STEPHEN K KENDRICK CJE TEXAS CHAPTER FAL	195.66
V149117	11/26/2019	88329	PHILLIP VASQUEZ FIELD REPRESENTATIVE DAIL FIELD REPRESENTATIVE DAIL FIELD REPRESENTATIVE REIM FIELD REPRESENTATIVE REIM	3,387.18 1,400.00 1,400.00 59.57 527.61

Number of checks in fund 7110 - CHOICE PARTNERS: **39**

Amount total: **58,118.74**

**Fund: 7990 - ISF-FACILITIES**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148551	11/05/2019	18491	CENTERPOINT ENERGY GAS 090619-100919 GAS 090419-100319 GAS 082219-092419 GAS 082219-092419 GAS 082219-092419 GAS 082619-092619 GAS 092419-102419 GAS 092419-102419 GAS 092419-102319	3,488.41 21.00 22.73 21.00 1,679.39 22.73 30.32 1,647.51 21.00 22.73

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**Fund: 7990 - ISF-FACILITIES**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148561	11/05/2019	88338	LAURA ESPINOZA	26.10
			SEPTEMBER MILEAGE	8.70
			OCTOBER MILEAGE	8.70
			OCTOBER MILEAGE	8.70
148567	11/05/2019	85932	EMCOR GOWAN INC	6,790.09
			REPAIR TO METER GOUN	
148573	11/05/2019	33040	CITY OF HOUSTON WATER	2,117.03
			WATER 091919-102119	176.71
			WATER 092619-101819	48.90
			WATER 091919-102119	28.65
			WATER 091919-102119	15.88
			WATER 091819-102119	124.16
			WATER 091919-102119	116.38
			WATER 091919-102119	15.88
			WATER 091919-102119	23.13
			WATER 091819-101819	288.71
			WATER 091919-101819	1,278.63
148586	11/05/2019	45846	VIRGINIA E PEGUERO	3,375.49
			RENT FOR NOV 19	
148590	11/05/2019	50335	ROYALWOOD MUD	338.74
			WATER 082719-092519	94.60
			WATER 082719-092519	89.21
			WATER 082719-092519	78.77
			WATER 082719-092519	76.16
148598	11/05/2019	58844	TEXAS POLITICAL SUBDIVISIONS	713.95
			DEDUCTIBLE SEPT BILLI	
148600	11/05/2019	60940	UNITED PARCEL SERVICE	13.45
			POSTAGE	
148605	11/05/2019	61927	VERIZON WIRELESS	4,733.77
			VERIZON 10089-110719	-100.00
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	38.11
			VERIZON 10089-110719	50.74
			VERIZON 10089-110719	77.49
			VERIZON 10089-110719	87.74
			VERIZON 10089-110719	99.99
			VERIZON 10089-110719	101.48
			VERIZON 10089-110719	110.44
			VERIZON 10089-110719	225.96
			VERIZON 10089-110719	458.47
			VERIZON 10089-110719	736.42
			VERIZON 10089-110719	1,149.66
			VERIZON 10089-110719	1,659.16
148606	11/05/2019	62751	WASTE MANAGEMENT	2,015.35
			SEPT 19 SERVICES	214.36
			SEPT 19 SERVICES	142.89
			SEPT 19 SERVICES	476.30
			SEPT 19 SERVICES	142.89
			SEPT 19 SERVICES	324.45
			SEPT 19 SERVICES	476.30
			SEPT 19 SERVICES	71.45
			SEPT 19 SERVICES	95.26
			SEPT 19 SERVICES	71.45

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**Fund: 7990 - ISF-FACILITIES**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148661	11/12/2019	87542	ALWAYS IN SEASON, INC	408.70
			MONTHLY PLANT MAINTENANCE	204.35
			MONTHLY PLANT MAINTENANCE	204.35
148670	11/12/2019	18491	CENTERPOINT ENERGY	35.21
			GAS 092619-102819	
148678	11/12/2019	24520	SWETTCORP	885.00
			ELEV SFTY INSPECTION	295.00
			ELEVTR SFTY INSP	590.00
148682	11/12/2019	88155	INFECTION CONTROLS INC	4,209.30
			PROVIDE THE FOLLOWING TRE	2,104.65
			PROVIDE THE FOLLOWING TRE	2,104.65
148683	11/12/2019	85932	EMCOR GOWAN INC	573.76
			CHECKD DRAIN LAVATORY	
148684	11/12/2019	29829	HARRIS COUNTY MUD #5	511.50
			WATER 09219-101819	
148688	11/12/2019	33040	CITY OF HOUSTON WATER	26.85
			WATER 092319-102119	
148689	11/12/2019	33040	CITY OF HOUSTON WATER	221.20
			WATER 093019-103019	
148690	11/12/2019	33040	CITY OF HOUSTON WATER	1,454.15
			WATER 091719-102619	
148712	11/12/2019	53060	SATCO SERVICE INC	2,302.00
			ESWEEPING 090119	241.00
			ESWEEPING 090119	438.00
			110119 SWEEPING	249.00
			100119 SWEEPING SERVI	249.00
			100119 SWEEPING SERVI	249.00
			100119 SWEEPING SERVI	438.00
			110119 SWEEPING	438.00
148715	11/12/2019	60940	UNITED PARCEL SERVICE	26.90
			POSTAGE	
148720	11/12/2019	88400	WEX BANK	818.73
			GASOLINE	249.82
			GASOLINE	249.91
			GASOLINE	319.00
148803	11/13/2019	88315	ENERGY FUTURE HOLDINGS CORP	51,653.08
			ELECT 081419-091219	181.07
			ELECT 081419-091219	1,502.26
			ELECT 081419-091219	2,132.28
			ELECT 081419-091219	2,373.42
			ELECT 081419-091219	4,138.04
			ELECT 081419-091219	4,717.04
			ELECT 081419-091219	17,061.16
			ELECT 081419-091219	19,547.81
148824	11/19/2019	18491	CENTERPOINT ENERGY	106.91
			GAS 100319-110519	
148834	11/19/2019	29505	HALLMARK OFFICE PRODUCTS INC	367.50
			2 - DRAWER LATERAL FILE I	
148835	11/19/2019	29917	HARRIS COUNTY TOLL ROAD AUTHORITY	338.47
			TOLL ROAD CHARGES	
148841	11/19/2019	86921	ITECH ENTERPRISES LLC	2,662.52
			REMOVE TWO 50" CLASS DISP	222.13
			REMOVE TWO 50" DISPLAYS F	2,440.39

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**Fund: 7990 - ISF-FACILITIES**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148846	11/19/2019	82060	METROPOLITAN LANDSCAPE MGMT INC	19,130.48
			3811 CAPLIN	94.94
			3811 CAPLIN	94.94
			FORTIS ACADEMY	689.15
			FORTIS ACADEMY	689.15
			ABS WEST	228.20
			ABS WEST	228.20
			ADULT EDUCATION / 6515 IR	228.20
			ADULT EDUCATION / 6515 IR	228.20
			ADULT EDUCATION 626 LINDA	456.40
			ADULT EDUCATION 626 LINDA	456.40
			ABS EAST	995.05
			ABS EAST	995.05
			HIGHPOINT EAST	820.58
			HIGHPOINT EAST	820.58
			600 CROSSTIMBERS	123.38
			600 CROSSTIMBERS	123.38
			WAREHOUSE 6311 IRVINGTON	119.88
			WAREHOUSE 6311 IRVINGTON	119.88
			ADMIN BLDG. 6300 IRVINGTO	679.35
			ADMIN BLDG. 6300 IRVINGTO	679.35
			805 CAPLIN	119.88
			805 CAPLIN	119.88
			6415 IRVINGTON	119.88
			6415 IRVINGTON	119.88
			809 KELLY STREET	157.50
			809 KELLY STREET	157.50
			NORTH POST OAK SEP19	679.35
			NORTH POST OAK	679.35
			SHEFFIELD HEAD START	346.50
			SHEFFIELD H S SEP19	346.50
			LAPORTE H SSEP19	222.95
			LAPORTE HEAD START	222.95
			CHANNELVIEW HEAD START	155.75
			CHANNELVIEW HSSEP19	155.75
			COOLWOOD HSSEP19	156.63
			COOLWOOD HEAD START	156.63
			CHANNELVIEW HEAD START 2N	467.25
			CHANNELVIEW HS SEP19	467.25
			JD WALKER HS SEP19	237.29
			JD WALKER HEAD START	237.29
			WAREHOUSE AT MELBOURNE	103.25
			WAREHOUSE MELSEP19	103.25
			SCIENCE LAB SEP19	119.88
			SCIENCE LAB	119.88
			VACANT LOT 629 KING ST	206.50
			VACANT LOT 629 SEP19	206.50
			HUMBLE HSSEP19	240.83
			HUMBLE HEAD START	240.83
			TIDWELL HEAD START	785.84
			TIDWELL HS SEP19	785.84
			BAYTOWN HS SEP19	820.83
			BAYTOWN HEAD START	820.83

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**Fund: 7990 - ISF-FACILITIES**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148846	11/19/2019	82060	METROPOLITAN LANDSCAPE MGMT INC	19,130.48
			BARRATT STATIOJ	190.00
			BARRATT STATIOJSEP19	190.00
148855	11/19/2019	50335	ROYALWOOD MUD	329.05
			WATER 092519-102419	106.51
			WATER 092519-102419	81.59
			WATER 092519-102419	71.71
			WATER 092519-102419	69.24
148860	11/19/2019	58844	TEXAS POLITICAL SUBDIVISIONS	138.75
			DEDUC 100119-093019	
148865	11/19/2019	62751	WASTE MANAGEMENT	476.30
			ADMND BLDG.OCT19	
148867	11/19/2019	87489	DAHILL OFFICE TECHNOLOGY CORP	49.09
			OCT19 OVERAGE	45.86
			OCT19 OVERAGE CHARGES	0.54
			OCT19 OVERAGES	2.69
149003	11/26/2019	18165	CDW GOVERNMENT INC	2,375.82
			LENOVO THINKSTATION TOWER	1,787.93
			LENOVO DDR4 32 GB DIM 288	587.89
149005	11/26/2019	18491	CENTERPOINT ENERGY	25.86
			GAS 100919110719	
149034	11/26/2019	82060	METROPOLITAN LANDSCAPE MGMT INC	1,035.00
			SCIENCE LAB - LANDSCAPE A	
149039	11/26/2019	45846	VIRGINIA E PEGUERO	3,375.49
			DEC 19 RENT FOR	
149051	11/26/2019	58844	TEXAS POLITICAL SUBDIVISIONS	82,303.00
			CONTRACT #19/F0543 ANNUAL	8,190.00
			CONTRACT #19/F0543 ANNUAL	39,869.00
			CONTRACT #19/F0543 ANNUAL	17,718.00
			CONTRACT #19/F0543 ANNUAL	12,678.00
			CONTRACT #19/F0543 ANNUAL	3,848.00
149054	11/26/2019	60940	UNITED PARCEL SERVICE	29.59
			POSTAGE	13.45
			POSTAGE	16.14
149063	11/26/2019	87489	DAHILL OFFICE TECHNOLOGY CORP	417.90
			SEPT19 LEASE	155.57
			OCT19 LEASE	155.57
			OCT19 LEASE	26.69
			SEPT19 LEASE	26.69
			SEPT19 LEASE	26.69
			OCT19 LEASE	26.69
V148618	11/05/2019	17320	BUTLER BUSINESS PRODUCTS	183.32
			MULTI SHREDDER	
V148623	11/05/2019	85264	EXECUTIVE THREAT SOLUTIONS LLC	9,720.00
			SECURIT101419-102719	4,944.00
			SECURIT101419-102719	4,776.00
V148645	11/05/2019	47923	QSS, L.C	14,434.53
			NEW NVR TO INSTALLED IN R	14,134.53
			SHIPPING AND HANDLING	300.00
V148648	11/05/2019	84653	LOUIS A HERNANDEZ INC.	553.05
			OPEN PURCHASE ORDER FOR M	
V148735	11/12/2019	17320	BUTLER BUSINESS PRODUCTS	75.47
			GEN SUPPLIES MATE	

**Check Register**

Fiscal Year: 20

Period: 3

**Fund: 7990 - ISF-FACILITIES**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148736	11/12/2019	83332	JULIE MARIE SMITH REFRESHMENT WKDAY	47.84
V148743	11/12/2019	85264	EXECUTIVE THREAT SOLUTIONS LLC SECURITYWK0930-101319 SECURITYWK0930-101319	9,696.00 5,088.00 4,608.00
V148757	11/12/2019	31720	COPELAN SERVICES INC MONTHLY PEST CONTROL AT 5 MONTHLY PEST CONTROL AT H MONTHLY PEST CONTROL AT C 102119 PEST CONTROL MONTHLY AT SHEFFIELD ADDITIONAL PEST CONTROL W ADDITIONAL PEST CONTROL W ADDITIONAL PEST CONTROL W ADDITIONAL PEST CONTROL W	426.42 46.75 48.71 41.50 60.00 41.50 30.00 48.71 49.25 60.00
V148779	11/12/2019	46604	THOMAS W PLAPP OCTOBER MILEAGE	118.32
V148905	11/19/2019	83350	WRIGHT EXPRESS FINANCIAL SVC CORP EXXON GAS OCT 19	2,399.23

# Check Register

Fiscal Year: 20

Period: 3

**Fund: 7990 - ISF-FACILITIES**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148923	11/19/2019	31720	COPESAN SERVICES INC	3,310.35
			MONTHLY SERVICE AT 6300 I	26.00
			MONTHLY SERVICE AT ADULT	26.00
			MONTHLY PEST CONTROL FOR	15.75
			MONTHLY PEST CONTROL FOR	41.50
			MONTHLY PEST CONTROL FOR	41.50
			MONTHLY PEST CONTROL FOR	36.25
			MONTHLY PEST CONTROL FOR	66.00
			MISC SMALL PEST CONTROL I	30.00
			MISC SMALL PEST CONTROL I	35.00
			MISC SMALL PEST CONTROL I	60.00
			MISC SMALL PEST CONTROL I	63.25
			MONTHLY PEST CONTROL AT B	41.50
			MONTHLY PEST CONTROL AT B	65.00
			MONTHLY PEST CONTROL AT B	65.00
			MONTHLY PEST CONTROL AT C	60.00
			MONTHLY PEST CONTROL AT 5	41.50
			MONTHLY PEST CONTROL AT 5	41.50
			MONTHLY PEST CONTROL AT H	48.71
			MONTHLY PEST CONTROL AT J	41.50
			MONTHLY PEST CONTROL AT J	60.00
			MONTHLY PEST CONTROL AT L	41.50
			MONTHLY PEST CONTROL AT P	31.24
			MONTHLY PEST CONTROL AT P	31.24
			MONTHLY PEST CONTROL AT P	46.75
			MONTHLY PEST CONTROL AT P	46.75
			MONTHLY AT SHEFFIELD	41.50
			ADDITIONAL PEST CONTROL W	30.00
			ADDITIONAL PEST CONTROL W	41.50
			ADDITIONAL PEST CONTROL W	48.71
			ADDITIONAL PEST CONTROL W	60.00
			ADDITIONAL PEST CONTROL W	118.00
			ADDITIONAL PEST CONTROL W	118.00
			ADDITIONAL PEST CONTROL W	150.00
			ADDITIONAL PEST CONTROL W	165.00
			MONTHLY PEST CONTROL AT B	41.50
			MONTHLY PEST CONTROL AT B	65.00
			MONTHLY PEST CONTROL AT B	65.00
			MONTHLY PEST CONTROL AT 5	41.50
			MONTHLY PEST CONTROL AT 5	46.75
			MONTHLY PEST CONTROL AT 5	46.75
			MONTHLY PEST CONTROL AT H	48.71
			MONTHLY PEST CONTROL AT J	41.50
			MONTHLY PEST CONTROL AT J	60.00
			MONTHLY PEST CONTROL AT L	41.50
			MONTHLY PEST CONTROL AT P	31.24
			MONTHLY PEST CONTROL AT P	46.75
			ADDITIONAL PEST CONTROL W	150.00
			ADDITIONAL PEST CONTROL W	165.00
			WEEKLY MOSQUITO SPRAY AT	181.00
			WEEKLY MOSQUITO SPRAY AT	181.00
			WEEKLY MOSQUITO SPRAY AT	181.00

# Check Register

Fiscal Year: 20

Period: 3

**Fund: 7990 - ISF-FACILITIES**

<u>check number</u>	<u>check date</u>	<u>vend no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V148961	11/19/2019	85305	WILLIAM PARSONS	262.88
			H.L. FLAKE 2019 COMME	82.50
			H.L. FLAKE 2019 COMME	180.38
V148965	11/19/2019	47923	QSS, L.C	14,498.86
			MONTHLY MONITORING AT 630	1,672.08
			SEPT 19 MONITORING AT	1,672.08
			SEPT 19 MONITORING AT	271.30
			MONTHLY MONITORING 600A C	271.30
			MONTHLY MONITORING FOR 63	210.76
			SEPT 19 MONITORING AT	210.76
			SEPT 19 MONITORING AT	353.91
			MONTHLY MONITORING FOR 65	353.91
			MONTHLY MONITORING FOR 62	344.95
			SEPT 19 MONITORING AT	344.95
			SEPT 19 MONITORING AT	203.26
			MONTHLY MONITORING FOR CA	203.26
			MONTHLY MONITORING FOR AB	442.66
			SEPT 19 MONITORING AT	442.66
			SEPT 19 MONITORING AT	411.78
			MONTHLY MONITORING FOR AB	411.78
			MONTHLY MONITORING FOR WE	1,540.94
			SEPT 19 MONITORING AT	1,540.94
			SEPT 19 MONITORING AT	407.24
			MONTHLY MONITORING FOR HP	407.24
			MONTHLY MONITORING FOR HP	551.78
			SEPT 19 MONITORING AT	551.78
			SEPT 19 MONITORING AT	348.60
			MONTHLY MONITORING FOR FO	348.60
			MONTHLY MONITORING SCIENC	297.03
			SEPT 19 MONITORING AT	297.03
			SEPT 19 MONITORING AT	170.64
			MONTHLY MONITORING FOR HP	170.64
			FIRE ALARM MONITORING FOR	45.00
V148969	11/19/2019	84653	LOUIS A HERNANDEZ INC.	789.21
			OPEN PURCHASE ORDER FOR M	15.14
			OPEN PURCHASE ORDER FOR M	47.43
			OPEN PURCHASE ORDER FOR M	47.43
			OPEN PURCHASE ORDER FOR M	47.43
			OPEN PURCHASE ORDER FOR M	631.78
V148981	11/19/2019	53379	DS WATERS OF AMERICA INC	646.63
			MONTHLY WATER SERVICE FOR	188.66
			MONTHLY WATER SERVICE FOR	457.97
V148988	11/19/2019	87981	RICHARD L VELA JR	55.51
			SITE VISITS TO ONALAS	
V149079	11/26/2019	85264	EXECUTIVE THREAT SOLUTIONS LLC	9,564.00
			SECURITY102819-111019	4,776.00
			SECURITY102819-111019	4,788.00
V149085	11/26/2019	31720	COPELAN SERVICES INC	2,200.00
			BBS A129 A133A134A104	



# Check Register

Fiscal Year: 20      Period: 3

**Fund: 7990 - ISF-FACILITIES**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
V149111	11/26/2019	47923	QSS, L.C	7,271.93
			NOV 19 MONITORING AT	1,672.08
			NOV 19 MONITORING AT	271.30
			NOV 19 MONITORING AT	210.76
			NOV 19 MONITORING AT	353.91
			NOV 19 MONITORING AT	344.95
			NOV 19 MONITORING AT	203.26
			NOV 19 MONITORING AT	442.66
			NOV 19 MONITORING AT	411.78
			NOV 19 MONITORING AT	1,540.94
			NOV 19 MONITORING AT	407.24
			NOV 19 MONITORING AT	551.78
			NOV 19 MONITORING AT	348.60
			NOV 19 MONITORING AT	297.03
			NOV 19 MONITORING AT	170.64
			NOV 19 MONITORING AT	45.00
V149119	11/26/2019	84446	ALBERT V VALADEZ	539.46
			SEPTEMBER MILEAGE	212.92
			OCTOBER MILEAGE	326.54

Number of checks in fund 7990 - ISF-FACILITIES: **59**      Amount total: **276,693.50**

**Fund: 8150 - COURTESY COMMITTEE**

<u>check number</u>	<u>check date</u>	<u>vend_no</u>	<u>vendor name and item descriptions</u>	<u>amount</u>
148668	11/12/2019	16005	E FLOWERS INC	130.00
			FLOWER OR PLANT DELIVERY	60.00
			FLOWER OR PLANT DELIVERY	70.00

Number of checks in fund 8150 - COURTESY COMMITTEE: **1**      Amount total: **130.00**

Total number of checks in report: **582**      Amount total: **1,604,638.09**

HARRIS COUNTY DEPARTMENT OF EDUCATION

SUNGARD PENTAMATION

DATE: 12/03/2019

TIME: 10:55:56

HARRIS COUNTY DEPARTMENT OF EDUCATION

CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1

ACCTPA21

ACCOUNTING PERIOD:

SELECTION CRITERIA: chkstat.rundate between '20191101 00:00:00.000' and '20191130 00:00:00.000' and chkstat.chk\_status='V'

DISTRIBUTION FUND: 1990

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
148488	11/11/2019	THE PHOENIX DESIGN GROUP, INC.	V	-10258.00	VOID MANUAL CHECK
* 148603	11/05/2019	VERIZON WIRELESS	V	0.00	VOID: MULTI STUB CHECK
148604	11/05/2019	VERIZON WIRELESS	V	0.00	VOID: MULTI STUB CHECK
* 148858	11/21/2019	SUMMIT ELECTRIC SUPPLY	V	-618.20	VOID MANUAL CHECK
* 148866	11/19/2019	DAHILL OFFICE TECHNOLOGY CORP	V	0.00	VOID: MULTI STUB CHECK
* 149028	11/26/2019	KARCZEWSKI BRADSHAW LLP	V	0.00	VOID: MULTI STUB CHECK
* 149061	11/26/2019	DAHILL OFFICE TECHNOLOGY CORP	V	0.00	VOID: MULTI STUB CHECK
149062	11/26/2019	DAHILL OFFICE TECHNOLOGY CORP	V	0.00	VOID: MULTI STUB CHECK
* V148615	11/05/2019	MILK PRODUCTS LLC	V	0.00	VOID: MULTI STUB VOUCHER
* V148878	11/19/2019	MILK PRODUCTS LLC	V	0.00	VOID: MULTI STUB VOUCHER
* V148917	11/19/2019	HARDIES FRUIT & VEGETABLE CO	V	0.00	VOID: MULTI STUB VOUCHER
* V148921	11/19/2019	COPELAN SERVICES INC	V	0.00	VOID: MULTI STUB VOUCHER
* V148922	11/19/2019	COPELAN SERVICES INC	V	0.00	VOID: MULTI STUB VOUCHER
* V149095	11/26/2019	LABATT INSTITUTIONAL SUPPLY COMPANY	V	0.00	VOID: MULTI STUB VOUCHER
TOTAL FUND				-10876.20	
TOTAL REPORT				-10876.20	

# FUND SUMMARY FOR BOARD CHECK REGISTER

Fiscal Year: 20 Period: 3

<u>fund starts</u>	<u>sum of checks</u>	<u>check count</u>
1	603,213.68	303
2	308,385.59	154
4	293,377.03	59
6	64,719.55	4
7	334,812.24	93
8	130.00	1
Total:	1,604,638.09	582

**Regular Board Meeting**

**6.A.2.**

**Meeting Date:** December 18, 2019

**Title:** Budget Amendment Report

**Submitted For:** Jesus Amezcua, Business Office

**Submitted By:** Stephanie Ritchie

**Additional Resource Personnel:** Stephanie Wright

**Personnel:**

---

**Information**

**Posted Agenda Item:**

Monthly Budget Amendment Report

**Subject:**

Budget Amendment Report for December 2019.

**Rationale:**

Amendments that increase/decrease a program budget must be approved by the board.

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**Attachments**

Budget Amendment Report

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**Form Review**

**Inbox**

Assistant Superintendent - Business

Form Started By: Stephanie Ritchie

Final Approval Date: 12/04/2019

**Reviewed By**

Jesus Amezcua

**Date**

12/04/2019 09:44 AM

Started On: 11/27/2019 04:41 PM

Amendments that increase/decrease a program budget must be approved by the board.

Budget Rationale	Changes to Revenues	Changes to Appropriations	Changes Impacting F/Bal	Total Net Change
<b>GENERAL FUND</b>				
<b><u>INCREASES</u></b>				
Increase revenues and expenditures in the General Fund (1990) Budget Manager (190) DEI within the Teaching and Learning Center to meet increasing demand for professional development. Revenue and expenditure budget increase will be funded through Professional Development Budget Manager (315) within the Teaching and Learning Center through an <u>INTERNAL TRANSFER</u> therefore no net change will occur to the General Fund.	\$	39,000	-	
<b><u>DECREASES</u></b>				
Decrease revenues and expenditures in the General Fund (1990) Budget Manager (315) Professional Development within the Teaching and Learning Center to meet increasing demand for professional development within DEI. The decrease in revenue and expenditure budget will be funded through an <u>INTERNAL TRANSFER</u> to Budget Manager (190) and therefore no net change will occur to the General Fund.	\$	(39,000)	-	
<b>Total GENERAL FUND:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SPECIAL REVENUE FUND</b>				
<b><u>INCREASES</u></b>				
Increase revenues & expenditures in the Special Revenue Fund (2109) Stop School Violence Budget Manager (005) Center for Safe and Secure Schools to <u>ADJUST (BUDGETED)</u> placeholder amount to reflect the actual grant award.	\$	77,521	\$ 77,521	-
<b><u>DECREASES</u></b>				
Decrease revenues & expenditures in the Special Revenue Fund (2680) 21st Century Cycle 10 Budget Manager (922) CASE to <u>ADJUST (BUDGETED)</u> placeholder amount to reflect the actual grant award.	\$	(15,871)	\$ (15,871)	-
Decrease revenues & expenditures in the Special Revenue Fund (2670) 21st Century Cycle 9 Budget Manager (922) CASE to <u>ADJUST (BUDGETED)</u> placeholder amount to reflect the actual grant award.	\$	(304)	\$ (304)	-
<b>Total SPECIAL REVENUE FUND:</b>	<b>\$ 61,346</b>	<b>\$ 61,346</b>	<b>-</b>	<b>\$ -</b>
<b>CAPITAL PROJECTS FUND</b>				
<b><u>INCREASES</u></b>				

**DECREASES**

Decrease expenditures in the Capital Projects Fund (6970) to **ADJUST (BUDGETED)** placeholder amount to reflect the remaining funds for the PFC project within Capital Projects Fund. - (2,545,725) - -

**Total GENERAL FUND:** \$ - \$ **(2,545,725)** - \$ -

Note: These are proposed budget amendments and will not be entered into the General Ledger until after Board Approval. /J. Amezcua

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**FY 2019-20 BUDGET AMENDMENT REPORT - GENERAL FUNDS 100-199**  
**December 2019**

	APPROVED BUDGET	PROPOSED INCREASE/ (DECREASE)	AMENDED BUDGET	PERCENT CHANGE	AMENDMENT NO.
<b><u>ESTIMATED REVENUES &amp; OTHER RESOURCES</u></b>					
<b><u>Revenues</u></b>					
Local Customer Fees/Charges	\$23,145,627	-	\$23,145,627	0.0%	<5>
Local Property Tax Rev-Current	24,279,517		24,279,517		
Local Property Tax Rev-Del, P&I	165,000		165,000		
Local Investment Earnings	453,590		453,590		
Local Grants			0		
Local Grants-Indirect Cost	727		727		
Local Miscellaneous Revenues	98,000		98,000		
<b>Total Local Revenues:</b>	<b>48,142,461</b>	<b>-</b>	<b>48,142,461</b>	<b>0.0%</b>	
State TEA Supplemental Compensation	300,000		300,000		
State TEA Employee Portion Health Insurance			-		
State TRS On Behalf Payments	2,750,000		2,750,000		
State Indirect Cost	33,072		33,072		
State Indirect Cost-TEA			-		
State ECI Lease Revenues	-		-		
State Revenue Indirect Cost	-		-		
<b>Total State Revenues:</b>	<b>3,083,072</b>	<b>-</b>	<b>3,083,072</b>	<b>0.0%</b>	
Federal Grants Indirect Cost	1,748,308		1,748,308		
<b>Total Estimated Revenues:</b>	<b>52,973,841</b>	<b>-</b>	<b>52,973,841</b>	<b>0.0%</b>	
<b><u>Other Resources</u></b>					
Local HCTO Tax Collection Fees	-		0		
Transfers In - Choice Partners	2,375,224		2,375,224		
Transfers In-Retirement Leave Fund 190	-		0		
Insurance Recovery	-		-		
<b>Total Other Resources:</b>	<b>2,375,224</b>	<b>-</b>	<b>2,375,224</b>	<b>0.0%</b>	
<b>Total Estimated Revenues &amp; Other Resources:</b>	<b>55,349,065</b>	<b>\$0</b>	<b>\$55,349,065</b>	<b>0.0%</b>	
<b><u>APPROPRIATIONS &amp; OTHER USES</u></b>					
<b><u>Appropriations</u></b>					
Adult Education Local	\$ 173,390.00		\$173,390		
Educator Certification and Professional Advancement	\$ 686,795.00		686,795		
Assistant Superintendent-Academic Support	\$ 295,103.00		295,103		
Assistant Superintendent-Education and Enrichment	\$ 296,652.00		296,652		
Board of Trustees	\$ 186,626.00		186,626		
Business Support Services	\$ 1,981,081.00		1,981,081		
Center for Safe & Secure Schools (CSSS)	\$ 713,277.00		713,277		
Center for Afterschool, Summer and Expanded Learning	\$ 772,444.00		772,444		
Communications	\$ 1,058,109.00		1,058,109		
Client Engagement	\$ 500,524.00		500,524		
Department Wide (DW)	\$ 4,550,383.00		4,550,383		
Facilities Support Services					
Building & Vehicle Replacement			0		
Construction Services	\$ 191,197.00		191,197		
Local Construction			0		
Fac-BLDG & Asst Replacement	\$ 593,867.00		593,867		
Records Management Services	\$ 2,034,676.00		2,034,676		
Head Start - Local	\$ 5,000.00		5,000		
Human Resources	\$ 1,081,016.00		1,081,016		

- Continued on next page -

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**FY 2019-20 BUDGET AMENDMENT REPORT - GENERAL FUNDS 100-199**  
**December 2019**

	APPROVED BUDGET	PROPOSED INCREASE/ (DECREASE)	AMENDED BUDGET	PERCENT CHANGE	AMENDMENT NO.
<b><u>APPROPRIATIONS &amp; OTHER USES</u></b>					
<b><u>Appropriations, Continued</u></b>					
Purchasing Support Services	\$ 592,322.00		592,322		
Research & Evaluation Institute	\$ 643,743.00		643,743		
Resource Development - Internal Grant Services	\$ 593,835.00		593,835		
Retirement Leave Benefits	\$ 100,000.00		100,000		
Scholastic Arts	\$ 167,887.00		167,887		
School Based Therapy Services	\$ 12,308,371.00		12,308,371		
Special Assistant to Superintendent	\$ 271,409.00		271,409		
Special Schools					
Academic and Behavior School East	\$ 4,388,333.00		4,388,333		
Academic and Behavior School West	\$ 3,864,633.00		3,864,633		
Highpoint East School	\$ 3,370,344.00		3,370,344		
Fortis Academy	\$ 1,276,859.00		1,276,859		
Special Schools Administration	\$ 808,577.00		808,577		
State TEA Employee Portion Health Ins			0		
State TRS On Behalf Matching	\$ 2,750,000.00		2,750,000		
Superintendent's Office	\$ 527,344.00		527,344		
Teaching and Learning Center					
Bilingual Education	\$ 153,320.00		153,320		
Digital Education and Innovation	\$ 252,642.00	39,000	291,642	15.4%	<5>
Digital Learning & Instructional Learning					
Division Wide	\$ 308,041.00		308,041		
Early Childhood Winter Conference	\$ 145,929.00		145,929		
English Language Arts	\$ 190,889.00		190,889		
Math	\$ 217,220.00		217,220		
Professional Development	\$ 39,000.00	(39,000)	0	-100.0%	<5>
Science	\$ 109,707.00		109,707		
Social Studies	\$ 53,068.00		53,068		
Speaker Series	\$ 159,821.00		159,821		
Special Education	\$ 77,561.00		77,561		
Technology Support Services					
Chief Communication Officer	\$ 197,545.00		197,545		
Technology Support Services	\$ 3,866,191.00		3,866,191		
<b>Total Appropriations:</b>	<b>52,554,731</b>	<b>-</b>	<b>52,554,731</b>	<b>0.0%</b>	
<b><u>Other Uses</u></b>					
Transfer-DW to Retirement Leave Fund			-		
Transfer-DW to CASE After School Fund 288	550,787		550,787		
Transfer-DW to Headstart Fund 205	850,000		850,000		
Transfer-Facilities-Local Construction			-		
Transfer-DW to QZAB Payment-Debt Svc Fund 599	451,429		451,429		
Transfer-DW to Lease Debt Svc Fund 599	2,466,182		2,466,182		
Transfer Out - Capital Project	3,796,869		3,796,869		
Transfers Out-Other			-		
Transfer-DW to PFC Highpoint Const Fund 699			-		
<b>Total Other Uses:</b>	<b>8,115,267</b>	<b>-</b>	<b>8,115,267</b>		
<b>Total Appropriations &amp; Other Uses:</b>	<b>60,669,998</b>	<b>-</b>	<b>60,669,998</b>	<b>0.0%</b>	
<b>Excess/(Deficiency) Estimated Revenues &amp; Other Resources Over/(Under) Appropriations &amp; Other Uses:</b>	<b>(\$5,320,933)</b>	<b>\$0</b>	<b>(\$5,320,933)</b>		

\* Refer to the detail fund balance information on the following page.



**TOTAL APPROPRIATIONS FROM FUND BALANCE**

	APPROPRIATED FROM VARIOUS CATEGORIES	Previous APPROPRIATED Approved FROM UNASSIGNED	TOTAL APPROPRIATED	Proposed
<u>Division Distribution</u>				
Assets Replacement Schedule	-	-	0	
ABS East	-	55,000	55,000	
ABS West	-	55,000	55,000	
Board	-	-	0	
Bond Payments	-	-	0	
Building and Vehicle Replacement Schedule	-	-	0	
Capital Projects	-	-	0	
Center for Safe & Secure Schools	-	-	0	
Communications	-	-	0	
Department Wide	-	-	0	
Early Childhood Intervention Funding	-	-	0	
ECI Local	-	-	0	
Employee Courtesy Committee	-	-	0	
External Relations-Local	-	-	0	
Facility Building and Asset Replacement	-	-	0	
Fortis Academy	-	-	0	
Head Start	-	-	0	
Highpoint East	-	-	0	
Local Construction Fund 170	-	-	0	
Insurance Deductibles	-	-	0	
Local Construction	-	-	0	
New Program Initiative	-	-	0	
Preschool Preparedness Initiative Program	-	-	0	
QZAB Project	-	-	0	
Records Management	-	-	0	
Purchasing	-	-	0	
Records Management	-	-	0	
Retirement Leave Fund 199	-	-	0	
Special Schools	-	-	0	
Technology	-	-	0	
Unemployment Liability	-	-	0	
Various-Assets Replacement Schedule	-	-	0	
Workers Compensation	-	-	0	
<b>Total Fund Balance Appropriations:</b>	<b>\$0</b>	<b>110,000</b>	<b>\$110,000</b>	<b>-</b>

**FUND BALANCE RECAP**

	SEPTEMBER 1	APPROPRIATED YEAR-TO-DATE	ESTIMATED BALANCE	Proposed
<u>Nonspendable Fund Balance</u>				
Investment in Inventory, September 1	\$93,431	-	\$93,431	
Prepaid Items	34,606	-	34,606	
<b>Total Nonspendable Fund Balance</b>	<b>128,037</b>	<b>0</b>	<b>128,037</b>	
<u>Committed Fund Balance</u>				
Employee Retirement Leave Fund	500,000	-	500,000	
Unemployment Liability	200,000	-	200,000	
Capital Projects	1,314,976	-	1,314,976	
<b>Total Committed Fund Balance</b>	<b>2,014,976</b>	<b>0</b>	<b>2,014,976</b>	
<u>Assigned Fund Balance</u>				
Assets Replacement Schedule	1,000,000	-	1,000,000	
Building and Vehicle Replacement Schedule	1,000,000	-	1,000,000	
Local Construction	2,500,000	-	2,500,000	
PFC Lease Payment	691,129	-	691,129	
QZAB Bond Payment	2,458,268	-	2,458,268	
New Program Initiative	0	-	0	
Recovery High School	1,000,000	-	1,000,000	
Workforce Development	850,000	-	850,000	
<b>Total Assigned Fund Balance</b>	<b>\$9,499,397</b>	<b>-</b>	<b>\$9,499,397</b>	
<b>Total Unassigned Fund Balance</b>	<b>17,769,755</b>	<b>322,290</b>	<b>17,447,465</b>	
<b>Estimated Total Fund Balance, General Fund:</b>	<b>\$29,412,165</b>	<b>\$322,290</b>	<b>\$29,089,875</b>	<b>-</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**FY 2019-20 BUDGET AMENDMENT REPORT - FUNDS 200-499**  
**December 2019**

	GRANT PERIOD *	APPROVED BUDGET	PROPOSED INCREASE/ (DECREASE)	AMENDED BUDGET	PERCENT CHANGE	AMENDMENT NO.
<b><u>ESTIMATED REVENUES &amp; OTHER RESOURCES</u></b>						
<b>Revenues</b>						
Local Program Revenues		\$5,371,410		\$5,371,410		
State Program Revenues		1,021,128		1,021,128		
Federal Program Revenues		33,781,394	61,346	33,842,740	0.2%	<1,2,4>
<b>Total Estimated Revenues:</b>		<b>40,173,932</b>	<b>61,346</b>	<b>40,235,278</b>	0.2%	
<b>Other Resources</b>						
Transfer In-CASE After School Program		550,787		550,787		
Transfer In-Head Start		700,886		700,886		
<b>Total Other Resources:</b>		<b>1,251,673</b>	<b>-</b>	<b>1,251,673</b>		
<b>Total Revenues &amp; Other Resources</b>		<b>41,425,605</b>	<b>61,346</b>	<b>\$41,486,951</b>	0.1%	
<b><u>APPROPRIATIONS &amp; OTHER USES</u></b>						
<b>Adult Education Program</b>						
Fed Distance Learning Capacity	01/01/19-12/31/19	\$ 86,705.00		86,705		
Fed ABE Regular	07/01/19-06/30/20	\$ 3,610,955.00		3,610,955		
Fed ABE Regular	07/01/19-06/30/20	\$ 3,088,428.00		3,088,428		
Fed TANF	07/01/19-06/30/20	\$ 169,582.00		169,582		
Fed TANF	07/01/19-06/30/20	\$ 203,498.00		203,498		
Fed ABE EL/Civics	07/01/19-06/30/20	\$ 536,787.00		536,787		
Fed ABE EL/Civics	07/01/19-06/30/20	\$ 443,545.00		443,545		
State ABE Regular	07/01/19-06/30/20	\$ 464,149.00		464,149		
State ABE Regular	07/01/19-06/30/20	\$ 556,979.00		556,979		
Local Adult Education	07/01/19-06/30/20	1,108		1,108		
<b>Total Adult Education:</b>		<b>9,161,736</b>	<b>-</b>	<b>9,161,736</b>	0.0%	
<b>Educator Certification and Professional Advancement</b>						
Fed Educators and Families for English Learners	09/01/18-08/31/19	20,000		20,000		
<b>Total Alternative Certification Program:</b>		<b>20,000</b>	<b>-</b>	<b>20,000</b>	0.0%	
<b>The Center for Afterschool, Summer and Expanded Learning (CASE)</b>						
Fed 21 <sup>st</sup> Century CLC-Cycle IX	08/01/19-07/31/20	1,777,890	(304)	1,777,586	0.0%	<2>
Fed 21 <sup>st</sup> Century CLC-Cycle X	08/01/19-07/31/20	1,492,500	(15,871)	1,476,629	-1.1%	<1>
Fed/Local After School Partnership	10/01/19-09/30/20	2,304,173		2,304,173		
Fed/Local After School Partnership	10/01/19-09/30/20	916,070		916,070		
Loc Houston Endowment	07/01/17-12/31/19	74,250		74,250		
City of Houston City Connections Program	09/07/18-06/30/19	770,000		770,000		
Loc Houston Endowment	09/01/19-08/31/20	5,226		5,226		
<b>Total CASE:</b>		<b>7,340,109</b>	<b>(16,175)</b>	<b>7,323,934</b>	-0.2%	

- Continued on next page -

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
 FY 2019-20 BUDGET AMENDMENT REPORT - FUNDS 200-499  
 December 2019**

	GRANT PERIOD *	APPROVED BUDGET	PROPOSED INCREASE/ (DECREASE)	AMENDED BUDGET	PERCENT CHANGE	AMENDMENT NO.
<b>APPROPRIATIONS &amp; OTHER USES (CONTINUED)</b>						
<b>Center For Safe and Secure Schools</b>						
STOP School Violence	09/01/18-08/31/19	147,174	77,521	224,695	52.7%	<4>
STOP School Violence - In Kind	09/01/18-08/31/19			-		
<b>Total Center for Safe and Secure Schools</b>		<b>147,174</b>	<b>77,521</b>	<b>224,695</b>	52.7%	
<b>Head Start Program</b>						
Fed Head Start	01/01/20-12/31/20	12,643,681		12,643,681		
Fed Head Start	01/01/19-12/31/19	4,672,518		4,672,518		
Fed Head Start Training Funds	01/01/20-12/31/20	133,983		133,983		
Fed Head Start Training Funds	01/01/19-12/31/19	22,665		22,665		
Head Start Disaster Assistance	09/30/19-09/29/21	523,610		523,610		
Fed Early Head Start Operating	09/01/19-08/31/20	1,965,341		1,965,341		
Fed Early Head Start Operating	09/01/18-08/31/19	192,924		192,924		
Fed Early Head Start Training & TA	09/01/19-08/31/20	44,904		44,904		
Fed Early Head Start Training & TA	09/01/18-08/31/19	28,420		28,420		
Loc Early Head Start In-Kind	09/01/19-08/31/20	550,289		550,289		
Loc Head Start In-Kind Matching	01/01/20-12/31/20	3,208,956		3,208,956		
Loc Head Start In-Kind Matching	01/01/19-12/31/19	716,648		716,648		
Loc Hogg Foundation	07/01/19-06/30/20	7,273		7,273		
Head Start Other Local Grant	09/01/19-08/31/20	37,660		37,660		
<b>Total Head Start:</b>		<b>24,748,872</b>	<b>-</b>	<b>24,748,872</b>	0.0%	
<b>The Teaching and Learning Center</b>						
TCDD Non-Poverty	04/01/19-04/30/19	-		-		
NSA GenCyber Grant	05/01/19-05/01/20	7,714		7,714		
Kinder Morgan Foundation	09/01/18-08/31/19	-		-		
Humanities Grant	09/01/18-08/31/19	-		-		
WATER Project Grant	09/01/18-08/31/19	-		-		
<b>Total Teaching and Learning Center:</b>		<b>7,714</b>	<b>-</b>	<b>7,714</b>	0.0%	
<b>Academic &amp; Behavior Schools</b>						
Kinder Morgan Foundation	09/01/18-08/31/19			-		
Local Grant - ABS West	09/01/18-08/31/19			-		
Local Grant - ABS East	09/01/18-08/31/19			-		
<b>Total Academic and Behavior Schools:</b>		<b>-</b>	<b>-</b>	<b>-</b>	0.0%	
<b>Total Appropriations &amp; Other Uses:</b>		<b>\$ 41,425,605</b>	<b>\$ 61,346</b>	<b>\$ 41,486,951</b>	0.1%	
<b>Excess/(Def) Estimated Revenues &amp; Other Resources Over/(Under) Appropriations &amp; Other Uses:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

\* Grant periods often differ from the HCDE fiscal year (September 1-August 31).

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
 FY 2019-20 BUDGET AMENDMENT REPORT - FUND 599  
 December 2019**

	<b>APPROVED BUDGET</b>	<b>PROPOSED INCREASE/ (DECREASE)</b>	<b>AMENDED BUDGET</b>	<b>PERCENT CHANGE</b>	<b>AMENDMENT NO.</b>
<b><u>ESTIMATED REVENUES &amp; OTHER RESOURCES</u></b>					
<b>Funding Sources</b>					
Transfers In - PFC Lease	2,466,182		2,466,182		
Transfers In - Debt Svc-QZAB	451,429		451,429		
<b>Total Funding Sources:</b>	<b>2,917,611</b>	<b>-</b>	<b>2,917,611</b>	<b>0.0%</b>	
<b><u>APPROPRIATIONS &amp; OTHER USES</u></b>					
Bond Principal-Lease	2,255,000		2,255,000		
Principal Maint Tax Note	-		-		
Principal QZAB	451,429		451,429		
Int Pymt Expense-Lease	211,182		211,182		
Interest Exp-MTN & QZAB			-		
<b>Total Appropriations:</b>	<b>2,917,611</b>	<b>-</b>	<b>2,917,611</b>	<b>0.0%</b>	
<b>Excess/(Def) Estimated Revenues &amp; Other Resources Over/(Under)</b>					
<b>Appropriations &amp; Other Uses:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**FY 2019-20 BUDGET AMENDMENT REPORT - FUNDS 600-699**  
**December 2019**

		APPROVED BUDGET	PROPOSED INCREASE/ (DECREASE)	AMENDED BUDGET	PERCENT CHANGE	AMENDMENT NO.
<b><u>ESTIMATED REVENUES &amp; OTHER RESOURCES</u></b>						
<b>Funding Sources</b>						
	Issuance of Bonds	-		-		
	Transfers In	3,796,869		3,796,869		
	<b>Total Funding Sources:</b>	<b>3,796,869</b>	<b>-</b>	<b>3,796,869</b>	0.0%	
<b><u>APPROPRIATIONS &amp; OTHER USES</u></b>						
6950	Building Purchase, Construction, Improvements	3,846,886		3,846,886		
6970	Capital Project Fund	10,620,000	(2,545,725)	8,074,275	-24.0%	<3>
	<b>Total Appropriations:</b>	<b>14,466,886</b>	<b>(2,545,725)</b>	<b>11,921,161</b>	0.0%	
<b>Excess/(Def) Estimated Revenues &amp; Other Resources Over/(Under)</b>						
<b>Appropriations &amp; Other Uses: *</b>						
		<b><u>(\$10,670,017)</u></b>	<b><u>\$2,545,725</u></b>	<b><u>(\$8,124,292)</u></b>		

\* The difference between revenues and appropriations is being funded through the Capital Projects Fund Balance.

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**FY 2019-20 BUDGET AMENDMENT REPORT - FUNDS 700-799**  
**December 2019**

	<b>APPROVED BUDGET</b>	<b>PROPOSED INCREASE/ (DECREASE)</b>	<b>AMENDED BUDGET</b>	<b>PERCENT CHANGE</b>	<b>AMENDMENT NO.</b>
<b><u>ESTIMATED REVENUES &amp; OTHER RESOURCES</u></b>					
<b>Revenues:</b>					
Customer Fees	4,875,948		4,875,948		
Contract Services	-		-		
Other Local Revenues	32,000		32,000		
Interdepartmental Revenues	5,135,951		5,135,951		
<b>Total Estimated Revenues:</b>	<b>10,043,899</b>	<b>-</b>	<b>10,043,899</b>	<b>0.0%</b>	
<b>Other Funding Sources</b>					
Workers Comp Contributions	450,000		450,000		
<b>Total Funding Sources:</b>	<b>450,000</b>	<b>-</b>	<b>450,000</b>	<b>0.0%</b>	
<b>Total Revenues &amp; Funding Sources:</b>	<b>10,493,899</b>	<b>-</b>	<b>10,493,899</b>	<b>0.0%</b>	
<b><u>APPROPRIATIONS &amp; OTHER USES</u></b>					
7110 Choice Partners	4,907,948		4,907,948		
7530 ISF-Workers Compensation	450,000		450,000		
7990 ISF-Facilities	5,135,951		5,135,951		
<b>Total Appropriations:</b>	<b>10,493,899</b>	<b>-</b>	<b>10,493,899</b>	<b>0.0%</b>	
<b>Excess/(Def) Estimated Revenues &amp; Other Resources Over/(Under)</b>					
<b>Appropriations &amp; Other Uses: *</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

\* The difference between revenues and appropriations is being funded through the Workers Compensation Fund Balance.

**Posted Agenda Item:**

**BA # 1920-12-01** Discussion and possible action to approve the **Special Revenue Fund (2680)** CASE for 21<sup>st</sup> Century TEA Cycle 10 Year 2 budget amendment in the amount of \$15,871. The grant period is August 1, 2019 thru July 31, 2020.

**Subject:**

**Budget; Special Revenue Fund;** The revenues and the expenditures will both decrease by **\$15,871**.

**Rationale:**

Justification:

Estimated revenues are \$(15,871)

HCDE is a recipient of a Texas Education Agency for the 21<sup>st</sup> Century Community Learning Centers grant for Cycle 10, Year 2. The total amount awarded to HCDE for year Cycle 10 year 2 is \$1,500,000. Of the \$1,500,000, \$1,490,002 are for direct operating cost, and \$9,998 is for indirect costs. To correct the FY20 placeholder estimate, a decrease of \$15,871 needs to be done to reflect the actual FY19 unspent funds that need to be rolled forward in FY20.

Total appropriations are \$(15,871)

**HCDE shall appropriate the following:**

Division/Budget: CASE Portion-21st Century TEA Cycle 10 Year 2										Fiscal Year: 2018-2019	Business Posting Date:		Business Tracking Number:		
BUDGET CODE										CHECK HERE:	CHECK HERE:	INCR (DECR)		REVISED	
ACCOUNT CODE										Fund Balance	New	ORIGINAL	(Round to	BUDGET	
Fund Code	Fiscal Year	Function	Location	Program	Budget Mgr	Class Object	Sub-Object	Account Description			Appropriation?	Code?	BUDGET	whole dollar)	BUDGET
268	0	00	922	00	922	6929	0000	Fed Rev- TEA Distributed					\$ 1,492,500	\$ (15,871)	\$ 1,476,629
268	0	21	922	99	922	6119	0000	Salary-Prof Staff					\$ 136,842	\$ (8,539)	\$ 128,303
268	0	21	922	99	922	6121	0000	Overtime					\$ 650	\$ (100)	\$ 550
268	0	21	922	99	922	6129	0000	Wages-Support Staff					\$ 7,353	\$ (1,500)	\$ 5,853
268	0	21	922	99	922	6139	0000	Employee Allowances					\$ 91	\$ (45)	\$ 46
268	0	21	922	99	922	6141	0000	FICA					\$ 9,045	\$ (2,350)	\$ 6,695
268	0	21	922	99	922	6142	0000	Group Health& Life					\$ 7,231	\$ (1,500)	\$ 5,731
268	0	21	922	99	922	6143	0000	Workers Comp					\$ 870	\$ (102)	\$ 768
268	0	21	922	99	922	6145	0000	Unemployment Comp					\$ 646	\$ (150)	\$ 496
268	0	21	922	99	922	6146	0000	Trs-Regular New hire					\$ 6,548	\$ (976)	\$ 5,572
268	0	21	922	99	922	6147	0000	Trs-Care Admin					\$ 2,650	\$ (305)	\$ 2,345
268	0	21	922	99	922	6411	0000	Employee Travel-Lodging					\$ 600	\$ (304)	\$ 296

Direct program cost and revenue will decrease by \$15,871

Law Requirement:

Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 15, formal budget amendments are required in order to be in compliance with sections 1.1.1 GAAP & Legal Compliance and 1.1.2 Legal Requirements

Evaluation Method and Timeline:

The department board minutes should be used to record any amendments to the budget. Monthly division financial statements are prepared and presented to ensure expenditures are within the budgeted categories.

Fiscal Impact and Cost/ Funding source

The enclosed detail is being presented as budget amendment **BA #1920-12-01** with a decrease in both the revenues and appropriations in the amount of \$15,871. There is no impact to HCDE fund balance

Compliance with Board Policy

CE (Local/Legal) - Annual Operating Budget.

Recommendation: Staff recommends approval of **BA # 1920-12-01**



**Posted Agenda Item:**

**BA # 1920-12-02** Discussion and possible action to approve the **Special Revenue Fund (2670)** CASE for 21<sup>st</sup> Century TEA Cycle 9 Year 4 budget amendment in the amount of \$304. The grant period is August 1, 2019 thru July 31, 2020.

**Subject:**

**Budget; Special Revenue Fund;** The revenues and the expenditures will both decrease by **\$304**.

**Rationale:**

Justification:

Estimated revenues are \$(304)

HCDE is a recipient of a Texas Education Agency for the 21<sup>st</sup> Century Community Learning Centers grant for Cycle 10, Year 4. The total amount awarded to HCDE for year Cycle 9 year 4 is \$1,608,939. Of the \$1,608,939, \$1,600,347 are for direct operating cost, and \$8,592 is for indirect costs. To correct the FY20 placeholder estimate, a decrease of \$304 needs to be done to reflect the actual FY19 unspent funds that need to be rolled forward in FY20.

Total appropriations are \$(304)

HCDE shall appropriate the following:

Division/Budget:										Fiscal Year:	Business Posting Date:		Business Tracking Number:	
CASE Portion-21st Century TEA Cycle 9 Year 4										2019-2020				
BUDGET CODE					ACCOUNT CODE					CHECK HERE:	CHECK HERE:	INCR (DECR)	REVISED	
Fund	Fiscal	Func-	Loca-	Pro-	Budget	Class	Sub-	Account Description		Fund Balance	New	ORIGINAL	(Round to	BUDGET
Code	Year	tion	tion	gram	Mgr	Object	Object			Appropriation?	Code?	BUDGET	whole dollar)	BUDGET
267	0	00	922	00	922	5929	0000	Fed Rev- TEA Distributed				\$ 1,777,890	\$ (304)	\$ 1,777,586
267	0	21	922	99	922	6411	0000	Employee Travel				\$ 600	\$ (304)	\$ 296

Direct program cost and revenue will decrease by \$304

Law Requirement:

Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 15, formal budget amendments are required in order to be in compliance with sections 1.1.1 GAAP & Legal Compliance and 1.1.2 Legal Requirements

Evaluation Method and Timeline:

The department board minutes should be used to record any amendments to the budget. Monthly division financial statements are prepared and presented to ensure expenditures are within the budgeted categories.

Fiscal Impact and Cost/ Funding source

The enclosed detail is being presented as budget amendment **BA #1920-12-02** with a decrease in both the revenues and appropriations in the amount of \$304. There is no impact to HCDE fund balance

Compliance with Board Policy

CE (Local/Legal) - Annual Operating Budget.

Recommendation: Staff recommends approval of **BA # 1920-12-02**

**Posted Agenda Item:**

**BA #1920-12-03** Discussion and possible action to approve the **Capital Project Fund** (6970) budget amendment in the amount of (\$2,545,725).

**Subject:**

**Budget; Capital Project Fund; The expenditures will decrease by (\$2,545,725).**

**Rationale:**

Justification:

Estimated revenues are (\$0)

Total appropriations are (\$2,545,725)

This amendment is to roll forward the previous fiscal year budget balance to the current fiscal year Capital Project Fund.

BUDGET CODE						ACCOUNT		CHECK HERE:	CHECK HERE:	ORIGINAL	INCR (DECR)	REVISED
Fund Code	Fiscal Year	Func-tion	Loca-tion	Pro-gram	Budget Mgr	Class Object	Sub-Object	Fund Balance Appropriation?	New Code?	BUDGET	(Round to whole dollar)	BUDGET
697	0	81	132	99	132	6629	0000	Bldg Puch, Constr, Improvements		\$ 10,620,000	\$ (2,545,725)	\$ 8,074,275

Law Requirement:

Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 15, formal budget amendments are required in order to be in compliance with sections 1.1.1 GAAP & Legal Compliance and 1.1.2 Legal Requirements

Evaluation Method and Timeline:

The department board minutes should be used to record any amendments to the budget. Monthly division financial statements are prepared and presented to ensure expenditures are within the budgeted categories.

Fiscal Impact and Cost/ Funding source

The enclosed detail is being presented as budget amendment **BA #1920-12-03** with a decrease in appropriations in the amount of (\$2,545,725).

Compliance with Board Policy

CE (Local/Legal) - Annual Operating Budget.

Recommendation:

Staff recommends approval of **BA #1920-12-03**

**Posted Agenda Item:**

**BA #1920-12-04** Discussion and possible action to approve the **Special Revenue Fund** (2109) STOP School Violence Grant budget amendment in the amount of \$77,521. The grant period is October 1, 2019 thru September 30, 2020.

**Subject:**

**Budget; Special Revenue Fund; The revenues and the expenditures will both increase by \$77,521.**

**Rationale:**

Justification:

Estimated revenues are \$77,521

Harris County Department of Education has been awarded a grant from the US Department of Justice for HCDE’s Center for Safe and Secure Schools to implement a 36-month program providing mental health training and school violence prevention. The grant period is from October 1, 2018 – September 30, 2021. An increase of \$77,521 is necessary to reflect the amount of the grant for the remaining year. To correct the FY20 placeholder estimate an increase of \$77,521 needs to be done, in order to reflect the actual FY19 unspent funds that need to be rolled forward to FY20.

Total appropriations are \$77,521

HCDE shall appropriate \$77,521.00, and it will have no effect on HCDE fund balance.

Division/Budget: <b>STOP School Violence 2109</b>										Fiscal Year:	Business Posting Date:	Business Tracking Number:		
										FY 2019-2020		<b>BA#1920-12-04</b>		
BUDGET CODE					ACCOUNT					CHECK HERE:	CHECK HERE:	ORIGINAL	INCR (DECR)	REVISED
Fund Code	Fiscal Year	Function	Location	Program	Budget Mgr	Class Object	Sub-Object	Account Description		Fund Balance Appropriation?	New Code?	BUDGET	(Round to whole dollar)	BUDGET
210	9	00	601	00	131	5949	0000	Revenues			<input checked="" type="checkbox"/>	\$ -	\$ 77,521	\$ 77,521
210	9	11	005	99	005	6119	0000	Salaries - Prof Personnel			<input checked="" type="checkbox"/>	\$ -	\$ 28,233	\$ 28,233
210	9	11	005	99	005	6141	0000	FICA/Medicare			<input checked="" type="checkbox"/>	\$ -	\$ 7,546	\$ 7,546
210	9	11	005	99	005	6146	0000	TRS-Regular-New Hire			<input checked="" type="checkbox"/>	\$ -	\$ 452	\$ 452
210	9	11	005	99	005	6147	0000	TRS-Care Admin Fee			<input checked="" type="checkbox"/>	\$ -	\$ 26	\$ 26
210	9	11	005	99	005	6215	0000	Temporary Services			<input checked="" type="checkbox"/>	\$ -	\$ 19,200	\$ 19,200
210	9	11	005	99	005	6299	0000	Other Contracted Services			<input checked="" type="checkbox"/>	\$ -	\$ 14,210	\$ 14,210
210	9	11	005	99	005	6393	0002	New Purch-Tech <\$5,000			<input checked="" type="checkbox"/>	\$ -	\$ 3	\$ 3
210	9	11	005	99	005	6395	0000	Copier Charges			<input checked="" type="checkbox"/>	\$ -	\$ 199	\$ 199
210	9	11	005	99	005	6399	0000	Gen Supplies & Materials			<input checked="" type="checkbox"/>	\$ -	\$ 623	\$ 623
210	9	11	005	99	005	6411	0000	Employee Travel - Lodging			<input checked="" type="checkbox"/>	\$ -	\$ 2,771	\$ 2,771
210	9	11	005	99	005	6417	0000	Local Daily Mileage			<input checked="" type="checkbox"/>	\$ -	\$ 1,280	\$ 1,280
210	9	11	005	99	005	6499	0000	Misc Operating Costs			<input checked="" type="checkbox"/>	\$ -	\$ 2,978	\$ 2,978

Law Requirement:

Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 15, formal budget amendments are required in order to be in compliance with sections 1.1.1 GAAP & Legal Compliance and 1.1.2 Legal Requirements

Evaluation Method and Timeline: The department board minutes should be used to record any amendments to the budget. Monthly division financial statements are prepared and presented to ensure expenditures are within the budgeted categories.

Fiscal Impact and Cost/ Funding source

The enclosed detail is being presented as budget amendment **BA #1920-12-04** with an increase in both the revenues and appropriations in the amount of \$77,521. There is no impact to HCDE fund balance.

Compliance with Board Policy

CE (Local/Legal) - Annual Operating Budget.

Recommendation:

Staff recommends approval of **BA #1920-12-04**

**Posted Agenda Item:**

**BA #1920-12-05** Discussion and possible action to approve the **General Fund** (1990) Teaching and Learning Center budget amendment decreasing budget manager (315) Professional Development budget by (\$39,000) and increasing budget manager (190) Digital Education and Innovation by \$39,000 for a net impact of \$0.

**Subject:**

**Budget; General Fund; The revenues and the expenditures within General Fund will experience no net change.**

**Rationale:**

Justification:

Estimated revenues are \$0

Harris County Department of Education has several divisions within the Teaching and Learning Center devoted to professional development. The Digital Education and Innovation department has received increased interest surrounding professional development workshops and is need of an increase in revenue budget to support increased demand. The Professional Development budget has an available budget of \$39,000 and is willing to transfer the budget in order to support Digital Education and Innovation. This will result in no net change to the General Fund revenue balance as budget is being transferred from one division to another.

Total appropriations are \$0

HCDE shall increase appropriations by \$39,000 to budget manager (190) and decrease appropriations by \$39,000 to budget manager (315). This transfer of appropriations will have no effect on HCDE fund balance.

Division/Budget: <b>The Teaching and Learning Center</b>								Fiscal Year:	Business Posting Date:	Business Tracking Number:		
								FY 2019-2020		<b>BA#1920-12-05</b>		
BUDGET CODE				ACCOUNT				CHECK HERE:	CHECK HERE:	ORIGINAL	INCR (DECR)	REVISED
Fund Code	Fiscal Year	Function	Location	Program	Budget Mgr	Class Object	Sub-Object	Fund Balance Appropriation?	New Code?	BUDGET	(Round to whole dollar)	BUDGET
Account Description												
199	0	00	190	00	190	5727	0000	Staff Development - In County		\$ -	\$ 39,000	\$ 39,000
199	0	13	190	99	190	6299	0000	Other Contracted Services		\$ -	\$ 39,000	\$ 39,000
199	0	00	315	00	315	5727	0000	Staff Development - In County		\$ 30,000	\$ (30,000)	\$ -
199	0	00	315	00	315	5727	0001	Staff Development - Out of County		\$ 8,000	\$ (8,000)	\$ -
199	0	00	315	00	315	5737	0000	Staff Development		\$ 1,000	\$ (1,000)	\$ -
199	0	13	315	99	315	6265	0000	Rental Spaces - Events		\$ 6,300	\$ (6,300)	\$ -
199	0	13	315	99	315	6299	0000	Other Contracted Services		\$ 20,200	\$ (20,200)	\$ -
199	0	13	315	99	315	6329	0000	Reading Materials		\$ 500	\$ (500)	\$ -
199	0	13	315	99	315	6395	0000	Copier Charges		\$ 1,500	\$ (1,500)	\$ -
199	0	13	315	99	315	6396	0000	Printing and Forms		\$ 2,500	\$ (2,500)	\$ -
199	0	13	315	99	315	6399	0000	General Supplies and Materials		\$ 2,200	\$ (2,200)	\$ -
199	0	13	315	99	315	6415	0005	Food for Conferences		\$ 2,500	\$ (2,500)	\$ -
199	0	13	315	99	315	6418	0000	Refreshments Meetings		\$ 500	\$ (500)	\$ -
199	0	13	315	99	315	6496	0000	Adver, Bids and Notices		\$ 300	\$ (300)	\$ -
199	0	13	315	99	315	6498	0000	Postage		\$ 1,500	\$ (1,500)	\$ -
199	0	13	315	99	315	6499	0000	Misc. Operating Costs		\$ 1,000	\$ (1,000)	\$ -

Law Requirement:

Pursuant to the Texas Education Agency Financial Accountability System Resource Guide, Financial Accounting and Reporting Update 15, formal budget amendments are required in order to be in compliance with sections 1.1.1 GAAP & Legal Compliance and 1.1.2 Legal Requirements

Evaluation Method and Timeline: The department board minutes should be used to record any amendments to the budget. Monthly division financial statements are prepared and presented to ensure expenditures are within the budgeted categories.

Fiscal Impact and Cost/ Funding source

The enclosed detail is being presented as budget amendment **BA #1920-12-05** with an increase to revenues and appropriations in the amount of \$39,000 within budget manager (190) Digital Education and Innovation and a decrease to revenues and appropriations in the amount of \$39,000 to budget manager (315) Professional Development. There is no impact to HCDE fund balance.

Compliance with Board Policy

CE (Local/Legal) - Annual Operating Budget.

Recommendation:

Staff recommends approval of **BA #1920-12-05**

**Regular Board Meeting**

**6.A.3.**

**Meeting Date:** December 18, 2019

**Title:** Approval of Investment Report

**Submitted For:** Jesus Amezcua, Business Office

**Submitted By:** Stephanie Ritchie

**Additional Resource:** Stephanie Wright

**Personnel:**

**Information**

**Posted Agenda Item:**

Monthly Investment Report for November 2019.

**Subject:**

Consider approval of Investment report dated November 2019.

**Rationale:**

In accordance with Texas Government Code, Section 2256, Public Funds Investment Act, HCDE has adopted written investment policy, CDA (LEGAL) and CDA (LOCAL) Other Revenues: Investments requiring the investment officers to prepare and submit a written report of investment transactions for the preceding reporting period to the Board of Trustees.

The attached report is for the time period November 2019.

**Attachments**

Investment Report

**Form Review**

**Inbox**

Assistant Superintendent - Business  
Form Started By: Stephanie Ritchie  
Final Approval Date: 12/04/2019

**Reviewed By**

Jesus Amezcua

**Date**

12/04/2019 09:44 AM  
Started On: 11/27/2019 04:51 PM

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
And  
HCDE PUBLIC FACILITY CORPORATION**

**Monthly Investment Report at November 30, 2019  
(unaudited)**

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Detail Account Statements available for review:

- Lone Star Investment Pool Monthly Report
- TexPool Participant Monthly Statement
- Tex STAR Monthly Statement of Accounts
- Chase Bank-Sweep Account Monthly Statements
- Chase Bank-Investment Safekeeping Account Monthly Statements
- PFC – Bank of Texas Fund Monthly Statements



## **Investment Report Narrative**

**The Department's funds are required to be deposited and invested under the terms of a depository contract pursuant to the Texas School Depository Act and local Board Policy. The depository bank pledges securities which comply with state law and these securities are held for safekeeping and trust with the Department's and the depository bank's agent bank.**

**HCDE funds are currently invested in investment pools and with the depository bank. The investment pools used are: Lone Star, Tex Pool, and TexStar. The depository bank is J.P. Morgan Chase.**

**Changes in balances are caused by additions or withdrawals to these accounts. Tax collection deposits are automatically deposited to the TexStar account.**

**The Public Facility Corporation (PFC) funds are invested with Bank of Texas, Tex Pools and J. P. Morgan Chase. These funds are reserved as required by the bond covenant.**

**All funds are properly collateralized according the PFIA (Public Funds Investment Act).**

**All funds are invested overnight to capture rising interest rates**

**Book Value = Market Value. Book value refers to the financial institution statement which is reconciled to the general ledger.**

### **Moving Forward**

**The department will continue to monitor its investments and find best value to capture additional interest earnings while preserving the capital in accordance with our adopted investment strategy.**

**Compliance Statement**

In accordance with Texas Government Code, Section 2256, Public Funds Investment Act, HCDE has adopted written investment policy, CDA (LEGAL) and CDA (LOCAL) Other Revenues: Investments requiring the investment officers to prepare and submit a written report of investment transactions for the preceding reporting period to the Board of Trustees. The report must be prepared at least on a Monthly basis and must:

- Describe in detail the investment position of HCDE on the date of the report.
- Contain a summary statement of each pooled fund group including beginning market value for the reporting period; additions and changes to the market value during the period and ending market value for the period.
- State the book value and market value of each invested asset at the beginning and end of the reporting period by type of asset and fund type invested.
- State the account, fund or pooled fund group for which each asset was acquired.
- State compliance of the investment portfolio with the HCDE investment policy and investment strategies and with state law.

HCDE is in compliance with the Public Funds Investment Act. All investments purchased must meet the three basic tenets included in the investment policy: safety, liquidity, and yield.

The day-to-day cash management and HCDE investments are the responsibility of the Asst. Superintendent, Chief Accounting Officer, Budget & Business Analyst, and the Senior Accountant.

As the approved investment officer of Harris County Department of Education, I hereby certify that the preceding Investment Report represents the investment position of the Department as of the date above in compliance with the Board-approved Investment Policy, the Public Funds Investment Act, and generally accepted accounting principles.

Jesus J. Amezcua, RTSBA, CPA, Ph.D., Asst. Supt-Business\_\_\_\_\_

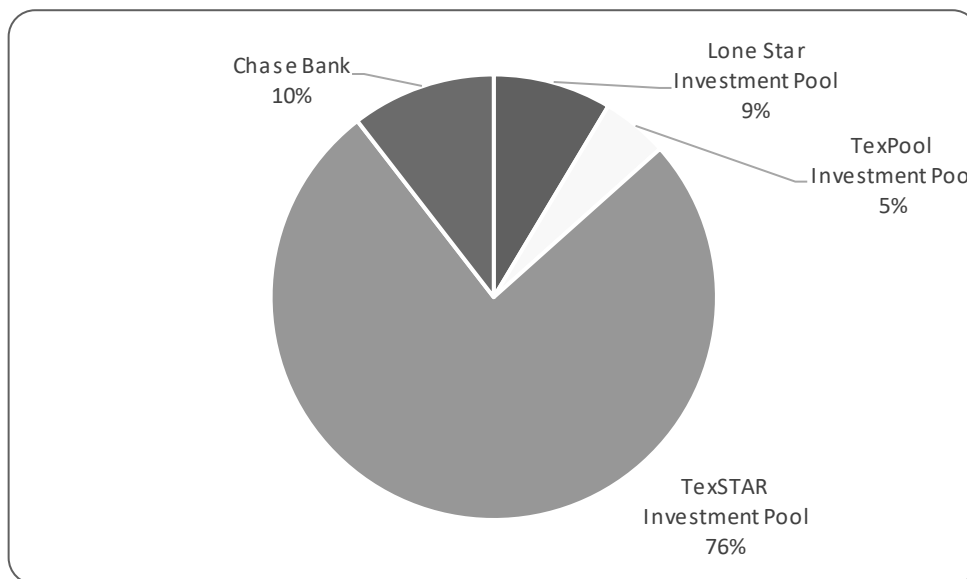
Stephanie Wright, CPA Chief Accounting Officer\_\_\_\_\_

Stephanie Ritchie, Senior Accountant \_\_\_\_\_

Jaime H Martinez, MBA, Budget & Business Analyst\_\_\_\_\_

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**Monthly Investment Report at November 30, 2019**  
 (unaudited)

**\$30,657,569 HCDE - Portfolio by Investment Type**



INVESTMENT ( BOOK VALUE )	GENERAL FUND	RETIREMENT LEAVE FUND	AGENCY FUNDS	TOTAL INVESTED	PERCENT OF TOTAL
Lone Star Investment Pool	2,630,102	-	-	2,630,102	8.6%
TexPool Investment Pool	561,196	912,278	-	1,473,474	4.8%
TexSTAR Investment Pool	23,344,397	-	-	23,344,397	76.1%
Chase Bank	3,165,584	-	44,011	3,209,596	10.5%
<b>Totals</b>	<b>\$ 29,701,279</b>	<b>\$ 912,278</b>	<b>\$ 44,011</b>	<b>\$ 30,657,569</b>	<b>100.00%</b>

[Shown at Book Value]

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**Monthly Investment Report at November 30, 2019**  
**(unaudited)**

**Summary Schedule of Weighted Average Maturity (A) –  
Investment Type General Fund**

( #1 ) INVESTMENT TYPE	( #2 ) BOOK VALUE	( #3 ) DAYS TO MATURITY	( #4 ) BOOK VALUE * DAYS (#2) * (#3)	WEIGHTED AVERAGE MATURITY (B)
First Public/Lone Star Inv Pool	\$ 2,630,102	1	\$ 2,630,102	2.40
TexPool Inv Pool	1,473,474	1	1,473,474	1.73
TexSTAR Inv Pool	23,344,397	1	23,344,397	22.84
Banks: Overnight & Cash	3,209,596	1	3,209,596	-
<b>Totals</b>	<b>\$ 30,657,569</b>		<b>\$ 30,657,569</b>	<b>6.74</b>

- (A) For HCDE all deposits are due on demand. In this case the WAM = the total (#4) of \$30,657,569 Divided by (#2) Book Value = 1 Days to Maturity
- (B) The WAM of 6.74 is for the entire investment pool.

This measure is useful in determining the degree of market or interest rate risk. The longer the WAM, the more exposure to market risk and the more potential for capital gains or losses.

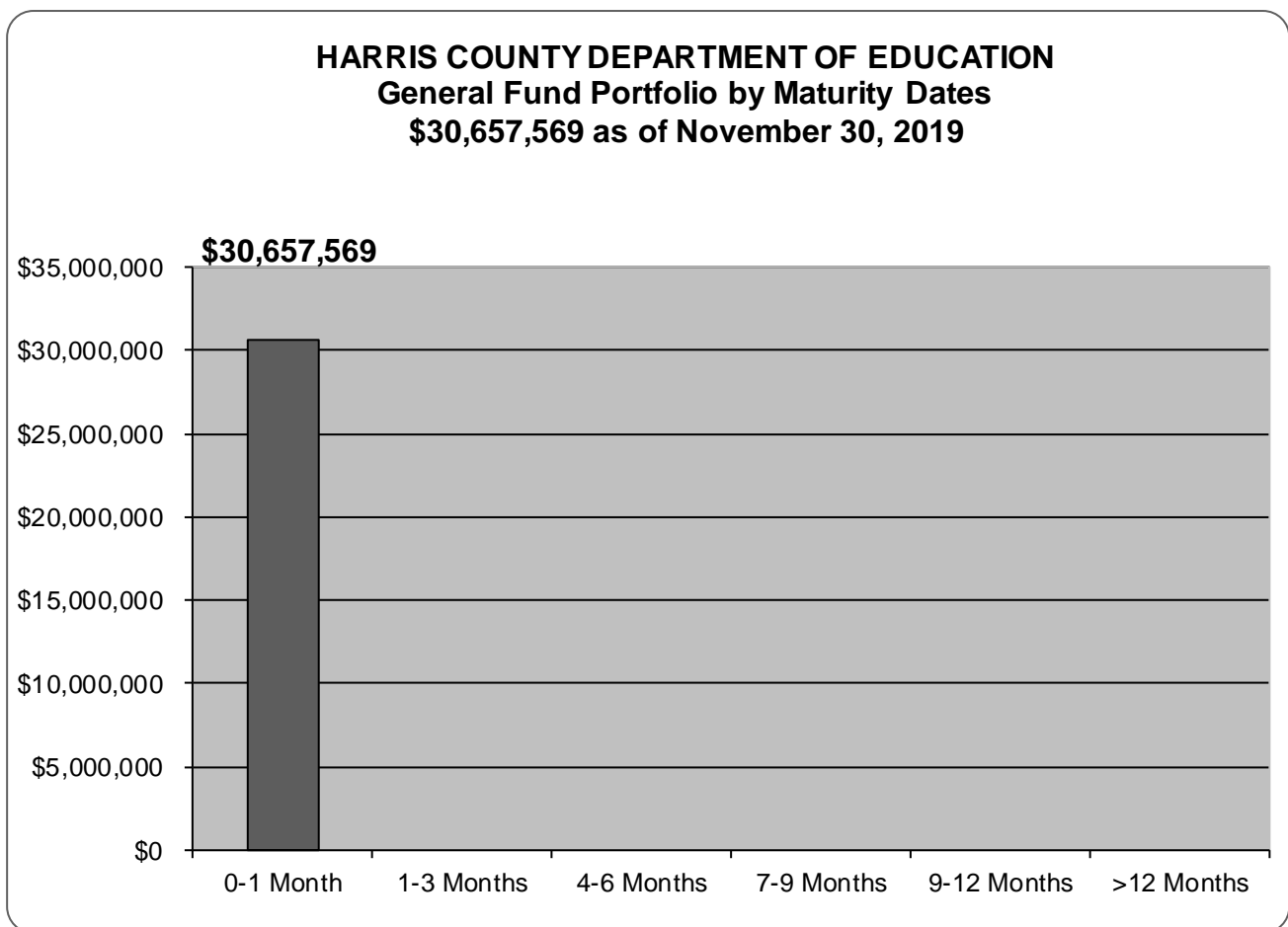
Although TexPool, TexSTAR, and Lone Star have a weighted average maturity greater than one, the funds are available to the Department within one day. HCDE holds investments to maturity, which minimizes this market exposure.

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**Monthly Investment Report at November 30, 2019**  
**(unaudited)**

**General Fund – Portfolio by Maturity Dates**

Investments are purchased to meet the cash flow needs of the Department. The bar graph on this page depicts the maturity schedule of the Department’s investments by monthly intervals. Although TexPool, TexSTAR, and Lone Star have a weighted average maturity greater than one, the funds are available to the Department within one day. As of the end of this quarter, investments will mature:

- 100 % within one month



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**Monthly Investment Report at November 30, 2019**  
**(unaudited)**

**Investment Earnings Reports**

**(A) Interest Earned by Fund by Source - For This Month**

INVESTMENT	GENERAL FUND	RETIREMENT LEAVE FUND	TOTAL INTEREST EARNED
Cash Accounts	\$ -	\$ -	\$ -
Lone Star Investment Pool	3,697	-	3,697
TexPool Investment Pool	773	1,256	2,029
TexSTAR Investment Pool	31,354	-	31,354
<b>Totals</b>	<b>\$ 35,823</b>	<b>\$ 1,256</b>	<b>\$ 37,079</b>

**(B) Interest Earned by Fund - Comparison of Quarters for FY 2019-20**

FUND	FIRST QUARTER SEPTEMBER TO NOVEMBER	SECOND QUARTER DECEMBER TO FEBRUARY	THIRD QUARTER MARCH TO MAY	FOURTH QUARTER JUNE TO AUGUST	INTEREST EARNED YEAR TO DATE
General Fund	\$ 132,396	\$ -	\$ -	\$ -	\$ 132,396
Retirement Leave Fund	4,347	-	-	-	4,347
<b>Totals</b>	<b>\$ 136,743</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 136,743</b>

**(C) Budget vs Actual Summary of Interest Earned Year-to-Date**

FUND	BUDGETED	ACTUAL	BALANCE TO REC	% REC'D
General Fund	\$ 453,590	\$ 132,396	\$ 321,194	29%
Retirement Leave Fund	-	4,347	(4,347)	0%
<b>Totals:</b>	<b>\$ 453,590</b>	<b>\$ 136,743</b>	<b>\$ 316,847</b>	<b>30%</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**Monthly Investment Report at November 30, 2019**  
**(unaudited)**

**Summary Report**

Beginning Book Value	\$ 31,086,986
Beginning Market Value	\$ 31,086,986
Beginning Weighted Average to Maturity	1 Day
Ending Book Value	\$ 30,657,569
Ending Market Value	\$ 30,657,569
Earnings for Period	\$37,079
Change in Book Value	\$ (429,417)
Change in Market Value	\$ (429,417)
Ending Weighted Average to Maturity	1 Day
Period Average Yield	1.679%
Period Average Benchmark **	<b>1.560%</b>

\*\* Benchmark = **13 Week Treasury Bill at Maturity**



**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**General Fund Monthly Inventory Report**  
**As of November 30, 2019**  
(unaudited)

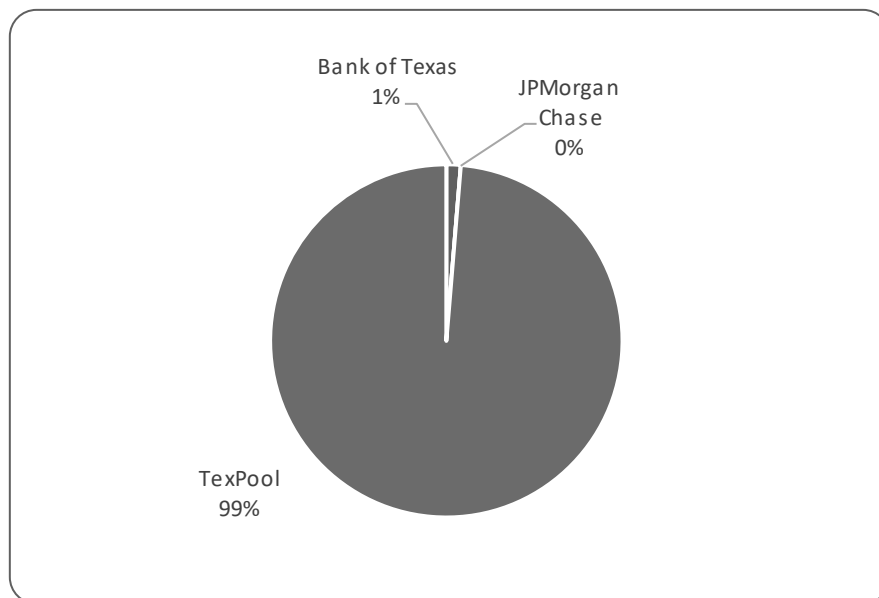
PURCHASE DATE	INVESTMENT	ACCOUNT/ CUSIP #	MATURITY DATE	YIELD	INTEREST PAID	ACCRUED INT EARNED	10/31/2019		11/30/2019	
							MARKET	BOOK (*)	MARKET	BOOK (*)
<b>Bank Funds</b>										
-	Int Bearing	All Funds	-	0.00%	0.00%	-	\$ 3,375,682.95	\$ 3,375,682.95	\$ 3,209,595.62	\$ 3,209,595.62
<b>Investment Pools</b>										
-	Lone Star	Gen Fund	N/A	1.71%	3,696.97	-	2,626,404.87	2,626,404.87	2,630,101.84	2,630,101.84
-	TexPool	Ret Lv Fund	N/A	1.69%	1,256.00	-	911,022.17	911,022.17	912,278.17	912,278.17
-	TexPool	Gen Fund	N/A	1.69%	772.65	-	560,423.64	560,423.64	561,196.29	561,196.29
-	TexStar	Gen Fund	N/A	1.62%	31,353.84	-	23,613,451.91	23,613,451.91	23,344,396.96	23,344,396.96
<b>Totals:</b>					<b>\$37,079.46</b>	<b>\$0.00</b>	<b>\$31,086,985.54</b>	<b>\$31,086,985.54</b>	<b>\$30,657,568.88</b>	<b>\$30,657,568.88</b>

(\*) Financial institution statement data which is reconciled to the general ledger.



**HARRIS COUNTY DEPARTMENT OF EDUCATION  
PUBLIC FACILITY CORPORATION**  
Monthly Investment Report at November 30, 2019  
(unaudited)

**\$6,001,701 PFC - Portfolio by Investment Type**



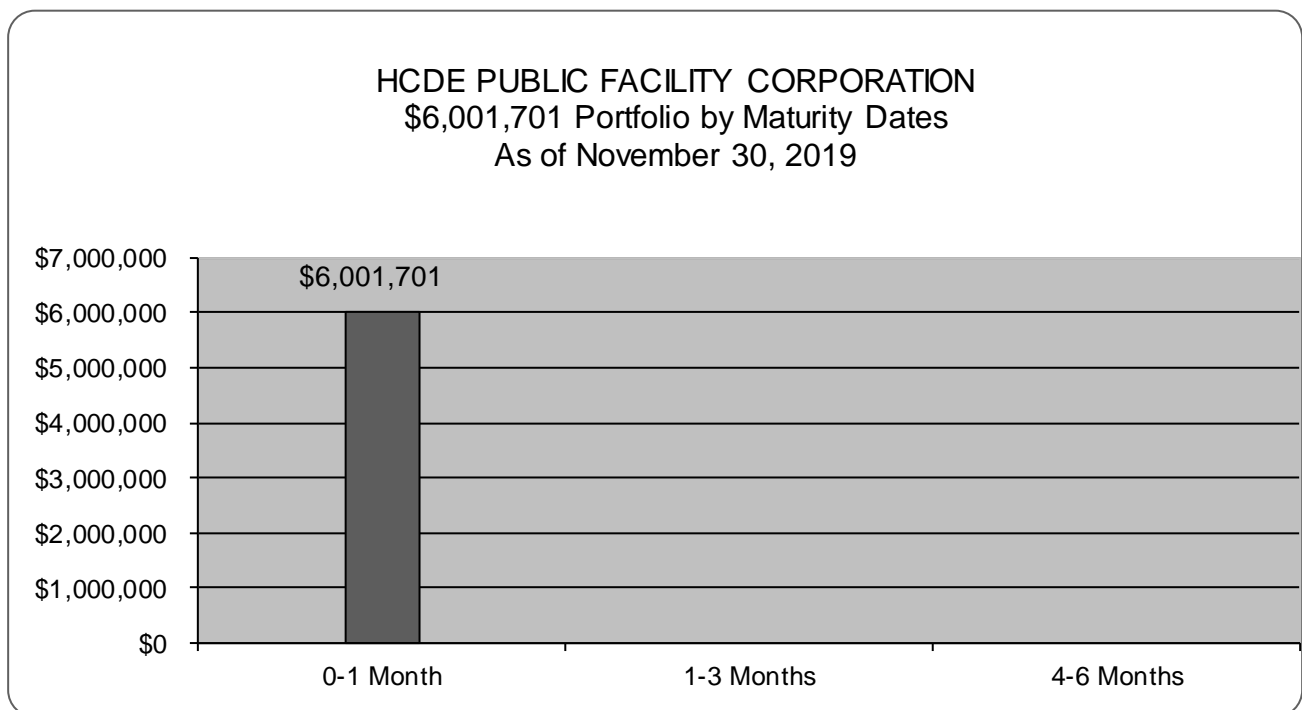
PFC INVESTMENT TYPE	AMOUNT INVESTED	% OF TOTAL
Bank of Texas Funds	89,996	1.50%
TexPool Investment Pools	5,911,706	98.50%
<b>Total</b>	<b>6,001,701</b>	<b>100%</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
PUBLIC FACILITY CORPORATION  
Monthly Investment Report at November 30, 2019  
(unaudited)**

**PFC-Portfolio by Maturity Dates**

Investments are purchased to meet the cash flow needs of the PFC. The bar graph on this page depicts the maturity schedule of PFC investments by monthly intervals. As of the end of this quarter, investments will mature:

- 100 % within one month.





**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**Public Facility Corporation Monthly Inventory Report**  
**As of November 30, 2019**  
**(unaudited)**

PURCHASE DATE	INVESTMENT	ACCOUNT/ CUSIP #	MATURITY DATE	YIELD	INTEREST PAID	ACCRUED INT EARNED	10/31/2019		11/30/2019	
							MARKET	BOOK	MARKET	BOOK
<b>Bank Funds</b>										
-	Bank of Texas Accounts	All Funds	-	0.005%	\$102.97	-	\$ 89,892.70	\$ 89,892.70	\$ 89,995.67	\$ 89,995.67
<b>Investment Pools</b>										
-	TexPool	2016 Series	N/A	1.91%	8,665.04	-	6,730,600.00	6,730,600.00	5,911,705.72	5,911,705.72
<b>Totals:</b>					<b>\$8,768.01</b>	<b>-</b>	<b>\$6,820,492.70</b>	<b>\$6,820,492.70</b>	<b>\$6,001,701.39</b>	<b>\$6,001,701.39</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
PUBLIC FACILITY CORPORATION**

**Monthly Investment Report at November 30, 2019  
(unaudited)**

**Bank Accounts**

The fund invests in high quality, short-term money market instruments, which are issued and payable in U.S. dollars.

The following is a list of all Bank of Texas Accounts and their balances:

2014 Payment Account	\$	2,724.90
2014 Redemption Account		108.28
2015 Payment Account		31,219.13
2015 Redemption Account		44.07
2016 Payment Account –		919.39
2016 Payment Account – Redemption		12.43
2016 Project Account – Note 1		<u>54,967.47</u>
Total Bank of Texas Accounts:	\$	<u>89,995.67</u>

The following is a list of all TexPool Accounts and their balances:

2016 Series Bond New School Project	\$	<u>5,911,705.72</u>
Total Bank Accounts:	\$	<u>6,001,701.39</u>

Note 1:

The bank statement for this account, for the current month, was not available. The interest will be booked next month. The estimated difference is approx. \$80.00

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
PUBLIC FACILITY CORPORATION**  
Monthly Investment Report at November 30, 2019  
(unaudited)

**Investment Earnings Reports**

**(A) Interest Earned by Source - For This Month**

INVESTMENT TYPE	INTEREST EARNED	TOTAL
Bank Cash Accounts	\$ -	\$ -
Bank of Texas Funds	\$ 103	\$ 103
TexPool Investment Pools	\$ 8,665	\$ 8,665
<b>Totals</b>	<b>\$ 8,768</b>	<b>\$ 8,768</b>

**(B) Interest Earned-Comparison of Quarters for FY 2019-20**

FUND	FIRST QUARTER SEPTEMBER TO NOVEMBER	SECOND QUARTER DECEMBER TO FEBRUARY	THIRD QUARTER MARCH TO MAY	FOURTH QUARTER JUNE TO AUGUST	INTEREST EARNED YEAR TO DATE
PFC Fund	35,324	-	-	-	35,324
<b>Totals</b>	<b>35,324</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,324</b>

**(C) Budget v Actual Summary of Interest Earned Year-to-Date**

FUND	BUDGETED	ACTUAL	BALANCE TO REC	% REC'D
Public Facilities Corporation (PFC)	-	35,324	(35,324)	0%
<b>Totals:</b>	<b>\$ -</b>	<b>\$ 35,324</b>	<b>\$ (35,324)</b>	<b>0%</b>

**HARRIS COUNTY DEPARTMENT OF EDUCATION**  
**Monthly Investment Report**  
**Glossary of Investment Terms**

<b>Accretion</b>	The daily book value earned daily (on a straight-line basis) on securities purchased at a discount. At maturity, a discount security will be worth the face value. The types of securities involved are usually treasury bills, discount notes, commercial paper, and bankers' acceptances.
<b>Amortization</b>	The daily book value earned daily (on a straight-line basis) on securities purchased at a premium. To correctly account for premium amortization, it must be subtracted from the coupon interest either monthly or at maturity.
<b>Bank of Texas Funds</b>	Bank of Texas are unsecured money market accounts where the Public Facilities Corporation funds are kept unless otherwise invested.
<b>Benchmark for Investments</b>	HCDE uses the 13-week (90 day) Treasury Bill investment rate of the maturity date closest to the end of the month- <a href="http://www.treasurydirect.gov">www.treasurydirect.gov</a> .
<b>Book Value</b>	The face amount minus any unaccredited discount or plus any unamortized premium. See Accretion and Amortization.
<b>Cash</b>	Cash includes readily available cash, current bank accounts and certificates of deposit. Cash is considered to be the most liquid asset.
<b>Commercial Paper</b>	An unsecured promissory note issued by a corporation with a fixed maturity. The issuer (such as Coca Cola, General Electric, Kimberly Clark) promises to pay the buyer a fixed amount on some future date but pledges no assets, only his liquidity and established earning power, to guarantee that promise. These investment instruments usually yield 10-15 basis points above comparative agency investments. HCDE will not invest in commercial paper with less than A1 or P1 or an equivalent rating.
<b>Credit Risk</b>	The risk of issuer failure; mitigated by selecting high quality investment vehicles.
<b>CUSIP #</b>	The <b>C</b> ommittee on <b>U</b> niform <b>S</b> ecurities <b>I</b> dentification <b>P</b> rocedures Number: the identification number on all securities (often nine digits in length).
<b>Diversification</b>	To invest in a variety of different Board-authorized investment types (sector): treasuries, agencies, certificates of deposit, commercial paper, investment pools, and money market funds.

<b>Face Value</b>	Redemption value printed on the face of the certificate; same as par value.
<b>FHLB</b>	<b>F</b> ederal <b>H</b> ome <b>L</b> oan <b>B</b> ank System, established in 1932, includes 12 banks and their member institutions. Federal Home Loan Banks are instrumentalities of the United State government.
<b>FHLMC</b>	<b>F</b> ederal <b>H</b> ome <b>L</b> oan <b>M</b> ortgage <b>C</b> orporation < <b>Freddie Mac</b> > is a stockholder-owned corporation chartered by Congress in 1970 to keep money flowing to mortgage lenders in support of homeownership and rental housing.
<b>FICO</b>	<b>F</b> inancial <b>C</b> orporation was set up to fund the bailout of Savings and Loans in the 1980's. It was an offshoot of the <b>F</b> ederal <b>S</b> avings and <b>L</b> oan <b>I</b> nsurance <b>C</b> orporation (FSLIC).
<b>Fiduciary Responsibility</b>	The Board retains the ultimate responsibility as fiduciaries of the assets of the Department. Also see Standard of Care.
<b>FNMA</b>	<b>F</b> ederal <b>N</b> ational <b>M</b> ortgage <b>A</b> ssociation < <b>Fannie Mae</b> > is a federally Chartered and stockholder owned corporation. It is the largest investor in home mortgages in the United States. FNMA provides funds to the mortgage market by purchasing mortgages.
<b>Investment Pool</b>	An entity created under government code to invest public funds jointly on behalf of entities participating in the pool and whose investment objectives, in order of priority, are: preservation and safety of principal; liquidity; and yield.
<b>Interest Rate Risk</b>	The uncertainty that the value of the instrument may fluctuate in value in response to changes in interest rates; mitigated by holding the instrument whenever possible to maturity.
<b>Investments</b>	Securities and other assets acquired primarily for the purpose of obtaining income or profit.
<b>Lone Star Investment Pool</b>	The Lone Star Investment Pool (LSIP) is a public funds investment pool administered by First Public, LLC.
<b>Liquidity</b>	Degree of availability of an asset; ease of converting the asset to cash.

<b>Liquidity Risk</b>	The risk that the investment may not be sold immediately-before it matures- at its market value.
<b>Market Value</b>	Value of an agency security if you were to sell that security on a given date. Market value changes daily, and normally increases as the maturity date of the security instrument approaches.
<b>Market Risk</b>	The risk that market prices will fall and threaten liquidity.
<b>Maturity Date</b>	The date the principal amount of a security becomes due and payable
<b>Par Value</b>	Redemption value printed on the face of the certificate. Par value = face value; and the par value of a security is different than its market value.
<b>Portfolio Risk</b>	The risk that remains after taking into account the risk-reducing effects of combining securities into a portfolio that efficiently balances its risks with its rate of return.
<b>Purchase Date</b>	The date of the initial purchase of the financial investment.
<b>Risks</b>	[Definitions can be found under individual listings.] Types of risk include: <ul style="list-style-type: none"> <li>• Credit risk</li> <li>• Interest rate risk</li> <li>• Liquidity risk</li> <li>• Market risk</li> <li>• Portfolio risk</li> <li>• Volatility risk</li> </ul>
<b>Safety of Principal</b>	The primary concern and responsibility of the Department's Board and investment officers is the preservation of assets. Cash is invested with the objective of the probable income to be derived, but, more importantly, the safety of the original capital.
<b>Sold Date</b>	The date the financial instrument is sold prior to the maturity date.
<b>Standard of Care</b>	In the administration of the duties of an investment officer, the designated investment officer(s) shall exercise the judgment and care, under prevailing circumstances that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs.
<b>Sterling Bank Overnight</b>	Sterling Bank SDIT Government Portfolio Class C, this is an unsecured money market account in which equalization funds in



**Sweep Account** excess of \$350,000 remaining in Sterling Bank checking accounts at the end of the business day and matured securities in our safekeeping account are invested.

**TexPool** The Texas Local Government Investment Pool is a public fund investment pool overseen by the State Comptroller's office and currently managed by Lehman Brothers and Federated Investors.

**Treasury Zero** Treasury bills are short-term obligations issued with a term of one year or less. Treasury Zero bills are sold at a discount from face value and do not pay interest until maturity. Schedule 13 Continued

**U.S. Agency Securities** The federal government has established approximately 20 different agencies and instrumentalities to channel funds to particular sectors of the economy U.S. Agency securities are purchased directly by the department from investment brokerage firms registered to do business with the Department. These securities are issued in the Department's name, cleared through the Federal Reserve Bank system, and held in safekeeping by a third party.

**Volatility Risk** The risk that market prices will move significantly and increase market risk.

**Weighted Average to Maturity (WAM)** The average time it takes for securities in a portfolio to mature, weighted in proportion to the dollar amount that is invested in the portfolio. Weighted average maturity measures the sensitivity of fixed-income portfolios to interest rate changes. Portfolios with longer WAMs are more sensitive to changes in interest rates because the longer an investment is held, the greater the opportunity for interest rates to move up or down and affect the performance of the investment.

**Wells Fargo Money Market Funds** Wells Fargo Money Market Funds are unsecured money market accounts where the Public Facilities Corporation funds are kept unless otherwise invested.

**Yield-Current** Rate of return on investment as a % of market price including accrued interest.

**Yield to Maturity** The current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

# Minutes

**Harris County Department of Education  
Minutes of Regular Board Meeting  
November 20, 2019**

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The Harris County Board of School Trustees met in a regular board meeting on November 20, 2019 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Josh Flynn, Board President, called the meeting to order at 1:03 p.m. and declared a quorum present, that the meeting was duly called, and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Gov't. Code §551.041 and §551.051.

**Board Members Present:** Josh Flynn, Board President; Eric Dick; Richard Cantu; Danny Norris; Don Summers; and Mike Wolfe

**Board Members Absent:** George Moore, Board Vice President

**Board Attorney:** Sarah Langlois

**Administration:** James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; and Jonathan Parker, Assistant Superintendent for Academic Support; Kimberly McLeod, Assistant Superintendent for Education and Enrichment

Julia Andrews, Director Center for Safe and Secure Schools; Danielle Bartz, Chief of Staff; Darlene Breaux, Director Research and Evaluation Institute; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Marion Cooksey, Principal Highpoint East; Stephanie De Los Santos, Director Client Engagement; Jeff Drury, Director Choice Partners; Dave Einsel, Director Communications and Creative Services; Melissa Godbout, Executive Assistant to Board of Trustees; Victor Keys, (AB West) Principal Academic Behavior School West; Bill Monroe, Director Purchasing; Anthony Moten, Principal Fortis Academy; Venita Peacock, Director Head Start; Gayla Rawlinson, Director Center for Grants Development; Stephanie Ross, Director Adult Education; Natasha Truitt, Executive Director Human Resources; Richard Vela, Senior Director Facilities; Frances Watson-Hester, Senior Director Teaching and Learning Center; Stephanie Wright, Chief Accounting Officer; Linda Zatopek, Director Educator Certification and Professional Advancement

**Visitors:** Colleen Vera, Joy Davis, Andrea Duhon, Amy Hinojosa, Josh Wallenstein, Gary Dennis, Fred Fliekinger

1. **Invocation** - Dennis Calloway, Safe and Secure Schools

2. **Pledge of Allegiance to the US flag** - Yi Ren, Research and Evaluation Institute
3. **Pledge of Allegiance to the Texas flag** - Yi Ren, Research and Evaluation Institute
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.

*Colleen Vera addressed the board to request an agenda to hire an internal auditor who would report directly to the board. She stated that it was important when dealing with public funds to have more than one set of eyes and that an internal auditor would be helpful. She stated that a large role as an elected trustee was to watch over taxpayer money. She stated that it was inefficient to request a report of superintendent for the following month and that the board should be able to have a person who reports directly to the board. She questioned various charges in the check register as examples of why it's important to have an internal auditor to make sure funds are being used properly.*

*Josh Wallenstein addressed the board regarding Josh Flynn officially filing with the Republican Party for a seat in the Texas Legislature. He stated that the Texas Constitution, Article II, Section 19, states that no person holding a lucrative office under the state shall be eligible to serve in the legislature. He stated that it was beyond dispute that each board member serves in a lucrative position. He further stated that the question was not whether Mr. Flynn must resign but when, citing a Texas Supreme Court case from 1992. He stated that Josh Flynn must resign his current position as a board member or withdraw his filing for the legislative seat to comply with the Texas Constitution.*

5. **Reports and presentations:**
  - A. **Presentation of 2020 Texas Association of School Business Officials (TASBO) Award of Merit for Purchasing Operations** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services.
  - B. **Announcement of award from the Government Finance Officers Association (GFOA) for the 2018 Comprehensive Annual Financial Report (CAFR)** - Jesus Amezcua, Assistant Superintendent for Business Services

- C. **Announcement of awards from the Government Finance Officers Association (GFOA) for the HCDE 2018 Popular Annual Financial Report (PAFR)** - Jesus Amezcua, Assistant Superintendent for Business Services
- D. **Annual Update from Center for Safe and Secure Schools** - Julia Andrews, Director
- E. **Annual Update from the Research and Evaluation Institute** - Darlene Breaux, Director
- F. **Superintendent Monthly Report** - James Colbert, Jr.

*Superintendent Colbert recognized that HCDE was named one of the top workplaces in the Greater Houston area by the Houston Chronicle and acknowledged the celebration held earlier today. Mr. Colbert stated that this was a huge accomplishment. He acknowledged that he and others were able to attend the event last week, during which only 150 companies made the cut and that a company had to have at least an 87% approval rating by staff in order to be eligible for consideration. He stated that it was truly an honor to be a part of such a distinguished company. He reminded the board of the Thanksgiving holiday next week and that many employees would be taking the week off to enjoy time with their families. He stated the importance of employees being able to take time to spend with their families because there is usually a grind for work to be completed between Thanksgiving and Christmas. He wished everyone a safe and happy holiday with their families.*

- G. **Report of the Board Feasibility Subcommittee** - Don Sumners

*No report*

- H. **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.

*Josh Flynn stated that he attended the TASB Legal Services Seminar on November 1st. He stated there were a lot of changes from the legislative session. He stated that there was a disclosure requirement for lobbying costs that TASB was supposed to provide to the board for how much dues are used for lobbying. He requested that he be provided that number.*

*Mike Wolfe stated that he and Danny Norris attended some meetings a couple of weeks ago with the Assistant U.S. Secretary of Education, including Mr. Norris attending a meeting at Alief ISD and Mr. Wolfe attending a meeting at*

*Pasadena ISD. Danny Norris added that there were all kinds of career paths that students were able to take. He stated that he and Mike Wolfe were able to view the campuses in Alief ISD where these classes took place.*

- I. **Monthly Financial Reports through 10/31/2019** - Jesus Amezcua, Assistant Superintendent for Business Services

*Josh Flynn left the meeting at 1:34 p.m. and returned at 1:36 p.m.*

*Motion made by Danny Norris, seconded by Don Sumners to approve all items on the consent agenda.*

*Motion passes with 5-0-1 voting to approve, with Mike Wolfe abstaining.*

## 6. **ACTION ITEMS - CONSENSUS**

- A. Consider approval of the following Business Services items:

1. Monthly Budget Amendment Report
2. October Disbursement Report
3. Monthly Investment Report for October 2019

- B. Consider approval of the following Board Meeting Minutes:

1. 10-16-2019 Regular Board Meeting
2. 10-16-2019 Feasibility Committee Meeting

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

1. **Interlocal (expenditure) contract for FY 2020 CASE for Kids 21st Century Community Learning Center(s) Cycle 10, Year 2, in the aggregate amount of \$1,135,500 with the following entities:** Galena Park Independent School District in the amount of \$388,500 (330 students served), Sheldon Independent School District in the amount of \$373,500 (280 students served), Southwest Schools Charter School in the amount of \$129,500 (110 students served), Raul Yzaguirre Schools for Success Charter School in the amount of \$122,000 (85 students served), and Baker Ripley Promise School Charter in the amount of \$122,000 (85 students served).
2. **Interlocal (expenditure) contract for FY 2020 CASE for Kids 21st Century Community Learning Center(s) Cycle 9, Year 4, in the aggregate amount**

**of \$833,856 with the following entities:** Aldine Independent School District in the amount of \$138,976.00 (82 students served), Clear Creek Independent School District in the amount of \$138,976.00 (82 students served), Galena Park Independent School District in the amount of \$138,976.00 (82 students served), Pasadena Independent School District in the amount of \$138,976.00 (82 students served), Southwest Schools Charter School in the amount of \$138,976.00 (82 students served), and Spring Independent School District in the amount of \$138,976.00 (82 students served).

3. **Interlocal (expenditure) contracts for FY 2020 CASE for Kids Partnership grant, in the aggregate amount of \$213,787 with the following entities:** Academy of Accelerated Learning (Charter) in the amount of \$60,000, and Alief Independent School District in the amount of \$153,787.

D. Consider approval of the following items for the HCDE Choice Partners Cooperative:

1. **Contract renewal option for job no. 18/015KC for Office Furniture and Related Items with the following vendors:** Carroll's Discount Office Furniture (#18/015KC-01); Stylex, Inc. (#18/015KC-05), and Velocity Office Products, LLC dba Velocity Business Products (#18/015KC-06) for the period 01/24/2020 through 01/23/2021.
2. **Contract award for job no. 19/061KC Fleet Leasing & Management Services with the following vendors:** Commercial Vehicle Leasing, LP dba D&M Leasing Commercial (#19/061KC-01), and Enterprise Fleet Management, Inc. dba Enterprise FM Trust (#19/061KC-02) for the period 11/20/2019 through 11/19/2020.
3. **Contract award for job no. 19/062TP Vending Machines and Service for Beverages and Snacks with the following vendor:** Fresh Brew Group USA, LP (19/062TP-01) for the period of 11/20/2019 through 11/19/2020.
4. **Contract Amendment #1 with Avaya, Inc. job no. 18/056KD-05 for Technology, Hardware, Software and Service** for the period of 11/20/2019 through 09/18/2022 (or on the final renewal date).
5. **HCDE Interlocal Agreements with:** Del Valle Independent School District (ISD), Del Valle, Texas; Quitman ISD, Quitman, Texas, and Fruitvale ISD, Fruitvale, Texas.

E. Consider approval of the following item for Internal Purchasing:

1. **Contract award for job no. 20/012IA - Contracted Services for The Teaching and Learning Center to the proposers offering the best value to HCDE** and meeting the specifications outlined in the proposal: Coaching Consultants Team, Grow Minds Consulting, LLC, Houston E. A. Foundation, Infinite Solutions Enterprises, MIND Research Institute, New Teacher Center, Premiere Speakers Bureau, Proactive Thought Leaders, LLC, Solution Tree, Inc., Sterling Staffing Solutions (Maceo Carter Invest, LLC), Teaching Strategies, LLC and Yamp Records, LLC for the period of 12/01/2019 through 11/30/2024 (subject to annual appropriations of funding).

F. Consider approval of the following Revenue Agreements:

1. **Ratification of Interlocal (revenue) contract between The Teaching and Learning Center and Houston ISD** for Professional Training for the period of 10/18/2019 through 05/29/2020 in the amount of \$50,000.
2. **Interlocal (revenue) contract for FY 2020 in the aggregate amount of \$80,392 with Highpoint School East with the following districts:** Spring Branch ISD for eight (8) in-county annual contracts in the amount of \$80,392 (\$10,049 each) for the contract period of 8/26/19 through 06/05/20.
3. **Interlocal (revenue) contract for FY 2020 in the aggregate amount of \$412,100 with Academic and Behavior School East with the following districts:** Crosby ISD for four (4) in-county annual contracts in the amount of \$82,420 (\$20,605 each); Dayton ISD for Dayton (8) in-county annual contracts in the amount of \$164,840 (\$20,605 each); Pearland ISD for eight (8) in-county annual contracts in the amount of \$164,840 (\$20,605 each); for the contract period of 8/26/19 through 06/05/20.

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

- A. **Report concerning Education Foundation of Harris County, including plan to phase-out funding to the EFHC** (item requested by the Board of Trustees at its October 16, 2019 meeting).

*Mr. Colbert presented a report concerning the Education Foundation of Harris County. No action was taken on this item.*

- B. **Consider prohibition of the use of any HCDE resources in support of the Harris County Educational Foundation including but not limited to** the expenditure of money, the preparation of Foundation reports, submission of application for or implementation of Foundation grants, or a HCDE employee serving the Foundation in any official or advisory capacity. A HCDE employee



may be designated as a Foundation liaison solely for the purpose of receiving information on Foundation activities (item tabled from October 16, 2019 meeting) (original agenda item requested by Josh Flynn).

*Motion made by Mike Wolfe, seconded by Don Sumners to consider prohibition of the use of any HCDE resources in support of the Harris County Educational Foundation including but not limited to the expenditure of money, the preparation of Foundation reports, submission of application for or implementation of Foundation grants, or a HCDE employee serving the Foundation in any official or advisory capacity. A HCDE employee may be designated as a Foundation liaison solely for the purpose of receiving information on Foundation activities (item tabled from October 16, 2019 meeting) (original agenda item requested by Josh Flynn).*

*Friendly amendment to the motion by Mike Wolfe and Don Sumners to table this item until the December board meeting and to receive a report in writing from the Superintendent stating what the plan is and what resources of the Department he would like to use to support the Foundation.*

*Motion, as amended, fails 3-3 with Eric Dick, Richard Cantu, and Danny Norris voting nay.*

- C. **Discussion and possible action regarding HCDE providing funding to the Education Foundation of Harris County** in support of scholarships, sponsorships, and grants to Harris County school districts (item tabled from October 16, 2019 meeting).

*No action on item due to lack of a motion.*

- D. **Consider approval to amend CH Local FY 20 expenditure approval list** to add Quality Security Systems (job no. 15/037JN-07) in the expenditure amount of \$300,000 for monitoring and maintenance.

*Motion made by Danny Norris, seconded by Mike Wolfe to approve to amend CH Local FY 20 expenditure approval list to add Quality Security Systems (job no. 15/037JN-07) in the expenditure amount of \$300,000 for monitoring and maintenance.*

*Motion passes with 6-0 voting to approve.*

- E. **Consider approval of contract for the replacement of the flooring in the Conference Center at HCDE 6300 Irvington** with Tarkett USA, Inc. (job no. 17/020CG-15) in the total amount of \$66,574.74.

*Motion made by Danny Norris, seconded by Mike Wolfe to approve a contract for the replacement of the flooring in the Conference Center at HCDE 6300 Irvington with Tarkett USA, Inc. (job no. 17/020CG-15) in the total amount of \$66,574.74.*

*Eric Dick left the meeting at 2:19 p.m. and returned at 2:20 p.m.*

*Motion passes with 6-0 voting to approve.*

- F. **Consider approval of amendment (Amendment 1) to Interlocal Contract (Revenue Contract) between Harris County Department of Education and Stafford MSD** to increase the scope of services and the compensation by an additional not-to-exceed amount of \$90,000.

*Motion made by Danny Norris, seconded by Richard Cantu to approve an (Amendment 1) to Interlocal Contract (Revenue Contract) between Harris County Department of Education and Stafford MSD to increase the scope of services and the compensation by an additional not-to-exceed amount of \$90,000.*

*Motion passes with 6-0 voting to approve.*

- G. **Consider approval of 1.0 full-time equivalent (FTE) Occupational Therapist position and 1.0 FTE Compliance and Technical Support Officer** position to be shared by Academic and Behavior School East and Academic and Behavior School West.

*Motion made by Danny Norris, seconded by Richard Cantu to approve a 1.0 full-time equivalent (FTE) Occupational Therapist position and 1.0 FTE Compliance and Technical Support Officer position to be shared by Academic and Behavior School East and Academic and Behavior School West.*

*Motion passes with 6-0 voting to approve.*

- H. **Consider approval of the HCDE Early Head Start and Head Start School Readiness Goals** for the 2019-20 school year.

*Motion made by Danny Norris, seconded by Richard Cantu to approve the HCDE Early Head Start and Head Start School Readiness Goals for the 2019-20 school year.*

*Motion passes with 6-0 voting to approve.*

- I. **Consider approval of a 36-month lease for copier services with Xerox Business Solutions Southwest** (Choice Partners #16/046KC-01) beginning

on 12/01/19 for a monthly amount not to exceed \$4,613.04, plus copies. This is a decrease from previous copier lease.

*Motion made by Danny Norris, seconded by Richard Cantu to approve a 36-month lease for copier services with Xerox Business Solutions Southwest (Choice Partners #16/046KC-01) beginning on 12/01/19 for a monthly amount not to exceed \$4,613.04, plus copies. This is a decrease from previous copier lease.*

*Motion passes with 6-0 voting to approve.*

- J. **Consider approval of payment-in-lieu-of-tax agreement with Seaboard International, Inc. (Seaboard)** and approval of letter of non-opposition to the application for a Foreign Trade Zone Usage-Driven Site Application.

*Motion made by Danny Norris, seconded by Richard Cantu to approve a payment-in-lieu-of-tax agreement with Seaboard International, Inc. (Seaboard) and approval of letter of non-opposition to the application for a Foreign Trade Zone Usage-Driven Site Application.*

*Friendly amendment by Danny Norris and Richard Cantu to approve the item contingent upon Harris County's approval.*

*Motion, as amended, passes with 6-0 voting to approve payment-in-lieu-of-tax agreement with Seaboard International, Inc. (Seaboard) and approval of letter of non-opposition to the application for a Foreign Trade Zone Usage-Driven Site Application, contingent upon Harris County's approval of same.*

- K. **Consider approval of the Service Agreement, with Julie Smith (RFP #15/056KJ) to provide disability consulting services to the HCDE Head Start - Early Head Start, and EHS Child Care Partnerships sites** for the period of 01/01/2020 through 12/31/2020 in the aggregate amount of \$65,000 (\$50,000 for Head Start and \$15,000 for Early Head Start - CCP) (fully funded by Head Start funds).

*Motion made by Danny Norris, seconded by Richard Cantu to approve the Service Agreement, with Julie Smith (RFP #15/056KJ) to provide disability consulting services to the HCDE Head Start - Early Head Start, and EHS Child Care Partnerships sites for the period of 01/01/2020 through 12/31/2020 in the aggregate amount of \$65,000 (\$50,000 for Head Start and \$15,000 for Early Head Start - CCP) (fully funded by Head Start funds).*

*Motion passes with 6-0 voting to approve.*

L. **Discussion and possible action to fill vacant HCDE Trustee seat(s) (agenda item requested by Josh Flynn).**

*Motion made by Danny Norris, seconded by Richard Cantu to nominate Amy Hinojosa to fill Trustee position 1, precinct 2.*

*Motion to nominate Amy Hinojosa to fill Trustee position 1, precinct 2 withdrawn.*

*Motion made by Danny Norris, seconded by Don Sumners to require that to be considered as a nominee for Trustee position 1, precinct 2, an individual is required to submit an affidavit of eligibility, a letter of intent, and a resume at least one week prior to the next regular board meeting.*

*Motion passes with 6-0 voting to require that to be considered as a nominee for Trustee position 1, precinct 2, an individual is required to submit an affidavit of eligibility, a letter of intent, and a resume at least one week prior to the next regular board meeting.*

M. **Consider possible revisions to Policy BE (Local) regarding submission of agenda items by trustees (agenda item requested by Josh Flynn).**

*Motion made by Josh Flynn, seconded by Don Sumners to convene a policy committee meeting to discuss Policy BE (Local) and bring revisions to the next board meeting after the policy committee meeting.*

*Motion passes with 6-0 voting to convene a policy committee meeting to discuss Policy BE (Local) and bring revisions to the next board meeting after the policy committee meeting.*

*The board entered into Closed Session at 2:48 p.m.*

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, including, but not limited to, evaluation of Superintendent.

*The board entered into Open Session at 3:10 p.m.*

9. **RECONVENE** for possible action on items discussed in executive session

10. **INFORMATION ITEMS**

- A. **Human Resources Information Items**
- B. **October 2019 Employee Count**
- C. **Submission of grant proposal to Nordstrom Cares in the amount of \$6,000 via Education Foundation of Harris County** to support CASE for Kids' CASE Debates program. Requested funds will provide debate opportunities for 150-300 high school students in the Harris County area.
- D. **Submission of grant proposal to National Security Agency and National Science Foundation in the amount of \$51,271.72** to support Teaching and Learning Center-Digital Education & Innovation's iDefend GenCyber Camp, which will train 25 high school teachers in cybersecurity principles.
- E. **HCDE Head Start USDA Meal Totals for the months of August and September 2019**; this information was derived from the free standing campuses, as well as those that are a part of a multi-service center. It is the count of the students' attendance, breakfasts, lunches, and PM snacks.
- F. **Center for Grants Development submitted a request for \$50,799 to State Farm** to support the Center for Safe and Secure Schools' (CSSS) Restoring School Culture Program.
- G. **HCDE Head Start Performance Report for the Month of September 2019**
- 11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, December 18, 2019, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

*Motion made by Eric Dick, seconded by Danny Norris to adjourn the meeting.*

*Motion passes with 6-0 voting to adjourn the meeting.*

*Meeting adjourned at 3:10 p.m.*

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Board President

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Board Secretary

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
6300 IRVINGTON BOULEVARD  
HOUSTON, TEXAS 77022**

The Harris County Board of School Trustees met in an Audit Committee meeting on November 20, 2019, in the Board conference room, 6300 Irvington Boulevard, Houston, Texas. The meeting was called to order at 11:34 a.m. and it was declared that the meeting was duly called, and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Gov't. Code §551.041 and §551.051.

**Board Members Present:** Josh Flynn; Danny Norris; Don Sumners; Mike Wolfe;  
Mike Wolfe arrived at 11:39 a.m.

**Board Members Absent:** Richard Cantu; George Moore; Eric Dick

**Board Attorney:** Sarah Langlois

**Administration:** James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA

**Visitors:** Celina Cereceres, Auditor; Laura Lynch, Auditor  
Colleen Vera arrived at 11:46 a.m.

**Items:** *No public comment.*  
*The Board met with its external auditors Celina Cereceres and Laura Lynch of Whitley Penn as part of the annual fieldwork and audit process.*

*No action was taken during this Audit Committee meeting.*

**Adjourn:** *The meeting adjourned at 11:53 a.m.*

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Board President

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Board Secretary

**Harris County Department of Education  
Minutes of Regular Board Meeting  
October 16, 2019**

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The Harris County Board of School Trustees met in a regular board meeting on October 16, 2019 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Josh Flynn, Board President, called the meeting to order at 1:00 p.m. and declared a quorum present, that the meeting was duly called, and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Gov't. Code §551.041 and §551.051.

**Board Members Present:** Josh Flynn, Board President; George Moore, Board Vice President; Eric Dick; Richard Cantu; Danny Norris; Don Summers; and Mike Wolfe

**Board Members Absent:** None

**Board Attorney:** Sarah Langlois

**Administration:** James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; and Jonathan Parker, Assistant Superintendent for Academic Support; Kimberly McLeod, Assistant Superintendent for Education and Enrichment

Julia Andrews, Director Center for Safe and Secure Schools; Danielle Bartz, Chief of Staff; Darlene Breaux, Director Research and Evaluation Institute; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Marion Cooksey, Principal Highpoint East; Carie Crabb, Senior Director Therapy Services; Curtis Davis, Director Records Management; Stephanie De Los Santos, Director Client Engagement; Jeff Drury, Director Choice Partners; Dave Einsel, Director Communications and Creative Services; Melissa Godbout, Executive Assistant to Board of Trustees; Victor Keys, (AB West) Principal Academic Behavior School West; Anthony Mays, Senior Director Schools Division; Bill Monroe, Director Purchasing; Anthony Moten, Principal Fortis Academy; Brenda Mullins, Director Curriculum and Compliance Services; Gayla Rawlinson, Director Center for Grants Development; Donna Jones, (AB East), Principal Academic Behavior School East; Natasha Truitt, Executive Director Human Resources; Richard Vela, Senior Director Facilities; Frances Watson-Hester, Senior Director Teaching and Learning Center; Stephanie Wright, Chief Accounting Officer; Linda Zatopek, Director Educator Certification and Professional Advancement

**Visitors:** Colleen Vera, Tom Cottar, David Brown, Debra Carr, Mark Saunier

1. **Invocation** - Pam Shaw, School-Based Therapy Services
2. **Pledge of Allegiance to the US flag** - Jonett Edwards Miniell, Educator Certification and Advancement
3. **Pledge of Allegiance to the Texas flag** - Jonett Edwards Miniell, Educator Certification and Advancement
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.

*Colleen Vera addressed the board in support of item 7.B. and against item 7.C. She stated that HCDE should not be using tax dollars to operate a private nonprofit foundation that does not allow members of the public access to records, including its minutes. She stated that a foundation is there for a school district to raise money and help fund things with money the school district does not have, but that has not been how it works here, and that HCDE is funding the foundation instead. She stated that HCDE is paying for the foundation's audit, annual financial report, and secretary of state filings and HCDE employees are working on foundation matters on HCDE time. She stated that the Superintendent is the secretary of the foundation and he could be the liaison.*

5. **Reports and presentations:**
  - A. **Recognition of "Principals Month"** – Jonathan Parker, Assistant Superintendent for Academic Support Services
  - B. **Presentation of 2019 Annual Achievement of Excellence in Procurement Award** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services.
  - C. **Presentation of the results of the Fiscal Year 2019 Risk Awareness / Assessment** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services.
  - D. **Annual Update from School-Based Therapy Services** - Carie Crabb, Senior Director



E. **Annual Update from Educator Certification and Advancement** - Lidia Zatopek, Director

F. **Superintendent Monthly Report** - James Colbert, Jr.

*Superintendent Colbert recognized the HCDE principals. He stated that people lose sight of the scope of an on-campus principal. He stated that our principals do an exceptional job, particularly when they have students whose home districts have felt that they are unable to serve. He stated he appreciated everything they do and thanked them for being a part of HCDE. He stated that he and some of the board members had an opportunity to visit the new home of the Knights and that progress of the AB West campus was looking great and moving as planned. He mentioned several events that HCDE has had in the past month. He stated that a couple of weeks ago, HCDE hosted the 2019 Leadership Symposium, during which eight superintendents discussed the impact of the new accountability system on their communities and school districts with an audience of more than 300 educators. He informed the Board that HCDE had a site visit at Fortis Academy from the Hanley Foundation. He stated that it was powerful to have the students participate, including one young lady who thanked HCDE for helping her. He stated that the day before, HCDE hosted a school safety forum with principals, assistant principals, school resource officers, and first responders, where the focus was to be proactive and cultivate a safe environment. He stated it was exciting to see that many people utilize HCDE facilities to host that meeting.*

G. **Report of the Board Feasibility Subcommittee** - Don Sumners

*Don Sumners stated that the subcommittee had a meeting earlier today to discuss cooperation with the Education Foundation of Harris County. He stated that the Board would be discussing the relationship with the foundation in 2 agenda items today.*

H. **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.

*Danny Norris stated that he served as a delegate for the TASA/TASB Conference and voted on behalf of HCDE. He stated that he took advantage of workshops and learned how everyone else was doing around the state. He stated that it was a good learning experience. He explained that it was slightly different for HCDE because we are a county school board. He stated that it was a great time overall and encouraged other board members to attend if they have a chance.*

*Richard Cantu mentioned that it was the end of Hispanic Heritage Month and wished everyone a happy heritage month. He stated that he hoped that everyone took some time to reflect and honor the heritage of Hispanics in our community. He highlighted pioneers who have made a contribution in our community, including John J. Herrera, who was one of the leaders of LULAC; Leonel Castillo, who was one of the first Hispanics elected nationwide and was the founder of Houston International University; and Dr. Dorthey Caram, who was the founder of the Houston Hispanic Forum.*

- I. **Monthly Financial Reports through 09/30/2019** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

*Eric Dick left the meeting at 1:47 and returned at 1:49.*

*Danny Norris requested to pull item 6.C.10 from the consent agenda.*

*Richard Cantu requested to pull items 6.D.3 and 6.D.4 from the consent agenda.*

*Josh Flynn detailed an error in the minutes included in item 6.B.1, noting that the vote for item 5.E. should be 7-0.*

*Motion made by George Moore, seconded by Danny Norris to approve all items on the consent agenda, including the corrected minutes in item 6.B.1., with the exceptions of items 6.C.10, 6.D.3 and 6.D.4.*

*Motion passes with 7-0 voting to approve all items on the consent agenda, including the corrected minutes in item 6.B.1., with the exceptions of items 6.C.10, 6.D.3 and 6.D.4.*

## 6. **ACTION ITEMS - CONSENSUS**

### A. Consider approval of the following Business Services items:

1. Monthly Budget Amendment Report
2. September Disbursement Report
3. Monthly Investment Report for September 2019.

### B. Consider approval of the following Board Meeting Minutes:

1. 09-18-2019 Regular Board Meeting

2. 09-18-2019 Budget Workshop
- C. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract renewal option for job no. 16/012MP for Educational/Instructional Software and Related Items with the following vendors:** Imagination Station, Inc. dba Istation (#16/012MP-07), and Rosetta Stone, Ltd (#16/012MP-11) for the period 12/15/2019 through 12/14/2020.
  2. **Contract renewal option for job no. 18/011KC for Fleet Fuel Monitoring and Related Items with the following vendors:** MVC Technology LLC dba Fleet IQ (#18/011KC-01), Fleetcard, Inc. dba Impac Fleet (#18/011KC-02), and WEX Bank dba Wright Express FSC (#18/011KC-03) for the period 11/29/2019 through 11/28/2020.
  3. **Contract renewal option for job no. 18/068MR for Security Services, Supplies and Related Items with the following vendor:** Brinks Inc. (formerly known as Dunbar Armored, Inc.) (#18/068MR-03) for the period 11/14/2019 through 11/13/2020.
  4. **Contract renewal option for job no. 19/001TJ Technology and Other Related Services and Products for Nutrition Services with the following vendors:** Robert L. Beyer Enterprises dba Automated Financial Systems, Inc. (19/001TJ-01); Young & Kenady Incorporated dba Descon (19/001TJ-02); EMS LINQ (19/001TJ-03); Global Payments, Inc. dba Heartland Payment Systems LLC/ Heartland School Solutions (19/001TJ-04); Assal Corporation dba InTouch POS (19/001TJ-05); Nutri-Link Technologies, Inc. (19/001TJ-06); PCS Revenue Control Systems, Inc. (19/001TJ-07); Cybersoft Technologies, Inc. dba PrimeroEdge (19/001TJ-08) for the period of 11/18/2019 to 11/17/2020.
  5. **Contract renewal option for job no. 19/007MR for JOC-IDIQ Signage, Scoreboards and Related items with the following vendor:** Kaiser International, Inc. dba Kaiser Graphics (#19/007MR-01) for the period 12/19/2019 through 12/18/2020.
  6. **Contract award for job no. 19/060MR for Disaster Debris Removal Services with the following vendor:** Graham County Land Company, LLC (#19/060MR-01) for the period 10/16/2019 through 10/15/2020.
  7. **Contract award for job no. 19/070MJ to Furnish and Install Applied Technology Learning Laboratories with the following vendors:** Creative

Learning Systems, LLC (#19/070MJ-01) and Quasar Data Center, Ltd (#19/070MJ-02) for the period 10/16/2019 through 10/15/2020.

8. **Assignment of contract for job no. 17/038CG-08 for IDIQ Roofing, Waterproofing & Moisture Control** from Fusion Trading, LLC dba Hi-Mark Roofing & Waterproofing (contract no.17-038CG-08) to Harvest Innovative Solutions, LLC. The effective date of the Consent for Assignment is October 16, 2019.
  9. **Assignment of contract for job no. 18/068MR-03 for Security Services, Supplies and Related Items** from Dunbar Armored, Inc. (contract no. 18/068MR-03) to Brinks, Inc. The effective date of the Consent for Assignment is October 16, 2019.
- D. Consider approval of the following items for Internal Purchasing:
1. **Contract renewal options for job no. 15/003LB for Local Food and Catering with the following vendors:** Pepi Corporation dba Alonti Cafe Catering and Demeris Catering, Inc. for the period 12/16/2019 through 12/15/2020.
  2. **Contract renewal option for job no. 15/051YR for Early Head Start Child Care Partnerships with the following vendor:** Fellowship of Purpose Early Childhood Learning Center (Purpose Kids) for the period 12/15/2019 through 12/14/2020 (fully funded by Head Start).
  5. **Contract renewal option for job no. 17/051YR for CASE for Kids After School and Summer Direct Service Providers with the following vendors:** Frias Business Group, Inc. dba Tutor Doctor, HYPE Freedom School, Inc., Read, Write & Create, Inc., Soaring with Eagles, Inc. and World Youth Foundation, Inc. for the period of 11/29/2019 through 11/28/2020.
  6. **Contract award for job no. 19/031IA-2 for CASE for Kids Consultants and Trainers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Bot Shop, Grow Minds Consulting, LLC, HYPE Freedom School, Inc., Janet Pozmantier, M.S., LPC., LMFT, RPT, JJ's I'm Me Foundation, Konnecting the Dots, Monica Lewis School of Etiquette, New Spectrum Educational Consultants (Civil Society Educational Consultants), Project GRAD Houston, Smart Scholars Foundation, Yamp Records, LLC and Young Picassos Houston for the period of 11/01/2019 through 10/31/2024 (subject to annual appropriations of funding).

7. **Contract award for job no. 19/055YR Contracted Services for Choice Partners Cooperative to the proposers offering the best value to HCDE and meeting the specifications outlined in the RFP:** Hooper Strategies, Aspire Works, LLC, and Shepherd Government Services Group, for the period of 10/16/2019 through 10/15/2024, subject to annual appropriations of funding.
- E. Consider ratification/approval of the following grant proposals:
1. **Phase 1 Application to the Department of Health and Human Services Administration for Children and Families (HHS - ACF)** for Disaster Recovery funds to replace the Coolwood Head Start facility in the revised amount of \$581,975.
  2. **Grant request to the US Department of Health and Human Services (HHS) to convert some Head Start (HS) slots to Early Head Start (EHS) slots;** thereby authorizing HCDE to operate as a Head Start (HS) and Early Head Start (EHS) grantee in the cities of Baytown, Channelview, Crosby, Houston, Huffman, Humble, and La Porte within Harris County, Texas, including one-time funds of \$252,018 for start-up costs for EHS and \$12,835,823 for EHS/HS base operating costs, for a total of \$13,087,841.
  3. **Interlocal (revenue) contract for FY 2020 in the aggregate amount of \$474,929 with Academic and Behavior School East with the following districts:** Pearland ISD for eight (8) in-county annual contracts in the amount of \$164,840 (\$20,605 each); Texas City ISD for thirteen (13) out-of-county annual contracts in the amount of \$310,089 (\$23,853 each) for the contract period of 8/26/19 through 06/05/20.
  4. **Interlocal (revenue) contract for FY 2020 in the aggregate amount of \$251,225 with Highpoint School East with the following districts:** Crosby ISD for twenty-five (25) in-county annual contracts in the amount of \$251,225 (\$10,049 each) for the contract period of 08/26/19 through 06/05/20.
- F. Consider acceptance of the following grant awards:
1. **Consider acceptance of the Notice of Award (NOA) from the Department of Health and Human Services Administration for Children and Families (HHS - ACF)** for the HCDE Head Start Division for disaster recovery funds to replace the Coolwood Head Start Facility in the amount of \$581,975.
- G. Consider ratification/approval of the following Interlocal Contracts:

1. **Interlocal (expenditure) contract for FY 2020 CASE for Kids 21st Century Community Learning Center(s) Cycle 9, Year 4, in the aggregate amount of \$416,928 with the following entities:** Alief Independent School District in the amount of \$138,976 (82 students served); Humble Independent School District in the amount of \$138,976 (82 students served); Sheldon Independent School District in the amount of \$138,976 (82 students served).
  2. **Interlocal (expenditure) contract for FY 2020 CASE for Kids 21st Century Community Learning Center(s) Cycle 10, Year 2, in the aggregate amount of \$122,000 with the following entity:** AAMA (Association for the Advancement of Mexican Americans) in the amount of \$122,000 (85 students served).
- C. 10. **HCDE Interlocal Agreements with:** City of Kenedy, Kenedy, Texas; Pflugerville ISD, Pflugerville, Texas; City of Eagle Pass, Eagle Pass, Texas, and Feather River Hospital, Roseville, California.

*Motion made by George Moore, seconded by Danny Norris to approve HCDE Interlocal Agreements with: City of Kenedy, Kenedy, Texas; Pflugerville ISD, Pflugerville, Texas; City of Eagle Pass, Eagle Pass, Texas, and Feather River Hospital, Roseville, California.*

*Motion passes with 6-0-1 voting to approve with Mike Wolfe abstaining.*

- D. 3. **Contract renewal option for job no. 16/048YR Business and Facilities Consulting Services for Harris County Department of Education with:** Dana Lee, Indatatech, and RM Lanier Enterprise, LLC for the period of 11/15/2019 through 11/14/2020.

**Business and Related:** Dana Lee, Indatatech  
**Facilities:** RM Lanier Enterprise, LLC

*Motion made by Danny Norris, seconded by Richard Cantu to approve the Contract renewal option for job no. 16/048YR Business and Facilities Consulting Services for Harris County Department of Education with: Dana Lee, Indatatech, and RM Lanier Enterprise, LLC for the period of 11/15/2019 through 11/14/2020.*

*Motion passes with 7-0 voting to approve.*

4. **Contract renewal option for job no. 17/001YR for CASE for Kids After School and Summer Direct Service Providers with the following vendor:** Project GRAD Houston for the period of December 13, 2019 through December 12, 2020.

*Motion made by Danny Norris, seconded by Richard Cantu to approve the Contract renewal option for job no. 17/001YR for CASE for Kids After School and Summer Direct Service Providers with the following vendor: Project GRAD Houston for the period of December 13, 2019 through December 12, 2020.*

*Motion passes with 7-0 voting to approve.*

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

**A. Consider approval of Resolution adopting Prevailing Wage Rates for HCDE public works/construction facilities projects.**

*Motion made by George Moore, seconded by Danny Norris to approve the Resolution adopting Prevailing Wage Rates for HCDE public works/construction facilities projects.*

*Motion passes with 7-0 voting to approve.*

**B. Consider prohibition of the use of any HCDE resources in support of the Harris County Educational Foundation** including but not limited to the expenditure of money, the preparation of Foundation reports, submission of application for or implementation of Foundation grants, or a HCDE employee serving the Foundation in any official or advisory capacity. A HCDE employee may be designated as a Foundation liaison solely for the purpose of receiving information on Foundation activities (agenda item requested by Josh Flynn).

*Motion made by George Moore, seconded by Danny Norris to consider prohibiting the use of any HCDE resources in support of the Harris County Educational Foundation including but not limited to the expenditure of money, the preparation of Foundation reports, submission of application for or implementation of Foundation grants, or a HCDE employee serving the Foundation in any official or advisory capacity. A HCDE employee may be designated as a Foundation liaison solely for the purpose of receiving information on Foundation activities (agenda item requested by Josh Flynn).*

*Motion made by Don Sumners to amend the motion to prohibit the use of any HCDE resources in support of the Harris County Educational Foundation by December 31, 2019. Motion died due to lack of a second.*

*Friendly amendment to the motion made by George Moore, seconded by Danny Norris to request a report from the superintendent to provide a plan to allow HCDE to phase out funding to the Education Foundation of Harris County and to table item 7.B until next month.*

*Motion as amended passes with 7-0 voting to request a report from the superintendent to provide a plan to allow HCDE to phase out funding to the Education Foundation of Harris County and to table item 7.B until next month.*

- C. **Discussion and possible action regarding HCDE providing funding to the Education Foundation** of Harris County in support of scholarships, sponsorships, and grants to Harris County school districts

*Motion made by Danny Norris, seconded by Mike Wolfe to discuss and take possible action regarding HCDE providing funding to the Education Foundation of Harris County in support of scholarships, sponsorships, and grants to Harris County school districts.*

*Substitute motion made by Mike Wolfe, seconded by Josh Flynn to table item 7.C. until the November regular board meeting.*

*Substitute motion passes with 7-0 voting to table.*

- D. **Consider approval of Service Contracts for job no. 19/055YR for Choice Partners Consulting Services with the following vendor:** SGSG, LLC (dba Shepherd Government Services Group) in an amount not to exceed \$60,000 (sixty thousand dollars) including reimbursable expenses for the period of 10/16/2019 through 08/31/2020.

*Motion made by Danny Norris, seconded by Mike Wolfe to approve the Service Contracts for job no. 19/055YR for Choice Partners Consulting Services with the following vendor: SGSG, LLC (dba Shepherd Government Services Group) in an amount not to exceed \$60,000 (sixty thousand dollars) including reimbursable expenses for the period of 10/16/2019 through 08/31/2020.*

*Motion passes with 7-0 voting to approve.*

- E. **Consider second reading and approval of revised Policy BED (LOCAL).**

*Richard Cantu left the meeting at 2:56 p.m.*

*Motion made by Don Sumners, seconded by Danny Norris to consider second reading and approval of revised Policy BED (LOCAL).*

*Motion passes with 6-0 voting to approve.*

- F. **Consider adoption of resolution concerning emergency administrative leave with pay in accordance with Policy DEA (LOCAL).**



*Motion made by George Moore, seconded by Danny Norris to adopt the resolution concerning emergency administrative leave with pay in accordance with Policy DEA (LOCAL).*

*Motion passes with 6-0 voting to adopt.*

- G. Consider approval of agreement with Houston ISD to provide breakfast and lunch for Schools Division: ABS East, ABS West, and Fortis Academy for the period of September 1, 2019 to August 31, 2020 in an amount not to exceed \$223,000. (Houston ISD changed its food program and it is now charging districts to provide meals).**

*Motion made by Mike Wolfe, seconded by George Moore to approve the agreement with Houston ISD to provide breakfast and lunch for Schools Division: ABS East, ABS West, and Fortis Academy for the period of September 1, 2019 to August 31, 2020 in an amount not to exceed \$223,000. (Houston ISD changed its food program and it is now charging districts to provide meals).*

*Richard Cantu returned to the meeting at 3:00 p.m.*

*Motion passes with 7-0 voting to approve.*

- H. Discussion and possible action to fill HCDE Trustee Position 1 Precinct 2.**

*Motion made by Don Sumners, seconded by Mike Wolfe to have Tom Cottar fill HCDE Trustee Position 1, Precinct 2.*

*Substitute motion made by Danny Norris, seconded by Richard Cantu to reopen the application process to receive applications for HCDE Trustee Position 1 Precinct 2 until noon on Friday, November 15<sup>th</sup>, to table this item until the November regular board meeting, to advertise in the Houston Chronical once a week for the next 4 weeks and to send out a press release regarding receipt of applications.*

*Substitute motion fails 3-3-1 with Josh Flynn, Don Sumners, and Mike Wolfe voting nay and George Moore abstaining.*

*No action taken on original motion, with 3-3-1 voting to have Tom Cottar fill HCDE Trustee Position 1, Precinct 2, with Eric Dick, Danny Norris, and Richard Cantu voting nay and George Moore abstaining.*

*The board did not enter into closed session.*

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.
9. **RECONVENE** for possible action on items discussed in executive session
10. **INFORMATION ITEMS**
  - A. **Human Resources Information Items**
  - B. **September 2019 Employee Count**
  - C. **In collaboration with Education Foundation of Harris County, the Center for Grants Development submitted a product donation** request to H-E-B to support Teaching and Learning Center's 34th Annual R.T. Garcia Early Childhood Winter Conference scheduled for Saturday, February 1, 2020 at the Kingdom Builders' Center, 6011 W Orem Dr., Houston, Texas 77085.
  - D. **Schools Division Enrollment Report for September 2019**
  - E. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is \$330,548)**
    - Between Teaching Learning Center and Channelview ISD - "Back to School Professional Learning", \$4,000.
    - Between Teaching Learning Center and National Literacy Professional Development Consortium - HCDE will provide services for NLPDC, \$47.25 per participant.
    - Between Teaching Learning Center and Lufkin ISD - "Composing & Decomposing Numbers Workstation Make & Take #1", \$4,650.
    - Between Teaching Learning Center and Lufkin ISD - "Composing & Decomposing Numbers Workstation Make & Take #2", \$4,650.
    - Between Teaching Learning Center and Channelview ISD - "Classroom Management training", \$1,250.
    - Between Teaching Learning Center and Young Audiences Inc. - "Managing FSA Project", \$1,500.
    - Between Teaching Learning Center and Galena Park ISD - "Math Professional Learning for Teachers", \$2,250.

- Between Teaching Learning Center and Cy-Fair ISD - "Lesson Modeling", \$850.
- Between Teaching Learning Center and Houston ISD - "Deep Dive in the New TEKS", \$1,250.
- Between Records Management and Huntsville ISD - "Records Management Services", \$6,000.
- Between Schools Division and Tomball ISD - Annual student contracts, \$41,210.
- Between Schools Division and KIPP Academy - Annual Student contracts, \$40,196.
- Between Schools Division and Goose Creek ISD - Annual student contracts, \$25,000.
- Between Therapy Services and Greater Gulf Coast Cooperative - Therapy service, \$27,664.
- Between Therapy Services and Pasadena ISD - Therapy service, \$17,834.
- Between Therapy Services and Avondale House - Therapy service, \$9,936.
- Between Therapy Services and Magnolia ISD - Therapy service, \$6,384.
- Between Therapy Services and Splendora ISD - Therapy service, \$2,660.
- Between Therapy Services and Columbia-Brazoria ISD - Therapy service, \$15,960.
- Between Therapy Services and Pearland ISD - Therapy service, \$44,650.
- Between Therapy Services and Pearland ISD - Therapy service, \$53,502.
- Between Therapy Services and Hempstead ISD - Therapy service, \$19,152.

F. **Non-monetary contracts for FY 2020**

- Between Head Start and San Jacinto Community College - Collaboration to discuss procedures for Area I HS low income children.
- Between Adult Education and Klein ISD - Adult Education & Literacy Services.
- Between Adult Education and St. Michael's Learning Academy - Adult Education & Literacy Services.
- Between Adult Education and Alief ISD - Location for Adult Education classes.
- Between Adult Education and Harris County Public Library - Adult Education & Literacy Services.

- Between Adult Education and Spring Branch ISD - Adult Education & Literacy Services.
- Between Adult Education and Northwest Assistance Ministries - Adult Education & Literacy Services
- Between Adult Education and City of Houston - Adult Education & Literacy Services
- Between Adult Education and St. Edith Stein Catholic Church - Adult Education & Literacy Services
- Between Adult Education and Pasadena ISD - Adult Education & Literacy Services
- Between Adult Education and Baker Ripley - Adult Education & Literacy Services
- Between Adult Education and Channelview ISD - Adult Education & Literacy Services
- Between Adult Education and Trinity Episcopal Church - Adult Education & Literacy Services.
- Between Adult Education and Shelton ISD - Adult Education & Literacy Services.
- Between Adult Education and The Salvation Army - Adult Education & Literacy Services.
- Between Adult Education and Foundry United Methodist Church - Adult Education & Literacy Services.
- Between Adult Education and Highlands United Methodist Church - Adult Education & Literacy Services.
- Between Adult Education and North Pasadena Community Outreach - Adult Education & Literacy Services.
- Between Adult Education and Harris County Public Library ISD - Adult Education & Literacy Services.
- Between Adult Education and City of Houston Parks and Recreation Department - Adult Education & Literacy Services.
- Between Adult Education and Christ the Servant Church ISD - Adult Education & Literacy Services.
- Between CASE and Rice University - Collaboration with Texas Policy Lab.

G. **Expenditure Interlocal contracts less than \$50,000**

- Between CASE and Pasadena ISD, CASE Debates, \$2,000.

H. **HCDE Head Start Performance Reports for the months of June, July, and August 2019**

11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, November 20, 2019, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

*Motion made by Mike Wolfe, seconded by George Moore to adjourn meeting.*

*Motion passes with 7-0 voting to adjourn*

*Meeting adjourned at 3:15 p.m.*

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Board President

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Board Secretary

# Action Items

**Regular Board Meeting**

**6.C.1.**

**Meeting Date:** December 18, 2019  
**Title:** Schools Division Academic and Behavior School West Annual Contracts FY20: Fort Bend ISD (25)

**Submitted For:** Anthony Mays, Schools  
**Submitted By:** Denise Alamos  
**Recommended Action:** Approve  
**HCDE Goal(s):** 1. Impact education/respond to evolving needs  
2. Deliver value responsibly  
5. Recruit high-quality professionals

**Additional Resource Personnel:** Anthony Mays, Jonathan Parker, Jesus Amezcua, Bill Monroe, Kendra Jackson  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Interlocal (revenue) contracts for FY 2020 in the aggregate amount of \$596,325 with Academic and Behavior School West with the following district:** Fort Bend ISD for twenty-five (25) out of-county annual contracts in the amount of \$596,325 (\$23,853 each); for the contract period of 8/26/19 through 06/05/20.

**Subject:**

**Interlocal (revenue) contracts for FY 2020 in the aggregate amount of \$596,325 with Academic and Behavior School West with the following districts:** Fort Bend ISD for twenty-five (25) out of-county annual contracts in the amount of \$596,325 (\$23,853 each); for the contract period of 8/26/19 through 06/05/20.

**Rationale:**

Entity	Description	Date	Amount
Fort Bend ISD	Annual Contract (25) (out-county \$23,853 each)	8/26/19-6/5/20	\$596,325
<b>Total:</b>			<b>\$596,325</b>

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

ABSW Fort Bend ISD-Annual Contract-25

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Purchasing Alternate	Kendra Jackson	12/03/2019 07:46 AM
Purchasing	Bill Monroe	12/03/2019 03:14 PM
Assistant Superintendent - Business	Jesus Amezcua	12/04/2019 09:43 AM
Form Started By: Denise Alamos		Started On: 11/21/2019 04:52 PM
Final Approval Date: 12/04/2019		



**INTERLOCAL AGREEMENT FOR SPECIALIZED SERVICES  
ACADEMIC BEHAVIOR SCHOOL (ABS) WEST**

**2019-2020 ANNUAL CONTRACT**

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, Harris County Department of Education ("HCDE") and the **Fort Bend Independent School District**, ("FBISD") hereby enter into an Interlocal Contract ("Contract") for the purpose of providing educational and related services for eligible student(s) with disabilities of the **FBISD** and to state the terms, rights and duties of the contracting parties.

1. For the period beginning **August 26, 2019** and ending **June 5, 2020**, HCDE agrees to provide services described herein for **twenty five (25) total: Adaptive Behavior Program/Life Skills** unit(s) to eligible student(s) with disabilities ("Student(s)") who are residents of the **FBISD**; Management Consulting/Staff Development for five (5) days for School-Based Therapy Services to eligible students who are residents of the **FBISD**.
2. HCDE agrees to provide specialized facilities and properly certified/licensed personnel necessary to appropriately educate and provide instructional and counseling services to the student(s) in accordance with applicable law. During the period of this agreement, if HCDE fails to provide the necessary specialized facilities and certified personnel, the **FBISD** may terminate services until such time as HCDE can provide the necessary specialized services contracted herein. HCDE will not be held responsible for the services contracted herein if the necessary specialized facilities and properly certified/licensed personnel are unavailable.
3. HCDE agrees to furnish the **FBISD** with a monthly statement of student(s) attendance.
4. HCDE agrees to maintain necessary records and accounts in order to assure that funds received from the **FBISD** have been expended for the services described herein. HCDE agrees to provide these records and other information as may be required by the **FBISD**.
5. The student(s) served under this contract have been classified by the Admission, Review and Dismissal (ARD) Committee of the school of regular attendance within the **FBISD**, and recommended for services as described herein. The ARD Committee of the **FBISD** has affirmed the classification and approved the recommendation of such contracted services.
6. **FBISD** will provide copies of all pertinent school records on the student(s) with parental or guardian permission. **FBISD** agrees to furnish HCDE a copy of any additional pertinent documents regarding the student(s) which may be obtained by the **FBISD** during the term of this contract. HCDE will be available for participation with the **FBISD** ARD Committee in the development of the Individualized Education Plan (IEP). HCDE will update the **FBISD** on the implementation of the IEP at least once per semester. A member of the **FBISD** special education personnel will monitor, assess and evaluate the student(s)'s progress as established by the IEP, including at least one on-site visit annually.
7. In consideration of the services provided herein, the **FBISD** agrees to pay HCDE a total amount of **\$596,325**. Total is calculated
  - a.) multiplying the number of **25** units X **\$23,853** (out of county tuition rate) = **\$596,325**



HCDE will invoice **FBISD** and payment will be due immediately upon receipt of invoice. **FBISD** agrees to make payment on the total sum in 11 installments, which are due and payable, without demand, on the following dates in the amounts set forth next to the dates:

Dates Services Provided:	Invoice Dates:	Amount due:
August 2019	September 20, 2019	\$54,212
September 2019	October 20, 2019	\$54,212
October 2019	November 20, 2019	\$54,212
November 2019	December 20, 2019	\$54,212
December 2019	January 20, 2020	\$54,212
January 2020	February 20, 2020	\$54,212
February 2020	March 20, 2020	\$54,212
March 2020	April 20, 2020	\$54,212
April 2020	May 20, 2020	\$54,212
May 2020	June 20, 2020	\$54,212
June 2020	July 20, 2020	\$54,205

In the event that **FBISD** makes a payment to HCDE with a credit card, **FBISD** agrees to pay to HCDE a surcharge fee consisting of any applicable credit card fees and costs borne by HCDE, including, without limitation, the processing fee(s) charged to HCDE by the credit card company(ies).

If **FBISD** needs additional units and HCDE has additional units available, **FBISD** will be invoiced at the Out-of-County monthly rate of \$3,553 per unit, not to exceed \$60,000

If applicable in consideration of Extended School Year Services (ESY) provided herein, **CISD** agrees to pay HCDE:

- \$5,583 out-of-county tuition rate times number of ESY students enrolled.
- 100% of ESY total amount due will be invoiced in **July 2020**.

In the event that **FBISD** makes a payment to HCDE with a credit card, **FBISD** agrees to pay to HCDE a surcharge fee consisting of any applicable credit card fees and costs borne by HCDE, including, without limitation, the processing fee(s) charged to HCDE by the credit card company(ies).

**FBISD** may sell unused units to another district upon obtaining HCDE's prior written consent.

- The source of funding for this contract will be from **FBISD** <sup>federal/local</sup> (federal, state or local) funds. The parents of the student(s) shall not be charged for the services contracted under this contract.
- HCDE will follow IDEA and other applicable laws when considering dismissal and/or expulsion.
- This contract may be amended only by the mutual agreement of the parties, in a writing to be attached to and incorporated in this contract. **FBISD** may terminate this contract with or without cause with thirty (30) days written notice to HCDE.
- Each party paying for the performance of governmental functions must make those payments from current revenues available to the paying party.

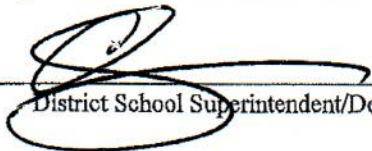
12. Neither this contract nor any duties or obligations under it shall be assignable by either party without the prior written acknowledgment and authorization of the other party.
  
13. Any notice provided under the terms of this contract by either party to the other shall be in writing and may be affected by certified mail, return receipt requested. Notice shall be sufficient if made or addressed as follows:

**HCDE**  
 Attention:  
 James Colbert, Jr., County School Superintendent  
 6300 Irvington Boulevard  
 Houston, Texas 77022-5618

**FBISD**  
 Attention:  
 Charles E. Dupre, Superintendent  
 16431 Lexington Boulevard  
 Sugarland, Texas 77479

Each party may change the address at which notice may be sent to that party by giving notice of such change to the other party in accordance with the provisions of this Article.

14. This contract shall be construed under the laws of the State of Texas and mandatory and exclusive venue in any action arising out of this contract shall be in Harris County, Texas.
  
15. This contract does not create a joint venture or business partnership under Texas law.
  
16. Each party acknowledges that this contract has been authorized by the governing body of each party to the contract.
  
17. In the event that any one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

  
 \_\_\_\_\_  
 District School Superintendent/Designee

11-12-19  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Harris County School Superintendent

\_\_\_\_\_  
 Date

For HCDE Office use only: Revenue Account No. 19900060200132 57250001 **ABS-West**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/3/2019

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. Park 7 12750 Marit Drive, Suite 1000 Dallas TX 75251	<b>CONTACT NAME:</b> Lisa Dominguez <b>PHONE (A/C No. Ext):</b> 972-883-8119 <b>FAX (A/C No.):</b> 972-991-4061 <b>E-MAIL ADDRESS:</b> lisa.dominguez@ajg.com														
<b>INSURED</b> Harris County Department of Education 6300 Irvington Blvd. Houston TX 77022-5818	<b>HARRCO-218</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Texas Mutual Insurance Company</td> <td>22945</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Texas Mutual Insurance Company	22945	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**      **CERTIFICATE NUMBER: 1755980448**      **REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSTR	TYPE OF INSURANCE	ADDITIONAL	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	0001311670	9/1/2019	9/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$800,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  For Information Purposes Only	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**ADDENDUM TO  
INTERLOCAL AGREEMENT FOR SPECIALIZED SERVICES ACADEMIC BEHAVIOR CENTER (ABC)  
2019-2020 ANNUAL CONTRACT**

This Addendum is in reference to the Interlocal Agreement for Specialized Services Academic Behavior Center (ABC) 2019-2020 Annual Contract between Harris County Department of Education and Fort Bend Independent School District.

**PROVISIONS RELATED TO FEDERAL CONTRACTORS (EDGAR):** This section is applicable only for services to be paid with federal funds. If federal funds will be used to pay for Services under this Agreement, the Parties understand and agree that this Agreement is subject to appropriation, approval, and disbursement of such funding by the United States federal government and its funding administrators, including, but not limited to, the Texas Education Agency. As applicable, the Parties agree to comply with any terms, conditions, and policies related to the use of federal funds, including, but not limited to, the Education Department General Administrative Regulations (“EDGAR”) and any other requirements related to applying for, receiving, managing, and reporting federal funds. Contractor shall complete the “EDGAR Certification” attached as Exhibit A and incorporated by reference. Noncompliance or misrepresentation regarding this certification may be grounds for termination of this Agreement. Notwithstanding any contrary provision of this Agreement, if FBISD does not receive sufficient funding for Services under this Agreement, upon written notice to Contractor, FBISD may terminate this Agreement without penalty or further obligation to Contractor at the end of the period for which funding is available.

All professional services contracts paid with federal grants shall be effective only during the period of availability of the funds identified in the Notice of Grant Award (“NOGA”). This Agreement is effective only after the NOGA is issued. This agreement identifies and lists only reasonable, necessary, and allocable services to be provided during the period of availability of the funding sources listed in the contract. The administrative costs charged to the grant in the contract must comply with any limitations for administrative costs for funding sources (if applicable).

The undersigned parties agree the completed exhibits listed below are fully incorporated and included as a part of the original contract:

1. Exhibit A – EDGAR Certifications for Vendors
2. Confidential Student Information Agreement Exhibit B to Specialized Services Agreement and Access Agreement;
3. Exhibit C – Contractor Certification;
4. Exhibit D – Conflict of Interest Questionnaire (CIQ)
5. Exhibit E – Felony Conviction Notice; and,
6. Exhibit F – Suspension and Debarment Certification,
7. Exhibit G – Relationships with Foreign Entities.

No other terms or conditions of the above mentioned contract shall be negated or changed as a result of this addendum.

**FORT BEND INDEPENDENT SCHOOL DISTRICT:**

\_\_\_\_\_  
Signature

Charles E. Dupre, Ed.D.  
Print Name

\_\_\_\_\_  
Date

**HARRIS COUNTY DEPARTMENT OF EDUCATION:**

\_\_\_\_\_  
Signature

James Colbert, Jr.  
Print Name

\_\_\_\_\_  
Date

**EDGAR CERTIFICATIONS**  
**ADDENDUM FOR CONTRACT FUNDED BY U.S. FEDERAL GRANT**

The following certifications and provisions are required and apply when Fort Bend Independent School District ("FBISD") expends federal funds for any contract resulting from this procurement process. **Accordingly, the parties agree that the following terms and conditions apply to the Contract between the District and Harris County Department of Education in all situations where Vendor has been paid or will be paid with federal funds:**

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**REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS**  
**APPENDIX II TO 2 CFR PART 200**

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**(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when FBISD expends federal funds, FBISD reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (B) above, when FBISD expends federal funds, FBISD reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. FBISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if FBISD believes, in its sole discretion that it is in the best interest of FBISD to do so. Vendor will be compensated for work performed and accepted and goods accepted by FBISD as of the termination date if the contract is terminated for convenience of FBISD. Any award under this procurement process is not exclusive and FBISD reserves the right to purchase goods and services from other vendors when it is in FBISD's best interest.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when FBISD expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public**

Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when FBISD expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when FBISD expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by FBISD resulting from this procurement process.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by FBISD, Vendor certifies that during the term of an award for all contracts by FBISD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—**Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by FBISD, Vendor certifies that during the term of an award for all contracts by FBISD resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)—**A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by FBISD, Vendor certifies that during the term of an award for all contracts by FBISD resulting from this procurement process, Vendor certifies that neither it nor its principals is

presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (I) above, when federal funds are expended by FBISD, Vendor certifies that during the term and after the awarded term of an award for all contracts by FBISD resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- a) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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#### RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

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When federal funds are expended by FBISD for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Vendor further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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#### CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

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When FBISD expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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#### CERTIFICATION OF EQUAL EMPLOYMENT STATEMENT

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It is the policy of FBISD not to discriminate on the basis of race, color, national origin, gender, limited English proficiency or handicapping conditions in its programs. Vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions and privileges of employment, or a matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. Vendor further agrees that every subcontract



entered into for the performance of this Contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

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FBISD has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Vendor certifies that it is in compliance with all applicable provisions of the Buy America Act.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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**CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336**

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Vendor agrees that the District's Inspector General or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTRS**

---

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

---

**VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL PROVISIONS, LAWS, ACTS, REGULATIONS, ETC. AS SPECIFICALLY NOTED ABOVE.**

Vendor's Name: \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**Confidential Student Information Agreement**  
**Exhibit B to Specialized Services Agreement**  
**Between**  
**Harris County Department of Education, and the Fort Bend Independent School District**

On behalf of \_\_\_\_\_, Inc., (“Contractor”), I acknowledge that in the course of our work for the Fort Bend Independent School District (“School District”), Contractor may have access to individual student information. The Confidential Student Information Agreement sets forth Contractor’s work for the District in providing specialized services for students with disabilities, particularly those related to mental health and behavior problems to serve the District’s educational needs. The work to be performed by Contractor is work performed as independent contractors of the District. Consequently, for purposes of the work to be performed for the District, Contractor is a “school official” as the term is used in FL (Local). Therefore, Contractor has a legitimate educational interest in the student information provided for the use in supporting the District’s educational needs. As such, Contractor’s access to individual student information is permitted under the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing federal regulations found in 34 CFR Part 99.

Contractor agrees and understands that information concerning any individual student is to be held in strictest confidence and assures that procedures are in place for monitoring and protecting confidentiality of student information, including, but not limited to, tracking access by assigned passwords. All media that contain individual student records and Contractor records that contain individual student records will be kept in a secure area at the District. Each Contractor representative that will access the individual student records must agree to protect student confidentiality by signing the attached “Access Agreement.”

In addition, Contractor agrees that any data sets or output reports that its representatives may generate with individual student data are confidential. Contractor will not disclose to any unauthorized person any data sets or reports with individual student data which is obtained or devised. Contractor agrees to be responsible for any computer transactions performed as a result of access authorized by use of password(s). Contractor agrees to destroy the data when it is no longer needed for purposes of the work for which Contractor has contracted to perform for the District.

Contractor understands that any unauthorized disclosure of confidential student information is illegal as provided in FERPA and its implementing regulations. FERPA is specifically incorporated into the Texas Public Information Act as an exception to records which are subject to disclosures to the public (Texas Government Code, Chapter 552).

**Harris County Department of Education**

Signed By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT B**

**ACCESS AGREEMENT**

Under the terms of the Agreement between \_\_\_\_\_ (“Contractor”) and the Fort Bend Independent School District (“School District”), I am requesting access to confidential student information.

I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found at 34 CFR, Part 99. I understand that any personal characteristics of a student that could make the student's identity traceable are protected.

In addition, I understand that any data sets or output reports that I may generate using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to or may generate using confidential data. I will not disclose any data analysis or report to any party without the consent of the District. I understand that I am responsible for any telephone or computer transactions performed as a result of access authorized by use of sign-on/password(s).

I also understand that failure to observe these restrictions is prohibited by Texas Government Code §552.352 and FERPA.

Signed By: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT C

Contractor Certification

Definitions:

Covered employees: Employees who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

On behalf of \_\_\_\_\_ ("Contractor"), I certify that [check one]:

[ ] Contractor has no employees; Contractor provides services to the District as an individual and has or will have direct contact with students. Contractor certifies that Contractor does not have a disqualifying criminal history.

Or

[ ] None of Contractor's employees are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that Contractor's employees will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

- [ ] Some or all of Contractor's employee are covered employees. If this box is checked, I further certify that:
1. Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.
2. If Contractor receives information that a covered employee subsequently has a disqualifying criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.
3. Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.
4. If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using the covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Signature

Date

EXHIBIT D

**CONFLICT OF INTEREST QUESTIONNAIRE  
CIQ**

**FORM**

**For vendor or other person doing business with local governmental entity**

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of person who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3 Name of local government officer with whom filer has employment or business relationship.**

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each employment or business relationship with the local government officer named in this section.

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

**EXHIBIT E**

**FELONY CONVICTION NOTICE**

I, the undersigned Contractor or agent for the firm named above, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge. **The Contractor must complete the following information in accordance with state law.**

*Please sign only one:*

A. My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_

**OR**

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): \_\_\_\_\_ Date: \_\_\_\_\_  
*(attach additional sheet if necessary)*

Details \_\_\_\_\_ of \_\_\_\_\_ Conviction(s): \_\_\_\_\_  
*(attach additional sheet if necessary)*

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT F**

**SUSPENSION AND DEBARMENT CERTIFICATION**

Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 and all nonprocurement transactions (e.g., subawards to subrecipients).

Contractors receiving individual awards of \$25,000 or more and all subrecipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

Before an award of \$25,000 or more can be made to your firm, you must certify that your organization and its principals are not suspended or debarred by a federal agency.

**I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.**

VENDOR'S NAME: \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Printed name of company official signing above:** \_\_\_\_\_

**Regular Board Meeting**

**6.C.2.**

**Meeting Date:** December 18, 2019

**Title:** CASE for Kids TEA 21st Century Cycle 9 Year 4 Interlocal for 2019-2020

**Submitted For:** Lisa Caruthers, Case for Kids

**Submitted By:** Kimberlee Flowers

**Recommended Action:** Approve

**HCDE Goal(s):** 2. Deliver value responsibly

**Additional Resource Personnel:** Dr. Lisa Caruthers, Dr. Jesus Amezcua, Bill Monroe, Kendra Jackson

**Facilities/Technology Approval Needed?:**

**Information**

**Posted Agenda Item:**

**Interlocal (expenditure) contract for FY 2020 CASE for Kids 21st Century Community Learning Center(s) Cycle 9, Year 4, in the aggregate amount of \$138,976 with the following entity:** Houston Independent School District in the amount of \$138,976.00 (82 students served).

**Subject:**

CASE for Kids 21st Century Community Learning Center(s) Cycle 9, Year 4 grant for FY 2020 Interlocal with Houston ISD.

**Rationale:**

The purpose of this grant is to provide a Texas Education Agency 21st Century Community Learning Center(s) comprehensive afterschool program in the following school districts:

District	School	Amount	# Students Served
Houston ISD	Chavez High School	138,976	82

**Fiscal Impact**

**Attachments**

HISD

**Form Review**

**Inbox**

CASE  
Purchasing Alternate  
Purchasing  
Assistant Superintendent - Business  
Form Started By: Kimberlee Flowers  
Final Approval Date: 12/04/2019

**Reviewed By**

Lisa Caruthers  
Kendra Jackson  
Bill Monroe  
Jesus Amezcua

**Date**

11/25/2019 03:33 PM  
12/02/2019 08:46 AM  
12/02/2019 11:04 AM  
12/04/2019 09:44 AM  
Started On: 11/25/2019 03:15 PM



**INTERLOCAL CONTRACT  
BETWEEN  
HARRIS COUNTY DEPARTMENT OF EDUCATION  
AND  
HOUSTON INDEPENDENT SCHOOL DISTRICT**

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Contract ("Contract") is entered into by and between Harris County Department of Education ("HCDE") and **Houston** Independent School District ("ISD") for the purpose of providing 21<sup>st</sup> Century Community Learning Centers/Texas ACE **Cycle 9 Year 4** ("afterschool program") at select site(s) within the ISD.

**I. PURPOSE**

The ISD agrees to provide quality after-school programs at the site(s) specified in Exhibit C within the ISD. The ISD agrees to meet the following performance objectives:

- A. Participants will demonstrate educational and social benefits and exhibit positive behavioral changes.
  - 1. By the first and subsequent years of the project, increase the number of students that participate in after-school programs
  - 2. By the end of the project period, increase the overall academic performance of participating students in core skills, including reading, writing, mathematics, science and social studies as measured by formal and informal assessments of skills and abilities.
  - 3. By the end of the project period, increase improvement of participating students' social and conflict resolution skills, as demonstrated by decreased disciplinary referrals in-school and out-of-school suspensions, and increased attendance at the participating schools.
  - 4. Increase participation in the number, variety, and quality of afterschool activities in the ISD.
  - 5. Parents of participating students will demonstrate increased involvement in their child's education as measured by the participation in program family activities, volunteerism at the school, and participation in a Texas ACE Advisory Council.
- B. The ISD will offer a range of high-quality educational, developmental, and recreational service at each specified site ("Center").
  - 1. Core educational services. The Center will offer homework help and academic clubs through Learning Labs to increase academic performance, high quality

services in core academic areas, e.g. reading and literacy, mathematics, and science.

2. Enrichment and support activities. The Center will integrate social and emotional Learning (SEL) concepts and strategies in enrichment and support activities such as nutrition and health, art, music, technology, and recreation.
3. College and career readiness activities. The Center will provide college and career exploration and youth leadership opportunities such as Kids' Days career fairs, guest speakers from various fields, and workshops related to House Bill 5 secondary tracks and college application process.
4. Community involvement. The Center will establish and maintain partnerships within the community that continue to increase levels of community collaboration in planning, implementation, and sustaining programs.
5. Services to parents and other adult community members. The Center will offer services to parents and other adult community members and work with the CASE for Kids Family Engagement Specialist to implement required parent involvement programming.
6. Extended hours. Each Center will offer services at least 12 hours a week, for a minimum of 4 days per week. For the summer program each Center will offer services for a minimum of four hours per day, four days per week, for a minimum of six weeks. Summer program must be offered for at least 6 consecutive or for 4 consecutive weeks with the option of providing a 2 week transition camp in August.

## **II. TERM**

This Contract shall be for the period beginning August 1, 2019 and ending July 31, 2020. Subject to the receipt of sufficient funds from the Texas Education Agency for 21<sup>st</sup> Century Community Learning Centers by HCDE and HCDE's written approval, this Contract may be renewed for additional year(s).

## **III. PROGRAM DESCRIPTION AND REQUIREMENTS**

The ISD agrees to provide quality after-school programs as set out in the ISD's approved site description(s) and in accordance with the ISD's approved site description(s). A copy of the ISD's approved site description(s) and budget(s) are attached as Exhibit B and Exhibit C and are incorporated by reference into this Contract. The operations listed in the site description(s) are referred to collectively as the "Center Programs."

A. For the afterschool program(s), the ISD agrees to:

1. Assist in the preparation of contracts, financial reports, requisitions, and inventory;

2. Serve as liaison between school staff, community members, and organizations in aligning Center programs with curriculum goals;
3. Organize a record keeping system to monitor Center goals, objectives, budgeting expenditures, and inventory;
4. Participate in ongoing evaluation and modification of the Centers which will measure the achievement of the performance objectives, including, but not limited to, student, parent and teacher surveys, as well as a mandatory campus administration walk-through of programming once per term documented by the completion of the CASE for Kids' Principal assessment tool;
5. Participate in formal and informal site visits throughout the program year to assess program quality and grant compliance;
6. Ensure the targeted total number of individual students participating in the program will attend no less than **45** days of the total scheduled Texas ACE activities;
7. Increase college and career readiness through the participation in Kids' Day events or fieldtrips sponsored by HCDE and CASE for Kids;
8. Match grant funds to extend tutoring availability while providing additional teachers to serve students most in need.
9. Coordinate enrichment activities such as off-site learning experiences, speakers, and educational presentations;
10. Integrate social and emotional learning practices in enrichment activities to improve behavioral outcomes; while offering a diverse menu of enrichment activities taught by teachers and or service providers;
11. Assist with coordinating and implementing all youth leadership activities and initiatives associated with Youth Ambassadors and Youth Council; including students attending local, regional or national conferences that would benefit youth leadership and the Texas ACE program;
12. Confer with prospective students and parents to promote family involvement in student learning during monthly parental activities and allow access to parents on campus to the CASE for Kids' Family Engagement Specialist who is charged with implementing parent involvement programming;
13. Ensure students meet **at least two** of the following recruitment requirements for student:
  - a. Are considered at-risk and economically disadvantaged students
  - b. Failed one or more classes at the end of the previous school year
  - c. Did not perform at the recommended level on the STAAR test (if applicable)

- d. Were retained in prior grade levels
  - e. Recommended by teachers and/or counselors with documented behavioral referrals;
14. Serve as primary liaison with the transportation department in matters relating to students involved in the Center programs;
  15. Establish and maintain an advisory council that meets quarterly for each center comprised of parents, students, service providers, community-based organizations, and businesses;
  16. Appoint a full-time site coordinator to serve as the main contact at each Center;
  17. Maintain active participation in the monthly CASE for Kids' Learning Communities, annual training series and all other training required by the Texas Education Agency;
  18. Assist the Principal(s) and Center Coordinators in the selection and utilization of Center service providers as set out in the site description(s);
  19. Assist Center Coordinators in coordinating the Center programs with that of the regular school's instructional programs;
  20. Operate 15 hours per week with a minimum of 12 hours per week for student program and 3 hours per week for professional development, staff meetings, planning time, and follow up communication with students, families, and school faculty to ensure that full coordination of students needs are being met;
  21. Align program activities to school day curriculum and TEKS objectives using the most updated version of the Texas ACE Activity and Lesson Plan Worksheets provided in the Texas ACE Blueprint;
  22. Seek business and community financial support and other outside sources for funding to sustain the project beyond the grant period;
  23. Ensure compliance with grant term closeout procedures as outlined in the CASE for Kids Close-out Procedures Manual and Texas ACE Prime Blueprint operations manual; retain and maintain documentation of all equipment, materials and supplies purchased with grant funds; and financial documentation, including expenditure reports, invoices, general ledgers
  24. Adhere to program cancellation make up day policies required by Texas Education Agency and CASE for Kids guidelines;
  25. Maintain adherence to the Texas ACE Prime Blueprint guidelines set forth by the Texas Education Agency, CASE for Kids guidelines and district polices;

26. Provide a minimum of 5% of leveraging funds, including in-kind, to further support the Texas ACE Cycle 9 program.

- B. The ISD agrees to provide after-school programs to students and parents in accordance with its site description(s). The ISD agrees to provide facilities and personnel necessary to operate the after-school program to students, parents, and community members as stated in its site description(s). The ISD will provide the after-school program at the school sites specified in Exhibit C. The ISD agrees that the services/activities for each after-school program will adhere to those in the most recent grant proposal for the Texas ACE Program submitted by HCDE to the Texas Education Agency.
- C. The ISD further agrees that it will comply with all terms and conditions of the Texas Education Agency grant awarded to HCDE under the 21<sup>st</sup> Century Community Learning Centers Program (Texas ACE), including the applicable parts of the Education Department General Administrative Regulations (EDGAR) that govern the award and administration of this grant. Those regulations include, but are not limited to, regulations pertaining to reporting, regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this Contract, and regulations pertaining to copyrights and rights in data. The ISD certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances in Exhibit A attached hereto and incorporated herein. The ISD further agrees to abide by all of the guidelines developed by HCDE in furtherance of this Contract.
- D. The ISD agrees not to make any expenditure in excess of the budget submitted with the ISD's site description.
- E. For each Center, the ISD agrees to provide Center programs, facilities, and personnel necessary to operate the Center to students, parents and community members in accordance with its site description. The ISD will provide the Center(s) at the school sites specified in Exhibit C. The ISD agrees that the services/activities for each Center will adhere to those in the grant proposal for the Texas ACE Program submitted by HCDE to the Texas Education Agency.
- F. The ISD agrees to receive HCDE's approval at least four weeks prior to making changes to the Center's description(s), including changes to the number or types of services provided; names of contractors or collaborators delivering services; hours of the program(s); the number and ages of children and adults served; dates of holidays; name of the site coordinator; field trips; employee out-of-state travel or any other changes to the site description(s).
- G. The ISD agrees to maintain necessary records and accounts in order to assure that payments received from HCDE have been expended for the Center(s). The ISD agrees to provide these records and other information as required by HCDE. The ISD agrees to retain all required records for three years after HCDE makes final payments to ISDs and all other pending matters are closed. The ISD will submit to HCDE verification of employment status

for employees, receipts and invoices for supplies, and copies of contracts for contracted services purchased.

- H. The ISD shall furnish operating reports to designated HCDE representatives on a monthly basis. Such reports may include, but not be limited to: activity and enrollment reports; financial reports; eligibility documents; complaints made by students, parents, employees, and other persons; and investigative reports of any kind involving the Center(s), Center programs, or its participants. Any reports or evaluations incidental to this Contract shall be performed only with the prior approval of HCDE. No reports or evaluations shall be released to third parties without the prior written approval of HCDE, unless release is required under the Public Information Act. This reporting will form a part of the regular monthly reporting documentation to HCDE and continue for as long as the ISD receives payments from HCDE under this Contract.
- I. The ISD acknowledges and agrees that it is solely responsible for all costs, wages, expenses, and fees associated with or arising from the operation of the Center(s).
- J. The ISD agrees to maintain documentation of all equipment, materials and supplies purchased with grant funds; update the CASE for Kids inventory form as need based on purchases received, used or based on conditional change (new, good, fair or poor). The ISD further agrees to The Education Department General Administrative Regulations (EDGAR) 80.32(e) and 80.33(b) that disposition be requested for all equipment and unused supplies acquired under a grant.
- K. The ISD agrees to cooperate with the evaluation of the Center(s) by designating internal staff to work with the CASE for Kids' external evaluator to implement and monitor the evaluation process, including the ISD's progress in meeting the performance objectives established by the Texas Education Agency for the 21<sup>st</sup> Century Community Learning Centers, the effect of the Center(s) on participants, and the effectiveness of the Center(s) in meeting the performance objectives established by the Texas Education Agency. The ISD agrees to provide such records as STAAR scores, TAKS scores, grades, Stanford Achievement scores, conduct scores, end of course scores and disciplinary reports for students in the Center programs to HCDE in accordance with the reporting due dates established by TEA.
- L. The ISD agrees to allow HCDE, the Texas Education Agency, the State of Texas Comptroller, or any of their duly authorized representatives to any books, documents, papers, and records relating to the services provided under this Contract for the purpose of making audits, examinations, evaluations, excerpts, and transcriptions.
- M. The ISD may use the payments from HCDE to create new program(s) or enhance existing program(s), but the payments from HCDE should not replace funding for an existing program(s). In the event that payments from HCDE will be used to expand already existing program(s), the ISD will provide HCDE with detailed documentation of the program(s) including a list of students and adults currently enrolled, attendance since the beginning of the school year (or past six months), and a schedule of activities offered by the program(s)

since the beginning of the year. The ISD will also report all sources of funding for the program(s) and the total cost of the program(s) to HCDE.

- N. The ISD agrees to obtain and assess criminal history record information for each employee or volunteer used in the Center(s) and to use only those persons fit to work with students.
- O. ISD agrees that it will comply with the assurances, certifications, and disclosures provided by Texas Education Agency, including the "General Provisions & Assurances," "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," "Lobbying Certification", "Disclosures of Lobbying Activities", "Every Student Succeeds Act (ESSA) Provisions and Assurances" and "Program-Specific Provisions & Assurances", which are attached hereto as Exhibit D and incorporated by reference into this Contract.
- P. The ISD further agrees that it will comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protections Agency regulations (40 CFR part 15), and mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- Q. The ISD agrees that the certifications and agreements included in the HCDE Vendor Certification Forms, attached hereto as Exhibit A and incorporated by reference in the agreement for all purposes, is true and correct.
- R. The ISD agrees to provide the after-school program to at least the number of students and parents indicated on Exhibit C attached to the Contract. The ISD further agrees that if any time after November 18, 2019, the HCDE CASE for Kids Director determines that there is less than 60% of the agreed upon students and/or parents in the afterschool program (the numbers on Exhibit C), HCDE may take up to one-third of the budget (Exhibit B of the Contract) that it would have otherwise paid to the ISD and use those funds, in HCDE's discretion, to try to increase student and/or parent participation. The ISD agrees and understands that this will result in a receipt by the ISD of up to one-third less funds than the ISD would have received under the Contract as specified in Exhibit B. Upon January 1, 2020, If less than 50% of the budget is not allocated for program expenditures, HCDE reserves the right to reduce the operating budget for the spring term and in subsequent grant years, if applicable,

#### **IV. COMPENSATION AND FUNDING**

Subject to the following paragraphs, HCDE will pay the ISD in an amount not to exceed:

- \$138,976.00 for providing the Center in accordance with Section III at Chavez High School

The ISD must submit an itemized monthly statement detailing expenses with supporting documentation for the Center(s) in order to receive payment of these expenses. HCDE will

pay the ISD within 60 days of receiving sufficient funds as described below. Only invoices for allowable expenses, per grant fiscal guidelines, incurred during the term of this Contract will be paid by HCDE. The ISD waives any statutory right to interest the ISD may have under Chapter 2251 of the Texas Government Code. The ISD may be eligible for a prorated amount, in HCDE's sole discretion, if the ISD is unable to maintain its Center(s) in accordance with the site description. Included in these requirements are: the number of Centers in the ISD where the Center programs are provided; and the number of students and adults served in the ISD by the Center programs; fulfillment of the total number of days of providing service. It is expected that the Center will expend a minimum of 90% of total grant award. The ISD agrees that if any time after January 31, 2020, the HCDE CASE for Kids Director determines that the ISD does not have realistic action plan to expend at least 90% of the grant award amount, HCDE may take up to one-third of the budget (Exhibit B) that would have otherwise paid to the ISD and use those funds, in HCDE's discretion, to allocate allowable expenses to support the afterschool program, in accordance to the grant fiscal guidelines and procedures. HCDE will notify the ISD at least two weeks prior to re-allocation of funds from the ISD in support of the afterschool program.

The ISD acknowledges that federal funds will be used to pay for all or a portion of funds due under this Contract and that this Contract is only effective upon receipt of the Notice of Grant Award ("NOGA") by HCDE from the awarding agency. As such, if HCDE does not receive sufficient funding for the obligations provided in this Contract, HCDE may terminate this Contract without penalty or further obligation to the ISD, at any time upon written notice to the ISD. The expenses incurred in accordance with this Contract shall be wholly funded by the Texas ACE Program.

## **VI. PIGGYBACKING ON HCDE-PROCURED CONTRACTS**

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and Chapter 271, Subchapter F of the Texas Local Government Code, the District may, in its discretion, enter into separate and independent contracts with CASE Afterschool and Summer Direct Service Providers, procured by HCDE in accordance with Section 44.031 of the Texas Education Code, that employ the same negotiated terms and conditions contained in an existing contract(s) between HCDE and the Direct Service Provider.

If the District elects to piggyback off of one of HCDE's contracts with CASE Afterschool and Summer Direct Service Providers, the District shall be permitted to purchase goods and services using the contracts competitively procured by HCDE. HCDE does not assess a fee to the District for use of HCDE contracts with Direct Service Providers. The District shall make payments directly to vendors/Direct Service Providers. The District shall be responsible for ordering, inspecting, and accepting the goods and services purchased by utilizing one of HCDE's contracts with Direct Service Providers. The District shall further be responsible for the vendors' compliance with provisions relating to the specific quality of goods and services delivered and terms of delivered, as set forth between the District and the vendor. HCDE is not responsible or liable for the performance of any vendor used by the District as a result of this Agreement or the District's piggybacking off of one of HCDE's contracts with Direct Service Providers.



## **V. RELATIONSHIP**

It is understood and agreed that the ISD is an independent contractor. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between HCDE and any employee or agent of the ISD. The Contract does not create a joint venture or business partnership under Texas law.

The ISD is solely responsible for the supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), insurance, worker's compensation, and disability benefits and like requirements and obligations of ISD employees, agents, volunteers, and representatives. The ISD agrees that HCDE has no responsibility for any conduct of any ISD employee, agent, volunteer, or representative.

## **VI. TERMINATION**

This Contract may be terminated by either party without cause with thirty (30) days advance written notice. HCDE may by written notice at any time terminate this Contract if the ISD fails to comply with a provision of this Contract. HCDE may also terminate this Contract as provided in Section IV.

## **VII. AUTHORIZATION**

Each party acknowledges that this Contract has been authorized by the governing body of each party to the Contract.

## **VIII. NOTICE**

Any notice provided under the terms of this Contract by either party to the other shall be in writing and may be affected by certified mail, return receipt requested. Notice to shall be sufficient if made or addressed as follows:

Harris County Department of Education  
Attention: James Colbert Jr.  
County School Superintendent  
6300 Irvington Blvd.  
Houston, Texas 77022

Attention: Dr. Grenita Lathan  
Houston Independent School District  
4400 West 18th St.  
Houston, Texas 77092

Each party may change the address at which notice may be sent to that party by giving notice of such change to the other party in accordance with the provisions of this Article.

#### **IX. GOVERNING LAW**

This Contract shall be governed by and construed in accordance with the laws of the State of Texas.

#### **X. VENUE**

The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Contract shall be in Harris County, Texas.

#### **XI. ENTIRE AGREEMENT**

This Contract, Exhibit A, Exhibit B, Exhibit C and Exhibit D represents the entire and exclusive agreement between the parties thereto and replaces in their entirety any previous agreements, written or oral.

#### **XII. AMENDMENT**

This Contract may be amended only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this Contract.

#### **XIII. ASSIGNMENT**

Neither this Contract nor any duties or obligations under it shall be assignable by the ISD without the prior written acknowledgment and authorization of HCDE.

#### **XIV. SEVERABILITY**

In the event that any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

#### **XV. BENEFIT FOR SIGNATORY PARTIES ONLY**

Neither this Contract, nor any term or provision hereof, nor any inclusion by reference, shall be construed as being for the benefit of any party not in signatory hereto.


#### **XVI. IMMUNITIES**

Nothing in this Contract waives or alters any immunities provided either of the parties, their employees, officers, or agents, under Texas or federal law.

IN WITNESS THEREOF, HISD and Provider have executed this Contract effective on this \_\_\_\_\_ day of \_\_\_\_\_.

**HOUSTON INDEPENDENT SCHOOL DISTRICT**

**REQUESTOR'S SIGNATURE:**

By:   
Jonnelle Hollins

Campus

Department


**Number 1060853000**

"See signature page attached".


PROVIDER

HOUSTON INDEPENDENT SCHOOL DISTRICT

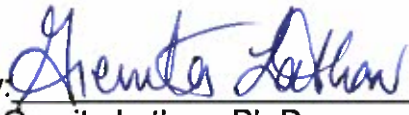
HARRIS COUNTY DEPARTMENT OF  
EDUCATION

By:  10.11.2019  
Diana Davila  
Board President Date


By: \_\_\_\_\_ Date \_\_\_\_\_  
James Colbert, Jr.  
County School Superintendent

By:  11-13-19  
Sergio Lira, Ed.D.  
Board Secretary Date


\_\_\_\_\_  
Taxpayer Identification Number

By:  11/6/19  
Grenita Lathan, Ph.D.  
Interim Superintendent of Schools Date

**APPROVED AS TO FUNDING/BUSINESS TERMS**

By:  11/5/19  
Rene Barajas, Ph.D.  
Chief Financial Officer Date

**APPROVED AS TO FORM:**

By:  11-4-2019  
Eneita Hutchins-Taylor  
General Counsel Date

**EXHIBIT A**

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: Individual/sole proprietor      C Corporation      S Corporation      Partnership      Trust/estate  Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  <input type="checkbox"/> Other (see instructions) ▶	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

<b>Part I</b>	<b>Taxpayer Identification Number (TIN)</b>																						
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="11" style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td> </tr> </table>	<b>Social security number</b>																					
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<b>Employer identification number</b>																							
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																							

<b>Part II</b>	<b>Certification</b>
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
<b>Sign Here</b>	Signature of U.S. person ▶ _____  Date ▶ _____

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  2. Certify that you are not subject to backup withholding, or
  3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

**EXHIBIT B**

<b>Houston ISD/Chavez High School</b>
<b>CASE for Kids 21st Century/Texas ACE Cycle 9, Year 4 Budget</b>

**Personnel -- 6100**

Site Director	\$ 54,000
School Year Certified Teachers	\$ 38,400
Summer Certified Teachers	\$ 3,600
School Year Para-professionals	\$ 4,800
Summer Para-professionals	\$ 2,880
Librarian	\$ 2,560
<b>Total Payroll Costs 6100</b>	<b>\$ 106,240</b>

**Professional & Contractual Services -- 6200**

Contracted Services	\$13,200
Contracted Services	\$1,500
<b>Total Professional &amp; Contractual Services 6200</b>	<b>\$ 14,700</b>

**Materials & Supplies -- 6300**

General Program Supplies	\$ 11,136
<b>Total Materials &amp; Supplies 6300</b>	<b>\$ 11,136</b>

**Other Operating Costs -- 6400**

Site Coordinator Travel - Out of District	\$ 2,500
Site Coordinator Travel - In District	\$ 1,500
Transportation	\$ 2,000
Fees	\$ 900
<b>Total Other Operating Costs 6400</b>	<b>\$ 6,900</b>

<b>Total:</b>	<b>\$ 138,976</b>
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**EXHIBIT C**

**ENTER INFORMATION**

Ctr #	9 Digit campus ID #	Name of Center/Host Site	Physical Address	City	Zip	Phone Number	# of Feeder Schools	Grade Levels Served (PK to 12)	# Students Served	# Adults Served
C11	101912027	Chavez High School	8501 Howard	Houston	77017	713-495-6950	1	9-12	82	40

**Part 3: Center Operations Chart (one per Center)**

Center 2 Name: Chavez High School												
Program Operations					Fall Term		Spring Term		Summer Term		Total	
Start Date (MM/DD/YY):					09/03/2019		12/09/2019		06/02/20			
End Date (MM/DD/YY):					12/08/2019		05/15/2020		07/09/20			
Total number of weeks: (must meet or exceed original Year 1 weeks)					14		19		6		39	
Program Schedule/Hours												
Day of the Week	Fall Term				Spring Term				Summer Term			
	AM Start	AM End	PM Start	PM End	AM Start	AM End	PM Start	PM End	AM Start	AM End	PM Start	PM End
Sunday												
Monday	6:45	8:15	4:00	5:30	6:45	8:15	4:00	5:30	7:00			12:00
Tuesday	6:45	8:15	4:00	5:30	6:45	8:15	4:00	5:30	7:00			12:00
Wednesday	6:45	8:15	4:00	5:30	6:45	8:15	4:00	5:30	7:00			12:00
Thursday	6:45	8:15	4:00	5:30	6:45	8:15	4:00	5:30	7:00			12:00
Friday												
Saturday	8:00			12:00	8:00			12:00				
Total Hours Per Week: (must meet or exceed Year 1 weeks)	16				16				20			
Number of Saturdays Per Month:	1				1							



**Texas Education Agency**  
**General Provisions and Assurances**  
**EXHIBIT-D**

Statement of provisions and assurances for the program(s) in this Application:

- A. **Terms defined:** As used in these Provisions and Assurances,
- **Subaward:** An award provided by a pass-through entity to a Subrecipient for the Subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A Subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract (2 CFR §200.92)
  - **Agency or TEA:** The Texas Education Agency
  - **Subrecipient:** A non-Federal entity that receives a Subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A Subrecipient may also be a recipient of other Federal awards directly from a Federal awarding Agency (2 CFR §200.93)
  - **Program Manager:** The person representing the Agency or the Subrecipient, as indicated by the Subaward, for the purposes of administering the Subaward Project
  - **Subaward Project:** The purpose intended to be achieved through the Subaward of which these provisions and assurances are a part
  - **Applicant:** The same as Subrecipient
  - **SAS:** The Standard Application System of which the Application document is a part
  - **Application:** The entire package submitted by the Applicant, including the required schedules contained in the Application and so indicated on Schedule #1 of the paper Application package or on the Certify and Submit schedule of the eGrants Application package.
  - **Amendment:** An Application that is revised in budget categories and/or in program activities. It includes Schedule #1 and Schedule #4 of the paper Application, or GS2900 – Purpose of Amendment in eGrants, and any additional schedules affected by the proposed change. The original Application and any previous Amendments are incorporated by reference.
  - **Works:** All tangible or intangible material, products, ideas, documents, or Works of authorship prepared or created by the Subrecipient for or on behalf of TEA at any time after the beginning date of the Subaward (Works includes but is not limited to computer software, data, information, images, illustrations, designs, graphics, drawings, educational materials, assessment forms, testing materials, logos, trademarks, patentable materials, etc.)
  - **Intellectual Property Rights:** The worldwide intangible legal rights or interests evidenced by or embodied in: (a) any idea, design, concept, method, process, technique, apparatus, invention, discovery, or improvement, including any patents, trade secrets, and know-how; (b) any work of authorship, including any copyrights, moral rights, or neighboring rights; (c) any trademark, service mark, trade dress, trade name, or other indicia of source or origin; (d) domain name registrations; and (e) any other similar rights. The Intellectual Property Rights of a party include all worldwide intangible legal rights or interests that the party may have acquired by assignment or license with the right to Grant sublicenses.
  - **Grant:** The same as Subaward
  - **Grantee:** The same as Subrecipient
  - **Grantor:** The same as Agency
  - **DCC:** The Document Control Center of the Agency
  - **Capital Assets:** Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with Generally Accepted Accounting Principles (GAAP). Capital Assets include: (a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and (b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to Capital Assets that materially increase their value or useful life (not ordinary repairs and maintenance).(2 CFR §200.12).

If the Subrecipient purchases Capital Assets (furniture and/or equipment) with Subaward funds to accomplish the objective(s) of the project, title will remain with the Subrecipient for the period of the Subaward. The Agency

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**EXHIBIT D**

reserves the right to transfer Capital Assets for Subrecipient noncompliance during the Subaward period or as needed after the ending date of the Subaward. This provision applies to any and all furniture and/or equipment regardless of unit price and how the item is classified in the Subrecipient's accounting record.

- **Capital Expenditures:** Expenditures to acquire Capital Assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to Capital Assets that materially increase their value or useful life. (2 CFR §200.13)
  - **Protected Personally Identifiable Information (PII):** An individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts. This does not include PII that is required by law to be disclosed (2 CFR §200.82)
- B. **Contingency:** The agreement represented by this Subaward is executed by the Agency subject to the availability of funds appropriated by legislative act for the purposes stated. All Amendments and/or extensions or subsequent Subaward agreements entered into for the same or continued purposes are executed contingent upon the availability of appropriated funds. Notwithstanding any other provision in this Subaward agreement or any other document, this Subaward agreement is void upon appropriated funds becoming unavailable. In addition, this Subaward agreement may be terminated by the Agency at any time for any reason upon notice to the Subrecipient. Expenditures and/or activities for which the Subrecipient may claim reimbursement shall not be accrued or claimed subsequent to receipt of such notice from the Agency. This Subaward agreement may be extended or otherwise amended only by formal written Amendment properly executed by both the Agency and the Subrecipient. No other agreement, written or oral, purporting to alter or amend this Subaward shall be valid.
- C. **Subrecipient's Application:** Furnished to the Agency in response to a request for Application, is incorporated in this Subaward by reference for all necessary purposes. It is specifically provided; however, that the provisions of this Subaward shall prevail in all cases of conflict arising from the terms of the Subrecipient's Application whether such Application is a written part of this Subaward or is attached as a separate document.
- D. **Requirements, Terms, Conditions, and Assurances:** Stated in the Request for Application, in response to which the Applicant is submitting this Application, and are incorporated herein by reference for all purposes. The instructions to the Standard Application System, as well as the General and Fiscal Guidelines and Program Guidelines, are incorporated herein by reference.
- E. **Signature Authority; Final Expression; Superseding Document:** The Applicant certifies that the person signing or certifying and submitting this Application has been properly delegated this authority. The Subaward represents the final and complete expression of the terms of agreement between the parties. The Subaward supersedes any previous understandings or negotiations between the parties. Any representations, oral statements, promises, or warranties that differ from the Subaward shall have no force or effect. The Subaward may be modified, amended, or extended only by formal written Amendment properly executed by both TEA and the Subrecipient.
- F. **State of Texas Laws:** In the conduct of the Subaward Project, the Subrecipient shall be subject to Texas State Board of Education and Commissioner rules pertaining to this Subaward and the Subaward Project and to the laws of the State of Texas governing this Subaward and the Subaward Project. This Subaward constitutes the entire agreement between the Agency and the Subrecipient for the accomplishment of the Subaward Project. This Subaward shall be interpreted according to the laws of the State of Texas except as may be otherwise provided for in this Subaward.
- G. **Monitoring:** Desk reviews, on-site monitoring reviews, arranging for agreed-upon-procedures engagements, and training and technical assistance on program-related matters may be conducted by the Agency to determine compliance with the approved Application and the applicable statute(s), law(s), regulations, and guidelines. TEA conducts federal fiscal Grant Subrecipient monitoring and compliance reviews, and implements related remedies for noncompliance, in accordance with its established policies and procedures. These policies and procedures incorporate best practices and standards that may be similar to common auditing standards, but the Agency does not apply a specific set of external standards, such as the US Government Accountability Office's Generally Accepted Government Auditing Standards (Yellow Book), nor is it required to do so.
- H. **Specific Conditions:** If TEA identifies, in its sole determination, a grantee as posing a level of risk identified by the agency's risk criteria, the grantee has a history of failure to comply with the terms and conditions of the

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grant award, the grantee fails to meet performance goals, or is not otherwise responsible then TEA may impose additional specific award conditions on any grant award. (2 CFR 200.207).

Specific conditions may include 1) requiring payments as reimbursements rather than advance payments, 2) withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given performance period, 3) requiring additional, more detailed, financial reports, 4) requiring additional project monitoring, 5) requiring technical or management assistance, or 6) establishing additional prior approvals.

TEA may, in appropriate circumstances, designate the specific conditions established under 2 CFR 200.207 as "high-risk conditions" and designate a non-federal entity subject to specific conditions established under §200.207 as a high-risk Grantee. (2 CFR 3474.10)

- I. **Notification of Specific Conditions:** Upon placing a specific condition or high-risk Grantee identification, TEA must notify the Grantee of 1) the nature of the additional requirements, 2) the reason for the additional requirements, 3) the action needed to remove the additional requirement, if applicable, 4) the timeline for completing the additional requirements, and 5) the method for requesting reconsideration of the additional requirements being imposed. Any specific conditions must be promptly removed once the deficiency has been corrected. (2 CFR 200.207)
- J. **Remedies for Noncompliance:** If TEA determines that noncompliance cannot be corrected by imposing the specific conditions, TEA may take one or more of the following remedies for noncompliance actions, as appropriate in the circumstances. 1) temporarily withhold cash payments pending correction of the deficiency, 2) disallow all or part of an activity or action not in compliance, 3) wholly or partly suspend or terminate the grant award, 4) initiate suspension or disbarment proceedings under 2 CFR 180, 5) withhold further grant awards for the project, or 6) take other remedies that may be legally available. (2 CFR 200.338)
- K. **Notification of Remedies for Noncompliance and Opportunity for Hearing:** Upon taking any remedy for non-compliance, TEA must provide the Subrecipient an opportunity to object and provide information and documentation challenging the suspension or termination action. (2 CFR 200.341)
- L. **Subaward Cancellation, etc.:** If this Subaward is canceled, terminated, or suspended by the Agency prior to its expiration date, the reasonable monetary value of services properly performed by the Subrecipient pursuant to this Subaward prior to such cancellation, termination, or suspension shall be determined by the Agency and paid to the Subrecipient as soon as reasonably possible.
- M. **Indemnification:** The Subrecipient, to the extent permitted by law, shall hold the Agency harmless from and shall indemnify the Agency against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising from, or in connection with, any acts of the Subrecipient, its agents, employees, and subcontractors, done in the conduct of the Subaward Project.
- N. **Encumbrances/Obligations and Liquidations:** All encumbrances/obligations shall occur on or between the beginning and ending dates of the Subaward unless pre-award costs are expressly permitted for the individual Grant program. In general, goods or services delivered near the end of the Grant period may be viewed by TEA as not necessary to accomplish the objectives of the current Grant program; however, TEA will evaluate such expenditures on a case-by-case basis. A TEA monitor or an auditor may disallow those expenditures if the Grantee is unable to (1) document the need for the expenditures, (2) demonstrate that program beneficiaries receive benefit from the late expenditures, or (3) negate the appearance of "stockpiling" supplies or equipment. The Subrecipient must receive the benefit and liquidate (record as an expenditure) all obligations incurred under the Subaward no later than the revised final expenditure report due date. An encumbrance cannot be considered an expenditure or accounts payable until the goods have been received and the services have been rendered. Obligations that are liquidated and recognized as expenditures must meet the allowable cost principles in 2 CFR Part 200 of EDGAR (as applicable) and program rules, regulations, and guidelines contained elsewhere. This provision applies to all Grant programs, including state and federal, discretionary and formula.
- O. **Financial Management and Accounting:** The Subrecipient assures it will maintain a financial management system that provides for the following: (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal Agency, and name of the pass-through entity, if any. (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 CFR §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance. If a Federal awarding Agency requires reporting on an accrual basis from a recipient that maintains

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its records on other than an accrual basis, the recipient must not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a Subrecipient to establish an accrual accounting system and must allow the Subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand. (3) Records that identify adequately the source and Application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See 2 CFR §200.303 Internal controls. (5) Comparison of expenditures with budget amounts for each Federal award. (6) Written procedures to implement the requirements of 2 CFR §200.305 Payment. (7) Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award. (2 CFR §200.302(b)(7)).

Public school districts, open-enrollment charter schools, and regional education service centers in Texas must comply with the accounting requirements in the Financial Accounting and Reporting (FAR) module of the *Financial Accountability System Resource Guide*, Texas Education Agency.

- P. **Expenditure Reports:** The Subrecipient shall submit expenditure reports in the time and manner requested by the Agency and in accordance with the critical events calendar for the Grant accessible from the TEA Grant Opportunities page which is incorporated by reference. Unless otherwise specified, interim reports are due to TEA within 15 days after the end of each reporting period. Unless otherwise specified, the final expenditure report is due within 30 days after the ending date of the Grant. Revised expenditure reports, if allowable, where the Subrecipient is claiming additional expenditures beyond that originally requested, must be submitted within 60 days after the ending date of the Grant, unless otherwise specified.
- Q. **Refunds Due to TEA:** If the Agency, or Subrecipient, determines that the Agency is due a refund of money paid to the Subrecipient pursuant to this Subaward, the Subrecipient shall pay the money due to the Agency within 30 days of the Subrecipient's receipt of written notice that such money is due to the Agency. If the Subrecipient fails to make timely payment, the Agency may obtain such money from the Subrecipient by any means permitted by law, including but not limited to offset, counterclaim, cancellation, termination, suspension, total withholding, and/or disapproval of all or any subsequent Applications for said funds.
- R. **Records Retention:** Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of five years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding Agency or pass-through entity in the case of a Subrecipient (GEPA §81.31(c)).
- The Subrecipient understands that acceptance of funds under this Subaward acts as acceptance of the authority of the State Auditor's office, or any successor Agency, to conduct an audit or investigation in connection with those funds. The Subrecipient further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. The Subrecipient will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Subrecipient and the requirements to cooperate is included in any subcontract it awards.
- S. **Time and Effort Recordkeeping:** For those personnel whose salaries are prorated between or among different funding sources or used as matching/cost sharing to a federal Grant, time and effort records will be maintained by Applicant that will confirm the services provided within each funding source. Applicant must adjust payroll records and expenditures based on this documentation. This requirement applies to all projects, regardless of funding source, unless otherwise specified. For federally funded projects, time and effort records must be in accordance with the requirements in 2 CFR §200.430(i) of EDGAR, as applicable.
- T. **Forms, Assurances, and Reports:** The Subrecipient shall in a timely manner make and file with the proper authorities all forms, assurances, and reports required by federal laws and regulations. The Agency shall be responsible for reporting to the proper authorities any failure by the Subrecipient to comply with the foregoing laws and regulations coming to the Agency's attention and may deny payment or recover payments made by the Agency to the Subrecipient in the event of the Subrecipient's failure to comply.
- U. **Intellectual Property Ownership:** The Subrecipient agrees that all Works are, upon creation, Works made for hire and the sole property of TEA. If the Works are, under applicable law, not considered Works made for hire, the Subrecipient hereby assigns to TEA all worldwide ownership of all rights, including the Intellectual Property Rights, in the Works, without the necessity of any further consideration, and TEA can obtain and hold in its own name all such rights to the Works. The Subrecipient agrees to maintain written agreements with all officers,

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directors, employees, agents, representatives, and subcontractors engaged by the Subrecipient for the Subaward Project, Granting the Subrecipient rights sufficient to support the performance and Grant of rights to TEA by the Subrecipient. Copies of such agreements shall be provided to TEA promptly upon request.

The Subrecipient warrants that (i) it has the authority to Grant the rights herein Granted; (ii) it has not assigned or transferred any right, title, or interest to the Works or Intellectual Property Rights that would conflict with its obligations under the Subaward, and the Subrecipient will not enter into any such agreements; and (iii) the Works will be original and will not infringe any Intellectual Property Rights of any other person or entity. These warranties will survive the termination of the Subaward. If any preexisting rights are embodied in the Works, the Subrecipient Grants to TEA the irrevocable, perpetual, nonexclusive, worldwide, royalty-free right and license to (i) use, execute, reproduce, display, perform, distribute copies of, and prepare derivative Works based upon such preexisting rights and any derivative Works thereof; and (ii) authorize others to do any or all of the foregoing. The Subrecipient agrees to notify TEA on delivery of the Works if they include any such preexisting rights. On request, the Subrecipient will provide TEA with documentation indicating a third party's written approval for the Subrecipient to use any preexisting rights that may be embodied or reflected in the Works.

**For School Districts, ESCs, Nonprofit, and For-Profit Organizations:** The foregoing Intellectual Property Ownership provisions apply to any school districts, ESCs, nonprofit organizations, and their employees, agents, representatives, consultants, and subcontractors. If a school district, ESC, or nonprofit organization or any of its subcontractor(s) wish to obtain a license agreement to use, advertise, offer for sale, sell, distribute, publicly display, publicly perform or reproduce the Works, or make derivative Works from the Works, then express written permission must first be obtained from the TEA Copyright Office.

**For Colleges and Universities:** The foregoing Intellectual Property Ownership provisions apply to any colleges and universities and their employees, agents, representatives, consultants, and subcontractors; provided, that for all Works and derivative Works created or conceived by colleges or universities under the Subaward, they are Granted a non-exclusive, non-transferable, royalty-free license to use the Works for their own academic and educational purposes only. The license for academic and educational purposes specifically excludes advertising, offering for sale, selling, distributing, publicly displaying, publicly performing, or reproducing the Works, or making derivative Works from the Works that are created or conceived under this Subaward; and colleges and universities and their employees, agents, representatives, consultants, and subcontractors are prohibited from engaging in these uses and activities with regard to the Works unless the prior express written permission of the TEA Copyright Office is obtained.

- v. **Unfair Business Practices:** By signing this Subaward, the Subrecipient, if other than a state Agency, certifies that the Subrecipient, within the preceding 12 months, has not been found guilty, in a judicial or state Agency administrative proceeding, of unfair business practices. The Subrecipient, if other than a state Agency, also certifies that no officer of its company has, within the preceding 12 months, served as an officer in another company which has been found, in a judicial or state Agency administrative proceeding, to be guilty of unfair business practices.

The Subrecipient, whether a state Agency or not a state Agency, certifies that no funds provided under this Subaward shall be used to purchase supplies, equipment, or services from any companies found to be guilty of unfair business practices within 12 months from the determination of guilt.

- w. **Subcontracting:** The Subrecipient shall not assign or subcontract any of its rights or responsibilities under this Subaward, except as may be otherwise provided for in this Application, without prior formal written approval Granted as an Amendment to this Subaward properly executed by both the Agency and the Subrecipient.
- x. **Use of Consultants:** Notwithstanding any other provision of this Application, Applicant shall not use or pay any consultant in the conduct of this Application if the services to be rendered by any such consultant can be provided by Applicant's employees.
- y. **Disposition of Equipment and Supplies:** If Capital Expenditures are used to purchase Capital Assets, the Subrecipient must request disposition instructions from the Agency before disposing of the equipment and/or supplies. Disposition will be made in accordance with 2 CFR §§200.313 and 200.314 as applicable.
- z. **Agency Property (Terms):** In the event of loss, damage, or destruction of any property owned by or loaned by the Agency while in the custody or control of the Subrecipient, its employees, agents, consultants, or subcontractors, the Subrecipient shall indemnify the Agency and pay to the Agency the full value of or the full cost of repair or replacement of such property, whichever is the greater, within 30 days of the Subrecipient's receipt of written notice of the Agency's determination of the amount due. This provision applies whether the property is developed or purchased by the Subrecipient pursuant to this Subaward or is provided by the Agency to the

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Subrecipient for use in the Subaward Project. If the Subrecipient fails to make timely payment, the Agency may obtain such money from the Subrecipient by any means permitted by law, including but not limited to offset or counterclaim against any money otherwise due to the Subrecipient by the Agency.

- AA. **Travel Costs:** Amounts authorized for maximum recovery for travel costs against any state or federal funding source are restricted to those amounts which are approved in the State of Texas appropriations bill in effect for the particular obligation. Any amount over this limit must come from local funding sources. Applicant must recover funds at a lesser rate if local policy amounts are less than the maximum allowed by the state. Out-of-state travel may not exceed the federal government rate for the locale. Reimbursement of travel costs is based on actual expenses. Travel allowances are unallowable.
- BB. **Funds for Religious Worship, Instruction:** No funds will be used to pay for religious worship, instruction, or proselytization, or for any equipment or supplies for such, or for any construction, remodeling, repair, operation, or maintenance of any facility or part of a facility to be used for religious worship, instruction, or proselytization (34 CFR §76.532)
- CC. **Disclosure of Gifts and Campaign Contributions:** The Grantee shall file disclosures of gifts and campaign contributions as required by State Board of Education Operating Rule 4.3, which is incorporated as if set out in full. The Grantee has a continuing obligation to make disclosures through the term of the Subaward. Failure to comply with State Board of Education Operating Rule 4.3 is grounds for canceling the Subaward agreement.
- DD. **Submission of Audit Reports to TEA:** Grantees agree to submit audit report(s) consistent with the requirements of 2 CFR Part 200, Subpart F of EDGAR, including the reporting package described in §200.512, to the Federal Audit Clearinghouse (FAC). Also by section 44.008 of the Texas Education Code (TEC), Grantees also agree to submit audit reports to TEA Division of Financial Compliance (DFC) in the time and manner requested by the Agency.

Grantees that expend \$750,000 or more during the entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.501 Audit requirements, except when it elects to have a program-specific audit conducted in accordance with paragraph of that section. Grantees agree to submit a copy of such audits to TEA when the schedule of findings and questioned costs disclose audit findings relating to any federal awards provided by TEA. A copy of such audits shall also be submitted to TEA if the summary schedule of prior audit findings reported the status of any audit findings relating to any federal awards provided by TEA.

- EE. **Federal Rules, Laws, and Regulations That Apply to All Federal Programs:** The Subrecipient shall be subject to and shall abide by all federal laws, rules, and regulations pertaining to the Subaward Project, including but not limited to:
1. **Americans With Disabilities Act**, Public Law (P.L.) 101-336, 42 United States Code (USC) section 12101, and the regulations effectuating its provisions contained in 28 CFR Parts 35 and 36, 29 CFR Part 1630, and 47 CFR Parts 0 and 64.
  2. **Title VI of the Civil Rights Act of 1964**, as amended (prohibition of discrimination by race, color, or national origin), and the regulations effectuating its provisions contained in 34 CFR Part 100.
  3. **Title IX of the Education Amendments of 1972**, as amended (prohibition of sex discrimination in educational institutions) and the regulations effectuating its provisions contained in 34 CFR Part 106, if the Subrecipient is an educational institution.
  4. **Section 504 of the Rehabilitation Act of 1973**, as amended (nondiscrimination on the basis of handicapping condition), and the regulations effectuating its provisions contained in 34 CFR Parts 104 and 105.
  5. **Age Discrimination Act of 1975**, as amended (prohibition of discrimination on basis of age), and any regulations issued thereunder, including the provisions contained in 34 CFR Part 110.
  6. **Family Educational Rights and Privacy Act (FERPA) of 1975**, as amended (ensures access to educational records for students and parents while protecting the privacy of such records), and any regulations issued thereunder, including **Privacy Rights of Parents and Students** (34 CFR Part 99), if the Subrecipient is an educational institution (20 USC 1232g).
  7. Section 509 of H.R. 5233 as incorporated by reference in P.L. 99-500 and P.L. 99-591 (**prohibition against the use of federal Grant funds to influence legislation pending before Congress**).
  8. **Pro-Children Act of 2001**, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten,

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elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).

9. **Fair Labor Standards Act (29 USC 207), Davis Bacon Act (40 USC 276[a]), and Contract Work Hours and Safety Standards Act (40 USC 327 et seq.)**, as applicable, and their implementing regulations in 29 CFR 500-899; 29 CFR Parts 1, 3, 5, and 7; and 29 CFR Parts 5 and 1926, respectively.
10. P.L. 103-227, Title X, Miscellaneous Provisions of the GOALS 2000: Educate America Act; P.L. 103-382, Title XIV, General Provisions of the Elementary and Secondary Education Act, as amended; and General Education Provisions Act, as amended.
11. **Prohibition of Text Messaging and Emailing while Driving during Official Federal Grant Business:** Personnel funded from federal Grants and their subcontractors and Subgrantee are prohibited from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal Grants funded by the US Department of Education).
12. **Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 USC 7104[g]):** In accordance with 2 CFR 175, this award may unilaterally be terminated, without penalty, if Subrecipient or an employee of Subrecipient violates any of the applicable prohibitions of this award term through conduct that is either associated with performance under this award or imputed to Subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR 85.630. Subrecipient and Subrecipient's employees may not i) Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii) Procure a commercial sex act during the period of time the award is in effect; or iii) Use forced labor in the performance of the award or Subaward under the award. Subrecipient must inform the proper authorities and Agency immediately of any information it receives from any source alleging a violation of the applicable prohibitions of this award term. In addition to all other remedies for noncompliance that are available to the Agency under this award, Subrecipient must include the requirements of this provision in any Subaward made to a private entity.

**FF. Federal Regulations Applicable to All Federal Programs:**

A complete description of the federal regulations that apply to federal education grant awards may be found on USDE's EDGAR website at <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

**GG. General Education Provisions Act (GEPA), As Amended, Applicable to All Federal Programs Funded or Administered through or by the US Department of Education:**

The general Application submitted by a local educational Agency shall set forth these assurances:

1. **Applicability:** That the local educational Agency will administer each program covered by the Application in accordance with all applicable statutes, regulations, program plans, and Applications (20 USC 1232(e));
2. **Public Agency Control:** That the control of funds provided to the local educational Agency under each program, and title to property acquired with those funds, will be in a public Agency and that a public Agency will administer those funds and property (20 USC 1232(e));
3. **Sound Accounting:** That the local educational Agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that Agency under each program (20 USC 1232(e));
4. **Access to Records:** That the local educational Agency will make reports to TEA and to the Secretary of Education as may reasonably be necessary to enable TEA and the Secretary to perform their duties and that the local educational Agency will maintain such records, including the records required under 20 USC 1232(f), Education Records, and provide access to those records, as TEA or the Secretary deem necessary to perform their duties (20 USC 1232(e));
5. **Participation in Planning:** That the local educational Agency will provide reasonable opportunities for

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the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program (20 USC 1232(e));

6. **Availability of Information:** That any Application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public (20 USC 1232(e));
7. **Construction:** That in the case of any project involving construction-
  - (A) the project is not inconsistent with overall State plans for the construction of school facilities, and
  - (B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under section 794 of title 29 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by individuals with disabilities (20 USC 1232 (e));
8. **Sharing Information:** That the local educational Agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects (20 USC 1232(e)); and
9. **Direct Financial Benefit:** That none of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization (20 USC 1232(e)).
10. **Prohibition of Funds for Busing:** No funds appropriated for the purpose of carrying out any applicable program may be used for the transportation of students or teachers (or for the purchase of equipment for such transportation) in order to overcome racial imbalance in any school or school system, or for the transportation of students or teachers (or for the purchase of equipment for such transportation) in order to carry out a plan of racial desegregation of any school or school system, except for funds appropriated pursuant to title VIII of the Elementary and Secondary Education Act of 1965 [20 U.S.C. 7701 et seq.], but not including any portion of such funds as are attributable to children counted under section 8003(d) of such Act [20 U.S.C. 7703(d)] or residing on property described in section 8013(10) of such Act [20 U.S.C. 7713(10)] (20 USC 1228).

**HH. State Rules, Laws, and Regulations That Apply to All Programs Administered by TEA:**

The Grantee shall comply with all provisions of the Texas Education Code, Chapter 22, Subchapter C, Criminal History Records, which requires that personnel employed using Grant funds shall be subject to the state's fingerprinting requirement. The Subrecipient provides assurance, with its signature on Schedule #1 of the paper Grant Application or by certifying and submitting the eGrants Application, that it will take all necessary and required steps to ensure that all its Subrecipients are in compliance with the fingerprinting requirement.

- II. **Family Code Applicability:** With its signature on Schedule #1 of the paper Application or by certifying and submitting the eGrants Application, the Subrecipient, if other than a state Agency, certifies that under Section 231.006, Family Code, that the Subrecipient is not ineligible to receive payment under this Subaward and acknowledges that this Subaward may be terminated and payment may be withheld if this certification is inaccurate. TEA reserves the right to terminate this Subaward if the Subrecipient is found to be ineligible to receive payment. If the Subrecipient is found to be ineligible to receive payment and the Subaward is terminated, the Subrecipient is liable to TEA for attorney's fees; the costs necessary to complete the Subaward, including the cost of advertising and awarding a second Subaward; and any other damages or relief provided by law or equity.
- JJ. **Interpretation:** In the case of conflicts arising in the interpretation of wording and/or meaning of various sections, parts, appendices, General Provisions and Assurances, Program-Specific Provisions and Assurances, exhibits, attachments, or other documents, the TEA Subaward and its General Provisions and Assurances, Program-Specific Provisions and Assurances, appendices, Errata, and General and Fiscal Guidelines shall take precedence over all other documents that are a part of this Subaward.
- KK. **Registered Lobbyists:** No state or federal funds transferred to a Subrecipient/Grantee may be used to hire a registered lobbyist.
- LL. **Test Administration and Security:** This Subaward is executed by the Agency subject to assurance by the Subrecipient that it has at all times been and shall remain in full compliance with Title 19, Texas Administrative Code Chapter 101, and all requirements and procedures for maintaining test security specified in any test administration



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materials in the possession or control of the Subrecipient, or any school, campus, or program operated by the Subrecipient. Notwithstanding any other provision in this Subaward or any other document, this Subaward is void upon notice by the Agency, in its sole discretion, that the Subrecipient or any school, campus, or program operated by the Subrecipient has at any time committed a material violation of Title 19, Texas Administrative Code Chapter 101, or any requirement or procedure for maintaining test security specified in any test administration materials in the possession or control of the Subrecipient, or any school, campus, or program operated by the Subrecipient. Expenditures and/or activities for which the Subrecipient may claim reimbursement shall not be accrued or claimed subsequent to receipt of such notice from the Agency.

- MM. **Social Security Numbers:** Social security numbers will not be provided by TEA as a part of this agreement. TEA is not requiring or requesting school districts or other Grantees to provide social security numbers as a part of this agreement.
- NN. **Student-Identifying Information:** The Subrecipient agrees that in executing tasks on behalf of TEA, the Subrecipient will not use any student-identifying information in any way that violates the provisions of FERPA and will destroy or return all student-identifying information to TEA within 30 days of project completion.
- OO. **Protected Personally Identifiable Information (Protected PII):** The Subrecipient agrees to take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding Agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.
- PP. The Subrecipient assures that the Grantee Manager and/or Grantee Official, or such person using the Grantee Manager or Grantee Official's credentials, has been authorized by the Subrecipient organization to enter the organization into legally binding agreements for grant payment purposes prior to the Grantee Manager or Grantee Official certifying and submitting expenditure payment requests in the TEA Expenditure Reporting (ER) System.

Revised 02/2019

By signing Schedule #1—General Information of the paper Application or by certifying and submitting the eGrants Application, the Applicant indicates acceptance of and compliance with all requirements described herein.

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**Statutory & Program Assurances**

The following assurances apply to this grant program. In order to meet the requirements of the grant, the grantee must comply with these assurances.

- The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- The applicant provides assurance they accept and will comply with No Child Left Behind Act Provisions and Assurances requirements.
- The applicant provides assurance they accept and will comply with Every Student Succeeds Act Provisions and Assurances requirements.
- The applicant provides assurance that proof of nonprofit status will be submitted with the grant application, if applicable.
- The applicant provides assurance that the program will take place in a safe facility that is properly equipped and accessible to participants and family members.
- The applicant provides assurance that the proposed program was developed, and will be carried out in active collaboration with the schools that participating students attend, including through the sharing of relevant data among schools, all participants of the eligible entity, and any partnership entities in compliance with applicable laws relating to privacy and confidentiality and in alignment with the challenging state academic standards and any local academic standards.
- The applicant provides assurance that the program will target students who primarily attend schools eligible for schoolwide programs under ESEA as amended by ESSA, Section 1114, and the families of such students.
- The applicant will adhere to the level of services in the approved application and in the agreed-upon center operation schedules and will provide those services to eligible students through this and all continuation and renewal grant periods, as applicable. Applicant acknowledges that proposed amendments that reduce the level of services to below the Year 1 awarded application will be approved only in extreme or unusual circumstances and that failure to adhere to service levels and student targets will result in reduced funding during the subsequent continuation grant period. Grant funds remaining unexpended at the end of the expenditure reporting period for the grant award will not be made available by TEA to supplement continuation grant awards.
- The applicant provides assurance that services for students and families will begin no earlier than August 1, 2019, and no later than September 3, 2019.
- The applicant assures that services will be provided at no cost to participants. Applicants are prohibited from collecting fees, including late pickup fees or any other fee.
- The applicant assures that activities will be supervised at all times by qualified staff at adult to student ratios that meet or exceed TEC Chapter 25, Subchapter D requirements or other state required ratios as applicable.
- The applicant will adhere to a TEA-approved schedule that meets or exceeds program service requirements at each center and that provides a consistent and dependable schedule of weekly activities for all students enrolled.
  - A minimum of 35 weeks per year across all terms, including summer. TEA will count only the weeks in which a center offered the minimum number of hours-per-week toward the 35-week total. Make-up hours will be credited. The week runs from Sunday through Saturday.
  - A minimum of four days per week for the fall and spring terms
  - A minimum of 12 hours per week (applicants should not propose to offer more than 20 hours of programming per week). Note: Transportation time that exceeds 30 minutes per-day shall not be counted towards minimum hours-per-week of programming.
  - A minimum of six weeks and four hours per day, four days per week during the summer term. Continuous weeks are not required. Applicants may offer four weeks of summer programming during the grant period that ends July 31, 2020, but if approved, the grantee must offer two weeks of summer programming in the subsequent continuation period between August 1, 2020, and the first student attendance day for the 2020 - 2021 school year.
  - Hours dedicated to program activities for adult family members will not count toward student programming.
- The applicant assures that center-level activities will be a minimum of 45 consecutive minutes in length and planned for each hour that a center is operating. Activities will be intentionally designed to address student needs and student

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voice, aligned with state standards and developed using a planning tool such as the Texas ACE Activity/Unit and Lesson Plan Worksheet. Activities will reflect each of the following four components during each term: academic assistance, academic enrichment, family and parental support, and college and workforce readiness. College and workforce readiness activities are required only for grades 9-12, and are allowed for other grades as appropriate.

- The applicant assures that academic, academic enrichment, accelerated learning, and tutoring activities will align with the regular school day program and state standards. Enrichment activities will enhance the academic-related activities of the regular day and/or be aligned with a documented student or campus need.
- The applicant assures that all activities will occur at an approved center or, on a limited and pre-approved basis, at an adjunct site or during an approved field trip. Activities at a non-approved location, such as a feeder school, are unallowable and will not be charged to the grant.
- The applicant will offer families of students served by the program opportunities for active and meaningful engagement in their children's education and opportunities for literacy and related educational development. Family activities will be designed to meet the identified needs of each center's families and students; the needs of working families will be specifically addressed. Activities will be ongoing and consistently available throughout each term. The number of family members served will be proportional to the targeted number of students.
- The applicant assures that all required staff positions will regularly participate in training and other opportunities offered by the Texas ACE program. In addition, the applicant will regularly provide program-specific in-person training to center-level staff and will document the content and attendance of training events.
- The applicant assures that all required staff positions will regularly participate in training and other opportunities offered by the Texas ACE program. In addition, the applicant will regularly provide program-specific in-person training to center-level staff and will document the content and attendance of training events.
- The applicant will cooperate with TEA and its contractors in conducting state-required activities, including but not limited to program implementation monitoring, statewide evaluation, compliance, technical assistance, and capacity building.
- The applicant assures that local grant programs will include the Texas ACE logo in all outreach and communication materials and the grantee will comply with Texas ACE branding guidelines.
- The applicant agrees to submit required data for state program evaluation, compliance monitoring, and federal reporting in the format and timeline provided by TEA. Grantee agrees to submit required logic models, sustainability plans, program evaluation reports, and any other required reports or products in accordance with the format provided by TEA.
- The applicant will adhere to the Texas 21st Century Student Tracking (Tx21st) system data reporting requirements. Grantee Profile, Funding, Contacts, Partner, Center Profiles, Center Contacts, Center Operations, Feeder Schools, Activities, and Schedule data will be entered in August and will be updated as changes in any of the data occur. Center Operations data will be updated at the beginning of each term. Data entered in the system must support the approved application and operating schedule.
  - Participant and enrollment data will be entered in August or September, depending on the center schedule.
  - Attendance data will be entered daily or weekly.
  - Exception reports and data corrections will be completed and reviewed by the project director
  - The applicant will coordinate with the school district to collect and enter school day attendance and grades data into Tx21st.
- The applicant agrees to conduct annual local program evaluation at the center and grant levels that assesses the following objective measures: school day attendance, core course grades, mandatory discipline referrals, on-time advancement to the next grade level, high school graduation rates, and high school student career competencies. The results of the local evaluation will be used to refine, improve, and strengthen the local program and will be made available to the public upon request, with public notice of such availability provided.
- Applicant will comply with any program requirements written elsewhere in this Request for Application.
- The applicant will adhere to the agreed-upon plan in the original approved grant application and subsequent amendments as appropriate including, but not limited to, the following stated statutory requirements:
  - how students participating in the program will travel safely to and from the center and home;
  - disseminating information about the learning center, including its location, to the community in a manner this understandable and accessible;
  - strategies that implemented to improve student academic achievement, campus academic achievement and overall student success;
  - combining or coordinating with federal, state and local programs to make the most effective use of public resources;
  - how program activities will meet the objective set measures designed to increase high-quality academic enrichment opportunities;
  - partnerships between local education agencies, community-based organizations, and other public or private entities in carrying out the proposed program;

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- how the program is designed to address documented needs of the community;
  - the level of experience or promise of success in providing educational and related activities that will complement and enhance academic performance, achievement, and positive youth development of the students;
  - using volunteers in activities carried out through the learning center; and
  - how the community learning center will continue after funding ends.
- By submitting the application for continuation funding, the applicant agrees to comply with all of the requirements stated in the Year 1 Request for Application and subsequent continuation applications. The applicant also agrees to adhere to the peer-reviewed descriptions and plans for carrying out the program requirements in the original approved application, continuation applications, and any TEA-approved amendments to the applications.
  - The applicant provides assurance that it will not generate program income as a result of the federal grant, including collecting fees of any kind. The applicant further acknowledges that program income that is collected prior to approval of TEA and the United States Department of Education will result in a reduction of the grant award by the amount of program income and that any program income generated must be used only for allowable program costs during the award period in which the income was generated.
  - The applicant will comply with all requirements in the original grant application not superseded by subsequent amendments, continuation grant requirements, or written program policies and guidance.
  - The applicant provides assurance that it will annually conduct a needs assessment and an updated program implementation plan based on the results of the annual needs assessment.
  - Applicant provides assurance to adhere to all Performance Measures, as noted in the 2019-2020 Texas 21st Century Community Learning Centers, Cycle 9, Year 4, Program Guidelines, and shall provide the Texas Education Agency, upon request, any performance data necessary to assess the success of the program.

Grantees may carry out activities designed to advance student academic achievement and support student success, including:

- extra-duty pay for staff working beyond their normal contracted hours to provide activities/services that supplement the regular school day for the local ACE program
- nutritional snacks for students and parents during the program
- travel to required Texas ACE© state and regional training, meetings, conferences and workshops
- transportation for students from feeder schools to the program center and transportation for all program students from the center home
- well-rounded education activities, including credit recovery or attainment and dual credit programs for secondary students
- literacy education, including financial literacy and environmental literacy
- activities that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity
- services for individuals with disabilities
- activities that emphasize language skills and academic achievement for students who are English learners
- cultural programs
- telecommunications and technology education programs
- expanded library service hours
- programs that assist students who have been truant, suspended, or expelled to improve their academic achievement
- drug and violence prevention and counseling
- activities that build skills in science, technology, engineering, and mathematics (STEM) including computer science and that foster innovation in learning by supporting nontraditional STEM education teaching methods
- programs that partner with in-demand fields of the state or local workforce or build career competencies and career readiness and ensure that career readiness skills are aligned with the Carl D. Perkins Career and Technical Education Act of 2006 and the Workforce Innovation and Opportunity Act
- providing parents and legal guardians of students participating in the grant program with active and meaningful engagement in their children's education, including opportunities for literacy and related educational development

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The following special provisions apply to all programs funded under Public Law 114-95, Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA) that replaced its predecessor, the No Child Left Behind (NCLB) Act of 2001. By certifying and submitting the eGrants application, the applicant is assuring it is in compliance with the following provisions:

- A. Each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
- B. The control of funds provided under each such program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to such entities.
- C. The public agency, nonprofit private agency, institution, organization, or Indian tribe will administer such funds and property to the extent required by the authorizing statutes.
- D. The applicant will adopt and use proper methods of administering each such program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
- E. The applicant will cooperate in carrying out any evaluation of each such program conducted by or for the Texas Education Agency (TEA), the US Secretary of Education, or other federal officials.
- F. The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to such applicant under each such program.
- G. The applicant will submit such reports to TEA (which shall make the reports available to the governor) and the US Secretary of Education, as TEA and the US Secretary of Education may require to enable TEA and the US Secretary of Education to perform their duties under each such program.
- H. The applicant will maintain such records, provide such information, and afford access to the records as the Agency (after consultation with the governor) or the Secretary may find necessary to carry out the Agency's or the Secretary's duties.
- I. Before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and has considered such comment.
- J. **Gun-Free Schools Act:** The local educational agency assures that it is in compliance with Section 37.007(e) of the Texas Education Code, which requires expulsion of a student who brings to school or possesses at school a firearm as defined by 18 United States Code (USC) Section 2891 (pursuant to the requirements in P.L. 114-95, Section 8561[b][1]). In addition, the local educational agency certifies that it has a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school (P.L. 114-95, Section 8561[h][1]).
- K. **Student Records Transfer:** The local educational agency shall ensure that a student's records and, if applicable, a student's individualized education program as defined in Section 602(11) of the Individuals with Disabilities Education Act, are transferred to a charter school upon the transfer of the student to the charter school, and to another public school upon the transfer of the student from a charter school to another public school, in accordance with applicable state law (P.L. 114-95, Section 4308).
- L. **Consolidation of Administrative Funds:** A local educational agency, with the approval of TEA, may consolidate and use for the administration of one or more programs under the Every Student Succeeds Act not more than the percentage, established in each program, of the total available for the local educational agency under those programs. A local educational agency that consolidates administrative funds shall not use any other funds under the programs included in the consolidation for administration for that fiscal year. Consolidated administrative funds shall be used for the administration of the programs covered and may be used for coordination of these programs with other federal and non-federal programs and for dissemination of information regarding model programs and practices.
- M. **Privacy of Assessment Results:** Any results from an individual assessment referred to in the Every Student Succeeds Act of a student that become part of the education records of the student shall have the protections provided in Section 444 of the General Education Provisions Act (P.L. 114-95, Section 8523 and the Family Educational Rights and Privacy Act [FERPA] of 1975, as amended).
- N. **School Prayer:** The local educational agency certifies that it is in compliance with Section 25.901 of the Texas Education Code. In addition, as a condition of receiving funds under the Every Student Succeeds Act, the local educational agency certifies that no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally

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protected prayer in public elementary schools and secondary schools, as detailed in the guidance provided by the US Secretary of Education pertaining to such. The state educational agency shall report to the Secretary of Education each year a list of those local educational agencies that have not filed this assurance or against which complaints have been made to the state educational agency that the local educational agencies are not in compliance with this requirement (P.L. 114-95, Section 8524[b]).

- O. **Equal Access to Public School Facilities—Boy Scouts of America Equal Access Act:** No public elementary school, public secondary school, or local educational agency that has a designated open forum or a limited public forum and that receives funds made available from the US Department of Education shall deny equal access or a fair opportunity to meet, or shall discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed in Title 36 of the United States Code (as a patriotic society). For the purposes of this section, an elementary school or secondary school has a limited public forum whenever the school involved grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory. Nothing in this section shall be construed to require any school, agency, or a school served by an agency to sponsor any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code (as a patriotic society). Compliance with this provision will be enforced through rules and orders issued by the Office for Civil Rights. If the public school or agency does not comply with the rules or orders, no funds made available through the Department of Education shall be provided by a school that fails to comply with such rules or orders or to any agency or school served by an agency that fails to comply with such rules or orders (P.L. 114-95, Section 8525).
- P. **General Prohibitions:** None of the funds authorized under the Every Student Succeeds Act shall be used to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or to operate a program of contraceptive distribution in schools (P.L. 114-95, Section 8526).
- Q. **Armed Forces Recruiter Access to Students and Student Recruiting Information:** In accordance with guidance issued by the US Department of Education, each local educational agency receiving assistance under the Every Student Succeeds Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school student names, address, and telephone listings, upon prior written consent of a student or the parent of a student. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent, and the local educational agency or private nonprofit school shall notify parents of the option to make a request and shall comply with any request. Each local educational agency receiving assistance under the Every Student Succeeds Act shall provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students (P.L. 114-95, Section 8528).
- R. **Unsafe School Choice Option:** The local educational agency certifies that it shall establish and implement a policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by TEA, or who becomes a victim of a violent criminal offense, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the local educational agency, including a public charter school (P.L. 114-95, Section 8532).
- S. **Civil Rights:** Nothing in the Every Student Succeeds Act shall be construed to permit discrimination on the basis of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, or disability in any program funded under the Every Student Succeeds Act (P.L. 114-95, Section 8534).
- T. **Assurances related to the education of homeless children and youth:**
1. The LEA assures that each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
  2. The LEA assures that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.

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**General Provisions and Assurances**  
**EXHIBIT D**

3. The LEA assures that it will review and undertake steps to revise any laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.
4. The LEA assures that it will not separate students from the mainstream school environment on the basis of homelessness alone.
5. The LEA assures that homeless children and youth have access to the education and other services that they need in order to meet the same challenging state student academic achievement standards to which all students are held.

**U. Definitions:** The following terms shall be defined as follows for programs authorized and carried out under the Every Student Succeeds Act:

1. **Charter School:** **An open-enrollment charter school receiving federal funds of any type must meet the federal definition of a charter school as provided in P.L. 114-95, Section 4310(2). The term *charter school* means a school that:**
  - a. Is created by a developer as a public school, or is adapted by a developer from an existing public school, and is **operated under public supervision and control**
  - b. Operates in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency (i.e., the State Board of Education [SBOE])
  - c. Provides a program of elementary or secondary education, or both
  - d. Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious instruction
  - e. **Does not charge tuition**
  - f. **Complies with the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Part B of the Individuals with Disabilities Education Act**
  - g. Is a school to which parents choose to send their children, and that
    - i. admits students on the basis of a lottery, if more students apply for admission than can be accommodated
    - ii. **in the case of a school that has an affiliated charter school (such as a school that is part of the same network of schools), automatically enrolls students who are enrolled in the immediate prior grade level of the affiliated charter school and, for any additional student openings or student openings created through regular attrition in student enrollment in the affiliated charter school and the enrolling school, admits students on the basis of a lottery as described in clause (i)**
  - h. **Agrees to comply with the same federal and state audit requirements** as other elementary schools and secondary schools in the state, unless such requirements are specifically waived for the purpose of this program
  - i. **Meets all applicable federal, state, and local health and safety requirements**
  - j. Operates in accordance with state law
  - k. Has a written performance contract with the authorized public chartering agency in the state (i.e., SBOE) that includes a description of how student performance will be measured pursuant to state assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the SBOE
2. **Community-Based Organization:** A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segment of a community and that provides educational or related services to individuals in the community
3. **Highly Qualified:** This only applies to paraprofessionals.
4. **Parental Involvement:** The participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:
  - a. That parents play an integral role in assisting their child's learning
  - b. That parents are encouraged to be actively involved in their child's education at school

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**EXHIBIT D**

- c. That parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child
  - d. The carrying out of other activities, such as those described in Section 1116 of P.L. 114-95.
5. **Professional Development:** Includes activities that: (P.L. 114-95, Section 8101(42))
- A. Are an integral part of school and local educational agency strategies for providing educators (including teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, and, as applicable, early childhood educators) with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging State academic standards: and
  - B. Are sustained (not stand-alone, 1-day, or short-term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused, and may include activities that –
    - i. Improve and increase teachers' –
      - I. knowledge of the academic subjects the teachers teach;
      - II. understanding of how students learn; and
      - III. ability to analyze student work and achievement from multiple sources, including how to adjust instructional strategies, assessments, and materials based on such analysis;
    - ii. Are an integral part of broad schoolwide and districtwide educational improvement plans;
    - iii. Allow personalized plans for each educator to address the educator's specific needs identified in observation or other feedback;
    - iv. Improve classroom management skills;
    - v. Support the recruiting, hiring, and training of effective teachers, including teachers who became certified through state and local alternative routes to certification;
    - vi. Advance teacher understanding of effective instructional strategies that are:
      - I. Effective instructional strategies that are evidence-based; and
      - II. Strategies for improving student academic achievement or substantially increasing the knowledge and teaching skills of teachers;
    - vii. Are aligned with and directly related to academic goals of the school or local educational agency;
    - viii. Are developed with extensive participation of teachers, principals, other school leaders, parents, representatives of Indian tribes (as applicable) and administrators of schools to be served under this Act;
    - ix. Are designed to give teachers of English learners, and other teachers and instructional staff, the knowledge and skills to provide instruction and appropriate language and academic support services to those children, including the appropriate use of curricula and assessments;
    - x. To the extent appropriate, provide training for teachers, principals and other school leaders in the use of technology so that technology and technology applications are effectively used in the classroom to improve teaching and learning in the curricula and academic subjects in which the teachers teach;
    - xi. As a whole, are regularly evaluated for their impact on increased teacher effectiveness and improved student academic achievement with the findings of the evaluations used to improve the quality of professional development;
    - xii. Are designed to give teachers of children with disabilities or children with developmental delays, and other teachers and instructional staff, the knowledge and skills to provide instruction and academic support services, to those children, including positive behavioral interventions and supports, multi-tier system of supports, and use of accommodations;
    - xiii. Include instruction in the use of data and assessments to inform and instruct classroom practice;
    - xiv. Include instruction in ways that teachers, principals, pupil services personnel, and school administrators may work more effectively with parents and families;
    - xv. Involve the forming of partnerships with institutions of higher education to establish school-based teacher training programs that provide prospective teachers and beginning teachers with an opportunity to work under the guidance of experienced teachers and college faculty;
    - xvi. Create programs to enable paraprofessionals (assisting teachers employed by an LEA



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receiving assistance under Title I, Part A) to obtain the education necessary for those paraprofessionals to become certified and licensed teachers;

xvii. Provide follow-up training to teachers who have participated in activities described previously in this definition that are designed to ensure that the knowledge and skill learned by the teachers are implemented in the classroom; and

xviii. Where practicable, provide jointly for school staff and other early childhood education program providers, to address the transition to elementary school, including issues related to school readiness.

6. *Technology:* Modern information, computer and communication technology products, services, or tools, including, the Internet and other communications networks, computer devices and other computer and communications hardware, software applications, data systems, and other electronic content (including multimedia content) and data storage.

7. *Well-Rounded Education:* Courses, activities and programming in subjects such as English, reading or language arts, writing, science, technology, engineering, mathematics, foreign languages, civics and government, economics, arts, history, geography, computer science, music, career and technical education, health, physical education, and any other subject, as determined by the State or local educational agency, with the purpose of providing all students access to an enriched curriculum and educational experience.

V. **TEA State ESSA Plan:** The LEA agrees to adopt any performance goals or indicators, or programmatic indicators submitted in the Texas Consolidated State Application for Funds Under the Every Student Succeeds Act.

W. **Transfer of School Disciplinary Records:** The LEA assures it has a procedure in place to transfer disciplinary records, with respect to a suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school. This requirement shall not apply to any disciplinary records with respect to a suspension or expulsion that are transferred from a private, parochial or other nonpublic school, person, institution, or other entity, that provides education below the college level (P.L. 114-95, Section 8537).

Revised 05/2017

**By certifying and submitting the eGrants application, the applicant agrees, as a matter of legal contract, to: 1) accept and comply with all requirements described on this schedule; 2) accept and comply with all provisions and requirements of past and current Texas AYP Guides; and 3) accept and comply with all applicable AYP Guides, whether promulgated by rule or by policy and procedure of TEA.**

**Regular Board Meeting**

**6.C.3.**

**Meeting Date:** December 18, 2019

**Title:** Schools Division Academic and Behavior School East Amendment #1 FY20: Brenham ISD (3)

**Submitted For:** Anthony Mays, Schools

**Submitted By:** Denise Alamos

**Recommended Action:** Approve

**HCDE Goal(s):**  
1. Impact education/respond to evolving needs  
2. Deliver value responsibly

**Additional Resource Personnel:** Jonathan Parker, Dr. Jesus Amezcua, Bill Monroe, Kendra Jackson

**Facilities/Technology Approval Needed?:**

**Information**

**Posted Agenda Item:**

**Amendment #1 to Interlocal (revenue) contracts for FY2020 in the aggregate amount of \$71,559 with Academic and Behavior School East with the following district:** Brenham ISD to increase the amount from two (2) units for a total of \$47,706 to three (3) units for a total of \$71,559 (an increase of \$23,853).

**Subject:**

**Amendment #1 to Interlocal (revenue) contracts for FY2020 in the aggregate amount of \$71,559 with Academic and Behavior School East with the following district:** Brenham ISD to increase the amount from two (2) units for a total of \$47,706 to three (3) units for a total of \$71,559 (an increase of \$23,853)

**Rationale:**

Entity	Description	Date	Amount
Brenham ISD	Amendment #1: Increase units by one at \$23,853 (3 units at \$23,853)	8/27/18-6/6/19	\$71,559
Total			\$71,559

**Fiscal Impact**

**Included in FY budget Y/N:** y

**Included in current budget amendment Y/N:** n

**Attachments**

ABSE Brenham ISD Amendment #1-3

**Form Review**

**Inbox**

Purchasing Alternate  
Purchasing  
Assistant Superintendent - Business  
Form Started By: Denise Alamos  
Final Approval Date: 12/04/2019

**Reviewed By**

Kendra Jackson  
Bill Monroe  
Jesus Amezcua

**Date**

12/03/2019 07:41 AM  
12/03/2019 03:08 PM  
12/04/2019 09:43 AM  
Started On: 11/21/2019 04:37 PM

INTERLOCAL CONTRACT  
AMENDMENT #1

Amendment #1 is changing the Interlocal Contract between the Harris County Department of Education, ("HCDE") and Brenham Independent School District ("BISD") as stated below.

**Article 1 (Did Read)**

For the period beginning **August 26, 2019** and ending **June 5, 2020**, HCDE agrees to provide services described herein for **two (2) total: Adaptive Behavior Program/LIFE Skills Program** unit(s) to eligible student(s) with disabilities ("Student(s)") who are residents of the **BISD**.

**Article 1 (Now Reads)**

For the period beginning **August 26, 2019** and ending **June 5, 2020**, HCDE agrees to provide services described herein for **three (3) total: Adaptive Behavior Program/LIFE Skills Program** unit(s) to eligible student(s) with disabilities ("Student(s)") who are residents of the **BISD**.

**Article 7 (Did Read)**

In consideration of the services provided herein, the **BISD** agrees to pay HCDE a total amount of **\$47,706**. Total amount is calculated by multiplying the number of units X annual **out of-county** tuition rate (**\$23,853**).

HCDE will invoice **BISD** and payment will be due immediately upon receipt of invoice. **BISD** agrees to pay HCDE in the following manner:

- 50% of annual total amount due will be invoiced in **September 2019**
- 50% of annual total amount due will be invoiced in **January 2020**

If Applicable in consideration of Extended School Year Services (ESY) provided herein, **BISD** agrees to pay HCDE:

- \$5,583 in-county tuition rate times number of ESY students enrolled.
- 100% of ESY total amount due will be invoiced in **July 2020**.

In the event that **BISD** makes a payment to HCDE with a credit card, **BISD** agrees to pay to HCDE a surcharge fee consisting of any applicable credit card fees and costs borne by HCDE, including, without limitation, the processing fee(s) charged to HCDE by the credit card company(ies).

**Article 7 (Now Reads)**

In consideration of the services provided herein, the **BISD** agrees to pay HCDE a total amount of **\$71,559**. Total amount is calculated by multiplying the number of units X annual **out of-county** tuition rate (**\$23,853**).

HCDE will invoice **BISD** and payment will be due immediately upon receipt of invoice. **BISD** agrees to pay HCDE in the following manner:

- 50% of annual total amount due will be invoiced in **September 2019**
- 50% of annual total amount due will be invoiced in **January 2020**

If Applicable in consideration of Extended School Year Services (ESY) provided herein, **BISD** agrees to pay HCDE:

- \$5,583 in-county tuition rate times number of ESY students enrolled.

- 100% of ESY total amount due will be invoiced in **July 2020**.

In the event that **BISD** makes a payment to HCDE with a credit card, **BISD** agrees to pay to HCDE a surcharge fee consisting of any applicable credit card fees and costs borne by HCDE, including, without limitation, the processing fee(s) charged to HCDE by the credit card company(ies).

Brenham ISD

Walter S. Jackson                      November 2, 2019  
District School Superintendent/Designee                      Date

Harris County Department of Education

\_\_\_\_\_  
Harris County School Superintendent                      Date

For HCDE Office use only: Revenue Account No. 19990060200132 57250001 **ABS West**

**Regular Board Meeting**

**6.D.1.**

**Meeting Date:** December 18, 2019  
**Title:** Contract Renewal for 16/002CG Indoor/Outdoor LED Lighting  
**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 16/002CG for Indoor/Outdoor LED Lighting with the following vendors:** Consolidated Electrical Distributors, Inc. (#16/002CG-04); Eco Induction Systems, LLC dba EIS Lighting (#16/002CG-06), and XtraLight Manufacturing, LLC (#16/002CG-13) for the period 02/23/2020 through 02/22/2021.

**Subject:**

Choice Partners; Contract Renewal; Indoor/Outdoor LED Lighting; Revenue Generating

**Rationale:**

The process enacted was a Request for Proposal (RFP). Ninety-three (93) invitations were extended for proposals. Nineteen (19) responses were received of which six (6) were non-awarded, and thirteen (13) were awarded. HCDE/Choice Partners contract no. 16/002CG was awarded for one (1) year from 02/23/2016 to 02/22/2017. The contract has the option for four (4) annual renewals.

HCDE/Choice Partners recommends exercising the fourth (4th) option for renewal period 02/23/2020 to 02/22/2021 for the vendors listed above in Posted Agenda Item. Anticipated revenue from contract no. 16/002CG will be an administrative fee of two percent (2%). This contract is governed by Texas Education Code 44.031.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

Consolidated Electrical (CED)  
EIS Lighting  
Xtralight Manufacturing

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Choice Partners	Jeff Drury	11/22/2019 10:09 AM
Purchasing Alternate	Yaritza Roman	11/26/2019 08:12 AM
Purchasing	Bill Monroe	11/26/2019 09:28 AM

October 30, 2019

**Subject: Contract Renewal for 16/002CG for Indoor/Outdoor LED Lighting and Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

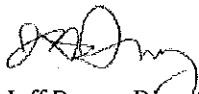
Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 22, 2020**. This contract has **one (1)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 23, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System at <http://www.choicepartners.org/vendor-login.php> by **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal, please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

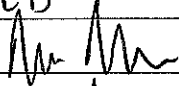
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	CEC
Authorized Signature:	
Print Name:	Mark McGauran
Title:	Sales
Date:	11/8/19
Address:	850 Greens Parkway # 200
City, State, Zip Code:	Houston, TX, 77067
Phone:	979.777.3228
Email Address:	mmcgauran@cedhouston.com



October 30, 2019

**Subject: Contract Renewal for 16 / 002 CG for Indoor/Outdoor LED Lighting and Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 22, 2020**. This contract has **one (1)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 23, 2020**.

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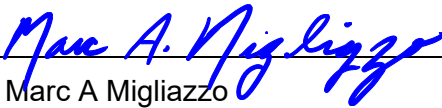
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Eco Induction Systems, LLC. /dba: EIS Lighting
Authorized Signature:	
Print Name:	Marc A Migliazzo
Title:	Presidnet
Date:	11-20-2019
Address:	11444 Parkchester Drive
City, State, Zip Code:	Dallas, Texas 75230
Phone:	214.325.6567
Email Address:	marc.m@eislighting.com



October 30, 2019

**Subject: Contract Renewal for 16/002CG for Indoor/Outdoor LED Lighting and Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

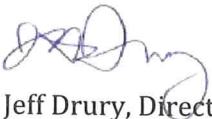
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If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System at <http://www.choicepartners.org/vendor-login.php> by **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal, please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	XtraLight Manugfacturing LLC
Authorized Signature:	<i>Kim Ward</i>
Print Name:	Kim Ward
Title:	Chief Operating Officer
Date:	November 13 2019
Address:	8812 Frey Rd.
City, State, Zip Code:	Houston, TX 77034
Phone:	713-943-9927
Email Address:	kim.ward@xtralight.com





**Regular Board Meeting**

**6.D.2.**

**Meeting Date:** December 18, 2019  
**Title:** Contract renewal for 16/021KC for Early Childhood Supplies and Related Items  
**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 16/021KC for Early Childhood Supplies and Related Items with the following vendor:** Kaplan Early Learning Company (#16/021KC-06) for the period 02/23/2020 through 02/22/2021.

**Subject:**

Choice Partners; Contract Renewal; Early Childhood Supplies and Related Items; Revenue Generating

**Rationale:**

The process enacted was a Request for Proposal (RFP). Five hundred forty-nine (549) invitations were extended for proposals. Twenty-eight (28) responses were received of which fourteen (14) were non-awarded, and fourteen (14) were awarded. HCDE/Choice Partners contract no. 16/021KC was awarded for one (1) year from 02/23/2016 to 02/22/2017. The contract has the option for four (4) annual renewals.

HCDE/Choice Partners recommends exercising the fourth (4th) option for renewal period 02/23/2020 to 02/22/2021 for the vendor listed above in Posted Agenda Item. Anticipated revenue from contract no. 16/021KC will be an administrative fee of two percent (2%). This contract is governed by Texas Education Code 44.031.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

Kaplan Early Learning

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Choice Partners	Jeff Drury	11/22/2019 02:38 PM
Purchasing Alternate	Yaritza Roman	11/26/2019 08:14 AM
Purchasing	Bill Monroe	11/26/2019 09:10 AM
Assistant Superintendent - Business	Jesus Amezcua	12/04/2019 09:43 AM
Form Started By: Cora Day		Started On: 10/29/2019 01:14 PM

October 30, 2019

**Subject: Contract Renewal for 16 / 021KC for Early Childhood Supplies and Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 22, 2020**. This contract has **one (1)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 23, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System at <http://www.choicepartners.org/vendor-login.php> by **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

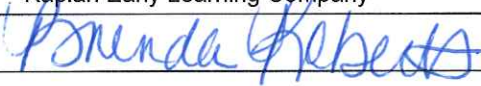
Sincerely,



Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Kaplan Early Learning Company
Authorized Signature:	
Print Name:	Brenda Roberts
Title:	Senior Bid Manager
Date:	11-4-19
Address:	1310 Lewisville-Clemmons Rd
City, State, Zip Code:	Lewisville, NC 27023
Phone:	800-334-2014
Email Address:	bids@kaplanco.com



**Regular Board Meeting**

**6.D.3.**

**Meeting Date:** December 18, 2019  
**Title:** Contract renewal for 17/019JN for Moving, Storage and Related Items  
**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 17/019JN for Moving, Storage and Related Items with the following vendors:** A-Rocket Moving & Delivery, Inc. dba A-Rocket Moving & Storage, Inc. (#17/019JN-01), and Roadrunner, Ltd dba Roadrunner Moving & Storage (#17/019JN-02) for the period 02/28/2020 through 02/27/2021.

**Subject:**

Choice Partners; Contract Renewal; Moving, Storage and Related Items; Revenue Generating

**Rationale:**

The process enacted was a Request for Proposal (RFP). Ninety-one (91) invitations were extended for proposals. Three (3) responses were received of which one (1) was non-awarded, and two (2) were awarded. HCDE/Choice Partners contract no. 17/019JN was awarded for one (1) year from 02/28/2017 to 02/27/2018. The contract has the option for four (4) annual renewals.

HCDE/Choice Partners recommends exercising the third (3rd) option for renewal period 02/28/2020 to 02/27/2021 for the vendors listed above in Posted Agenda Item. Anticipated revenue from contract no. 17/019JN will be an administrative fee of two percent (2%). This contract is governed by Texas Education Code 44.031.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

A-Rocket Moving  
Roadrunner Moving

**Form Review**

Inbox	Reviewed By	Date
Choice Partners	Jeff Drury	11/22/2019 02:39 PM
Purchasing Alternate	Yaritza Roman	11/26/2019 08:19 AM
Purchasing	Bill Monroe	11/26/2019 09:11 AM
Assistant Superintendent - Business	Jesus Amezcua	12/04/2019 09:43 AM

October 30, 2019

**Subject: Contract Renewal for 17/019JN for Moving, Storage and Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

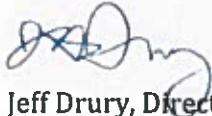
Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System at <http://www.choicepartners.org/vendor-login.php>, by **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8270 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

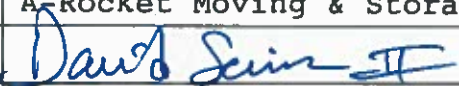
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	A-Rocket Moving & Storage, Inc.
Authorized Signature:	
Print Name:	David Sims II
Title:	Relocation Consultant
Date:	11/12/19
Address:	3401 Corder Street
City, State, Zip Code:	Houston, Texas 77021
Phone:	713-748-60245
Email Address:	dsimsii@arocket.com



October 30, 2019

**Subject: Contract Renewal for 17/019JN for Moving, Storage and Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System at <http://www.choicepartners.org/vendor-login.php>, by **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8270 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

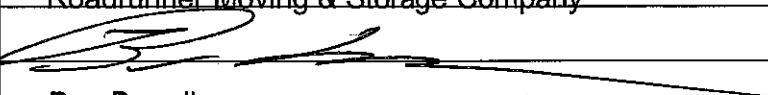
Sincerely,



Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Roadrunner Moving & Storage Company
Authorized Signature:	
Print Name:	Ben Breedlove
Title:	General Manager
Date:	November 13, 2019
Address:	12425 Chimney Rock Road
City, State, Zip Code:	Houston, TX 77035
Phone:	832-613-9200
Email Address:	ben@roadrunner-moving.com



**Regular Board Meeting**

**6.D.4.**

**Meeting Date:** December 18, 2019  
**Title:** Contract Renewal for 17/020CG JOC-CSP for IDIQ On-Call Trades  
**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 17/020CG for JOC-CSP for IDIQ On-Call Trades with the following vendors:** Aggieland Construction, Ltd (#17/020CG-01); ASA Builders (#17/020CG-02); RMB Management, LLC dba Corestone Construction Services (#17/020CG-03); Evolve Holdings, Inc. (#17/020CG-04); ERC Environmental & Construction Services, Inc. dba ERC (#17/020CG-05); Dura Pier Facilities Services, Ltd dba Facilities Sources (#17/020CG-06); Horizon International Group, LLC (#17/020CG-08); Maintenance Solutions, Inc. (#17/020CG-10); Mart, Inc. (#17/020CG-11); Millennium Project Solutions, Inc. (#17/020CG-12); Tarkett, USA Inc. (fka Tandus Centiva, US LLC) (#17/020CG-15), and BR Kym, Inc. dba Worth Hydrochem of Houston (#17/020CG-16) for the period 02/28/2020 through 02/27/2021.

**Subject:**

Choice Partners; Contract Renewal; JOC-CSP for IDIQ On-Call Trades; Revenue Generating

**Rationale:**

The process enacted was Competitive Sealed Proposals (CSP). Six Hundred-Forty Three (643) invitations were extended for proposals. Thirty-five (35) responses were received of which eight (8) were non-responsive, eleven (11) were non-awarded, and sixteen (16) were awarded. HCDE/Choice Partners contract no. 17/020CG was awarded for two (2) years from 02/28/2017 to 02/27/2019. The contract has the option for three (3) annual renewals.

HCDE/Choice Partners recommends exercising the second (2nd) option for renewal period 02/28/2020 to 02/27/2021 for the vendors listed above in Posted Agenda Item. Anticipated revenue from contract no. 17/020CG will be an administrative fee of three percent (3%). This contract is governed by Texas Education Code 44.031 and Texas Government Code 2269.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

Aggieland Construction  
ASA Builders  
Corestone Construction

Evolve Holdings  
ERC  
Facilities Sources  
Horizon International  
Maintenance Solutions  
Mart, Inc  
Millennium Project  
Tarkett fka Tandus Centiva  
Worth Hydrochem

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### Form Review

**Inbox**

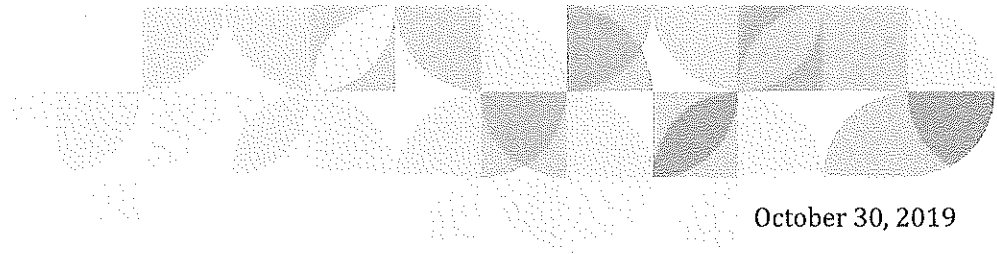
Choice Partners  
Purchasing Alternate  
Purchasing  
Assistant Superintendent - Business  
Form Started By: Cora Day  
Final Approval Date: 12/04/2019

**Reviewed By**

Jeff Drury  
Yaritza Roman  
Bill Monroe  
Jesus Amezcua

**Date**

11/22/2019 02:47 PM  
11/26/2019 08:20 AM  
11/26/2019 09:21 AM  
12/04/2019 09:43 AM  
Started On: 10/29/2019 01:22 PM



October 30, 2019

**Subject: Contract Renewal for CSP #17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time.**

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,

Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Aggieland Construction
Authorized Signature:	
Print Name:	Britt Jones
Title:	CEO
Date:	11-6-19
Address:	PO Box 271
City, State, Zip Code:	Wellborn, TX 77881
Phone:	877-393-0080
Email Address:	britt.jones@aggielandconstruction.com





October 30, 2019

**Subject: Contract Renewal for CSP #17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	ASA Builders
Authorized Signature:	<i>KEITH ELLIOTT</i>
Print Name:	KEITH ELLIOTT
Title:	President
Date:	11-12-19
Address:	2628 E. SAM PKWY S.
City, State, Zip Code:	Pasadena TX 77503
Phone:	713 962 6827
Email Address:	huntingtexas@sbcglobal.net



October 30, 2019

**Subject: Contract Renewal for CSP # 17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).


Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	CORESTONE CONSTRUCTION SERVICES
Authorized Signature:	
Print Name:	JERRY CALHOON
Title:	PRESIDENT
Date:	NOVEMBER 11, 2019
Address:	14511 MARY JANE LANE
City, State, Zip Code:	TOMBALL, TX 77377
Phone:	281-651-0616
Email Address:	JCALHOON@CORESTONECS.COM



October 30, 2019

**Subject: Contract Renewal for CSP #17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).


Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Evolve Holdings, Inc.
Authorized Signature:	
Print Name:	Lindy Devitt
Title:	Managing Director
Date:	11/11/2019
Address:	10555 Cossey Road
City, State, Zip Code:	Houston, TX 77070
Phone:	832-375-0999
Email Address:	Lindy.Devitt@evolveincorporated.com



October 30, 2019

**Subject: Contract Renewal for CSP # 17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).


Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	ERC Environmental & Construction Services, Inc. (dba ERC)
Authorized Signature:	
Print Name:	Kommy M. Azarpour
Title:	President
Date:	11-04-2019
Address:	10801 Hammerly Blvd., Ste. 100
City, State, Zip Code:	Houston, TX 77043
Phone:	713-290-9444
Email Address:	kazarpour@erc-tx.com



October 30, 2019

**Subject: Contract Renewal for CSP # 17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

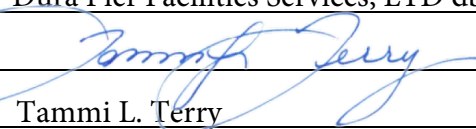
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Dura Pier Facilities Services, LTD dba Facilities Sources
Authorized Signature:	
Print Name:	Tammi L. Terry
Title:	President
Date:	11/05/2019
Address:	P.O. Box 35008
City, State, Zip Code:	Houston, TX 77235-5008
Phone:	713-337-5700
Email Address:	<a href="mailto:tammi@facilitiesources.com">tammi@facilitiesources.com</a>



October 30, 2019

**Subject: Contract Renewal for CSP # 17 / 0 2 0 CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,



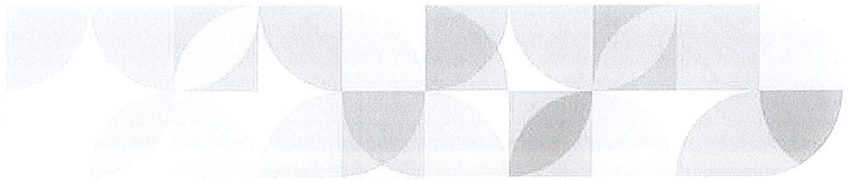
Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	<b>Horizon International Group, LLC</b>
Authorized Signature:	<b>X</b> 
Print Name:	<b>Al Kashani</b>
Title:	<b>Vice President</b>
Date:	<b>14 November 2019</b>
Address:	<b>4204 Bellaire Blvd.</b>
City, State, Zip Code:	<b>Houston, TX 77025</b>
Phone:	<b>713.907.8050 Cell</b>
Email Address:	<b>AKashani@HGIUSA.com</b>





October 30, 2019

**Subject: Contract Renewal for CSP #17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time**.

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If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,

Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Maintenance Solutions, Inc
Authorized Signature:	
Print Name:	Jon Andrews
Title:	Sales
Date:	11/5/2019
Address:	14832 Boudreaux Rd
City, State, Zip Code:	Tomball TX 77377
Phone:	832-642-0067
Email Address:	Jon@mscoatings.com



October 30, 2019

**Subject: Contract Renewal for CSP #17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

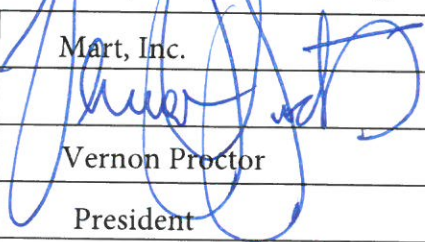
Sincerely,



Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Mart, Inc.
Authorized Signature:	
Print Name:	Vernon Proctor
Title:	President
Date:	11/14/2019
Address:	1503 Perry Street
City, State, Zip Code:	Irving, Tx 75060
Phone:	972-721-1522
Email Address:	Bids@martgc.com





October 30, 2019

**Subject: Contract Renewal for CSP # 17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:


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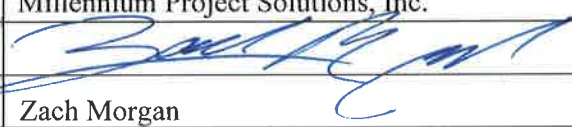
If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,

  
 Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Millennium Project Solutions, Inc.
Authorized Signature:	
Print Name:	Zach Morgan
Title:	Project Manager
Date:	11/12/19
Address:	14026 FM 2100 Ste. C
City, State, Zip Code:	Crosby, Texas 77532
Phone:	281-328-2200
Email Address:	estimating@mps-team.com



October 30, 2019

**Subject: Contract Renewal for CSP #17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **two (2)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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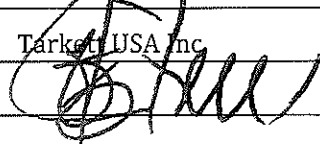
Sincerely,

  
 Jeff Drury, Director  
 Choice Partners

A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Tarkett USA Inc
Authorized Signature:	
Print Name:	Jeff Fenwick
Title:	President & CEO
Date:	November 12, 2019
Address:	30000 Aurora Road
City, State, Zip Code:	Solon OH 44139
Phone:	706-281-2730
Email Address:	jamie.collins@tarkett.com



October 30, 2019

**Subject: Contract Renewal for CSP # 17/020CG for JOC-IDIQ On-Call Trades for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

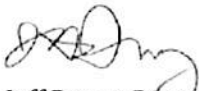
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If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time**.

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

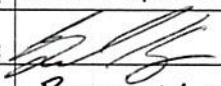
If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,

  
Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	BR KYM, INC dba WORTH HYDROCHEM OF HOUSTON
Authorized Signature:	
Print Name:	BRAD KYM
Title:	VICE PRESIDENT
Date:	11-13-2019
Address:	6718 BOURGEOIS RD
City, State, Zip Code:	HOUSTON, TX 77066
Phone:	713-896-0087
Email Address:	bradkym@worthhydrochemofhouston.com



**Regular Board Meeting**

**6.D.5.**

**Meeting Date:** December 18, 2019  
**Title:** Contract renewal for 17/021KC for Academic Programs for QZAB Projects  
**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 17/021KC for Academic Programs for QZAB Projects with the following vendors:** Action Potential Learning, LLC (#17/021KC-01); Cengage Learning, Inc. (#17/021KC-03); Education Galaxy, LLC (#17/021KC-04); McGraw-Hill Education, Inc. dba McGraw-Hill School Education, LLC (#17/021KC-07); The W. Oscar Neuhaus Memorial Foundation dba Neuhaus Education Center (#17/021KC-08), and Sirius Education Solutions, LLC dba Sirius Education Solutions (#17/021KC-09) for the period 02/28/2020 through 02/27/2021.

**Subject:**

Choice Partners; Contract Renewal; Academic Programs for QZAB Projects; Revenue Generating

**Rationale:**

The process enacted was a Request for Proposal (RFP). Four hundred-thirty seven (437) invitations were extended for proposals. Thirteen (13) responses were received of which one (1) was non-responsive, two (2) were non-awarded, and ten (10) were awarded. HCDE/Choice Partners contract no. 17/021KC was awarded for one (1) year from 02/28/2017 to 02/27/2018. The contract has the option for four (4) annual renewals.

HCDE/Choice Partners recommends exercising the third (3rd) option for renewal period 02/28/2020 to 02/27/2021 for the vendors listed above in Posted Agenda Item. Anticipated revenue from contract no. 17/021KC will be an administrative fee of two percent (2%). This contract is governed by Texas Education Code 44.031.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

- Action Potential
- Cengage Learning
- Education Galaxy
- McGraw-Hill School
- Neuhaus Education Ctr
- Sirius Education

October 30, 2019

**Subject: Contract Renewal for 17/021KC for Academic Programs for QZAB Projects for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

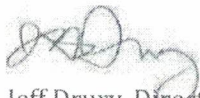
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If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System at <http://www.choicepartners.org/vendor-login.php>, **by November 14, 2019 at 2:00 p.m. central time.**

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.


If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,

  
Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Action Potential Learning, LLC
Authorized Signature:	
Print Name:	Adam Pond
Title:	VP Marketing & Operations
Date:	11/12/2019
Address:	16107 Kensington Drive, #175
City, State, Zip Code:	Sugar Land, TX 77479
Phone:	888.828.7950
Email Address:	apond@aplearning.com



October 30, 2019

**Subject: Contract Renewal for 17/021KC for Academic Programs for QZAB Projects for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

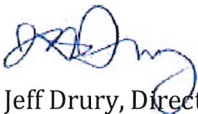
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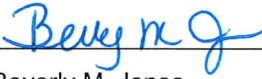
Sincerely,



Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Cengage Learning, Inc.
Authorized Signature:	
Print Name:	Beverly M. Jones
Title:	Supervisor, Textbook Services & Adoptions
Date:	November 4, 2019
Address:	5191 Natorp Blvd.
City, State, Zip Code:	Mason, OH 45040
Phone:	800-543-0487
Email Address:	bev.jones@cengage.com



October 30, 2019

**Subject: Contract Renewal for 17/021KC for Academic Programs for QZAB Projects for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

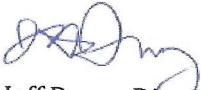
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If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).


Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Education Galaxy LLC
Authorized Signature:	
Print Name:	Stephanie Lozano
Title:	Office Manager
Date:	11-6-19
Address:	2201 N Central Expressway, Ste. 121
City, State, Zip Code:	Richardson, TX 75080
Phone:	844-542-5299
Email Address:	stephanie@educationgalaxy.com



October 30, 2019

**Subject: Contract Renewal for 17/021KC for Academic Programs for QZAB Projects for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

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Sincerely,



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Choice Partners  
A division of Harris County Department of Education

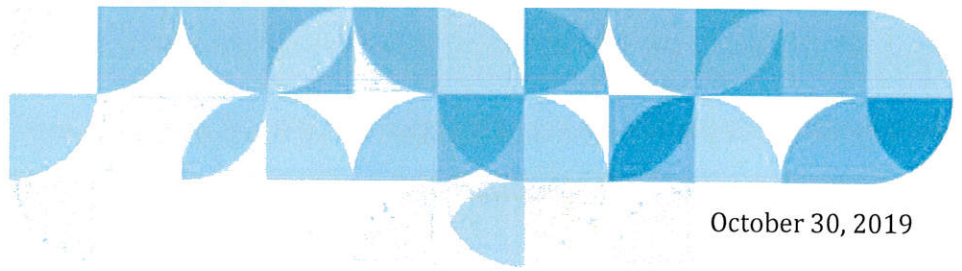
Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	McGraw-Hill School Education, LLC
Authorized Signature:	
Print Name:	Brian Joniak
Title:	Senior Director Finance/Controller
Date:	November 11, 2019
Address:	8787 Orion Place
City, State, Zip Code:	Columbus, OH 43240
Phone:	800-848-1567; Customer Service: 800-338-3987
Email Address:	BidsandContracts@mheducation.com







October 30, 2019

**Subject: Contract Renewal for 17 / 0 2 1 KC for Academic Programs for QZAB Projects for Harris Department of Education (HCDE)/Choice Partners Cooperative**

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Sincerely,

Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	The W. Oscar Neuhaus Memorial Foundation
Authorized Signature:	
Print Name:	Lise Shepherd
Title:	Chief Financial Officer
Date:	11/04/2019
Address:	4433 Bissonnet
City, State, Zip Code:	Bellaire, TX 77401
Phone:	713-664-7676
Email Address:	neuhauspo@neuhaus.org



October 30, 2019

**Subject: Contract Renewal for 17/021KC for Academic Programs for QZAB Projects for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

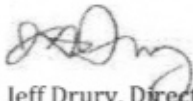
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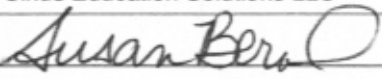
Sincerely,



Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Sirius Education Solutions LLC
Authorized Signature:	
Print Name:	Susan Bernal
Title:	Business Manager
Date:	11/07/2019
Address:	1107 Lavaca Street, Suite 110-197
City, State, Zip Code:	Austin, Texas 78701
Phone:	800-942-1379
Email Address:	susan@siriuseducationsolutions.com



**Regular Board Meeting**

**6.D.6.**

**Meeting Date:** December 18, 2019  
**Title:** Contract renewal for 18/029JN for JOC-IDIQ for Minor Construction  
**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Jeff Drury, Richard Vela, Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 18/029JN for JOC-IDIQ for Minor Construction with the following vendors:** Blackmon Mooring of Texas, LLC (#18/029JN-01); Centennial Moisture Control, Inc. (#18/029JN-02); Falkenberg Construction Company, Inc. (#18/029JN-03); Floors 2 Adore, LLC (#18/029JN-04); Mid-Continental Restoration Company, Inc. (#18/029JN-06); Radius Design Works, LLC (#18/029JN-09); SDB, Inc. dba SDB Contracting Services (#18/029JN-11); Sterling Structures, Inc. (#18/029JN-12); Pounds Group, LLC dba Sullivan Contracting Services (#18/029JN-13); The Fence Lady, Inc. (#18/029JN-14), and JR Thomas Group, Inc. (#18/029JN-15) for the period 02/28/2020 through 02/27/2021.

**Subject:**

Choice Partners; Contract Renewal; JOC-IDIQ for Minor Construction; Revenue Generating

**Rationale:**

The process enacted was Competitive Sealed Proposals (CSP). Five hundred eighty-one (581) invitations were extended for proposals. Twenty-five (25) responses were received of which four (4) were deemed non-responsive, six (6) were non-awarded, and fifteen (15) were awarded. HCDE/Choice Partners contract no. 18/029JN was awarded for two (2) year from 02/28/2018 to 02/27/2020. The contract has the option for three (3) annual renewals.

HCDE/Choice Partners recommends exercising the first (1st) option for renewal period 02/28/2020 to 02/27/2021 for the vendors listed above in Posted Agenda Item. Anticipated revenue from contract no. 18/029JN will be an administrative fee of four percent (4.0%). This contract is governed by Texas Education Code 44.031 and Texas Government Code 2269.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

- Blackmon Mooring
- Centennial Moisture
- Falkenberg Construction
- Floors 2 Adore

Mid-Continental  
Radius Design  
SDB Contracting  
Sterling Structures  
Sullivan Contracting  
Fence Lady  
JR Thomas Group

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### Form Review

**Inbox**

Choice Partners  
Purchasing Alternate  
Purchasing  
Assistant Superintendent - Business  
Form Started By: Cora Day  
Final Approval Date: 12/04/2019

**Reviewed By**

Jeff Drury  
Yaritza Roman  
Bill Monroe  
Jesus Amezcua

**Date**

11/22/2019 02:54 PM  
11/26/2019 08:32 AM  
11/26/2019 09:16 AM  
12/04/2019 09:43 AM  
Started On: 10/29/2019 01:34 PM

October 30, 2019

**Subject: Contract Renewal for CSP #18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

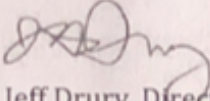
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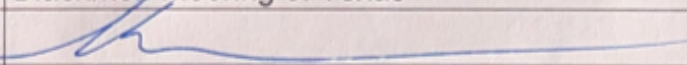
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Sincerely,

  
Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Blackmon Mooring of Texas
Authorized Signature:	
Print Name:	Mike Schultz
Title:	Sales Manager
Date:	November 13, 2019
Address:	10511 Kipp Way #400
City, State, Zip Code:	Houston, TX 77099
Phone:	346-803-8579
Email Address:	mschultz@bmsmanagement.com



October 30, 2019

**Subject: Contract Renewal for CSP # 18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

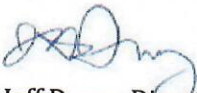
Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time.**

In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

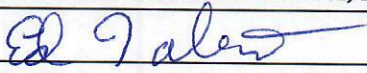
Sincerely,



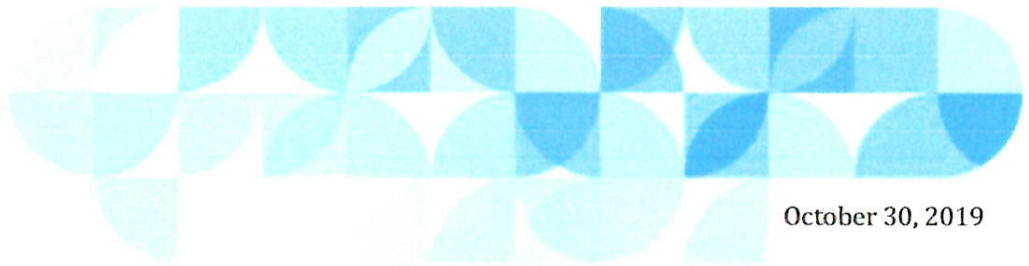
Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Centennial Moisture Control, Inc.
Authorized Signature:	
Print Name:	Ed Talent
Title:	Regional Sales Manager
Date:	November 7, 2019
Address:	1780 Hurd Drive
City, State, Zip Code:	Irving, Texas 75038
Phone:	214-350-7689
Email Address:	edtcmc@aol.com





October 30, 2019

**Subject: Contract Renewal for CSP #18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,

Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Falkenberg Construction Company Inc.
Authorized Signature:	
Print Name:	John E. Castro
Title:	Vice President
Date:	11Nov2019
Address:	4850 Samuell Blvd.
City, State, Zip Code:	Mesquite, TX 75149
Phone:	(214) 324-4779
Email Address:	jcastro@falkenbergconstruction.com



October 30, 2019

**Subject: Contract Renewal for CSP #18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:


Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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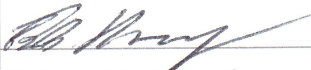
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

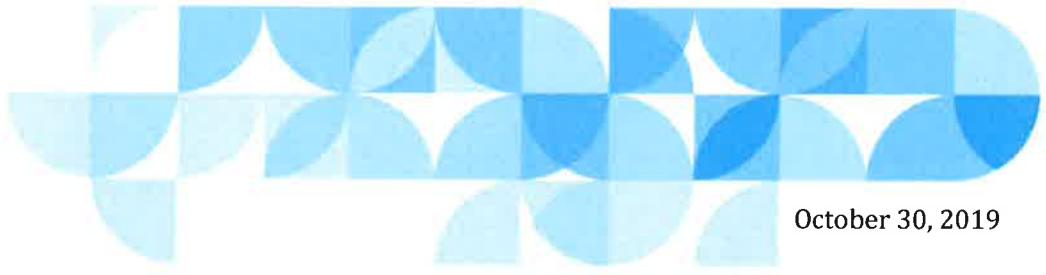
Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Floors 2 Adore, LLC
Authorized Signature:	
Print Name:	Robert Marbley, Jr.
Title:	President
Date:	11/12/2019
Address:	2314 Alasscio Isle Court
City, State, Zip Code:	Missouri City, TX 77459
Phone:	832-875-8648
Email Address:	floors2adore@yahoo.com







October 30, 2019

**Subject: Contract Renewal for CSP # 18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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Sincerely,

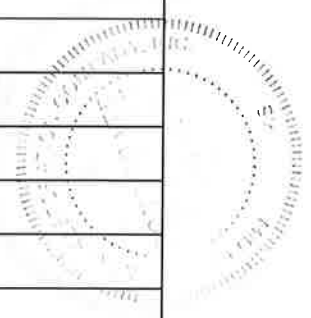


Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Mid-Continental Restoration Co., Inc.
Authorized Signature:	
Print Name:	J. Frank Halsey
Title:	President
Date:	11/5/19
Address:	401 E. Hudson Street
City, State, Zip Code:	Fort Scott, KS 66701
Phone:	620-223-3700
Email Address:	jon_carrier@midcontinental.com



October 30, 2019

**Subject: Contract Renewal for CSP # 18 / 029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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In addition, provide any updated pricing and/or discounts for your contract and attach a current copy of your certificate of insurance (if applicable) and any forms that may have changed since the original proposal was submitted.

If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).


Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Radius Design Works, LLC
Authorized Signature:	
Print Name:	Craig Berry
Title:	President / Owner
Date:	11/12/19
Address:	P.O. Box 54481
City, State, Zip Code:	Cincinnati, OH 45254
Phone:	615-207-6207
Email Address:	615-713-5108



October 30, 2019

**Subject: Contract Renewal for CSP # 18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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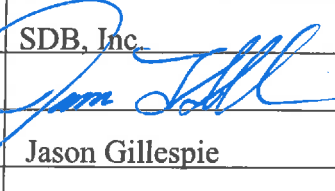
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	SDB, Inc.
Authorized Signature:	
Print Name:	Jason Gillespie
Title:	Vice President of Texas Operations
Date:	18 November 2019
Address:	4951 Airport PKWY STE 800
City, State, Zip Code:	Addison, TX 75001
Phone:	469-619-3753
Email Address:	<a href="mailto:jason.gillespie@sdb.com">jason.gillespie@sdb.com</a>



October 30, 2019

**Subject: Contract Renewal for CSP # 18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:


Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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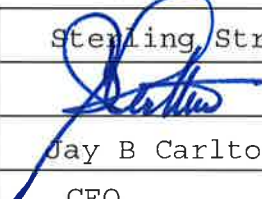
If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,

  
Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Sterling Structures, Inc
Authorized Signature:	
Print Name:	Jay B Carlton
Title:	CEO
Date:	11/04/2019
Address:	1425 Woodvine
City, State, Zip Code:	Houston, Texas 77055
Phone:	713-827-7447
Email Address:	jbcarlton@sterlingstructures.com



October 30, 2019

**Subject: Contract Renewal for CSP # 18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	The Pounds Group LLC, dba Sullivan Contracting Services
Authorized Signature:	
Print Name:	Cody Hallmark
Title:	Operations Manager
Date:	11/13/2019
Address:	2299 Rudeloff Rd E.
City, State, Zip Code:	Seguin, TX 78155
Phone:	(830)372-3812
Email Address:	cody@scs-tx.com



October 30, 2019

**Subject: Contract Renewal for CSP #18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	The Fence Lady, Inc.
Authorized Signature:	
Print Name:	Rebecca Dean
Title:	President
Date:	11/06/19
Address:	104 Kendall Ridge
City, State, Zip Code:	Boerne, TX 78015
Phone:	830-822-1822
Email Address:	Rdean1473@aol.com



October 30, 2019

**Subject: Contract Renewal for CSP # 18/029JN for JOC IDIQ Construction for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 27, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 28, 2020**.

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Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	JR Thomas Group, Inc.
Authorized Signature:	
Print Name:	John R Thomas
Title:	President
Date:	November 5, 2019
Address:	2616 South Loop West, Suite 473
City, State, Zip Code:	Houston, TX 77054
Phone:	713-429-3694
Email Address:	JThomas@tgmhouston.com



**Regular Board Meeting**

**6.D.7.**

**Meeting Date:** December 18, 2019  
**Title:** Contract renewal for 19/011MR for JOC-IDIQ For Athletic Surfaces and Related Items

**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Jeff Drury, Richard Vela, Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 19/011MR for JOC-IDIQ for Athletic Surfaces and Related Items with the following vendors:** 3i Contracting, LLC (#19/011MR-01), and FieldTurf, USA, Inc. (#19/011MR-02) for the period 02/27/2020 through 02/26/2021.

**Subject:**

Choice Partners; Contract Renewal; JOC-IDIQ for Athletic Surfaces and Related Items; Revenue Generating

**Rationale:**

The process enacted was Competitive Sealed Proposals (CSP). Seven hundred fifty-seven (757) invitations were extended for proposals. Three (3) responses were received of which one (1) was non-awarded, and two (2) were awarded. HCDE/Choice Partners contract no. 19/011MR was awarded for one (1) year from 02/27/2019 to 02/26/2020. The contract has the option for three (3) annual renewals.

HCDE/Choice Partners recommends exercising the first (1st) option for renewal period 02/27/2020 to 02/26/2021 for the vendors listed above in Posted Agenda Item. Anticipated revenue from contract no. 19/011MR will be an administrative fee of zero point 75 percent (0.75%). This contract is governed by Texas Education Code 44.031 and Texas Government Code 2269.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

3i Contracting  
FieldTurf USA

**Form Review**

Inbox	Reviewed By	Date
Choice Partners	Jeff Drury	11/22/2019 03:02 PM
Purchasing Alternate	Yaritza Roman	11/26/2019 09:04 AM
Purchasing	Bill Monroe	11/26/2019 09:26 AM



October 30, 2019

**Subject: Contract Renewal for CSP # 19/011MR for JOC IDIQ Athletic Surfaces & Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 26, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 27, 2020**.

If you agree to renew this contract, please complete, sign and attach this letter under the "Response Attachments" section of the Choice Partners eBid System <http://www.choicepartners.org/vendor-login.php> **November 14, 2019 at 2:00 p.m. central time.**

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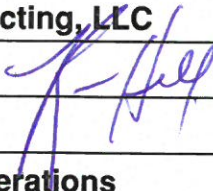
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	<b>3i Contracting, LLC</b>
Authorized Signature:	
Print Name:	<b>Ron Hill</b>
Title:	<b>VP of Operations</b>
Date:	<b>11/14/2019</b>
Address:	<b>1111 W. Mockingbrid Ln Ste 1050</b>
City, State, Zip Code:	<b>Dallas, TX 75247</b>
Phone:	<b>(214) 231-0675</b>
Email Address:	<b>rhill@3icontracting.com</b>



October 30, 2019

**Subject: Contract Renewal for CSP #19/011MR for JOC IDIQ Athletic Surfaces & Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 26, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 27, 2020**.

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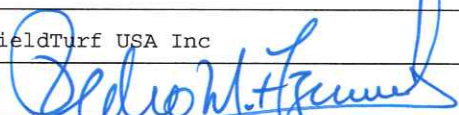
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	FieldTurf USA Inc
Authorized Signature:	
Print Name:	Pedro Azevedo
Title:	CFO & Treasurer
Date:	11/13/2019
Address:	175 N Industrial Blvd. NE.
City, State, Zip Code:	Calhoun, GA 30701
Phone:	1-800-724-2969
Email Address:	Eric.fisher@smartbuycooperative.com



**Regular Board Meeting**

**6.D.8.**

**Meeting Date:** December 18, 2019  
**Title:** Contract Renewal for 19/012KC for Graduation, Yearbooks, Commemoratives & Related Items  
**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars  
**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 19/012KC for Graduation, Yearbooks, Commemoratives & Related Items with the following vendors:** Pride and Recognition, Inc. dba Balfour Company (#19/012KC-01); Taylor Publishing Company dba Balfour Publishing (#19/012KC-02); Friesens Corporation (#19/012KC-03), and Inter-State Studio & Publishing Company (#19/012KC-04) for the period 02/27/2020 through 02/26/2021.

**Subject:**

Choice Partners; Contract Renewal; Graduation, Yearbooks, Commemorative and Related Items; Revenue Generating

**Rationale:**

The process enacted was a Request for Proposal (RFP). Three hundred-fifteen (315) invitations were extended for proposals. Eight (8) responses were received of which three (3) were non-responsive, one (1) was non-awarded, and four (4) were awarded. HCDE/Choice Partners contract no. 19/012KC was awarded for one (1) year from 02/27/2019 to 02/26/2020. The contract has the option for three (3) annual renewals.

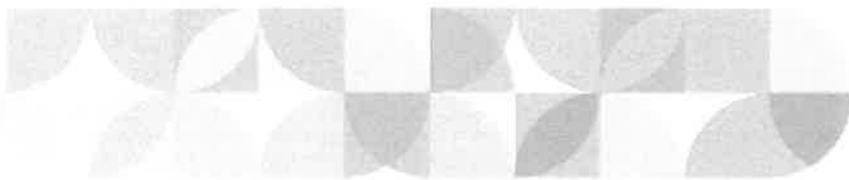
HCDE/Choice Partners recommends exercising the first (1st) option for renewal period 02/27/2020 to 02/26/2021 for the vendors listed above in Posted Agenda Item. Anticipated revenue from contract no. 19/012KC will be an administrative fee of two percent (2%). This contract is governed by Texas Education Code 44.031.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

Balfour Company  
Balfour Publishing  
Inter-State Studio  
Friesens



October 30, 2019

**Subject: Contract Renewal for # 19/012KC for Graduation, Yearbooks and Commemorative & Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 26, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 27, 2020**.

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If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,

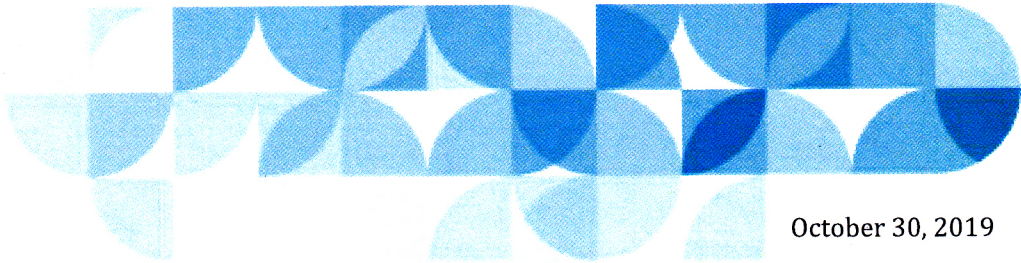
Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Balfour Company <sup>aba</sup> Pride and Recognition
Authorized Signature:	
Print Name:	Matt Milks
Title:	Sales Representative
Date:	Nov. 5, 2019
Address:	8525 Westland West Blvd.
City, State, Zip Code:	Houston, TX 77041
Phone:	832-912-8000
Email Address:	MattM@balfourhouston.com





October 30, 2019

**Subject: Contract Renewal for # 19/012KC for Graduation, Yearbooks and Commemorative & Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

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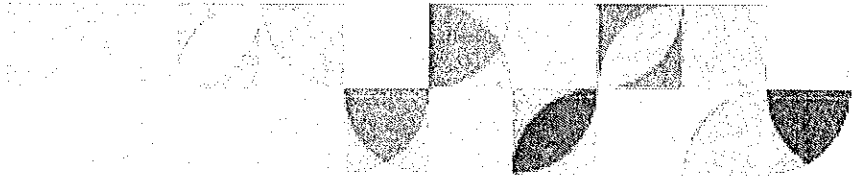
Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Balfour Publishing
Authorized Signature:	Lisa L. Schwartz
Print Name:	Lisa L. Schwartz
Title:	Co-owner, Houston/European Office
Date:	Nov. 6, 2019 of Balfour Yearbooks
Address:	2211 Norfolk Street, Suite 603
City, State, Zip Code:	Houston, Texas 77098
Phone:	713-782-0700
Email Address:	lisa.schwartz@balfour-ref.com





October 30, 2019

**Subject: Contract Renewal for #19/012KC for Graduation, Yearbooks and Commemorative & Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

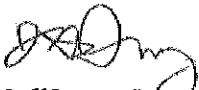
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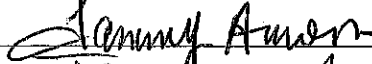
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Sincerely,

  
 Jeff Drury, Director  
 Choice Partners  
 A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
 Assistant Superintendent for Business Services  
 Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Inter-State Studio & Publishing Co.
Authorized Signature:	
Print Name:	Tammy Amos
Title:	Publishing Supervisor
Date:	11-4-19
Address:	3500 Snyder Ave.
City, State, Zip Code:	Sedalia, MO 65301
Phone:	800-451-0507
Email Address:	tamos@inter-state.com



October 30, 2019

**Subject: Contract Renewal for #19/012KC for Graduation, Yearbooks and Commemorative & Related Items for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

Your contract with Choice Partners (CP), a division of Harris County Department of Education (HCDE) is scheduled to expire **February 26, 2020**. This contract has **three (3)** one-year annual renewal options remaining before final expiration. Choice Partners values this contract and is exercising the option to extend this contract for one year beginning **February 27, 2020**.

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If you have any questions or concerns, or need to discuss this contract renewal please contact Cora Day at 713-696-8208 or e-mail to [cora@choicepartners.org](mailto:cora@choicepartners.org).

Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Friesens Corporation
Authorized Signature:	<i>Lisa Lewellyn</i>
Print Name:	Lisa Lewellyn
Title:	Print Consultant
Date:	11/12/19
Address:	572 South 5th Street
City, State, Zip Code:	Pembina, ND 58271
Phone:	888-324-9725
Email Address:	lisa@friesens.com



**Regular Board Meeting**

**6.D.9.**

**Meeting Date:** December 18, 2019  
**Title:** Contract Renewal for 19/015MR for M&O Parts and Equipment  
**Submitted For:** Joann Nichols, Choice Partners **Submitted By:** Cora Day  
**Recommended Action:** Approve **HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua **Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 19/015MR for M&O Parts and Equipment with the following vendors:** Acme Architectural Hardware (#19/015MR-01); Battery Systems, Inc. (#19/015MR-02); Delegard Tool of Texas (#19/015MR-04); Discount Two-Way Radio Corporation (#19/015MR-05); Infection Controls, Inc. dba GermBlast (#19/015MR-06); Perry Mechanical Systems, LLC (#19/015MR-07), and Shiffler Equipment Sales, Inc. (#19/015MR-08) for the period 02/27/2020 through 02/26/2021.

**Subject:**

Choice Partners; Contract Renewal; M&O Parts and Equipment; Revenue Generating

**Rationale:**

The process enacted was a Request for Proposal (RFP). One thousand seven hundred seventy-three (1,773) invitations were extended for proposals. Twenty-four (24) responses were received of which ten (10) were deemed non-responsive, five (5) were non-awarded, and nine (9) were awarded. HCDE/Choice Partners contract no. 19/015MR was awarded for one (1) year from 02/27/2019 to 02/26/2020. The contract has the option for three (3) annual renewals.

HCDE/Choice Partners recommends exercising the first (1st) option for renewal period 02/27/2020 to 02/26/2021 for the vendors listed above in Posted Agenda Item. Anticipated revenue from contract no. 19/015MR will be an administrative fee of two percent (2%). This contract is governed by Texas Education Code 44.031.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

- Acme Architectural
- Battery Systems
- Delegard Tools Discount
- Two-Way Radio
- GermBlast
- Perry Mechanical
- Shiffler Equipment



October 30, 2019

**Subject: Contract Renewal for 19/015MR for M&O Parts and Equipment for Harris Department of Education (HCDE)/Choice Partners Cooperative**

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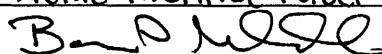
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Aeme Architectural Hardware
Authorized Signature:	
Print Name:	Barry P. Midkiff
Title:	SALES
Date:	11-4-2019
Address:	1006 W. 34th St.
City, State, Zip Code:	Houston Texas 77018
Phone:	713.263.1010
Email Address:	bmidkiff@aahdw.com



October 30, 2019

**Subject: Contract Renewal for 19 / 0 15 MR for M & O Parts and Equipment for Harris Department of Education (HCDE)/Choice Partners Cooperative**

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Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Battery Systems
Authorized Signature:	
Print Name:	Chris Tschombor
Title:	Regional Manager
Date:	11/14/2019
Address:	12322 Monarch St.
City, State, Zip Code:	Garden Grove, CA 92841
Phone:	(310) 667-9320
Email Address:	bids@batterysystems.net



October 30, 2019

**Subject: Contract Renewal for 19/015MR for M&O Parts and Equipment for Harris Department of Education (HCDE)/Choice Partners Cooperative**

Dear CP Vendor Partner:

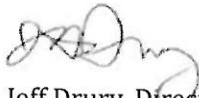
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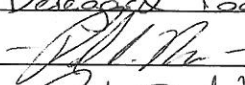
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Delegated Tool of Texas
Authorized Signature:	
Print Name:	Paul C. Nave
Title:	Inside Sales
Date:	11-4-19
Address:	4900 Campbell RD
City, State, Zip Code:	Houston, TX, 77041
Phone:	713-401-3655
Email Address:	<a href="mailto:pnav@delegatool.com">pnav@delegatool.com</a>





October 30, 2019

**Subject: Contract Renewal for 19/015MR for M&O Parts and Equipment for Harris Department of Education (HCDE)/Choice Partners Cooperative**

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Sincerely,

Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Discount Two-Way Radio Corporation
Authorized Signature:	
Print Name:	Stoyan Varbanev
Title:	Director of Business Development
Date:	11/08/2019
Address:	555 W. Victoria Street
City, State, Zip Code:	Compton CA 90220
Phone:	(310) 224-5100
Email Address:	govsales@dtwr.com



**Subject: Contract Renewal for 19 / 015 MR for M & O Parts and Equipment for Harris Department of Education (HCDE)/Choice Partners Cooperative**

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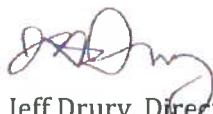
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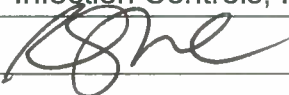
Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Infection Controls, Inc. d/b/a GermBlast
Authorized Signature:	
Print Name:	Rodney Madsen
Title:	Chief Executive Officer
Date:	11/11/2019
Address:	1414 Avenue J Lubbock, TX 79401
City, State, Zip Code:	Lubbock, TX 79401
Phone:	806.771.3558
Email Address:	info@germblast.com



October 30, 2019

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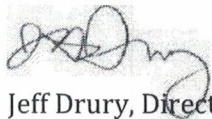
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Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Perry Mechanical Systems, LLC
Authorized Signature:	
Print Name:	Ed Majors
Title:	Office Manager
Date:	11/17/19
Address:	1959 Saratoga Blv, Bldg 2, Suite 202
City, State, Zip Code:	Corpus Christi, TX 78417
Phone:	361-854-7768
Email Address:	ed@perry-mechanical.com



October 30, 2019

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Sincerely,



Jeff Drury, Director  
Choice Partners  
A division of Harris County Department of Education

Jesus J. Amezcua, PhD., CPA, RTSBA  
Assistant Superintendent for Business Services  
Harris County Department of Education

The individual signing below has authority to enter into this agreement on behalf of the Vendor.

Corporate Name:	Shiffler Equipment Sales Inc
Authorized Signature:	<i>Kristen Hamer</i>
Print Name:	Kristen Hamer
Title:	VP Sales and Marketing
Date:	11/4/2019
Address:	745 South Street
City, State, Zip Code:	Chardon OH 44024
Phone:	800-547-1539
Email Address:	k.hamer@shifflerequip.com



**Regular Board Meeting**

**6.D.10.**

**Meeting Date:** December 18, 2019  
**Title:** Assignment of Contract for 17/045KC-03 from Executeam Staffing, LLP to The Reserves Network dba Executeam Staffing  
**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars  
**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Assignment of contract for job no. 17/045KC-03 for Temporary Personnel Services** from Executeam Staffing, LLP (contract no.17/045KC-03) to The Reserves Network dba ExecuTeam Staffing. The effective date of the Consent for Assignment is December 18, 2019.

**Subject:**

Choice Partners; Contract Assignment; Temporary Personnel Services; Revenue Generating

**Rationale:**

HCDE/Choice Partners members may utilize contract 17/045KC-03 for Temporary Personnel Services from The Reserves Network dba ExecuTeam Staffing, that has acquired the assets of ExecuTeam Staffing,LLP. The assignment of contract is effective upon board approval. All purchases made under this contract are subject to an administrative fee of two percent (2%). This contract is governed by Texas Education Code 44.031.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

ExecuTeam Staffing

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Choice Partners	Jeff Drury	11/22/2019 04:08 PM
Purchasing Alternate	Yaritza Roman	11/26/2019 10:02 AM
Purchasing	Bill Monroe	11/26/2019 10:20 AM
Assistant Superintendent - Business	Jesus Amezcua	12/04/2019 09:43 AM
Form Started By: Cora Day		Started On: 11/20/2019 02:28 PM
Final Approval Date: 12/04/2019		



**CONSENT TO ASSIGNMENT OF CONTRACT  
AND ASSIGNMENT OF CONTRACT**

WHEREFORE, **Old Vendor**, ExecuTeam Staffing LP, the current registered vendor for Contract #17/045KC-03 (“the Contract”) with Harris County Department of Education (“HCDE”), has requested permission to assign the Contract to **New Vendor**, The Reserves Network, dba ExecuTeam Staffing

The Assignment provision under the Contract’s current Terms and Conditions states: “No assignment of contract may be made without the prior written approval of HCDE.” Contract # 17/045KC-03, General Terms and Conditions.

In accordance with the Assignment provision under the Contract’s current Terms and Conditions, HCDE hereby provides its written consent to request **Old Vendor** to assign to **New Vendor** its rights and obligations under the Contract. Upon execution of this Assignment, **Old Vendor** shall no longer be the named Vendor in the Contract, and **New Vendor** shall, in all respects, be the name Vendor under the Contract. HCDE’s consent is conditioned upon **Old Vendor’s** agreement to guaranty **New Vendor’s** obligations under the Contract.

NOW THEREFORE, **HCDE** and **New Vendor** agree as follows:

1. **HCDE** and **Old Vendor** hereby agree that **Old Vendor** hereby assigns all of its rights, title, and interest and delegates all of its obligations, responsibilities, and duties, in and to the Contract, to **New Vendor**.
2. **New Vendor** hereby accepts the assignment of all of **Old Vendor’s** obligations, responsibilities, and duties under the Contract and all of **Old Vendor’s** rights, title, and interest in and to the Contract.
3. Notwithstanding the foregoing, **Old Vendor** hereby unconditionally guarantees the performance of **New Vendor** under the Contract, and unconditionally guarantees any and all obligations of **New Vendor** under the Contract, and **Old Vendor** hereby agrees to defend and indemnify HCDE and/or any member of HCDE’s Purchasing program who purchases goods and/or services under the Contract from any and all claims, actions, judgments, liabilities, proceedings and costs, including reasonable attorneys’ fees and other costs of defense and damages, resulting from **New Vendor** and/or **Old Vendor’s** performance prior to this Assignment and resulting from **New Vendor’s** performance after this Assignment.
4. **Old Vendor** agrees to indemnify HCDE and/or any member of the HCDE Purchasing program who purchases goods and/or services under the Contract from any and all claims, actions, judgments, liabilities, proceedings and costs, including reasonable attorney’s fees and other costs of defense and damages, resulting from **New Vendor’s** performance of the Contract.

5. HCDE, in executing its consent to this Assignment, does not release **Old Vendor** from any claims or remedies it and/or any member of HCDE Purchasing program who purchases goods and/or services under the Contract may have against **Old Vendor** under the Contract.
6. HCDE's consent of this Assignment does not constitute and shall not be construed as any consent or approval for any other or further assignment of the Contract.
7. HCDE's consent of the Assignment and **Old Vendor's** assignment to **New Vendor** do not change the Terms and Conditions of the Contract, all of which shall remain in full force and effect except that upon execution of this Assignment, the term "Vendor" in the Contract shall be defined as, and refer to the assignee, **New Vendor**.

IN WITNESS WHEREOF, the parties set their hands on this 11th date of November, 2019 by their duly authorized representatives.

(Current Company Name)  
ExecuTeam Staffing LP

*Laura Bowen*  
Signature

Laura Bowen  
Print Name

President  
Title

(New Company Name)  
The Reserves Network, dba ExecuTeam Staffing

*Laura Bowen*  
Signature

Laura Bowen  
Print Name

President  
Title

Approved: Harris County Department of Education

Jesus Amezcua, Ph.D., CPA, RTSBA  
Assistant Superintendent for Business Services

**Regular Board Meeting**

**6.D.11.**

**Meeting Date:** December 18, 2019  
**Title:** Contract Award for 20/015KC for Auctioneer Services & Related Solutions  
**Submitted For:** Joann Nichols, Choice Partners  
**Submitted By:** Cora Day  
**Recommended Action:** Approve  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua  
**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract award for job no. 20/015KC Auctioneer Services & Related Solutions with the following vendors:** Auctions International, Inc. (#20/015KC-01); GovDeals, Inc. (#20/015KC-02); Lone Star Auctioneers, Inc. (#20/015KC-03), and Lemons Auctioneers, LLC (#20/015KC-04) for the period 12/18/2019 through 12/17/2020.

**Subject:**

Choice Partners; Contract Award; Auctioneer Services & Related Solutions; Revenue Generating

**Rationale:**

The process enacted was Request for Proposal (RFP) to acquire proposals from vendors to provide Auctioneer Services & Related Solutions to HCDE/Choice Partners members.

One hundred fifty-six (156) invitations were extended for proposals. Four (4) responses were received from vendors. Each response was reviewed for compliance with the requirements of RFP no. 20/015KC. All responses that met the criteria and requirements of the RFP were evaluated and scored. Four (4) vendors offering best value to HCDE/Choice Partners and its members were selected for award.

HCDE/Choice Partners recommends award of a one (1) year contract from 12/18/2019 to 12/17/2020 to the vendors stated above in Posted Agenda Item. Contract no. 20/015KC has the option for up to three (3) annual renewals. Anticipated revenue from contract no. 20/015KC will be an administrative fee of two percent (2%). This contract is governed by Texas Education Code 44.031.

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

**Attachments**

- Recommendation
- Evaluation Summary
- Participation List

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>	367
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Harris County Department of Education  
Choice Partners  
Proposal Recommendation Form  
Program Review

[This form is used to document due diligence by Recommendation Committee]

To: Purchasing Division  
From: Recommendation Committee

Yaritza Roman HCDE Purchasing  
Javier Lara HCDE Facilities  
Michael Robles Choice Partners

Job (Bid or RFP#) and Name: 20/015KC Auctioneer Services  
Board Meeting Date: 12/18/2019  
Date: 11/6/2019

**Procurement Requirements Available:**

Check One

- Under \$2,500 (Requires Division Director and Asst Supt. Approval)
- From \$2,500 to \$50,000 (Requires Buyer, Purchasing Director/CFO Approval)
- Over \$50,000 (per CH Local)
- Cooperative Programs (Requires Board Approval)

I certify that I have reviewed the attached RFP and certify that all of my actions as a Recommendations Committee Member are within the procurement requirements in accordance with local Board Policies (CH local/legal) and legal (federal and state) policies and administrative guidelines set by the Business Office and Purchasing Division.

I certify that I have adhered to the Purchasing Policies of HCDE concerning the review of this RFP to include policies on conflict of interest (CIQ).

I certify that I am aware of all purchasing policies (CH Local and CH Legal) and administrative procedures of HCDE.

I certify that I am aware of the penalties of not following the purchasing policies and procedures and in specific with section 44.032 of the Texas Education Code which deals with the penalties related to sequential or component purchases.

I further certify that I recommend the execution of a contract after Board approval.

(Note: This form is required of all jobs (bids and RFPs) prepared by all buyers & Director)

**Justification:**

(Any information that pertains to this job (bid or RFP))

20/015KC Auctioneer Services

Choice Partners members will utilize this contract for Auctioneer Services

This contract will provide a discounted price, superior quality, and comply with state purchasing requirements as stated in TEC §44.031.

This job was competitively bid and advertised. The result of the bid generated the following responses:

Invitations were sent to	156	vendors
HCDE received	<u>4</u>	responses (see attached evaluation summary).

**Recommendation:**

HCDE is recommending with Choice Partners Cooperative for Auctions International Inc., GovDeals Inc., Lone Star Auctioneers Inc., Lemons Auctioneers



**Harris County Department of Education  
Choice Partners  
Instructions to Recommendation Committee**

**[This form is used to document due diligence by Recommendation Committee]**

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**To:** Recommendation Committee  
**From Choice Partners - Contract Manager:** Karen Chesky  
**Job (Bid or RFP) # and Name:** 20/015KC  
Auctioneer Services  
**Board Meeting Date:** 12/18/2019  
**Today's Date:** 11/6/2019

Attached are the following materials for your review and possible recommendation to the Superintendent and the Board of Trustees:

- Buyer Certification
- Bid Tabulation
- Copy of the Job (Bid or RFP) responses
- Set of Specs will be available for your review

Your responsibility for review of this job (bid of RFP) is to make sure that HCDE receives the best value for the goods and services sought. Please review the attached job (bid or RFP) and certify that all of the procurement requirements have been met in accordance with local Board Policies and legal (federal and state) policies and administrative guidelines set by the Business Office and the Purchasing Division.

Please remember to adhere to section 44.032 of the Texas Education Code, "Enforcement of Purchase Procedures: Criminal Penalties; Removal; Ineligibility" which deal with the penalties related to component, separate, and sequential purchases. In addition, Board policy CH Local and Legal are required to be met as part of your contractual obligation with HCDE.

It should be noted that if a required document is not provided by the bidder, the Purchasing Division will not be able to make a recommendation and or issue a purchase order.

Please review the responses to the job (bid or RFP) and submit the following forms by the required deadline for the next available Board Meeting:

**Signed Certification and Recommendation Form**

If any technicalities or changes need to be made, these must be addressed in the recommendation and presented as such to the Superintendent and the Board of Trustees.

**Agenda Item (Prepared by Buyer handling the job/bid or RFP)**

Once, a recommendation is approved by the Board, the Purchasing Division will issue an award letter and request that any pending bonds or contracts be submitted within 5 days to the District.



Harris County Department of Education  
Choice Partners  
Effectiveness and Compliance Review Form

**[This form is used to document due diligence by Recommendation Committee]**

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To: Purchasing Audit File and Jesus J. Amezcua, CPA,  
Assistant Supt. for Business

From Contract Manager:

Karen Chesky

Purchasing Dept:

Kendra Jackson, Assistant Director

Job- Bid or RFP# and Name:

20/015KC  
Auctioneer Services

Board Meeting Date:

12/18/2019

Date:

11/6/2019

**Procurement Requirements Available:**

Check One

<input type="checkbox"/>	Under \$2,500 (Requires Division Director and Asst Supt. Approval)
<input type="checkbox"/>	From \$2,500 to \$50,000 (Requires Buyer, Purchasing Director/CFO Approval)
<input type="checkbox"/>	Over \$50,000 (per CH Local)
<input checked="" type="checkbox"/>	Cooperative Programs (Requires Board Approval)

I certify that I have reviewed the attached job (bid or RFP) and certify that all of my actions as a Recommendations Committee Member are within the procurement requirements in accordance with Local Board Policies (CH Local/Legal) and Legal (Federal and State) policies and administrative guidelines set by the Business Office and the Purchasing Division.

I certify that I have adhered to the Purchasing Policies of HCDE concerning the review of this job (bid or RFP) to include policies on conflict of interest.

I certify that I am aware of all purchasing policies (CH Local and CH Legal) and administrative procedures of HCDE.

I certify that I am aware of the penalties of not following the purchasing policies and procedures and in specific with section 44.032 of the Texas Education Code which deals with the penalties related to sequential or component purchases. I further certify that I recommend the issuance of a purchase order after Board approval and execution of a contract.

**(Note: This form is required of all jobs (bids and RFPs) prepared by all buyers and Director)**

Evaluation Criteria	Total Weighted Value	Auctions International Inc.	GovDeals, Inc.	Lone Star Auctioneers, Inc.	Lemons Auctioneers
<b>Averages</b>					
(1) Price Overall Cost of Program Pricing as determined by the proposal submitted Pricing may also be based upon usage and coverage	40	35.00	33.33	32.67	35.00
(2) Vendor's experience and reputation References for local governmental entities and with a purchasing cooperative program Local government agencies within the past 5 years Other projects completed within the past 10 years	20	18.33	16.67	18.33	17.00
(3) Quality of Vendor's products/services and extent to which the products/services meet HCDE and HCDE members' needs: Project Management Infrastructure Solutions Quality of Vendor's Products/Service Demonstrated Ability to Perform	25	23.33	23.33	23.33	25.00
(4) Impact on the ability of HCDE members to comply with laws and rules relating to HUB/MWBE/SBE/PDBE/DBE	0	0.00	0.00	0.00	0.00
(5) Whether Vendor's financial capability is appropriate to the size and scope of the project and the total long-term cost to HCDE and HCDE members to acquire the products/service	5	5.00	5.00	5.00	5.00
(6) For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the Vendor or the Vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state	0	0.00	0.00	0.00	0.00
(7) Vendor's past relationship with HCDE/ICP	5	1.67	5.00	5.00	4.33
(8) Marketing Plan	5	4.33	4.33	4.33	4.33
	<b>100</b>	<b>87.67</b>	<b>87.67</b>	<b>88.67</b>	<b>90.67</b>
Evaluation committee for this RFP: Yaritza Roman Javier Lara Michael Robles	Invitations sent to 156 prospective bidders Contracts are in accordance with TEC 44.031 It is recommended that the following awards of annual contracts: Vendor Contract 20/015KC -01 Auctions International Inc. 20/015KC -02 GovDeals Inc. 20/015KC -03 Lone Star Auctioneers Inc. 20/015KC -04 Lemons Auctioneers				
<b>Non-Responsive</b>	<b>0</b>				
<b>Non-Awarded</b>	<b>0</b>				
<b>Award Threshold of 70</b>	<b>4</b>				
<b>Total Responses</b>	<b>4</b>				



# Harris County Department of Education

## Participation Detail as of 11/21/2019 02:40:03 PM (CT)

### Bid Information

Bid Creator Karen Chesky  
 Email kchesky@hcde-texas.org  
 Phone  
 Fax

Bid Number 20/015KC  
 Title Auctioneer Services and Related Solutions  
 Bid Type Request for Proposal  
 Issue Date 9/27/2019 10:49 AM (CT)  
 Close Date 10/29/2019 02:00:00 PM (CT)

### Participation Summary

Company Name	City, State	Invitation Date	Status	Status Date	Response Date
365 Paving & Construction LLC	Mission, TX	09/27/2019			
4.0 GPA	Houston, TX	09/27/2019			
A Better Resolutions, LLC	Houston, TX	09/27/2019			
AAA Painting	Houston, TX	09/27/2019			
Adira LLC	Savannah, TX	09/27/2019			
Alabama	Montgomery, AL	10/01/2019			
AlphaGraphics (Lukitas Inc.)	Houston, TX	09/27/2019			
American Vision Marketing LLC	Stafford, TX	09/27/2019			
AMT Auction Marketing	San Antonio, TX		Viewed	10/03/2019	
Ann Marie Harbour	Richmond, TX	09/27/2019			
ASA Builders, Inc	pasadena, TX	09/27/2019			
ASAP Business Services (Accurate Standards Available Professionals Business Services, LLC)	Houston, TX	09/27/2019			
Ashita.Design, LLC	Humble, TX	09/27/2019			
Aspire Works LLC	San Antonio, TX	09/27/2019			
Astrov & Associates	Frisco, TX	09/27/2019			
AT&T Mobility LLC	Bellaire, TX	09/27/2019			
Auctions International Inc.	East Aurora, NY		Submitted	10/27/2019	10/27/2019
Auspicious Labs Inc. (same)	Houston, TX	09/27/2019			
BE A CHAMPION, INC.	Houston, TX		Viewed	10/24/2019	
BE Staffing Solutions LLC	Houston, TX	09/27/2019			
Bee Busy Wellness Center	Houston, TX	09/27/2019			
Big Star Branding (Expressive T Shirts)	San Antonio, TX		Viewed	10/23/2019	
BMHR - Better Man HR LLC	SAN ANTONIO, TX	09/27/2019			
BookerDezigns	Richmond, TX	09/27/2019			
BRB Supply	Houston, TX	09/27/2019			
Bridge to Leadership, LLC	Missouri City, TX	09/27/2019			
California	West Sacramento, CA	10/01/2019			
Cam Light Enterprise Inc.	Conroe, TX	09/27/2019			
Camelback Displays Inc.	Spring, TX	09/27/2019			
Carahsoft Technology Corp.	Reston, VA		Viewed	10/23/2019	
CELLULAR WHOLESALERS, INC	Medley, FL	09/27/2019			
Child Care Associates	FORT WORTH, TX	09/27/2019			
Clark Hill Strasburger (Clark Hill PLC)	Houston, TX	09/27/2019			
Connecticut	Hartford, CT	10/01/2019			
Copy.com (Copydotcom, Inc.)	Houston, TX	09/27/2019			
CPS HR Consulting (Cooperative Personnel Services)	Sacramento, CA	09/27/2019			
Crimson Vision Enterprises	Dickinson, TX	09/27/2019			
CVS Pharmacy, Inc.	Woonsocket, RI	09/27/2019			
D&M Leasing (Commercial Vehicle Leasing, LP)	Fort Worth, TX	09/27/2019			
Data Facts, Inc	Cordova, TX	09/27/2019			
Delaware	Dover, DE	10/01/2019			
DEMS,LLC	Houston, TX	09/27/2019			
Designum Media Group	New Orleans, LA	09/27/2019			

DigitalGenetix	San Antonio, TX	09/27/2019			
Divine Dance (Peaceful Beginnings Montessori)	houston, TX	09/27/2019			
E-Logic, Inc.	Washington, DC	09/27/2019			
Emma Oliver	Houston, TX	09/27/2019			
Energy Saving Advisor Distributors	Dallas, TX	09/27/2019			
eTeachingMe (Love N Learn At Home)	Georgetown, TX	09/27/2019			
Eternal Media Solutions (Eternal Media Solutions LLC)	Katy, TX	09/27/2019			
ExerPlay, Inc	Cedar Crest, NM	09/27/2019			
EXPRESSIONS PRODUCTIONS (1972)	Houston (and vicinity), TX	09/27/2019			
Facelift Graphics	Fresno, TX	09/27/2019			
Fannbassllc (Joseph Ball)	VA , Beach, VA	09/27/2019			
Fast Forward	Las Vegas, NV	09/27/2019			
FASTSIGNS 2073	GALVESTON, TX	09/27/2019			
Finest Blood	Houston, TX	09/27/2019			
Florida	Tallahassee, FL	10/01/2019			
Geaux Crates & Storage, LLC	Houston, TX, TX	09/27/2019			
GMP Media Group	Atlanta, GA	09/27/2019			
Golden Mountain Consulting L.L.C	Houston, TX	09/27/2019			
GovDeals, Inc.	Montgomery, AL		Submitted	10/28/2019	10/28/2019
GovSense	Alpharetta, GA	09/27/2019			
Greenberg Traurig LLP	Miami, FL	09/27/2019			
Hayley Wilson	Concord, NC	09/27/2019			
HCDE CPC	Houston, TX		Viewed	10/03/2019	
HCONE International IMPEX Inc (Enoch Kabutey)	Houston, PA	09/27/2019			
Heart Nation Inc	Humble, TX	09/27/2019			
Heavenly Service, LLC	Webster, TX	09/27/2019			
HORIZON SW PROPERTIES	SUGAR LAND, TX	09/27/2019			
Houston Modular Installation	Houston, TX	09/27/2019			
HRchex, LLC (Intellisoft II, Inc.)	Irving, TX	09/27/2019			
HTEC-Houstons Training and Education Center, Inc. (Phillips)	Houston, TX	09/27/2019			
Illinois	Chicago, IL	10/01/2019			
Imbue Cleaning Solutions	Augusta, GA	09/27/2019			
Indiana	Indianapolis, IN	10/01/2019			
Iowa State	Des Moines, IA	10/01/2019			
I-Raos, Inc	Pearland, TX	09/27/2019			
JAVACCS, LLC	Humble, TX	09/27/2019			
Jv-janitorial	Fortworth, TX	09/27/2019			
KANKO (Floyd's Chores & Odd Jobs)	Dallas, TX	09/27/2019			
Kansas	Topeka, KS	10/01/2019			
Keter Environmental Services	Indianapolis, IN	09/27/2019			
KGBTexas Communications	Houston, TX	09/27/2019			
Konnecting the Dots	Houston, TX	09/27/2019			
Kriston Construction Company Inc	Beaumont, TX	09/27/2019			
LBNM Corporation	Richmond, TX	09/27/2019			
Lisa K Bailey	Missouri City, TX	09/27/2019			
Lone Star Auctioneers, Inc.	Fort Worth, TX	09/27/2019	Submitted	10/29/2019	10/29/2019
Lowes Companies Inc	Mooreville, NC	09/27/2019			
LP Printing	Houston, TX		Viewed	10/17/2019	
LQI Consulting Group, LLC	Round Rock, TX	09/27/2019			
L-Sync, LLC	Grand Prairie, TX	09/27/2019			
Main Stop Testing Svcs	Houston, TX	09/27/2019			
Marathon Staffing Group, Inc.	Tyngsboro, MA	09/27/2019			
Massachusetts	Boston, MA	10/01/2019			
MedHelp, Inc.	Baltimore, MD	09/27/2019			
Minnesota	St. Paul, MN	10/01/2019			
Mississippi	Jackson, MS	10/01/2019			
Missouri	Jefferson City, MO	10/01/2019			
MJR EDUCATIONAL SUPPLIES	Houston, TX	09/27/2019			
New Spectrum Educational Consultants (Civil Society Educational Consultants)	Houston, TX	09/27/2019			
New York	New York, NY	10/01/2019			
North Carolina	Raleigh, NC	10/01/2019			
Oak Hill Technology, Inc.	Driftwood, TX	09/27/2019			
O'Hanlon, Demerath & Castillo	Austin, TX	09/27/2019			
Ohio State	Columbus, OH	10/01/2019			

ONLINEPROS (LEMONS AUCTIONEERS) Oregon	TOMBALL, TX Salem, OR	09/27/2019 10/01/2019	Submitted	10/28/2019	10/28/2019
Ozeal Consulting Group (Oziel Enriquez)	Sugar Land, TX	09/27/2019			
Parker and Jamison LLC	Irving, TX	09/27/2019			
PAUL J. COSELLI, ATTORNEY AT LAW Pennsylvania	BELLAIRE, TX Harrisburg, PA	09/27/2019 10/01/2019			
PHD Resources & Taxes	Houston, TX	09/27/2019			
Pinnacle Workforce Strategies	Tucson, AZ	09/27/2019			
Prime Vendor Inc.	Wilmington, NC		Viewed	09/30/2019	
pro auction service/endeavor group llc	conroe, TX	09/27/2019			
Productive Ventures	Spring, TX	09/27/2019			
Promos On-Time	New York, NY	09/27/2019			
Pronto Shipping and Packaging Services Inc.	Houston, TX	09/27/2019			
PropertyRoom.com, Inc.	Frederick, MD		Viewed	09/30/2019	
Purple Wave Auction (Purple Wave Inc)	Manhattan, KS	09/27/2019	Viewed	10/01/2019	
Ram Tool & Supply Co., Inc. (Ram Tool Construction Supply Co.)	Birmingham, AL		Viewed	10/23/2019	
Ramos & Harrison	Corpus Christi, TX	09/27/2019			
RFx Analyst, Inc.	Dover, DE	09/27/2019	Viewed	10/28/2019	
Rhode Island	Providence, RI	10/01/2019			
Rising Star Academy	Houston, TX	09/27/2019			
Roland Gonzales	Spring, TX	09/27/2019			
SBL Solutions (Strategic Business Life Solutions)	Rosharon, TX	09/27/2019			
SimiDigi Inc	Garland, TX	09/27/2019			
Smarter HR Solutions	Houston, TX	09/27/2019			
SMARTOX	Irving, TX	09/27/2019			
South Carolina	Columbia, SC	10/01/2019			
Southwest Glen Mission	Houston, TX	09/27/2019			
Spur Employment, Inc.	HUNTSVILLE, AL	09/27/2019			
SSG-MUSIC	LAS VEGAS, NV	09/27/2019			
Steam Kidstitude (Insight Community Resources Inc)	Houston, TX	09/27/2019			
STEM Urban Perspective (Science, Technology, Engineering with an Urban Perspective)	Humble, TX	09/27/2019			
Sterling Staffing Solutions (Maceo Carter Investments, LLC)	Sugar Land, TX	09/27/2019	Viewed	10/09/2019	
Sterling Therapy & Rehabilitation	SUGAR LAND, TX	09/27/2019			
Straight Defined	Copperas Cove, TX	09/27/2019			
Strictly Cleaning	Austin, TX	09/27/2019			
Texas	Austin, TX	10/01/2019			
Texas Association of African American Chambers of Commerce (TAAACC)	Austin, TX	09/27/2019			
The Carmona Firm, PLLC	Houston, TX	09/27/2019			
The Class Ring Company	McAllen, TX	09/27/2019			
The Harris Foundation	Houston, TX	09/27/2019			
The Heart of God Restoration Ministry	Houston, TX	09/27/2019			
TLE Inc (The Look Enterprises, Inc.)	Bellaire, TX	09/27/2019			
TMB Screen Printing & Embroidery Spring	Spring, TX	09/27/2019			
Tomorrow N Training	Houston, TX	09/27/2019			
Transcare llc	Houston, TX	09/27/2019			
Trezvant Academy, Inc	Houston, TX	09/27/2019			
Tri-Star Glass, Inc	Vidor, TX		Viewed	10/28/2019	
True Love Childcare	Humble, TX	09/27/2019			
UNICOM Government, Inc. F/K/A GTSI Corp.	Chantilly, VA	09/27/2019			
Vanguard Trading & Services, LLC	Houston, TX	09/27/2019			
Virginia	Richmond, VA	10/01/2019			
Washington	Olympia, WA	10/01/2019			
Watkins & Associates Consulting Services LLC.	Houston, TX	09/27/2019			
Wells Fargo Bank NA	Minneapolis, MN	09/27/2019			
West Virginia	Charleston, WV	10/01/2019			
Wisconsin	Madison, WI	10/01/2019			
WISTRON GREENTECH (WISTRON GREENTECH TEXAS CORP)	McKinney, TX	09/27/2019			
xtremetees embroidery and printing	San Juan, TX	09/27/2019			
Your Business Solutions (Distinguished Network Engenuity, Inc.)	The Woodlands, TX	09/27/2019			
Z Smart, LLC	Rockwall, TX	09/27/2019			

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**External Invitations**

Invite Email	Auto Approve	Invitation Date	Status	Status Date
ccanorro@omwbe.wa.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
raleigh.lewis@state.or.us	Yes	10/01/2019	Invitation Sent	10/01/2019
Celeste.Metcalf@oa.mo.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
mmdhelp.line@state.mn.us	Yes	10/01/2019	Invitation Sent	10/01/2019
meg.yetishfsky@ct.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
davida.manning@admin.sc.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
DOABDMBD@wisconsin.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
reggie.nunnally@massmail.state.ma.us	Yes	10/01/2019	Invitation Sent	10/01/2019
rachel.snell@cpa.state.tx.us	Yes	10/01/2019	Invitation Sent	10/01/2019
Clarence.Mann@adeca.alabama.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
Dennis.English@doa.nc.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
Lourdes.Zapata@esd.ny.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
BusinessDevelopment@dgs.ca.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
deborah.sacra@state.de.us	Yes	10/01/2019	Invitation Sent	10/01/2019
froseburgh@idoa.in.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
ida.mcpherson@dembe.virginia.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
kristiana.j.oliver@wv.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
rharris@kansascommerce.com	Yes	10/01/2019	Invitation Sent	10/01/2019
todd.mcgonigle@das.state.oh.us	Yes	10/01/2019	Invitation Sent	10/01/2019
TSB@dia.iowa.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
bcovington@mississippi.org	Yes	10/01/2019	Invitation Sent	10/01/2019
BEP.CMS@Illinois.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
gs-bmwbo@pa.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
Charles.Newton@doa.ri.gov	Yes	10/01/2019	Invitation Sent	10/01/2019
Thad.Fortune@dms.myflorida.com	Yes	10/01/2019	Invitation Sent	10/01/2019

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**Participant Detail**
**365 Paving & Construction LLC**

Address 1618 E. Griffin Parkway Participation Type: Active Supplier  
Mission, TX 78572

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) 365paving@gmail.com

**4.0 GPA**

Address P.O Box 940514 Participation Type: Active Supplier  
Houston, TX 77094

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) keculah@40gpa.com

**A Better Resolutions, LLC**

Address 4240 Hwy 6 N Participation Type: Active Supplier  
Houston, TX 77084

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) info@abetterresolutions.com

**AAA Painting**

Address 6005 Westview Rd. Participation Type: Active Supplier  
Houston, TX 77055

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s)

Adira LLC

Address 1713 Emerald Tree Pl Participation Type: Active Supplier  
Savannah, TX 76227

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) godfrey@adiraservices.com

Alabama

Address P.O. Box 5690 Participation Type: Active Supplier  
Montgomery, AL 36103

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

AlphaGraphics (Lukitas Inc.)

Address 6200 Rothway Participation Type: Active Supplier  
Houston, TX 77040

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) jburciaga@alphagraphics.com

American Vision Marketing LLC

Address 5010 Grove West Blvd unit 708 Participation Type: Active Supplier  
Stafford, TX 77477

Classifications SBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) henryholland6211@yahoo.com

AMT Auction Marketing

Address 9418 Almarion Way Participation Type: Active Supplier  
San Antonio, TX 78250

Classifications MBE (Primary),SBE,HUB

Response Status Viewed  
Status Date 10/03/2019

Ann Marie Harbour

Address 11107 Dawson Springs Dr. Participation Type: Active Supplier  
Richmond, TX 77406

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) annmariemobile@gmail.com

ASA Builders, Inc

Address 2628 E Sam Pkwy S Participation Type: Active Supplier  
pasadena, TX 77503

Classifications SBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) huntingtexas@sbcglobal.net

ASAP Business Services (Accurate Standards Available Professionals Business Services, LLC)

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Address 14515 Briar Forest Dr Participation Type: Active Supplier  
Houston, TX 77077

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) ajordan@yourasapervice.com

Ashita.Design, LLC

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Address 18815 Atasca Oaks Drive Participation Type: Active Supplier  
Humble, TX 77346

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) contact@ashita.design

Aspire Works LLC

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Address 3738 Sunset Cliff Participation Type: Active Supplier  
San Antonio, TX 78261

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) jeff.shokrian@gmail.com

Astrov & Associates

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Address P.O. Box 1133 Participation Type: Active Supplier  
Frisco, TX 75034

Classifications MBE (Primary),SBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) smjuster@yahoo.com

AT&T Mobility LLC

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Address 6500 West Loop South Participation Type: Active Supplier  
Bellaire, TX 77401

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) rs2323@att.com

Auctions International Inc.

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Address 11167 Big Tree Rd. Participation Type: Active Supplier  
East Aurora, NY 14052

Classifications SBE (Primary)

Response Date 10/27/2019  
Response Status Submitted  
Status Date 10/27/2019

Auspicious Labs Inc. (same)

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Address 7400 Harwin Dr #258 Participation Type: Active Supplier  
Houston, TX 77036

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) gdrurydean@gmail.com

BE A CHAMPION, INC.

Address P.O. Box 130165 Participation Type: Active Supplier  
Houston, TX 77219

Classifications MBE (Primary)

Response Status Viewed  
Status Date 10/24/2019

BE Staffing Solutions LLC

Address 507 N. Sam Houston Pkwy E. Participation Type: Active Supplier  
Houston, TX 77060

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Brittany@bestaffingsolutions.net

Bee Busy Wellness Center

Address 8785 W. Bellfort Participation Type: Active Supplier  
Houston, TX 77031

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) n.mitchell@mybbwc.org

Big Star Branding (Expressive T Shirts)

Address 4009 Naco Perrin Participation Type: Active Supplier  
San Antonio, TX 78217

Classifications TXM,SBE (Primary),HUB,WBE

Response Status Viewed  
Status Date 10/23/2019

BMHR - Better Man HR LLC

Address 506 W. Rhapsody Participation Type: Active Supplier  
SAN ANTONIO, TX 78216

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) sshaw@bettermanhr.com

BookerDezigns

Address 6910 Misty Morning Trace Participation Type: Active Supplier  
Richmond, TX 77407

Classifications MBE (Primary),SBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Cornelius.Booker@ymail.com

BRB Supply

Address 11807 Catalpa Circle Participation Type: Active Supplier  
Houston, TX 77065

Classifications MBE,SBE,HUB (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) brbsupply@swbell.net

Bridge to Leadership, LLC

Address 6635 Indian Falls  
Missouri City, TX 77489 Participation Type: Active Supplier

Classifications MBE,SBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) carlos.mavins@bridgetoleadership.org

California

Address 707 3rd Street  
West Sacramento, CA 95605 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Cam Light Enterprise Inc.

Address 400 B  
Conroe, TX 77304 Participation Type: Active Supplier

Classifications HUB (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) inspiritvideo@suddenlink.net

Camelback Displays Inc.

Address 20020 Hickory Twig Way  
Spring, TX 77388 Participation Type: Active Supplier

Classifications SBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) contact@camelbackdisplays.com

Carahsoft Technology Corp.

Address 1860 Michael Faraday Dr  
Reston, VA 20190 Participation Type: Active Supplier

Classifications DIR (Primary),TCP

Response Status Viewed  
Status Date 10/23/2019

CELLULAR WHOLESALERS, INC

Address 11401 NW 122 St  
Medley, FL 33178 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) digitel@nywirelessgroup.com

Child Care Associates

Address 3000 E BELKNAP ST  
FORT WORTH, TX 76111-4142 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) candace.lord@childcareassociates.org patricia.looper@childcareassociates.org



Clark Hill Strasburger (Clark Hill PLC)

Address 909 Fannin Street Participation Type: Active Supplier  
Houston, TX 77010

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) keith.hobbs@clarkhillstrasburger.com

Connecticut

Address 450 Columbus Boulevard, Suite 5 Participation Type: Active Supplier  
Hartford, CT 06103

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Copy.com (Copydotcom, Inc.)

Address 1201 Westheimer Rd Participation Type: Active Supplier  
Houston, TX 77006

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) steve@copydotcom.com

CPS HR Consulting (Cooperative Personnel Services)

Address 2450 Del Paso Road, Suite 220 Participation Type: Active Supplier  
Sacramento, CA 95834

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) rfpcentral@cpshr.us

Crimson Vision Enterprises

Address 2311 24th Street Participation Type: Active Supplier  
Dickinson, TX 77573

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) kimjyancy@gmail.com

CVS Pharmacy, Inc.

Address 1 CVS Drive Participation Type: Active Supplier  
Woonsocket, RI 02895

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Eric.Morgera@CVSHealth.com Brandon.LiBassi@CVSHealth.com

D&M Leasing (Commercial Vehicle Leasing, LP)

Address 1400 West 7th Street Participation Type: Active Supplier  
Fort Worth, TX 76102-2625

Classifications MBE (Primary),HUB

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) ecain@dmautoleasing.com

Data Facts, Inc

Address PO Box 4276 Participation Type: Active Supplier  
Cordova, TX 38088

Classifications WBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) sdryden@datafacts.com

Delaware

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Address 100 Enterprise Place Participation Type: Active Supplier  
Dover, DE 19904

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

DEMS,LLC

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Address 11111 Katy Freeway Suite 910 Participation Type: Active Supplier  
Houston, TX 77079

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) olusola\_dosunmu@demsllc.com

Designum Media Group

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Address 2051 Caton St. Participation Type: Active Supplier  
New Orleans, LA 70122

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) spencer.davis@designummediagroup.com

DigitalGenetix

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Address 17806 Interstate 10 West, Suite 300 Participation Type: Active Supplier  
San Antonio, TX 78256

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) epope@digitalgenetix.com

Divine Dance (Peaceful Beginnings Montessori)

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Address 3531 S, Dairy Ashford Participation Type: Active Supplier  
houston, TX 77407

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) divinedance11@gmail.com

E-Logic, Inc.

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Address 1025 Connecticut Avenue NW Participation Type: Active Supplier  
Washington, DC 20036

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) LPadilla@e-logic.us

Emma Oliver

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Address 2067 Sweet Melon Drive Participation Type: Active Supplier  
Houston, TX 77090

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) emmanicholsoliver@gmail.com

Energy Saving Advisor Distributors

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Address P.O.BOX131943 Participation Type: Active Supplier  
Dallas, TX 75313

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Support@TelecomMNC.com

eTeachingMe (Love N Learn At Home)

Address 4230 Williams Dr. Participation Type: Active Supplier  
Georgetown, TX 78628

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) eteachingme@gmail.com

Eternal Media Solutions (Eternal Media Solutions LLC)

Address 21555 Provincial Blvd Participation Type: Active Supplier  
Katy, TX 77450

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) sean@eternalmediasolutions.com

ExerPlay, Inc

Address 12220 N Hwy 14, Suite 5 Participation Type: Active Supplier  
Cedar Crest, NM 87008

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) vicki@exerplay.com

EXPRESSIONS PRODUCTIONS (1972)

Address 8735 Thistlemoor Participation Type: Active Supplier  
Houston (and vicinity), TX 77044

Classifications MBE (Primary),WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) expressionsproductionsco@gmail.com

Facelift Graphics

Address 2419 Winding Creek Drive Participation Type: Active Supplier  
Fresno, TX 77545

Classifications MBE (Primary),SBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) faceliftgraphics@gmail.com

Fannbassllc (Joseph Ball)

Address 900 Commonwealth Place Participation Type: Active Supplier  
VA , Beach, VA 23464

Classifications MBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Info@fannbassllc.com

Fast Forward

Address 6434 Holland Hills Street Participation Type: Active Supplier  
Las Vegas, NV 89113

Classifications MBE (Primary),WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) robert.bowens@fastforward.solutions

FASTSIGNS 2073

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Address 1021 61st ST Suite#600-B Participation Type: Active Supplier  
GALVESTON, TX 77551

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) 2073@fastsigns.com

Finest Blood

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Address 21022 Kirkland Woods Dr Participation Type: Active Supplier  
Houston, TX 77095

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) finestblood@yahoo.com

Florida

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Address 4050 Esplanade Way Participation Type: Active Supplier  
Tallahassee, FL 32399

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Geaux Crates & Storage, LLC

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Address 14504 North Freeway Participation Type: Active Supplier  
Houston, TX, TX 77090

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) fred@geauxcrates.com kerry@geauxcrates.com

GMP Media Group

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Address 534 Pryor Street Participation Type: Active Supplier  
Atlanta, GA 30312

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) gromoeprod@gmail.com

Golden Mountain Consulting L.L.C

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Address 12710 Widley Circle Participation Type: Active Supplier  
Houston, TX 77077

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) goldenmountainconsultant@gmail.com

GovDeals, Inc.

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Address 100 Capitol Commerce Blvd Participation Type: Active Supplier  
Montgomery, AL 36117

Response Date 10/28/2019  
Response Status Submitted  
Status Date 10/28/2019

GovSense

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Address 2500 Northwinds Parkway Suite 280 Participation Type: Active Supplier  
Alpharetta, GA 30009

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) cmcmurtagh@govsense.com

Greenberg Traurig LLP

Address 333 SE 2nd Avenue  
Miami, FL 33131 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) dosss@gtlaw.com

Hayley Wilson

Address 656 Vega Street NW  
Concord, NC 28027 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Hnwilson527@gmail.com

HCDE CPC

Address 6005 Westview Drive  
Houston, TX 77055 Participation Type: Active Supplier

Classifications SBE

Response Status Viewed  
Status Date 10/03/2019

HCONE International IMPEX Inc (Enoch Kabutey)

Address 103 Summit Circle  
Houston, PA 15342 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) edkabutey@hconecompanies.com

Heart Nation Inc

Address 14807 Woodland Hills Drive, #8210  
Humble, TX 77396 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) mrcurtis67@yahoo.com

Heavenly Service, LLC

Address P.O. Box 57554  
Webster, TX 77598 Participation Type: Active Supplier

Classifications MBE (Primary),WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) mail@heavenlyservicellc.com

HORIZON SW PROPERTIES

Address 1730 HODGE LAKE LANE  
SUGAR LAND, TX 77478 Participation Type: Active Supplier

Classifications MBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) horizonsw@comcast.net

Houston Modular Installation

Address 6245 Brookhill Dr  
Houston, TX 77087 Participation Type: Active Supplier

Classifications MBE,HUB (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) melinda@houstonmodular.com

HRchex, LLC (Intellisoft II, Inc.)

Address 1320 Greenway Dr. #460  
Irving, TX 75038 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) jjb@hrchex.com

HTEC-Houstons Training and Education Center, Inc. (Phillips)

Address 12941 North Freeway,  
Houston, TX 77060 Participation Type: Active Supplier

Classifications MBE (Primary),SBE,HUB,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) sphillips@houston-tec.com

Illinois

Address 100 W. Randolph  
Chicago, IL 60601 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Imbue Cleaning Solutions

Address 2397 Richwood Drive  
Augusta, GA 30906 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Jermezw@imbuecleaning.com

Indiana

Address 402 W Washington St  
Indianapolis, IN 46204 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Iowa State

Address 321 East 12th Street  
Des Moines, IA 50319 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

I-Raos, Inc

Address 8765 Orchard View Lane  
Pearland, TX 77584 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) prabha.radhakrishnan@iraos.net

JAVACCS, LLC

Address 9473 Fm 1960 West Suite 100 Participation Type: Active Supplier  
Humble, TX 77338

Classifications MBE (Primary),SBE,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) johnson2va@gmail.com

Jv-janitorial

Address 5805 tackett ct Participation Type: Active Supplier  
Fortworth, TX 76112

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) j\_vjanitorial@yahoo.com

KANKO (Floyd's Chores & Odd Jobs)

Address 2031 Cedar Valley Participation Type: Active Supplier  
Dallas, TX 75232

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) kankobidops@gmail.com

Kansas

Address 1000 SW Jackson St Participation Type: Active Supplier  
Topeka, KS 66612

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Keter Environmental Services

Address 300 South Meridian Participation Type: Active Supplier  
Indianapolis, IN 46225

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) mdotas@keteres.com

KGBTexas Communications

Address 5615 Kirby Participation Type: Active Supplier  
Houston, TX 77005

Classifications SBE (Primary),HUB,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) elizabethmarshallblack@gmail.com

Konnecting the Dots

Address P O Box 23384 Participation Type: Active Supplier  
Houston, TX 77228

Classifications MBE (Primary),HUB,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) dotsk3@gmail.com

Kriston Construction Company Inc

Address P O Box 429 Participation Type: Active Supplier  
Beaumont, TX 77704

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) harrykilgore@kristonconstruction.com

LBNM Corporation

Address 9003 Clearwater Ranch Ln Participation Type: Active Supplier  
Richmond, TX 77407

Classifications MBE (Primary),SBE,HUB

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) tbakare@lbnm-corp.com

Lisa K Bailey

Address 1623 Willow Mill Dr Participation Type: Active Supplier  
Missouri City, TX 77489

Classifications MBE (Primary),SBE,HUB,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) lbailey604@gmail.com

Lone Star Auctioneers, Inc.

Address 4629 Mark IV Parkway Participation Type: Active Supplier  
Fort Worth, TX 76106

Classifications TCP,TIP,SBE,HUB (Primary),WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Marilyn@lonestarauctioneers.com annedalton@lonestarauctioneers.com  
Response Date 10/29/2019  
Response Status Submitted  
Status Date 10/29/2019

Lowes Companies Inc

Address 1000 Lowes Blvd Participation Type: Active Supplier  
 Mooresville, NC 28117

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Joe.Ratcliff@Lowes.com

LP Printing

Address 3029 Crossview Participation Type: Active Supplier  
Houston, TX 77063

Classifications MBE,WBE

Response Status Viewed  
Status Date 10/17/2019

LQI Consulting Group, LLC

Address 4113 Hidden View CT Participation Type: Active Supplier  
Round Rock, TX 78665

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) laquetta.washington@lqiconsultinggroup.com



L-Sync, LLC

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Address 2911 Mirado  
Grand Prairie, TX 75054 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) joe.james@l-sync.com

Main Stop Testing Svcs

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Address 12401 S. Post Oak Rd  
Houston, TX 77045 Participation Type: Active Supplier

Classifications MBE (Primary),SBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) testingsvcs@aol.com

Marathon Staffing Group, Inc.

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Address 164 Westford Road  
Tyngsboro, MA 01879 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) kstrickland@marathonstaffing.com

Massachusetts

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Address One Ashburton Place  
Boston, MA 02108 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

MedHelp, Inc.

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Address 1530 Caton Center Dr.  
Baltimore, MD 21227 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) tsmith@medhelpinc.com

Minnesota

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Address 75 Rev Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Mississippi

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Address Post Office Box 849  
Jackson, MS 39205 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Missouri

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Address PO Box 809  
Jefferson City, MO 65102 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

MJR EDUCATIONAL SUPPLIES

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Address 14504 Briar Forest Drive Houston, TX 77077  
Houston, TX 77077 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s)

New Spectrum Educational Consultants (Civil Society Educational Consultants)

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Address 2525 S Voss Rd Houston, TX 77057 Participation Type: Active Supplier

Classifications MBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) al.frazier@newspectrumec.com

New York

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Address 633 Third Avenue New York, NY 10017 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

North Carolina

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Address 1301 Mail Service Center Raleigh, NC 27699 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Oak Hill Technology, Inc.

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Address 19690 Ranch Road 12 Driftwood, TX 78619 Participation Type: Active Supplier

Classifications HUB (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) kmcdowell@oakhilltech.com

O'Hanlon, Demerath & Castillo

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Address 808 West Ave Austin, TX 78701 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) bcastillo@808west.com

Ohio State

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Address 4200 Surface Road Columbus, OH 43228 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

ONLINEPROS (LEMONS AUCTIONEERS)

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Address 18810 JUERGEN ROAD Participation Type: Active Supplier  
TOMBALL, TX 77377

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Lori@onlinepros.com  
Response Date 10/28/2019  
Response Status Submitted  
Status Date 10/28/2019

Oregon

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Address 350 Winter St Participation Type: Active Supplier  
Salem, OR 97301

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Ozeal Consulting Group (Oziel Enriquez)

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Address 310 Darby Trails Dr Participation Type: Active Supplier  
Sugar Land, TX 77479

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) ozealmedia11@gmail.com

Parker and Jamison LLC

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Address 320 Decker Dr Ste 100 Participation Type: Active Supplier  
Irving, TX 75062

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) myragood@parkerandjamison.com

PAUL J. COSELLI, ATTORNEY AT LAW

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Address 5311 HUISACHE Participation Type: Active Supplier  
BELLAIRE, TX 77401

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) pjclawyer@aol.com

Pennsylvania

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Address 508 Main Capitol Building Participation Type: Active Supplier  
Harrisburg, PA 17120

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

PHD Resources & Taxes

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Address 7324 Southwest Fwy Participation Type: Active Supplier  
Houston, TX 77074

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) positivehelpdetermined@gmail.com

Pinnacle Workforce Strategies

Address 6654 East Valle di Cadore  
Tucson, AZ 85750 Participation Type: Active Supplier

Classifications MBE (Primary),SBE,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) rcerrano4569@gmail.com

Prime Vendor Inc.

Address 4622 Cedar Avenue  
Wilmington, NC 28403 Participation Type: Active Supplier

Response Status Viewed  
Status Date 09/30/2019

pro auction service/endeavor group llc

Address 333 north rivershire drive suite 200  
conroe, TX 77304 Participation Type: Active Supplier

Classifications HUB,WBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) amy@proauctionservice.com

Productive Ventures

Address 3326 Legends Mist Dr  
Spring, TX 77386 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) dundrahollins@yahoo.com

Promos On-Time

Address 210 East 39th Street  
New York, NY 10016 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) michael@promosontime.com

Pronto Shipping and Packaging Services Inc.

Address 3354 ChimneyRock Rd.  
Houston, TX 77056 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) tramell.kukoyi@prontoairfreight.com

PropertyRoom.com, Inc.

Address 5257 Buckeystown Pike  
Frederick, MD 21704 Participation Type: Active Supplier

Response Status Viewed  
Status Date 09/30/2019

Purple Wave Auction (Purple Wave Inc)

Address 825 Levee Drive  
Manhattan, KS 66502 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) amy.moore@purplewave.com  
Response Status Viewed  
Status Date 10/01/2019

Ram Tool & Supply Co., Inc. (Ram Tool Construction Supply Co.)

Address 4500 5th Ave S Participation Type: Active Supplier  
Birmingham, AL 35222

Classifications WBE (Primary)

Response Status Viewed  
Status Date 10/23/2019

Ramos & Harrison

Address 224 N Mesquite St Participation Type: Active Supplier  
Corpus Christi, TX 78401

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) jrworksts@gmail.com

RFx Analyst, Inc.

Address 8 The Green Participation Type: Active Supplier  
Dover, DE 19901

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) rfp@rfxanalyst.com  
Response Status Viewed  
Status Date 10/28/2019

Rhode Island

Address 1 Capitol Hill Participation Type: Active Supplier  
Providence, RI 02908

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Rising Star Academy

Address 7239A West Knoll St. Participation Type: Active Supplier  
Houston, TX 77028

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) risingstarscholars@gmail.com

Roland Gonzales

Address 4010 Falvel Shadow Crk Participation Type: Active Supplier  
Spring, TX 77388

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) rgonzo6@yahoo.com

SBL Solutions (Strategic Business Life Solutions)

Address 2303 Mars Dr Participation Type: Active Supplier  
Rosharon, TX 77583

Classifications MBE (Primary),HUB,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) erica@strategicbusinesslife.com

SimiDigi Inc

Address 2829 Crosslands Dr  
Garland, TX 75201 Participation Type: Active Supplier

Classifications MBE (Primary),SBE,HUB,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) darlena@simidigi.com

Smarter HR Solutions

Address 1120 Nasa Parkway Ste. 312  
Houston, TX 77058 Participation Type: Active Supplier

Classifications MBE (Primary),SBE,HUB,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) nicolebellow@smarterhrsolutions.com

SMARTOX

Address 4850 Plaza Dr  
Irving, TX 75063 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) duffy.nabors@smartox.com

South Carolina

Address Post Office Box 2825  
Columbia, SC 29211 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Southwest Glen Mission

Address Take to leasing office  
Houston, TX 77099 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) bernadette@swglenmission.org

Spur Employment, Inc.

Address 3414 Governors Dr. SW #220  
HUNTSVILLE, AL 35805 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Info@spurjobs.com

SSG-MUSIC

Address 855 E TWAIN AVE  
LAS VEGAS, NV 89169 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) ssgmusic702.shaun@gmail.com

Steam Kidsttute (Insight Community Resources Inc)

Address 9800 Centre Parkway suite 870  
Houston, TX 77036 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) insightcommunityinc@gmail.com

STEM Urban Perspective (Science, Technology, Engineering with an Urban Perspective)

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Address P.O. BOX 2992 Participation Type: Active Supplier  
Humble, TX 77347

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) stemupwitdrkiki@gmail.com

Sterling Staffing Solutions (Maceo Carter Investments, LLC)

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Address 14140 Southwest Freeway Participation Type: Active Supplier  
Sugar Land, TX 77478

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) scarter@sterlingtherapy.com  
Response Status Viewed  
Status Date 10/09/2019

Sterling Therapy & Rehabilitation

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Address 1449 Highway 6 Participation Type: Active Supplier  
SUGAR LAND, TX 77478

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) sterling@sterlingtherapy.com

Straight Defined

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Address 208 West Lincoln Avenue Participation Type: Active Supplier  
Copperas Cove, TX 76522

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) tamaholland@gmail.com

Strictly Cleaning

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Address Parmer Lane Participation Type: Active Supplier  
Austin, TX 78728

Classifications MBE (Primary),SBE,WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Info@strictlycleaning.site

Texas

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Address 111 East 17th Street Participation Type: Active Supplier  
Austin, TX 78774

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Texas Association of African American Chambers of Commerce (TAAACC)

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Address 807 Brazos Street Participation Type: Active Supplier  
Austin, TX 78701

Classifications MBE,SBE (Primary),WBE

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) info@taaacc.org

The Carmona Firm, PLLC

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Address PO Box 7137 Participation Type: Active Supplier  
Houston, TX 77248

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) chris@thecarmonafirm.com

The Class Ring Company

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Address 2403 Buddy Owens Blvd. Participation Type: Active Supplier  
McAllen, TX 78504

Classifications MBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) jrtrc@hotmail.com

The Harris Foundation

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Address 1330 Post Oak Blvd., Suite 2550 Participation Type: Active Supplier  
Houston, TX 77056

Classifications MBE (Primary)

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) pamelatheharrisfoundation.org

The Heart of God Restoration Ministry

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Address 2222 Lockwood Drive Participation Type: Active Supplier  
Houston, TX 77020

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) theheartofgod2015@gmail.com

TLE Inc (The Look Enterprises, Inc.)

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Address 5522 Grand Lake Street Participation Type: Active Supplier  
Bellaire, TX 77401

Classifications MBE (Primary),SBE,HUB

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) jselmon@thelookenterprises.com

TMB Screen Printing & Embroidery Spring

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Address 21602 Tatton Crest Ct Participation Type: Active Supplier  
Spring, TX 77388

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) anita@tmbspring.com

Tomorrow N Training

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Address 10326 Ella Lee Lane Participation Type: Active Supplier  
Houston, TX 77042

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Tawandaforrest@gmail.com



Transcare llc

Address 9203 hwy 6 S  
Houston, TX 77083 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) transcarehou@gmail.com

Trezvant Academy, Inc

Address 9538 Curry Landing DR  
Houston, TX 77095 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) trezvantlinda@yahoo.com

Tri-Star Glass, Inc

Address 3110 Hwy 12  
Vidor, TX 77662 Participation Type: Active Supplier

Classifications SBE (Primary)

Response Status Viewed  
Status Date 10/28/2019

True Love Childcare

Address 40 Wilson Rd  
Humble, TX 77338 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) excellence@tlchumble.org

UNICOM Government, Inc. F/K/A GTSI Corp.

Address 15010 Conference Center Drive, Suite  
110  
Chantilly, VA 20151-3852 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) daryl.price@unicomgov.com

Vanguard Trading & Services, LLC

Address 15927 Mission Glen Dr  
Houston, TX 77083 Participation Type: Active Supplier

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) trading6789@gmail.com

Virginia

Address 101 N 14th St  
Richmond, VA 23219 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Washington

Address P.O. Box 41160  
Olympia, WA 98504 Participation Type: Active Supplier

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Watkins & Associates Consulting Services LLC.

Address 5330 Griggs Rd. Suite C #104 Participation Type: Active Supplier  
Houston, TX 77021

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) terriwatkins@sbcglobal.net mcwacsgroup@yahoo.com

Wells Fargo Bank NA

Address 550 South 4th St. Participation Type: Active Supplier  
Minneapolis, MN 55415

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Jazlyn.wiles@wellsfargo.com

West Virginia

Address 1900 Kanawha Blvd Participation Type: Active Supplier  
Charleston, WV 25305

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

Wisconsin

Address P.O. Box 7864 Participation Type: Active Supplier  
Madison, WI 53707

Invitation Date 10/01/2019  
Invitation Type Manual  
Invitation Email(s)

WISTRON GREENTECH (WISTRON GREENTECH TEXAS CORP)

Address 2101 Couch Drive Participation Type: Active Supplier  
McKinney, TX 75069

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Darren\_Fort@Wistron.com

xtremetees embroidery and printing

Address 600 N Veterans Blvd suite D Participation Type: Active Supplier  
San Juan, TX 78589

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) xtremetees18@gmail.com

Your Business Solutions (Distinguished Network Engenuity, Inc.)

Address 21 Waterway Ave. Suite 300 Participation Type: Active Supplier  
The Woodlands, TX 77380

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) bids@ybs.us

Z Smart, LLC

Address 709 B West Rusk #813 Participation Type: Active Supplier  
Rockwall, TX 75087

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) Keith@ZSmartCo.com

Zen Insurance Services, LLC

Address 6612 Zequiell Drive Participation Type: Active Supplier  
Austin, TX 78744

Invitation Date 09/27/2019  
Invitation Type Automatic  
Invitation Email(s) snead45@aol.com

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### Bid Activity Detail

#### 1st Advertisement

Activity Date 9/27/2019 12:00:00 AM (CT)  
Description

#### 2nd Advertisement

Activity Date 9/30/2019 12:00:00 AM (CT)  
Description

#### Pre-Proposal Meeting

Activity Date 10/3/2019 10:00:00 AM (CT)  
Description The Pre-Proposal Meeting will be held at 6005 Westview Drive, Houston, Texas, 77055

#### Proposal Closes

Activity Date 10/29/2019 02:00:00 PM (CT)  
Description

#### Anticipated Board Award

Activity Date 12/18/2019 01:00:00 PM (CT)  
Description

**Regular Board Meeting**

**6.D.12.**

**Meeting Date:** December 18, 2019  
**Title:** Master Service Interlocal Agreements  
**Submitted For:** Joann Nichols, Choice Partners  
**Recommended Action:** Approve

**Submitted By:** Cora Day  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Joann Nichols, Jeff Drury, Richard Vela, Yaritza Roman, Bill Monroe and Dr. Jesus Amezcua

**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**HCDE Interlocal Agreements with:** Spring Creek Seventh Day Adventist Church, Spring, Texas; City of Forest Hills, Forest Hills, Texas; Uvalde CISD, Uvalde, Texas, and Harris County Appraisal District (HCAD), Houston, Texas.

**Subject:**

HCDE Interlocal Agreements with:

Entity Name	Entity Type	City	State	Region
Spring Creek Seventh Day Adventist Church	Non-Profit	Spring	TX	06
City of Forest Hills	City	Forest Hills	TX	11
Uvalde CISD	School District (Outside Harris County)	Uvalde	TX	20
Harris County Appraisal District (HCAD)	County	Houston	TX	06

**Rationale:**

HCDE Interlocal Agreements with:

Entity Name	Entity Type	City	State	Region
Spring Creek Seventh Day Adventist Church	Non-Profit	Spring	TX	06
City of Forest Hills	City	Forest Hills	TX	11
Uvalde CISD	School District (Outside Harris County)	Uvalde	TX	20
Harris County Appraisal District (HCAD)	County	Houston	TX	06

**Fiscal Impact**

**Included in FY budget Y/N:** Y  
**Included in current budget amendment Y/N:** N

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**Attachments**

Spring Creek Seventh Day Adventist Church  
City of Forest Hills  
Uvalde CISD  
Harris County Appraisal District  
Interlocal Map

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**Form Review**

**Inbox**

Choice Partners  
Purchasing Alternate  
Purchasing  
Assistant Superintendent - Business  
Form Started By: Cora Day  
Final Approval Date: 12/04/2019

**Reviewed By**

Jeff Drury  
Yaritza Roman  
Bill Monroe  
Jesus Amezcua

**Date**

11/22/2019 10:02 AM  
11/26/2019 10:28 AM  
11/26/2019 02:38 PM  
12/04/2019 09:43 AM  
Started On: 11/20/2019 02:46 PM

**Participation Agreement**  
**between Harris County Department of Education**  
**& Spring Creek Seventh Day Adventist Church**

This Participation Agreement (“Agreement”) is made and entered into by and between Harris County Department of Education (“HCDE”), located in Houston, Texas, and Spring Creek Seventh Day Adventist Church, a non-profit corporation (“Non-Profit”), located in Spring (city), TX (state), for the purpose of permitting Non-Profit to participate in any or all of the programs and services that HCDE offers, including, without limitation, HCDE’s cooperative purchasing program, Choice Partners. The undersigned may be referred to in this Agreement individually as a “Party” and collectively as the “Parties.”

**Preamble**

HCDE is a local governmental entity established to promote education in Harris County, Texas and is duly authorized to provide programs and services in the State of Texas. Non-Profit certifies, represents, and warrants that it is a non-profit, tax-exempt entity. Both HCDE and Non-Profit desire to set forth, in writing, the terms and conditions of their agreement.

**General Terms and Conditions**

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. Term. The term of this Agreement shall commence on the date of the first signature of this Agreement (“Effective Date”) and shall automatically renew annually, unless either Party gives thirty (30) days prior written notice of non-renewal.
2. Agreement. The terms of this Agreement shall apply and will be considered a part of any addendum, purchase order, or contract for programs and services delivered by HCDE. This Agreement and the attached and incorporated addenda, purchase orders, or exhibits, if any, contain the entire agreement of the parties, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Parties to this Agreement other than those set forth in this Agreement and duly executed in writing.
3. Purpose and Scope of Work.
  - A. **HCDE agrees to:**
    - Provide Non-Profit with descriptive offerings of each of the programs and services that HCDE provides.
    - Provide programs and services upon Non-Profit’s submission of independent contracts or purchase orders to HCDE and HCDE’s acceptance thereof. HCDE’s obligations to provide programs and services is contingent on HCDE acquiring and maintaining sufficient staffing through reasonable efforts to satisfy HCDE’s obligations under this Agreement and all similar obligations under its contracts with other local governmental entities.
    - Conduct, at a minimum, an annual audit or survey, as appropriate, for each of the programs and services that HCDE delivers.
  - B. **Non-Profit agrees to:**
    - Participate in any or all of the programs and services that HCDE offers, in Non-Profit’s sole discretion.

- Submit purchase order(s) or independent contract(s) for each of the HCDE programs and/or services that Non-Profit desires to purchase and/or collaborate.
  - Agree to follow the terms and conditions of each independent contract or purchase order.
  - Designate a person to act as Non-Profit's representative to each respective HCDE program and/or service delivered.
4. As is. HCDE makes this Agreement available to HCDE participating entities "as is" and is under no obligation to revise the terms, conditions, scope, prices, and/or any requirements of the Agreement for the benefit of Non-Profit.
  5. Master Contract. This Agreement can be utilized as a Master Contract. The general terms and conditions in this Agreement will serve to outline the working relationship between HCDE and Non-Profit.

Non-Profit agrees to adhere to the specific terms and conditions set forth for the HCDE programs and/or services as contracted by Non-Profit. In the case of a conflict between this Agreement and any addendum, purchase order, or individual contract for a specific HCDE program or service, the provisions of the addendum, purchase order, or individual contract will govern.

6. Payments. The Parties agree that all payments made under this Agreement will be in an amount that fairly compensates the performing Party for the services or functions performed under this Agreement. The Parties further agree that each Party paying for the performance of governmental functions or services pursuant to this Agreement must make those payments from current revenues available to the paying Party.
7. Invoices. HCDE will invoice Non-Profit for the HCDE programs and services that Non-Profit purchases from HCDE. Non-Profit agrees to remit payment to HCDE within thirty (30) days after the later of the following: (1) the date Non-Profit receives the goods; (2) the date the performance of the service is completed; or (3) the date Non-Profit receives an invoice for the goods or service. If Non-Profit makes a payment to HCDE with a credit card, Non-Profit agrees to pay to HCDE a surcharge fee consisting of any applicable credit card fees and/or costs incurred by HCDE, including, without limitation, the processing fee(s) charged to HCDE by the credit card company(ies).
8. Participation in HCDE's Cooperative Purchasing Program. If Non-Profit elects to participate in HCDE's cooperative purchasing program, Choice Partners, Non-Profit shall be permitted to purchase goods and services using the contracts competitively procured by HCDE. HCDE does not assess a fee to Non-Profit for participation in Choice Partners. Non-Profit shall make payments directly to vendors. Non-Profit shall be responsible for ordering, inspecting, and accepting the goods and services purchased through Choice Partners. Non-Profit shall further be responsible for the vendors' compliance with provisions relating to the specific quality of goods and services delivered and terms of delivered, as set forth between Non-Profit and the vendor. HCDE is not responsible or liable for the performance of any vendor used by Non-Profit as a result of this Agreement or Non-Profit's participation in Choice Partners.
9. Compliance with Laws. Each Party is responsible for complying with applicable laws and regulations relating to this Agreement and any purchase made under this Agreement.

10. Termination. This Agreement may be terminated prior to the expiration of the Term hereof as follows:

- By either Party, with or without cause, upon thirty (30) days' prior written notice;
- By mutual written agreement of the Parties; or
- By either Party immediately if the other Party commits a material breach of any of the terms of this Agreement and no remedial action can be agreed upon by the Parties.

Termination of this Agreement by a Party shall not terminate an existing purchase order or individual contract between HCDE and Non-Profit or between Non-Profit and an HCDE cooperative purchasing program vendor. In the event of termination of this Agreement or any purchase order or individual contract, Non-Profit shall be responsible for compensating HCDE for programs and services provided by HCDE up to the effective date of termination.

11. Assignment. Neither this Agreement nor any duties or obligations entered in subsequent contracts because of this agreement shall be assignable by either party without the prior written acknowledgment and authorization of both parties.

12. Conflict of Interest. During the Term of HCDE's service to Non-Profit, Non-Profit, its personnel and agents, shall not, directly or indirectly, whether for Non-Profit's own account or with any other person or entity whatsoever, employ, solicit or endeavor to entice away any person who is employed by HCDE.

13. Certificate of Interested Parties. HCDE is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits HCDE from entering into a contract with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to HCDE at the time business entity submits the signed contract. Non-Profit agrees to complete the Certificate of Interested Parties electronically with the Texas Ethics Commission and submit the original signed, notarized certificate to HCDE with submission of this signed Agreement.

14. Contract Amendment. This Agreement may be amended only by the mutual agreement of all Parties, in writing, to be attached to and incorporated into this Agreement.

15. Notice. Any notice provided under the terms of this Agreement by either party to the other shall be in writing and shall be sent by **certified mail, return receipt requested**. Notice to shall be sufficient if made or addressed as follows:

Harris County Department of Education  
Attn: James Colbert, Jr.  
County School Superintendent  
6300 Irvington Blvd.  
Houston, Texas 77022  
713-694-6300

Spring Creek Seventh Day Adventist Church ("Non-Profit")  
Attn: Alana Pierson  
Title: Deaconess  
Address: 2190 Spring Creek Drive  
City, State, Zip: Spring, TX 77373  
Phone: 281-288-0088  
Email: springcreeksda@gmail.com

16. Relation of Parties. It is the intention of the parties that Non-Profit is independent of HCDE and not an employee, agent, joint venturer, or partner of HCDE and nothing in this



Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee, agent, joint venturer or partner, between HCDE and Non-Profit or HCDE and any of Non-Profit's representatives.

17. Non-Exclusivity of Services. Nothing in this Agreement may be construed to imply that HCDE has exclusive right to provide Non-Profit with programs or services. During the Term of this Agreement, Non-Profit reserves the right to use all available resources to procure other programs and services as needed and, in doing so, will not violate any rights of HCDE.
18. Disclaimer. HCDE DOES NOT WARRANT THAT THE OPERATION OR USE OF HCDE PROGRAMS AND/OR SERVICES WILL BE UNINTERRUPTED OR ERROR FREE. HCDE HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT, PROGRAM, OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
19. Limitation of Liability. Without waiver of the Disclaimer in Article 17 of this Agreement, the Parties agree that:
  - Neither Party waives any immunity afforded to it under applicable law; and
  - Neither Party shall be liable to the other Party for special, incidental, or exemplary damages with regard to any lawsuit or formal adjudication arising out of or relating to this Agreement.
20. Severability. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegality, or unenforceable provision had never been contained in it.
21. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Houston, Harris County, Texas.
22. No Waiver. Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or equity to a Party, including the defense(s) of immunity. No failure on the part of either Party at any time to require the performance by the other Party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such Party's right to enforce such term, and no waiver on the part of either Party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by duly authorized representatives of the Parties hereto.
23. Benefit for Signatory Parties Only. Neither this Agreement, nor any term or provisions hereof, not any inclusion by reference, shall be construed as being for the benefit of any party not in signatory hereto.

24. Authorization. Each party acknowledges that the governing body of each Party to the Agreement has authorized and approved this Agreement.

25. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original constituting one and the same instrument.

In witness whereof, HCDE and Non-Profit have executed this Agreement to be effective on the date specified in Article 1. Term above:

Spring Creek Seventh Day Adventist Church

Harris County Department of Education

\_\_\_\_\_  
Name of Non-Profit Corporation

  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_

Alana Pierson

James Colbert, Jr.

\_\_\_\_\_  
Printed Name

Deaconess

County School Superintendent

\_\_\_\_\_  
Title

11/18/19

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Inter-local Agreement  
Between Harris County Department of Education  
& City of Forest Hill**

Pursuant to the Inter-local Cooperation Act, Chapter 791 of the Texas Government Code, and Chapter 271, Subchapter F of the Texas Local Government Code, and other similar, applicable laws of other states, this Inter-local Agreement ("Agreement") is made and entered into by and between Harris County Department of Education ("HCDE"), located in Houston, Texas, and **City of Forest Hill**, a local governmental entity and/or political subdivision ("LGE"), located in **Forest Hill, Texas**, for the purpose of contracting for the performance of governmental functions and services. The undersigned may be referred to in this Agreement individually as a "Party" and collectively as the "Parties."

**Preamble**

HCDE is a local governmental entity established to promote education in Harris County, Texas and is duly authorized to provide programs and services in the State of Texas. Both HCDE and LGE desire to set forth, in writing, the terms and conditions of their agreement.

**General Terms and Conditions**

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. **Term.** The term of this Agreement shall commence on the date of the first signature of this Agreement ("Effective Date") and shall automatically renew annually, unless either Party gives thirty (30) days prior written notice of non-renewal.
2. **Agreement.** The terms of this Agreement shall apply and will be considered a part of any addendum, purchase order, or contract for programs and services delivered by HCDE. This Agreement and the attached and incorporated addenda, purchase orders, or exhibits, if any, contain the entire agreement of the parties, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Parties to this Agreement other than those set forth in this Agreement and duly executed in writing.
3. **Purpose and Scope of Work.**
  - A. **HCDE agrees to:**
    - Provide LGE with descriptive offerings of each of the programs and services that HCDE provides.
    - Provide programs and services upon LGE's submission of independent contracts or purchase orders to HCDE and HCDE's acceptance thereof. HCDE's obligations to provide programs and services is contingent on HCDE acquiring and maintaining sufficient staffing through reasonable efforts to satisfy HCDE's obligations under this Agreement and all similar obligations under its contracts with other local governmental entities.
    - Conduct, at a minimum, an annual audit or survey, as appropriate, for each of the programs and services that HCDE delivers.
  - B. **LGE agrees to:**
    - Participate in any or all of the programs and services that HCDE offers, in LGE's sole discretion.

- Submit purchase order(s) or independent contract(s) for each of the HCDE programs and/or services that LGE desires to purchase and/or collaborate.
  - Agree to follow the terms and conditions of each independent contract or purchase order.
  - Designate a person to act as LGE's representative to each respective HCDE program and/or service delivered.
4. As is. HCDE makes this Agreement available to HCDE participating entities "as is" and is under no obligation to revise the terms, conditions, scope, prices, and/or any requirements of the Agreement for the benefit of LGE.
  5. Master Contract. This Agreement can be utilized as a Master Contract. The general terms and conditions in this Agreement will serve to outline the working relationship between HCDE and LGE.

LGE agrees to adhere to the specific terms and conditions set forth for the HCDE programs and/or services as contracted by LGE. In the case of a conflict between this Agreement and any addendum, purchase order, or individual contract for a specific HCDE program or service, the provisions of the addendum, purchase order, or individual contract will govern.

6. Purchasing Program. If LGE elects to participate in HCDE's cooperative purchasing program, Choice Partners, LGE shall be permitted to purchase goods and services using the contracts competitively procured by HCDE. HCDE does not assess a fee to LGE for participation in Choice Partners. LGE shall make payments directly to vendors. LGE shall be responsible for ordering, inspecting, and accepting the goods and services purchased through Choice Partners. LGE shall further be responsible for the vendors' compliance with provisions relating to the specific quality of goods and services delivered and terms of delivered, as set forth between LGE and the vendor. HCDE is not responsible or liable for the performance of any vendor used by LGE as a result of this Agreement or LGE's participation in Choice Partners.
7. Compliance with Laws. Each Party is responsible for complying with applicable laws and regulations relating to this Agreement and any purchase made under this Agreement.

8. Termination. This Agreement may be terminated prior to the expiration of the Term hereof as follows:

- By either Party, with or without cause, upon thirty (30) days' prior written notice;
- By mutual written agreement of the Parties; or
- By either Party immediately if the other Party commits a material breach of any of the terms of this Agreement and no remedial action can be agreed upon by the Parties.

Termination of this Agreement by a Party shall not terminate an existing purchase order or individual contract between HCDE and LGE or between LGE and an HCDE cooperative purchasing program vendor. In the event of termination of this Agreement or any purchase order or individual contract, LGE shall be responsible for compensating HCDE for programs and services provided by HCDE up to the effective date of termination.

9. Assignment. Neither this Agreement nor any duties or obligations entered in subsequent contracts because of this agreement shall be assignable by either party without the prior written acknowledgment and authorization of both parties.

10. Conflict of Interest. During the Term of HCDE's service to LGE, LGE, its personnel and agents, shall not, directly or indirectly, whether for LGE's own account or with any other person or entity whatsoever, employ, solicit or endeavor to entice away any person who is employed by HCDE.

11. Contract Amendment. This Agreement may be amended only by the mutual agreement of all Parties, in writing, to be attached to and incorporated into this Agreement.

12. Notice. Any notice provided under the terms of this Agreement by either party to the other shall be in writing and shall be sent by **certified mail, return receipt requested**. Notice to shall be sufficient if made or addressed as follows:

Harris County Department of Education  
Attn: James Colbert, Jr.  
County School Superintendent  
6300 Irvington Blvd.  
Houston, Texas 77022  
713-694-6300

City of Forest Hill ("LGE")  
Attn: Sheyi Ipaye  
Title: City Manager  
Address: 3219 California Pkwy  
City, State, Zip: Forest Hill, TX 76119  
Phone: 817-568-3000  
Email: sipaye@foresthilltx.org

13. Relation of Parties. It is the intention of the parties that LGE is independent of HCDE and not an employee, agent, joint venturer, or partner of HCDE and nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee, agent, joint venturer or partner, between HCDE and LGE or HCDE and any of LGE's representatives.

14. Non-Exclusivity of Services. Nothing in this Agreement may be construed to imply that HCDE has exclusive right to provide LGE with programs or services. During the Term of this Agreement, LGE reserves the right to use all available resources to procure other programs and services as needed and, in doing so, will not violate any rights of HCDE.

15. Disclaimer. HCDE DOES NOT WARRANT THAT THE OPERATION OR USE OF HCDE PROGRAMS AND/OR SERVICES WILL BE UNINTERRUPTED OR ERROR FREE. HCDE HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT, PROGRAM, OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
16. Limitation of Liability. Without waiver of the Disclaimer in Article 17 of this Agreement, the Parties agree that:
  - Neither Party waives any immunity afforded to it under applicable law; and
  - Neither Party shall be liable to the other Party for special, incidental, or exemplary damages with regard to any lawsuit or formal adjudication arising out of or relating to this Agreement.
17. Severability. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegality, or unenforceable provision had never been contained in it.
18. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of law's provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Houston, Harris County, Texas.
19. No Waiver. Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or equity to a Party, including the defense(s) of immunity. No failure on the part of either Party at any time to require the performance by the other Party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such Party's right to enforce such term, and no waiver on the part of either Party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by duly authorized representatives of the Parties hereto.
20. Benefit for Signatory Parties Only. Neither this Agreement, nor any term or provisions hereof, not any inclusion by reference, shall be construed as being for the benefit of any party not in signatory hereto.
21. Authorization. Each party acknowledges that the governing body of each Party to the Agreement has authorized and approved this Agreement.
22. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original constituting one and the same instrument.

In witness whereof, HCDE and LGE have executed this Agreement to be effective on the date specified in Article 1. Term above:

City of Forest Hill

Harris County Department of Education



Signature / Date

Sheyi Ipaye,  
City Manager

Signature / Date

James Colbert, Jr.  
County School Superintendent

Type of Local Governmental Entity (*select one*):

- School District                       Charter School
- County                                       City/Municipality
- University                                 College
- State Entity
- Governmental entity/other: \_\_\_\_\_

# Interlocal Agreement between Harris County Department of Education

& Uvalde Consolidated Independent School District

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and Chapter 271, Subchapter F of the Texas Local Government Code, and other similar, applicable laws of other states, this Interlocal Agreement (“Agreement”) is made and entered into by and between Harris County Department of Education (“HCDE”), located in Houston, Texas, and Uvalde Independent School District, a local governmental entity and/or political subdivision (“LGE”), located in Uvalde (city), Texas (state), for the purpose of contracting for the performance of governmental functions and services. The undersigned may be referred to in this Agreement individually as a “Party” and collectively as the “Parties.”

## Preamble

HCDE is a local governmental entity established to promote education in Harris County, Texas and is duly authorized to provide programs and services in the State of Texas. Both HCDE and LGE desire to set forth, in writing, the terms and conditions of their agreement.

## General Terms and Conditions

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. **Term.** The term of this Agreement shall commence on the date of the first signature of this Agreement (“Effective Date”) and shall automatically renew annually, unless either Party gives thirty (30) days prior written notice of non-renewal.
2. **Agreement.** The terms of this Agreement shall apply and will be considered a part of any addendum, purchase order, or contract for programs and services delivered by HCDE. This Agreement and the attached and incorporated addenda, purchase orders, or exhibits, if any, contain the entire agreement of the parties, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Parties to this Agreement other than those set forth in this Agreement and duly executed in writing.
3. **Purpose and Scope of Work.**
  - A. HCDE agrees to:**
    - Provide LGE with descriptive offerings of each of the programs and services that HCDE provides.
    - Provide programs and services upon LGE’s submission of independent contracts or purchase orders to HCDE and HCDE’s acceptance thereof. HCDE’s obligations to provide programs and services is contingent on HCDE acquiring and maintaining sufficient staffing through reasonable efforts to satisfy HCDE’s obligations under this Agreement and all similar obligations under its contracts with other local governmental entities.
    - Conduct, at a minimum, an annual audit or survey, as appropriate, for each of the programs and services that HCDE delivers.
  - B. LGE agrees to:**
    - Participate in any or all of the programs and services that HCDE offers, in LGE’s sole discretion.



- Submit purchase order(s) or independent contract(s) for each of the HCDE programs and/or services that LGE desires to purchase and/or collaborate.
  - Agree to follow the terms and conditions of each independent contract or purchase order.
  - Designate a person to act as LGE's representative to each respective HCDE program and/or service delivered.
4. As is. HCDE makes this Agreement available to HCDE participating entities "as is" and is under no obligation to revise the terms, conditions, scope, prices, and/or any requirements of the Agreement for the benefit of LGE.
  5. Master Contract. This Agreement can be utilized as a Master Contract. The general terms and conditions in this Agreement will serve to outline the working relationship between HCDE and LGE.

LGE agrees to adhere to the specific terms and conditions set forth for the HCDE programs and/or services as contracted by LGE. In the case of a conflict between this Agreement and any addendum, purchase order, or individual contract for a specific HCDE program or service, the provisions of the addendum, purchase order, or individual contract will govern.

6. Payments. The Parties agree that all payments made under this Agreement will be in an amount that fairly compensates the performing Party for the services or functions performed under this Agreement. The Parties further agree that each Party paying for the performance of governmental functions or services pursuant to this Agreement must make those payments from current revenues available to the paying Party.
7. Invoices. HCDE will invoice LGE for the HCDE programs and services that LGE purchases from HCDE. LGE agrees to remit payment to HCDE within thirty (30) days after the later of the following: (1) the date LGE receives the goods; (2) the date the performance of the service is completed; or (3) the date LGE receives an invoice for the goods or service. If LGE makes a payment to HCDE with a credit card, LGE agrees to pay to HCDE a surcharge fee consisting of any applicable credit card fees and/or costs incurred by HCDE, including, without limitation, the processing fee(s) charged to HCDE by the credit card company(ies).
8. Participation in HCDE's Cooperative Purchasing Program. If LGE elects to participate in HCDE's cooperative purchasing program, Choice Partners, LGE shall be permitted to purchase goods and services using the contracts competitively procured by HCDE. HCDE does not assess a fee to LGE for participation in Choice Partners. LGE shall make payments directly to vendors. LGE shall be responsible for ordering, inspecting, and accepting the goods and services purchased through Choice Partners. LGE shall further be responsible for the vendors' compliance with provisions relating to the specific quality of goods and services delivered and terms of delivered, as set forth between LGE and the vendor. HCDE is not responsible or liable for the performance of any vendor used by LGE as a result of this Agreement or LGE's participation in Choice Partners.
9. Compliance with Laws. Each Party is responsible for complying with applicable laws and regulations relating to this Agreement and any purchase made under this Agreement.

10. Termination. This Agreement may be terminated prior to the expiration of the Term hereof as follows:

- By either Party, with or without cause, upon thirty (30) days' prior written notice;
- By mutual written agreement of the Parties; or
- By either Party immediately if the other Party commits a material breach of any of the terms of this Agreement and no remedial action can be agreed upon by the Parties.

Termination of this Agreement by a Party shall not terminate an existing purchase order or individual contract between HCDE and LGE or between LGE and an HCDE cooperative purchasing program vendor. In the event of termination of this Agreement or any purchase order or individual contract, LGE shall be responsible for compensating HCDE for programs and services provided by HCDE up to the effective date of termination.

11. Assignment. Neither this Agreement nor any duties or obligations entered in subsequent contracts because of this agreement shall be assignable by either party without the prior written acknowledgment and authorization of both parties.

12. Conflict of Interest. During the Term of HCDE's service to LGE, LGE, its personnel and agents, shall not, directly or indirectly, whether for LGE's own account or with any other person or entity whatsoever, employ, solicit or endeavor to entice away any person who is employed by HCDE.

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14. Notice. Any notice provided under the terms of this Agreement by either party to the other shall be in writing and shall be sent by **certified mail, return receipt requested**. Notice to shall be sufficient if made or addressed as follows:

Harris County Department of Education  
Attn: James Colbert, Jr.  
County School Superintendent  
6300 Irvington Blvd.  
Houston, Texas 77022  
713-694-6300

Uvalde Independent School District ("LGE")  
Attn: Hal Harrell  
Title: Superintendent  
Address: 1000 North Getty St.  
City, State, Zip: Uvalde, Texas 78801  
Phone: 830-278-6655  
Email: hharrell1029@uvaldecisd.net

15. Relation of Parties. It is the intention of the parties that LGE is independent of HCDE and not an employee, agent, joint venturer, or partner of HCDE and nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee, agent, joint venturer or partner, between HCDE and LGE or HCDE and any of LGE's representatives.

16. Non-Exclusivity of Services. Nothing in this Agreement may be construed to imply that HCDE has exclusive right to provide LGE with programs or services. During the Term of this Agreement, LGE reserves the right to use all available resources to procure other programs and services as needed and, in doing so, will not violate any rights of HCDE.

17. Disclaimer. HCDE DOES NOT WARRANT THAT THE OPERATION OR USE OF HCDE PROGRAMS AND/OR SERVICES WILL BE UNINTERRUPTED OR ERROR FREE. HCDE HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT, PROGRAM, OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
18. Limitation of Liability. Without waiver of the Disclaimer in Article 17 of this Agreement, the Parties agree that:
  - Neither Party waives any immunity afforded to it under applicable law; and
  - Neither Party shall be liable to the other Party for special, incidental, or exemplary damages with regard to any lawsuit or formal adjudication arising out of or relating to this Agreement.
19. Severability. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegality, or unenforceable provision had never been contained in it.
20. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Houston, Harris County, Texas.
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22. Benefit for Signatory Parties Only. Neither this Agreement, nor any term or provisions hereof, not any inclusion by reference, shall be construed as being for the benefit of any party not in signatory hereto.
23. Authorization. Each party acknowledges that the governing body of each Party to the Agreement has authorized and approved this Agreement.
24. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original constituting one and the same instrument.

In witness whereof, HCDE and LGE have executed this Agreement to be effective on the date specified in Article 1. Term above:

Uvalde Consolidated Independent School District

Harris County Department of Education

Name of Local Governmental Entity

  
Authorized Signature

Hal Harrell

James Colbert, Jr.

Printed Name

Dr. Hal Harrell

County School Superintendent

Title

11/18/2019

Date

Date

Type of Local Governmental Entity (*select one*):

- School District       Charter School
- County                       City/Municipality
- University                   College
- State Entity
- Governmental entity/other: \_\_\_\_\_

**Interlocal Agreement**  
**between Harris County Department of Education**  
& Harris County Appraisal District

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and Chapter 271, Subchapter F of the Texas Local Government Code, and other similar, applicable laws of other states, this Interlocal Agreement (“Agreement”) is made and entered into by and between Harris County Department of Education (“HCDE”), located in Houston, Texas, and Harris County Appraisal District, a local governmental entity and/or political subdivision (“LGE”), located in Houston (city), TX (state), for the purpose of contracting for the performance of governmental functions and services. The undersigned may be referred to in this Agreement individually as a “Party” and collectively as the “Parties.”

**Preamble**

HCDE is a local governmental entity established to promote education in Harris County, Texas and is duly authorized to provide programs and services in the State of Texas. Both HCDE and LGE desire to set forth, in writing, the terms and conditions of their agreement.

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    - Conduct, at a minimum, an annual audit or survey, as appropriate, for each of the programs and services that HCDE delivers.
  - B. **LGE agrees to:**
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  - By either Party immediately if the other Party commits a material breach of any of the terms of this Agreement and no remedial action can be agreed upon by the Parties.

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11. Assignment. Neither this Agreement nor any duties or obligations entered in subsequent contracts because of this agreement shall be assignable by either party without the prior written acknowledgment and authorization of both parties.
12. Conflict of Interest. During the Term of HCDE's service to LGE, LGE, its personnel and agents, shall not, directly or indirectly, whether for LGE's own account or with any other person or entity whatsoever, employ, solicit or endeavor to entice away any person who is employed by HCDE.
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14. Notice. Any notice provided under the terms of this Agreement by either party to the other shall be in writing and shall be sent by **certified mail, return receipt requested**. Notice to shall be sufficient if made or addressed as follows:

Harris County Department of Education  
 Attn: James Colbert, Jr.  
 County School Superintendent  
 6300 Irvington Blvd.  
 Houston, Texas 77022  
 713-694-6300

Harris County Appraisal District \_\_\_\_\_ ("LGE")  
 Attn: Roland Altinger  
 Title: Chief Appraiser  
 Address: P. O. Box 920975  
 City, State, Zip: Houston TX 77292-0975  
 Phone: 713.957.5299  
 Email: RAltinger@hcad.org

15. Relation of Parties. It is the intention of the parties that LGE is independent of HCDE and not an employee, agent, joint venturer, or partner of HCDE and nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee, agent, joint venturer or partner, between HCDE and LGE or HCDE and any of LGE's representatives.
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17. Disclaimer. HCDE DOES NOT WARRANT THAT THE OPERATION OR USE OF HCDE PROGRAMS AND/OR SERVICES WILL BE UNINTERRUPTED OR ERROR FREE. HCDE HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT, PROGRAM, OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
18. Limitation of Liability. Without waiver of the Disclaimer in Article 17 of this Agreement, the Parties agree that:
  - Neither Party waives any immunity afforded to it under applicable law; and
  - Neither Party shall be liable to the other Party for special, incidental, or exemplary damages with regard to any lawsuit or formal adjudication arising out of or relating to this Agreement.
19. Severability. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegality, or unenforceable provision had never been contained in it.
20. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Houston, Harris County, Texas.
21. No Waiver. Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or equity to a Party, including the defense(s) of immunity. No failure on the part of either Party at any time to require the performance by the other Party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such Party's right to enforce such term, and no waiver on the part of either Party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by duly authorized representatives of the Parties hereto.
22. Benefit for Signatory Parties Only. Neither this Agreement, nor any term or provisions hereof, not any inclusion by reference, shall be construed as being for the benefit of any party not in signatory hereto.
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24. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original constituting one and the same instrument.

In witness whereof, HCDE and LGE have executed this Agreement to be effective on the date specified in Article 1. Term above:



Harris County Appraisal District

Name of Local Governmental Entity

*Roland Altinger*

Authorized Signature

Roland Altinger

Printed Name

Chief Appraiser

Title

November 20, 2019

Date

Harris County Department of Education

James Colbert, Jr.

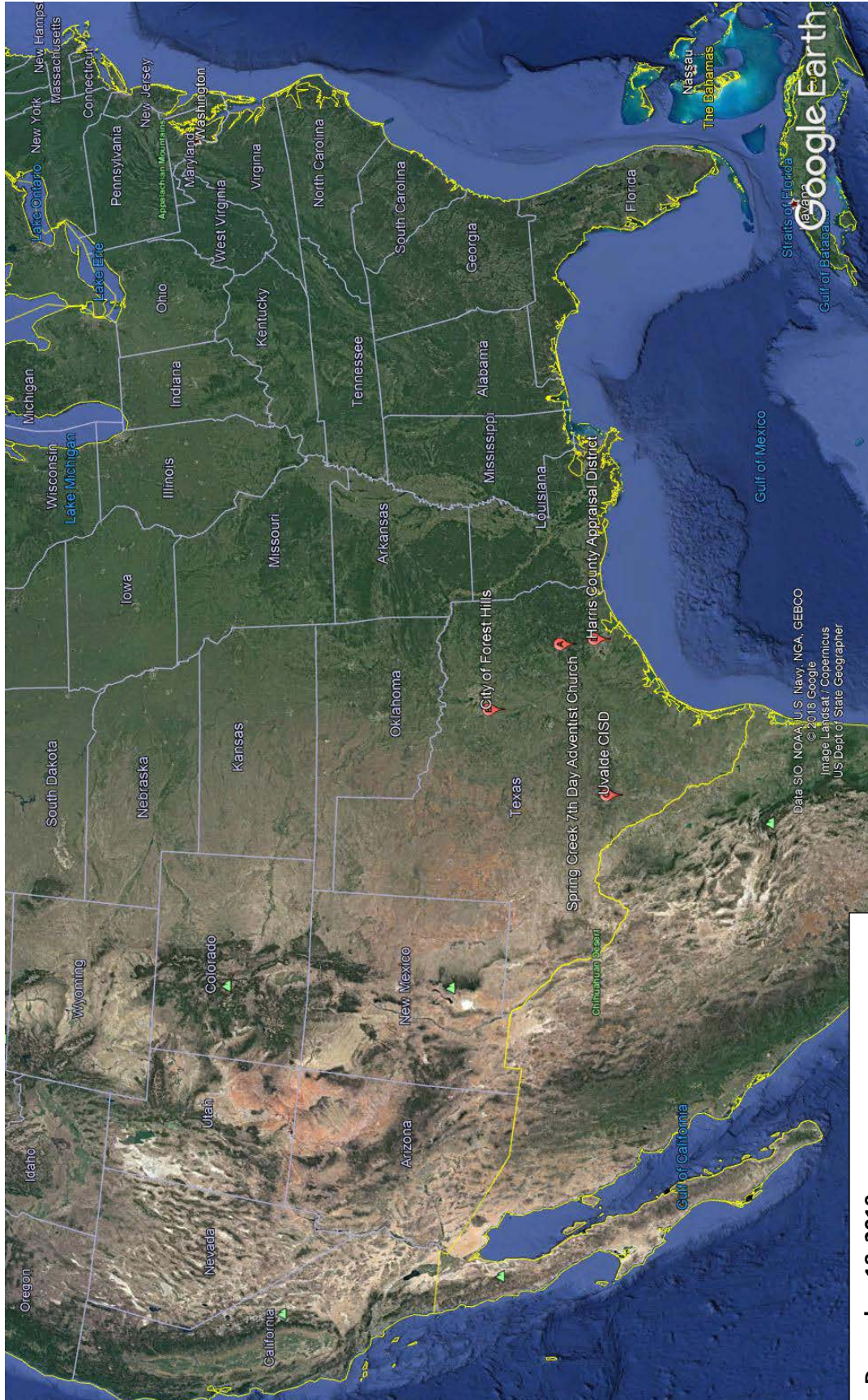
County School Superintendent

Date

Type of Local Governmental Entity (*select one*):

- School District       Charter School
- County                 City/Municipality
- University             College
- State Entity
- Governmental entity/other: \_\_\_\_\_

Political Subdivision of the State of Texas



December 18, 2019

**HCDE Board Agenda Interlocal Map:**

- A: Spring Creek 7th Day Adventist Church**
- B: City of Forest Hills**
- C: Uvalde CISD**
- D: Harris County Appraisal District (HCAD)**

**Regular Board Meeting**

**6.E.1.**

**Meeting Date:** December 18, 2019  
**Title:** Renewal Option for RFQ 17/015KJ Architectural Design Services  
**Submitted For:** Bill Monroe, Purchasing      **Submitted By:** Inga Ash  
**Recommended Action:** Approve      **HCDE Goal(s):** 1. Impact education/respond to evolving needs  
**Additional Resource Personnel:** Dr. Jesus Amezcua, Bill Monroe, Kendra Jackson, Inga Ash      **Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 17/015KJ for Architectural Design Services with the following vendor:** Swart Architects, Inc. for the period of 01/19/2020 through 01/18/2021.

**Subject:**

Renewal, Architectural Design Services

**Rationale:**

Consider renewal option for RFQ 17/015KJ for Architectural Design Services for the period of 01/19/2020 through 01/18/2021 with the following vendors:

- Swart Architects, Inc.

This RFQ was issued to acquire a pool of architects to be contracted as needed. A total of seventy-two (72) Invitation to propose were sent to potential architectural vendors of which six (6) responses were received. Five (5) architects were chosen, based on qualifications and demonstrated competence. The RFQ allows for a contract period of one year with option to renew annually up to four additional years. The original contract period began on 01/19/2017 through 01/18/2018. Contracts will be negotiated as needed by HCDE.

Contract is in accordance with Government Code 2254 (Procuring Professional Services).

**Fiscal Impact**

**Attachments**

Execution of Offer

**Form Review**

**Inbox**

Purchasing  
Assistant Superintendent - Business  
Form Started By: Inga Ash  
Final Approval Date: 12/04/2019

**Reviewed By**

Bill Monroe  
Jesus Amezcua

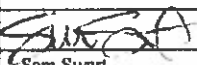
**Date**

11/25/2019 12:46 PM  
12/04/2019 09:44 AM  
Started On: 11/25/2019 11:33 AM

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
EXECUTION OF OFFER – CONTRACT RENEWAL**

The undersigned company representative has carefully examined all instructions, requirements, specifications, terms, and conditions of the original proposal and this contract renewal and certifies:

- 1) It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, terms and conditions of the original RFP.
- 2) All statements, information, and representations prepared and submitted in response to this contract renewal request are current, complete, true, and accurate.
- 3) It is not currently barred or suspended from doing business with the Federal government, any of the members represented, or any of their respective agencies.
- 4) It shall be bound by all statements, representations, warranties, and guarantees made in the original proposal and the updated terms and conditions.
- 5) That all of the requirements of this contract renewal have been read and understood. In addition, compliance with all requirements, terms and conditions will be assumed by HCDE if not otherwise noted.
- 6) The individual signing below has authority to enter into this contract renewal on behalf of Vendor.
- 7) Vendor acknowledges that the Agreement may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by HCDE.
- 8) This contract is subject to purchase orders duly authorized and executed by HCDE.

<b>CORPORATE NAME:</b>	Swart Architects, Inc		
<b>AUTHORIZED SIGNATURE:</b>			
<b>PRINT NAME:</b>	Sam Swart		
<b>TITLE:</b>	President		
<b>DATE:</b>	October 21, 2019		
<b>ADDRESS:</b>	2855 Mangum Suite 505		
<b>CITY, STATE, ZIP CODE:</b>	Houston, Texas 77092		
<b>PHONE:</b>	713-823-1660	<b>FAX:</b>	
<b>EMAIL ADDRESS:</b>	swart@sbcglobal.net		

**This section to be completed by HCDE**

Contract Number: \_\_\_\_\_ Original term of contract: \_\_\_\_\_ to \_\_\_\_\_

Contract Renewal Term: \_\_\_\_\_ to \_\_\_\_\_ Number of Renewal Options Left \_\_\_\_\_

This contract renewal shall be for the period of one (1) year if agreed to by HCDE and awarded vendor.

Approved by Harris County Department of Education:

\_\_\_\_\_  
Jesus J. Amezcua, Ph.D., CPA, RTSBA  
Assistant Superintendent for Business Services

\_\_\_\_\_  
Approval Date

**Regular Board Meeting**

**6.E.2.**

**Meeting Date:** December 18, 2019

**Title:** Renewal Option for Job No. 17/017LB Head Start Substitute Teachers and Teacher Assistants

**Submitted For:** Bill Monroe, Purchasing

**Submitted By:** Inga Ash

**Recommended Action:** Approve

**HCDE Goal(s):** 1. Impact education/respond to evolving needs

**Additional Resource Personnel:** Jonathan Parker, Venetia Peacock, Dr. Amezcua, Bill Monroe, Inga Ash

**Facilities/Technology Approval Needed?:** None

**Information**

**Posted Agenda Item:**

**Contract renewal option for job no. 17/017LB for Head Start Substitute Teachers and Teacher Assistants with the following vendor:** Zenith Learning, for the period 01/19/2020 through 01/18/2021.

**Subject:**

Substitute Teachers and Teacher Assistants for HCDE Head

**Rationale:**

Consider approval of renewal options for job no. 17/017LB for Head Start Substitute Teachers and Teacher Assistants for the period of 01/19/2020 through 01/18/2021 with the following vendors:

- Zenith Learning

This proposal was procured with the purpose of acquiring vendors that will provide substitute teachers and teacher assistants to the Head Start division. A total of one hundred thirteen (113) invitations were sent to potential vendors of which four (4) responses were received, evaluated, and the vendors offering the best value to the Harris County Department of Education were chosen. The original contract period began on 01/19/2017 through 01/18/2018 with an option to renew annually up to four (4) additional years.

Contract is in accordance with Texas Education Code 44.031.

**Fiscal Impact**

**Attachments**

Execution of Offer

**Form Review**

**Inbox**

Purchasing  
Assistant Superintendent - Business  
Form Started By: Inga Ash  
Final Approval Date: 12/04/2019

**Reviewed By**

Bill Monroe  
Jesus Amezcua

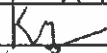
**Date**

11/25/2019 12:44 PM  
12/04/2019 09:44 AM  
Started On: 11/25/2019 11:22 AM

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
EXECUTION OF OFFER – CONTRACT RENEWAL**

The undersigned company representative has carefully examined all instructions, requirements, specifications, terms, and conditions of the original proposal and this contract renewal and certifies:

- 1) It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, terms and conditions of the original RFP.
- 2) All statements, information, and representations prepared and submitted in response to this contract renewal request are current, complete, true, and accurate.
- 3) It is not currently barred or suspended from doing business with the Federal government, any of the members represented, or any of their respective agencies.
- 4) It shall be bound by all statements, representations, warranties, and guarantees made in the original proposal and the updated terms and conditions.
- 5) That all of the requirements of this contract renewal have been read and understood. In addition, compliance with all requirements, terms and conditions will be assumed by HCDE if not otherwise noted.
- 6) The individual signing below has authority to enter into this contract renewal on behalf of Vendor.
- 7) Vendor acknowledges that the Agreement may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by HCDE.
- 8) This contract is subject to purchase orders duly authorized and executed by HCDE.

<b>CORPORATE NAME:</b>	Zenith Premier, Inc. d/b/a Zenith Learning
<b>AUTHORIZED SIGNATURE:</b>	
<b>PRINT NAME:</b>	Kristina M. Perez
<b>TITLE:</b>	CEO
<b>DATE:</b>	11-14-19
<b>ADDRESS:</b>	10300 Westoffice Drive Ste 106
<b>CITY, STATE, ZIP CODE:</b>	Houston, TX. 77042
<b>PHONE:</b>	713-922-9600 ext 1004
<b>FAX:</b>	
<b>EMAIL ADDRESS:</b>	kperetz@zenithlearning.org

**This section to be completed by HCDE**

Contract Number: \_\_\_\_\_ Original term of contract: \_\_\_\_\_ to \_\_\_\_\_

Contract Renewal Term: \_\_\_\_\_ to \_\_\_\_\_ Number of Renewal Options Left \_\_\_\_\_

This contract renewal shall be for the period of one (1) year if agreed to by HCDE and awarded vendor.

Approved by Harris County Department of Education:

\_\_\_\_\_  
Jesus J. Amezcua, Ph.D., CPA, RTSBA  
Assistant Superintendent for Business Services

\_\_\_\_\_  
Approval Date

**Regular Board Meeting**

**7.A.**

<b>Meeting Date:</b>	December 18, 2019		
<b>Title:</b>	Professional Development and Travel Expense for Non-Employees of HCDE		
<b>Submitted For:</b>	Venetia Peacock, Head Start	<b>Submitted By:</b>	Sharon McBride
<b>Recommended Action:</b>	Approve	<b>HCDE Goal(s):</b>	1. Impact education/respond to evolving needs 2. Deliver value responsibly 3. Advocate for learners through innovation
<b>Additional Resource Personnel:</b>	Dr. Jesus Amezcua, Jonathan Parker, Venetia L Peacock	<b>Facilities/Technology Approval Needed?:</b>	

**Information**

**Posted Agenda Item:**

**Consider approval for the Head Start division to pay for professional development and travel expenses** of non-employees (parents) per the Head Start grant for the period of 01/01/2020 through 12/31/2020. Per the grant, Head Start funds will be used to cover expenses of non-employee travel arrangements and professional development for in and out of county trainings/conferences. Board Policy CH (Local) requires board approval of such travel.

**Subject:**

Approval to pay for professional development and travel expense for non-employees of HCDE.

**Rationale:**

**Head Start Performance Standards**

**1301.3 (e) Reimbursement**

*A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members*

**1301.5 Training**

An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in § 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency. (m) Training on eligibility. (1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum ...

**Fiscal Impact**

**Attachments**

No file(s) attached.

**Form Review**

**Regular Board Meeting**

**7.B.**

**Meeting Date:** December 18, 2019  
**Title:** Services Agreement with Zenith Learning (Zenith Premier, Inc)  
**Submitted For:** Venetia Peacock, Head Start **Submitted By:** Sharon McBride  
**Recommended Action:** Approve **HCDE Goal(s):** 1. Impact education/respond to evolving needs  
5. Recruit high-quality professionals

**Additional Resource Personnel:** Dr. Jesus Amezcua, Jonathan Parker, Venetia L Peacock; Lisa Boone **Facilities/Technology Approval Needed?:**

**Information**

**Posted Agenda Item:**

**Consider approval of a Services Agreement with Zenith Learning (Zenith Premier, Inc.) (RFP 17/017LB) to provide substitute Teachers and Teaching Assistants to the HCDE Early Head Start, Child Care Partnerships and Head Start program** for the period of 01/01/2020 through 12/31/2020 in an amount not to exceed \$350,000; (fully funded by the Head Start/Early Head Start and Child Care Partnerships grants).

**Subject:**

Services Agreement between HCDE Head Start/Early Head Start, Child Care Partnerships program and Zenith Learning (Zenith Premier, Inc.)

**Rationale:**

Contractor will provide substitute teaching staff as outlined in the contract for HCDE Head Start/Early Head Start, Child are Partnerships program, for the period of 01/01/2020 through 12/31/2020 in an amount not to exceed \$350,000.00.

**Fiscal Impact**

**Attachments**

Zenith Learning (Zenith Premier, Inc) Addendum  
Contract  
6797

**Form Review**

**Inbox**

Head Start  
Purchasing Alternate  
Purchasing  
Assistant Superintendent - Business  
Form Started By: Sharon McBride  
Final Approval Date: 12/04/2019

**Reviewed By**

Venetia Peacock  
Kendra Jackson  
Bill Monroe  
Jesus Amezcua

**Date**

11/23/2019 08:38 PM  
12/03/2019 07:29 AM  
12/03/2019 03:07 PM  
12/04/2019 09:43 AM  
Started On: 11/08/2019 02:39 PM



## ADDENDUM TO SERVICES AGREEMENT FOR HEAD START

THIS ADDENDUM to Services Agreement for HCDE Expenditures (“Addendum”) shall amend, supplement, modify, delete and replace by substitution (or where applicable, be inserted as) the indicated provisions of the Agreement. Wherever the terms hereof are inconsistent with the Agreement, the terms hereof shall be controlling.

### SUPPLEMENTARY TERMS OF AGREEMENT

#### **1. Government Subcontract.**

A. This Addendum between HCDE and Contractor is entered into in support of, and subject to the requirements of, the following U.S. Government Contract(s): ■ Grant Award Number 06CH7177, with the effective date of 01/01/2020 between HCDE and the U.S. Department of Health and Human Services (“HHS”) and any amendment thereto, ■ Grant Award Number 06HP000311, with the effective date of 09/01/2019 between HCDE and HHS and any amendment thereto, as well as any U.S. Government Contract or grant award hereinafter given to HCDE (collectively, the “Prime Contract”), which are incorporated herein by reference for all purposes.

B. The Parties agree that the recitation of any requirement of the Prime Contract in this Addendum shall in no way affect those requirements of the Prime Contract not recited herein or constitute a waiver thereof by either Party.

C. Pursuant to the Prime Contract, the Prime Contract is subject to certain terms, conditions, and requirements, which are incorporated by reference herein for all purposes, including, but not limited to, the HHS Grants Policy Statement (“HHS GPS”). Unless an exception is specified, such terms, conditions, and requirements apply to Contractor and to a Subcontractor to the same extent that they apply to HCDE under the Prime Contract. Any reference herein to the obligations or requirements of the Prime Contract includes any and all such terms, conditions, and requirements.

D. In the event that Contractor enters into a Subcontract, Contractor must include in any such Subcontract all applicable terms, conditions, and requirements of the Prime Contract. Contractor must also include any additional requirements imposed by this Addendum. If required by the Prime Contract or by this Addendum, Contractor shall recite specific terms, conditions, and requirements in any Subcontract including, but not limited to, the terms of this Article 1.

E. The Parties agree that their performance under this Addendum shall comply with the requirements of the Prime Contract at all times and that, in the event of a conflict between this Addendum and the requirements of the Prime Contract, the requirements of the Prime Contract shall control.

F. Contractor agrees that the mutual obligations of the Parties created by the Prime Contract constitute a contract between Contractor and HHS with respect to the matters covered in the Prime Contract.

G. Definitions. As used in the clauses referenced below and otherwise in this Addendum:

1. “Work” means the doing of all things described in, and all tasks reasonably related to the work and services required by this Addendum, whether completed or partially completed, and includes all skill, labor, materials and supplies, resources, supervision, equipment, services, all things necessary, proper, or incidental to the carrying out and completion of the terms of this Addendum, and all other items of cost or value needed to perform and fulfill Contractor’s obligations under this Addendum.
2. “Government” means the federal government entity established by the United States Constitution, including any part or sub-part of the legislative, executive, or judicial branches thereof.
3. “Data” means recorded information, regardless of form or the media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs, or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data.
4. “Research Data” means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, and excludes preliminary analyses; drafts of scientific papers; plans for future research; peer reviews; communications with colleagues; physical objects, such as laboratory samples, audio or video tapes; trade secrets; commercial information; materials necessary that a researcher must hold confidential until they are published, or similar information which is protected under law; and personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.
5. “Subcontractor” means a person or entity that has a direct contract with Contractor to perform a portion of the Work. The term “Subcontractor” is referred to throughout the Addendum as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term “Subcontractor” does not include a person or entity that has a direct contract with HCDE.
6. “Subcontract” means a direct contract between Contractor and a Subcontractor to perform a portion of the Work and does not include any contract to which HCDE is a party.
7. “Forced Labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
8. “Private Entity” means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25 and includes a nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b), and a for-profit organization.

9. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the Trafficking Victims Protection Act of 2000 (“TVPA”), as amended (22 U.S.C. 7102).

## **2. Access to Records.**

Contractor shall retain financial records, supporting documents, statistical records, and all other records pertinent to this Addendum for a period of three years from the last day of the Term. The only exceptions to the aforementioned records retention requirements are the following:

1. If any litigation, dispute, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, dispute, or audit findings involving the records have been resolved and final action is taken.
2. Records for real property and equipment acquired with Federal funds shall be retained for three years after final disposition.

A. HHS, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of Contractor that are pertinent to this Addendum, in order to make audits, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to Contractor’s personnel for the purpose of interview and discussion related to such documents. The rights of access provided for in this Addendum are not limited to the required retention period, but shall last as long as the records are retained.

B. With respect to subcontracts under this Addendum, HHS shall retain the right to conduct a financial review, require an audit, or otherwise ensure adequate accountability of organizations expending HHS funds. Contractor agrees to include in any subcontract made under this Addendum the requirements of this Article.

## **3. Intellectual Property.**

A. Subject to the requirements of the Bayh-Dole Act of 1980, as implemented in 37 CFR part 401, and as amended by the Technology Transfer Commercialization Act of 2000 (P.L. 106–404), HCDE shall possess the legal ownership, right, and title to any Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property made or conceived by Contractor or a Subcontractor in the course of or in connection with this Addendum. Contractor agrees to promptly and completely inform and disclose to HCDE all such Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property that Contractor may have acquired during the Term of this Addendum that pertain or relate to the business of HCDE or to any work carried on by HCDE, whether conceived by Contractor or not. All such Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property shall be the exclusive property of HCDE. Without waiving its rights to possess exclusive legal ownership to any and all intangible property acquired under this Addendum and expressly subject thereto, as to any intangible property for which HCDE does not become the exclusive legal owner, Contractor hereby grants a royalty-free, nonexclusive and irrevocable right to HCDE to reproduce, publish, prepare derivative works or otherwise use the work for HCDE’s purposes, and to authorize others to do so.

B. Data Rights: In all cases, whether HHS funded all or part of the project or program resulting in the Data, the Government shall be given a royalty-free, nonexclusive, and irrevocable license for the Government to reproduce, publish, or otherwise use the Data and to authorize others to do so for Government purposes. Data developed by Contractor or a Subcontractor is also subject to this requirement.

C. Access to Research Data: As required by 45 CFR 74.36, Contractor and a Subcontractor must release Research Data first produced in a project supported in whole or in part with Federal funds that are cited publicly and officially by a Federal agency in support of an action that has the force and effect of law.

D. Contractor agrees to include in any subcontract made under this Addendum the requirements of this Article.

#### **4. Review of Progress and Site Visits.**

Contractor will meet all timelines mutually established by Contractor and HCDE. HCDE reserves the right to monitor the progress of Contractor. HHS, through authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by HHS on the premises of Contractor or a Subcontractor under this Addendum, Contractor shall provide and shall require its Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner that will not unduly delay the Work.

#### **5. Trafficking in Persons.**

A. As used in this Article, "Employee" means either: (1) an individual employed by Contractor or by a Subcontractor under this Addendum who is engaged in the performance of the Work under this Addendum; or (2) another person engaged in the performance of the Work under this Addendum and not compensated by Contractor or by a Subcontractor under this Addendum including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

B. If Contractor is a Private Entity, Contractor, an Employee of Contractor, a Subcontractor under this Addendum, and an Employee of a Subcontractor under this Addendum may not:

1. Engage in severe forms of trafficking in persons during the period of time that this Addendum is in effect;
2. Procure a commercial sex act during the period of time that this Addendum is in effect; or
3. Use Forced Labor in the performance of this Addendum or subcontracts under this Addendum.

C. HCDE may immediately and unilaterally terminate this Addendum, without penalty, if Contractor or a Subcontractor under this Addendum that is a Private Entity:

1. Is determined to have violated a prohibition in paragraph B of this Article; or

2. Has an Employee who is determined to have violated a prohibition in paragraph B of this Article through conduct that is either:
  - a. Associated with performance under this Addendum; or
  - b. Imputed to Contractor or to a Subcontractor under this Addendum using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by 2 CFR part 376.

D. If Contractor is other than a Private Entity, HCDE may immediately and unilaterally terminate this Addendum, without penalty, if a Subcontractor under this Addendum that is a Private Entity:

1. Is determined to have violated an applicable provision in paragraph B of this Article; or
2. Has an Employee who is determined to have violated an applicable prohibition in paragraph B of this Article through conduct that is either:
  - a. Associated with performance under this Addendum; or
  - b. Imputed to a Subcontractor under this Addendum using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented at 2 CFR part 376.

E. Regardless of whether Contractor and a Subcontractor under this Addendum is a Private Entity, Contractor and a Subcontractor under this Addendum must inform HCDE immediately of any information Contractor or a Subcontractor under this Addendum receives from any source alleging a violation of a prohibition in paragraph B of this Article.

F. HCDE’s right to terminate unilaterally under this Article:

1. Implements section 106(g) of the TVPA, as amended (22 U.S.C. 7104(g)); and
2. Is in addition to all other remedies for noncompliance that are available to HCDE under this Addendum.

G. Contractor and a Subcontractor under this Addendum must include the requirements of paragraph B of this Article in any subcontract to this Addendum that Contractor or a Subcontractor under this Addendum makes with a Private Entity.

## **6. Nondiscrimination.**

A. Contractor agrees not to discriminate against any of Contractor’s employees or applicants for employment because of race, color, national origin, sex, religion, age, or handicap.

B. Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d-1) and to file Form HHS 690, Assurance of Compliance. Contractor must recite the terms of

this paragraph B in any Subcontract. Contractor is responsible for determining whether a Subcontractor has the required assurance on file and, if not, ensuring that it is on file.

C. Contractor agrees to comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) as implemented by the Department of Health and Human Service regulations at 45 CFR 90. In the event Contractor passes on HHS financial assistance to any Subcontractor under this Addendum, this provision shall apply to any such Subcontractor, and the instrument under which the Federal financial assistance is passed to any such Subcontractor shall contain a provision identical to this provision.

D. Contractor agrees to comply with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964–1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." In the event Contractor passes on HHS financial assistance to any Subcontractor under this Addendum, this provision shall apply to any such Subcontractor, and the instrument under which the Federal financial assistance is passed to any such Subcontractor shall contain a provision identical to this provision.

## **7. Cost Principles.**

A. Contractor is subject to the Cost Principles stated in the HHS GPS that are otherwise applicable to its type of organization and to any requirements placed on it by HCDE in order for HCDE to comply with the terms and conditions of the Prime Contract.

B. Documentation: The basis for determining the valuation of personal services, materials, equipment, buildings, and land must be verifiable from the records of Contractor. Volunteer services, to the extent feasible, should be supported by the same level of documentation used by Contractor for its own employees, including time and attendance records.

C. HCDE may not approve any action or cost that is inconsistent with the purpose or terms and conditions of the Prime Contract. If an action by Contractor or a Subcontractor will result in a change in the project/program scope or budget requiring HHS approval, HCDE must obtain that approval from HHS before giving its approval to Contractor or a Subcontractor. Failure of HHS to grant such approval, and the repercussions thereof, shall not constitute a breach by HCDE of this Addendum.

D. Contractor must recite the requirements of this Article in any Subcontract.

E. In the event that any payment(s) to Contractor under this Addendum are subsequently disallowed by HHS or in the event that HCDE is required to refund any funding received from HHS or other granting agency relating to Contractor's Work, to the maximum extent permitted by applicable law, Contractor shall repay to HCDE, on demand, the amount of any such disallowed costs and/or refund. HCDE may, in its sole discretion, deduct the amount(s) of any such disallowed costs and/or refund(s) from subsequent payments to Contractor under this Addendum.

## **8. Changes & Amendments.**

Contractor shall, at the request of HCDE, accept changes and amendments to this Addendum to incorporate additional provisions herein or to change provisions hereof, as HCDE may reasonably deem necessary in order to comply with the provisions of the applicable Prime Contract. If any such amendment to this

Addendum causes an increase or decrease in the estimated cost of, or the time required for performance of any part of the Work under this Addendum, HCDE and Contractor will use their best efforts to mutually agree upon an equitable adjustment.

### **9. Debarment and Suspension.**

Organizations or individuals that are suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any Federal department or agency cannot, during the period of suspension, debarment, or exclusion, receive HHS grants or be paid from HHS grant funds. As a condition of this Addendum, Contractor agrees, and must recite a requirement in any Subcontract, to comply with the requirements of 45 CFR part 76. This includes, but is not limited to, a requirement that, before entering into a covered transaction, Contractor or a Subcontractor must verify that the entity is not suspended, debarred, or otherwise excluded. This verification may be accomplished by checking the Excluded Parties Listing System. The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

### **10. Lobbying.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$100,000: Contractor and any Subcontractor are prohibited by 31 U.S.C. 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financing transactions," from using appropriated funds to pay any person for influencing or attempting to influence any officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress with respect to the award, extension, continuation, renewal, amendment, or modification of the Prime Contract, this Addendum, any Subcontract, or any other Federal award. Contractor and a Subcontractor are required to certify that they have not made, and will not make, such a prohibited payment; will be responsible for reporting the use of non-appropriated funds for such purposes; and will include these requirements in any Subcontract that will exceed \$100,000 and will obtain necessary certifications from those Subcontractors. Contractor and any Subcontractor shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. All such disclosures shall be forwarded to HCDE.

### **11. Clean Air Act.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$100,000: Contractor and any Subcontractor must agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, as amended 33 U.S.C. 1251 et seq. Violations shall be reported to HHS and the appropriate Regional Office of the Environmental Protection Agency.

### **12. Audit Requirements.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$300,000: Contractor and any Subcontractor must agree to comply with the audit requirements of OMB Circular A-133, as implemented by 45 CFR 74.26 and 92.26, or audit requirements stated in 45 CFR 74.26(d) and in the HHS GPS (for types of organizations to which OMB Circular A-133 does not directly apply).

### **13. Termination.**

A. In the event that the Prime Contract is terminated, HCDE may immediately terminate this Addendum, by written notice to Contractor. Upon such termination, HCDE will be responsible for payment to Contractor of costs incurred prior to such termination only to the extent those costs are included in the final payment received by HCDE from HHS.

B. HCDE's right to terminate under this Article is in addition to all other remedies for noncompliance that are available to HCDE under this Addendum or provided by law or equity.

C. Contractor must submit a final invoice to HCDE within thirty days after the termination date.

### **14. Ownership/Protection of HCDE's Confidential Information.**

A. To assist Contractor in the performance of Contractor's duties and Scope of Work, HCDE agrees to provide to Contractor training regarding HCDE's business methods and access to certain confidential and proprietary information and materials belonging to HCDE and/or to vendors of HCDE and/or participants in HCDE's programs or services (hereinafter "vendors and/or participants"). Such confidential and proprietary information and materials (collectively "Confidential Information") includes, without limitation and regardless of whether such information or materials is expressly identified as confidential or proprietary, the following: proposals, employee information, customer lists, vendor lists and relationships, participant lists, marketing strategies, certain financial information relating to HCDE or vendors and/or participants; plans of HCDE or vendors and/or participants; and other trade secrets and valuable, confidential information of HCDE or vendors and/or participants.

B. Contractor understands and agrees that all Confidential Information and every portion thereof constitutes valuable property of HCDE and/or vendors and/or participants, and Contractor further acknowledges the importance of maintaining the security and confidentiality of the Confidential Information.

C. Contractor agrees to keep the Confidential Information, and all documentation, access, and information relating thereto, strictly confidential. Specifically, Contractor agrees that, except as required for the conduct of HCDE's business or as expressly authorized in writing by HCDE, or as may be required by law or court order, Contractor:

- (1) will not disclose or provide access to Confidential Information to any third party;
- (2) will not copy Confidential Information for any reason;
  
- (3) will not remove Confidential Information from HCDE's premises;
  
- (4) will return to HCDE all Confidential Information in Contractor's possession upon completion of any Work for HCDE requiring Contractor to have access to such Confidential Information;  
and



(5) return to HCDE all Confidential Information upon the termination of Contractor's relationship with HCDE for any reason.

D. The terms and conditions of this Article shall survive the termination of this Addendum.

**15. Compliance with Laws.**

Contractor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable, including, but not limited to, Title 2 CFR Part 200, Title 2 CFR Part 215, Title 2 CFR Part 220, Title 2 CFR Part 225, Title 2 CFR Part 230, Title 45 CFR Part 74, Title 45 CFR Part 75, Title 45 CFR Part 92, and Title 45 CFR Part 93. Contractor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances, including those referenced in any HCDE vendor packet completed by Contractor, which is incorporated by reference herein.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Harris County Department of Education

By: \_\_\_\_\_

Jesus Amezcua  
Assistant Superintendent Business Services  
6300 Irvington Blvd  
Houston, Texas 77022  
713-696-1371  
713-696-0740

Zenith Learning (Zenith Premier, Inc)

By: \_\_\_\_\_

Kristina Perez  
CEO  
2900 Wilcrest Dr, Ste 230  
Houston TX 77042  
713-988-9600\*1004  
713-835-2229

## ADDENDUM TO SERVICES AGREEMENT FOR HEAD START

THIS ADDENDUM to Services Agreement for HCDE Expenditures (“Addendum”) shall amend, supplement, modify, delete and replace by substitution (or where applicable, be inserted as) the indicated provisions of the Agreement. Wherever the terms hereof are inconsistent with the Agreement, the terms hereof shall be controlling.

### SUPPLEMENTARY TERMS OF AGREEMENT

#### 1. Government Subcontract.

A. This Addendum between HCDE and Contractor is entered into in support of, and subject to the requirements of, the following U.S. Government Contract(s):  Grant Award Number 06CH7177, with the effective date of 01/01/2020 between HCDE and the U.S. Department of Health and Human Services (“HHS”) and any amendment thereto,  Grant Award Number 06HP000311, with the effective date of 09/01/2019 between HCDE and HHS and any amendment thereto, as well as any U.S. Government Contract or grant award hereinafter given to HCDE (collectively, the “Prime Contract”), which are incorporated herein by reference for all purposes.

B. The Parties agree that the recitation of any requirement of the Prime Contract in this Addendum shall in no way affect those requirements of the Prime Contract not recited herein or constitute a waiver thereof by either Party.

C. Pursuant to the Prime Contract, the Prime Contract is subject to certain terms, conditions, and requirements, which are incorporated by reference herein for all purposes, including, but not limited to, the HHS Grants Policy Statement (“HHS GPS”). Unless an exception is specified, such terms, conditions, and requirements apply to Contractor and to a Subcontractor to the same extent that they apply to HCDE under the Prime Contract. Any reference herein to the obligations or requirements of the Prime Contract includes any and all such terms, conditions, and requirements.

D. In the event that Contractor enters into a Subcontract, Contractor must include in any such Subcontract all applicable terms, conditions, and requirements of the Prime Contract. Contractor must also include any additional requirements imposed by this Addendum. If required by the Prime Contract or by this Addendum, Contractor shall recite specific terms, conditions, and requirements in any Subcontract including, but not limited to, the terms of this Article 1.

E. The Parties agree that their performance under this Addendum shall comply with the requirements of the Prime Contract at all times and that, in the event of a conflict between this Addendum and the requirements of the Prime Contract, the requirements of the Prime Contract shall control.

F. Contractor agrees that the mutual obligations of the Parties created by the Prime Contract constitute a contract between Contractor and HHS with respect to the matters covered in the Prime Contract.

G. Definitions. As used in the clauses referenced below and otherwise in this Addendum:

1. "Work" means the doing of all things described in, and all tasks reasonably related to the work and services required by this Addendum, whether completed or partially completed, and includes all skill, labor, materials and supplies, resources, supervision, equipment, services, all things necessary, proper, or incidental to the carrying out and completion of the terms of this Addendum, and all other items of cost or value needed to perform and fulfill Contractor's obligations under this Addendum.
2. "Government" means the federal government entity established by the United States Constitution, including any part or sub-part of the legislative, executive, or judicial branches thereof.
3. "Data" means recorded information, regardless of form or the media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs, or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data.
4. "Research Data" means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, and excludes preliminary analyses; drafts of scientific papers; plans for future research; peer reviews; communications with colleagues; physical objects, such as laboratory samples, audio or video tapes; trade secrets; commercial information; materials necessary that a researcher must hold confidential until they are published, or similar information which is protected under law; and personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.
5. "Subcontractor" means a person or entity that has a direct contract with Contractor to perform a portion of the Work. The term "Subcontractor" is referred to throughout the Addendum as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a person or entity that has a direct contract with HCDE.
6. "Subcontract" means a direct contract between Contractor and a Subcontractor to perform a portion of the Work and does not include any contract to which HCDE is a party.
7. "Forced Labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
8. "Private Entity" means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25 and includes a nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b), and a for-profit organization.

9. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the Trafficking Victims Protection Act of 2000 ("TVPA"), as amended (22 U.S.C. 7102).

## **2. Access to Records.**

Contractor shall retain financial records, supporting documents, statistical records, and all other records pertinent to this Addendum for a period of three years from the last day of the Term. The only exceptions to the aforementioned records retention requirements are the following:

1. If any litigation, dispute, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, dispute, or audit findings involving the records have been resolved and final action is taken.
2. Records for real property and equipment acquired with Federal funds shall be retained for three years after final disposition.

A. HHS, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of Contractor that are pertinent to this Addendum, in order to make audits, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to Contractor's personnel for the purpose of interview and discussion related to such documents. The rights of access provided for in this Addendum are not limited to the required retention period, but shall last as long as the records are retained.

B. With respect to subcontracts under this Addendum, HHS shall retain the right to conduct a financial review, require an audit, or otherwise ensure adequate accountability of organizations expending HHS funds. Contractor agrees to include in any subcontract made under this Addendum the requirements of this Article.

## **3. Intellectual Property.**

A. Subject to the requirements of the Bayh-Dole Act of 1980, as implemented in 37 CFR part 401, and as amended by the Technology Transfer Commercialization Act of 2000 (P.L. 106-404), HCDE shall possess the legal ownership, right, and title to any Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property made or conceived by Contractor or a Subcontractor in the course of or in connection with this Addendum. Contractor agrees to promptly and completely inform and disclose to HCDE all such Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property that Contractor may have acquired during the Term of this Addendum that pertain or relate to the business of HCDE or to any work carried on by HCDE, whether conceived by Contractor or not. All such Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property shall be the exclusive property of HCDE. Without waiving its rights to possess exclusive legal ownership to any and all intangible property acquired under this Addendum and expressly subject thereto, as to any intangible property for which HCDE does not become the exclusive legal owner, Contractor hereby grants a royalty-free, nonexclusive and irrevocable right to HCDE to reproduce, publish, prepare derivative works or otherwise use the work for HCDE's purposes, and to authorize others to do so.

B. Data Rights: In all cases, whether HHS funded all or part of the project or program resulting in the Data, the Government shall be given a royalty-free, nonexclusive, and irrevocable license for the Government to reproduce, publish, or otherwise use the Data and to authorize others to do so for Government purposes. Data developed by Contractor or a Subcontractor is also subject to this requirement.

C. Access to Research Data: As required by 45 CFR 74.36, Contractor and a Subcontractor must release Research Data first produced in a project supported in whole or in part with Federal funds that are cited publicly and officially by a Federal agency in support of an action that has the force and effect of law.

D. Contractor agrees to include in any subcontract made under this Addendum the requirements of this Article.

#### **4. Review of Progress and Site Visits.**

Contractor will meet all timelines mutually established by Contractor and HCDE. HCDE reserves the right to monitor the progress of Contractor. HHS, through authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by HHS on the premises of Contractor or a Subcontractor under this Addendum, Contractor shall provide and shall require its Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner that will not unduly delay the Work.

#### **5. Trafficking in Persons.**

A. As used in this Article, "Employee" means either: (1) an individual employed by Contractor or by a Subcontractor under this Addendum who is engaged in the performance of the Work under this Addendum; or (2) another person engaged in the performance of the Work under this Addendum and not compensated by Contractor or by a Subcontractor under this Addendum including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

B. If Contractor is a Private Entity, Contractor, an Employee of Contractor, a Subcontractor under this Addendum, and an Employee of a Subcontractor under this Addendum may not:

1. Engage in severe forms of trafficking in persons during the period of time that this Addendum is in effect;
2. Procure a commercial sex act during the period of time that this Addendum is in effect; or
3. Use Forced Labor in the performance of this Addendum or subcontracts under this Addendum.

C. HCDE may immediately and unilaterally terminate this Addendum, without penalty, if Contractor or a Subcontractor under this Addendum that is a Private Entity:

1. Is determined to have violated a prohibition in paragraph B of this Article; or

2. Has an Employee who is determined to have violated a prohibition in paragraph B of this Article through conduct that is either:
  - a. Associated with performance under this Addendum; or
  - b. Imputed to Contractor or to a Subcontractor under this Addendum using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by 2 CFR part 376.

D. If Contractor is other than a Private Entity, HCDE may immediately and unilaterally terminate this Addendum, without penalty, if a Subcontractor under this Addendum that is a Private Entity:

1. Is determined to have violated an applicable provision in paragraph B of this Article; or
2. Has an Employee who is determined to have violated an applicable prohibition in paragraph B of this Article through conduct that is either:
  - a. Associated with performance under this Addendum; or
  - b. Imputed to a Subcontractor under this Addendum using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented at 2 CFR part 376.

E. Regardless of whether Contractor and a Subcontractor under this Addendum is a Private Entity, Contractor and a Subcontractor under this Addendum must inform HCDE immediately of any information Contractor or a Subcontractor under this Addendum receives from any source alleging a violation of a prohibition in paragraph B of this Article.

F. HCDE’s right to terminate unilaterally under this Article:

1. Implements section 106(g) of the TVPA, as amended (22 U.S.C. 7104(g)); and
2. Is in addition to all other remedies for noncompliance that are available to HCDE under this Addendum.

G. Contractor and a Subcontractor under this Addendum must include the requirements of paragraph B of this Article in any subcontract to this Addendum that Contractor or a Subcontractor under this Addendum makes with a Private Entity.

## **6. Nondiscrimination.**

A. Contractor agrees not to discriminate against any of Contractor’s employees or applicants for employment because of race, color, national origin, sex, religion, age, or handicap.

B. Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d-1) and to file Form HHS 690, Assurance of Compliance. Contractor must recite the terms of

this paragraph B in any Subcontract. Contractor is responsible for determining whether a Subcontractor has the required assurance on file and, if not, ensuring that it is on file.

C. Contractor agrees to comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) as implemented by the Department of Health and Human Service regulations at 45 CFR 90. In the event Contractor passes on HHS financial assistance to any Subcontractor under this Addendum, this provision shall apply to any such Subcontractor, and the instrument under which the Federal financial assistance is passed to any such Subcontractor shall contain a provision identical to this provision.

D. Contractor agrees to comply with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." In the event Contractor passes on HHS financial assistance to any Subcontractor under this Addendum, this provision shall apply to any such Subcontractor, and the instrument under which the Federal financial assistance is passed to any such Subcontractor shall contain a provision identical to this provision.

## **7. Cost Principles.**

A. Contractor is subject to the Cost Principles stated in the HHS GPS that are otherwise applicable to its type of organization and to any requirements placed on it by HCDE in order for HCDE to comply with the terms and conditions of the Prime Contract.

B. Documentation: The basis for determining the valuation of personal services, materials, equipment, buildings, and land must be verifiable from the records of Contractor. Volunteer services, to the extent feasible, should be supported by the same level of documentation used by Contractor for its own employees, including time and attendance records.

C. HCDE may not approve any action or cost that is inconsistent with the purpose or terms and conditions of the Prime Contract. If an action by Contractor or a Subcontractor will result in a change in the project/program scope or budget requiring HHS approval, HCDE must obtain that approval from HHS before giving its approval to Contractor or a Subcontractor. Failure of HHS to grant such approval, and the repercussions thereof, shall not constitute a breach by HCDE of this Addendum.

D. Contractor must recite the requirements of this Article in any Subcontract.

E. In the event that any payment(s) to Contractor under this Addendum are subsequently disallowed by HHS or in the event that HCDE is required to refund any funding received from HHS or other granting agency relating to Contractor's Work, to the maximum extent permitted by applicable law, Contractor shall repay to HCDE, on demand, the amount of any such disallowed costs and/or refund. HCDE may, in its sole discretion, deduct the amount(s) of any such disallowed costs and/or refund(s) from subsequent payments to Contractor under this Addendum.

## **8. Changes & Amendments.**

Contractor shall, at the request of HCDE, accept changes and amendments to this Addendum to incorporate additional provisions herein or to change provisions hereof, as HCDE may reasonably deem necessary in order to comply with the provisions of the applicable Prime Contract. If any such amendment to this

Addendum causes an increase or decrease in the estimated cost of, or the time required for performance of any part of the Work under this Addendum, HCDE and Contractor will use their best efforts to mutually agree upon an equitable adjustment.

#### **9. Debarment and Suspension.**

Organizations or individuals that are suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any Federal department or agency cannot, during the period of suspension, debarment, or exclusion, receive HHS grants or be paid from HHS grant funds. As a condition of this Addendum, Contractor agrees, and must recite a requirement in any Subcontract, to comply with the requirements of 45 CFR part 76. This includes, but is not limited to, a requirement that, before entering into a covered transaction, Contractor or a Subcontractor must verify that the entity is not suspended, debarred, or otherwise excluded. This verification may be accomplished by checking the Excluded Parties Listing System. The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

#### **10. Lobbying.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$100,000: Contractor and any Subcontractor are prohibited by 31 U.S.C. 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financing transactions," from using appropriated funds to pay any person for influencing or attempting to influence any officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress with respect to the award, extension, continuation, renewal, amendment, or modification of the Prime Contract, this Addendum, any Subcontract, or any other Federal award. Contractor and a Subcontractor are required to certify that they have not made, and will not make, such a prohibited payment; will be responsible for reporting the use of non-appropriated funds for such purposes; and will include these requirements in any Subcontract that will exceed \$100,000 and will obtain necessary certifications from those Subcontractors. Contractor and any Subcontractor shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. All such disclosures shall be forwarded to HCDE.

#### **11. Clean Air Act.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$100,000: Contractor and any Subcontractor must agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, as amended 33 U.S.C. 1251 et seq. Violations shall be reported to HHS and the appropriate Regional Office of the Environmental Protection Agency.

#### **12. Audit Requirements.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$300,000: Contractor and any Subcontractor must agree to comply with the audit requirements of OMB Circular A-133, as implemented by 45 CFR 74.26 and 92.26, or audit requirements stated in 45 CFR 74.26(d) and in the HHS GPS (for types of organizations to which OMB Circular A-133 does not directly apply).



### **13. Termination.**

A. In the event that the Prime Contract is terminated, HCDE may immediately terminate this Addendum, by written notice to Contractor. Upon such termination, HCDE will be responsible for payment to Contractor of costs incurred prior to such termination only to the extent those costs are included in the final payment received by HCDE from HHS.

B. HCDE's right to terminate under this Article is in addition to all other remedies for noncompliance that are available to HCDE under this Addendum or provided by law or equity.

C. Contractor must submit a final invoice to HCDE within thirty days after the termination date.

### **14. Ownership/Protection of HCDE's Confidential Information.**

A. To assist Contractor in the performance of Contractor's duties and Scope of Work, HCDE agrees to provide to Contractor training regarding HCDE's business methods and access to certain confidential and proprietary information and materials belonging to HCDE and/or to vendors of HCDE and/or participants in HCDE's programs or services (hereinafter "vendors and/or participants"). Such confidential and proprietary information and materials (collectively "Confidential Information") includes, without limitation and regardless of whether such information or materials is expressly identified as confidential or proprietary, the following: proposals, employee information, customer lists, vendor lists and relationships, participant lists, marketing strategies, certain financial information relating to HCDE or vendors and/or participants; plans of HCDE or vendors and/or participants; and other trade secrets and valuable, confidential information of HCDE or vendors and/or participants.

B. Contractor understands and agrees that all Confidential Information and every portion thereof constitutes valuable property of HCDE and/or vendors and/or participants, and Contractor further acknowledges the importance of maintaining the security and confidentiality of the Confidential Information.

C. Contractor agrees to keep the Confidential Information, and all documentation, access, and information relating thereto, strictly confidential. Specifically, Contractor agrees that, except as required for the conduct of HCDE's business or as expressly authorized in writing by HCDE, or as may be required by law or court order, Contractor:

- (1) will not disclose or provide access to Confidential Information to any third party;
- (2) will not copy Confidential Information for any reason;
  
- (3) will not remove Confidential Information from HCDE's premises;
  
- (4) will return to HCDE all Confidential Information in Contractor's possession upon completion of any Work for HCDE requiring Contractor to have access to such Confidential Information; and

(5) return to HCDE all Confidential Information upon the termination of Contractor's relationship with HCDE for any reason.

D. The terms and conditions of this Article shall survive the termination of this Addendum.

**15. Compliance with Laws.**

Contractor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable, including, but not limited to, Title 2 CFR Part 200, Title 2 CFR Part 215, Title 2 CFR Part 220, Title 2 CFR Part 225, Title 2 CFR Part 230, Title 45 CFR Part 74, Title 45 CFR Part 75, Title 45 CFR Part 92, and Title 45 CFR Part 93. Contractor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances, including those referenced in any HCDE vendor packet completed by Contractor, which is incorporated by reference herein.

Executed this 25 day of Nov, 2019.

Harris County Department of Education

By: \_\_\_\_\_

Jesus Amezcua  
Assistant Superintendent Business Services  
6300 Irvington Blvd  
Houston, Texas 77022  
713-696-1371  
713-696-0740

Zenith Learning (Zenith Premier, Inc)

By:  \_\_\_\_\_

Kristina Perez  
CEO  
2900 Wilcrest Dr, Ste 230  
Houston TX 77042  
713-988-9600\*1004  
713-835-2229

## SERVICES AGREEMENT FOR HCDE EXPENDITURES

This Services Agreement (“Agreement”) is made and entered into by and between the Harris County Department of Education (“HCDE”), located in Houston, Texas 77022, and Zenith Learning (Zenith Premier, Inc) (“Contractor”), located in Houston, TX 77099, for Contractor to provide services to HCDE in accordance with the terms and conditions specified herein.

### Recitals

HCDE is a political subdivision of the State of Texas, established to promote education in Harris County, Texas. Both HCDE and Contractor desire to set forth in writing the terms and conditions of their agreement. In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties intending to be legally bound agree as follows:

1. **Purpose.** HCDE agrees to retain Contractor and Contractor agrees to provide services to HCDE as Contractor and to perform the duties and all necessary labor and resources needed to provide the services set forth in Paragraph 3 – Scope of Work. Contractor shall also perform such other related services and duties as are customarily performed by a Contractor in a similar position.
2. **Term.** This Agreement is for services beginning January 1, 2020 and ending December 31, 2020 (“Term”). All extensions of this Agreement shall be subject to the terms and conditions specified herein.
3. **Scope of Work.** Exhibit A includes a detailed Scope of Work that sets out the services (hereinafter “Services”) Contractor agrees to provide.
4. **Independent Contractor Status.** It is the intention of the parties that Contractor be an independent contractor and not an employee, agent, joint venturer, or partner of HCDE. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between HCDE and either Contractor or any employee or agent of Contractor. As an independent contractor, Contractor will be solely responsible for determining the means and methods for performing the Services and shall furnish all tools, materials, transportation, and personal incidentals necessary in the performance of the Services. Contractor shall be responsible for any and all applicable social security and personal income taxes that may become due as a result of any payments made by HCDE hereunder and Contractor shall indemnify and hold HCDE harmless in this regard.
5. **Review of Progress.** Contractor will work to meet all timelines mutually established by Contractor and HCDE. HCDE reserves the right to monitor the progress of Contractor.
6. **Changes & Amendments.** During the Term of the Agreement (see Paragraph 2), HCDE and Contractor reserve the right to make changes to the Services the Contractor is required to provide pursuant to this Agreement. This Agreement may be amended only by the mutual agreement of the parties, in writing to be attached to and incorporated in this Agreement. All such changes shall be made in writing and agreed to by both parties.

7. **Assignment.** Neither this Agreement nor any duties or obligations under it shall be assignable by Contractor without the prior written acknowledgement and authorization of HCDE.

8. **Compensation.** HCDE will pay Contractor an amount not to exceed \$350,000 for Services provided in Exhibit A. Contractor will invoice HCDE periodically throughout the Term of the Agreement in accordance with Section 29 of this Agreement. HCDE is Texas sales and use tax exempt and will not reimburse Contractor for any Texas sales taxes incurred by Contractor. In the event that any payment(s) to Contractor under this Agreement are subsequently disallowed by a state or federal grant awarding agency or in the event that HCDE is required to refund any funding received from a state or federal grant awarding agency relating to Contractor's Work, to the maximum extent permitted by applicable law, Contractor shall repay to HCDE, on demand, the amount of any such disallowed costs and/or refund. HCDE may, in its sole discretion, deduct the amount(s) of any such disallowed costs and/or refund(s) from subsequent payments to Contractor under this Agreement.

9. **Intellectual Property.** Contractor represents that it has all intellectual property rights necessary to enter into and perform its obligations in this Agreement.

10. **Ownership of Work Product.** All work product, including any concepts, products, software, research, reports, studies, data, photographs, negatives, or other documents, drawings or materials prepared by Contractor in the performance of its obligations under this Agreement will be deemed works for hire and the exclusive property of HCDE, the Texas Education Agency, the State of Texas, and/or the federal government, as applicable. Contractor shall deliver all such materials to HCDE upon completion, termination, or cancellation of this Agreement. Any programs, data, or other materials furnished by HCDE for use by Contractor in connection with the Services performed under this Agreement will remain HCDE's property. Any pre-existing programs, data, or other materials furnished and owned by Contractor for use by Contractor in connection with the Services performed under this Agreement will remain Contractor's property.

11. **Professional Services.** This Agreement (check applicable box)  is /  is not for professional services and governed by the Professional Services Procurement Act, TEX. GOV'T CODE Chp. 2254. Contractor represents and warrants that Contractor has demonstrated competence and possesses qualifications to perform the Services and is performing the Services for a fair and reasonable price. Contractor further represents and warrants that the professional fees under the Agreement do not exceed any maximum provided by law.

12. **Conflict of Interest.** During the Term of Contractor's service to HCDE, Contractor shall not, directly or indirectly, whether for Contractor's own account or for or with any other person or entity whatsoever, employ, solicit, or endeavor to entice away any person who is employed by HCDE.

13. **Criminal History Certification.** Contractor shall complete the "Criminal History Certification" regarding the criminal history of covered employees and the "Felony Conviction Notice," both of which are incorporated by reference herein. Noncompliance or misrepresentation regarding these certifications may be grounds for termination of this Agreement.

14. **Indemnity.** TO THE FULLEST EXTENT PERMITTED BY LAW, CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS HCDE, ITS TRUSTEES, OFFICERS, EMPLOYEES, AND

AGENTS FROM AND AGAINST ALL LIABILITY, LOSS, EXPENSE (INCLUDING REASONABLE LITIGATION COSTS AND ATTORNEY'S FEES), OR CLAIMS FOR INJURY OR DAMAGES ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT (COLLECTIVELY, "CLAIM") TO THE EXTENT THE CLAIM ARISES FROM THE NEGLIGENCE, WILLFUL ACT, BREACH OF CONTRACT, OR VIOLATION OF LAW BY CONTRACTOR, ITS EMPLOYEES, AGENTS, CONTRACTORS, OR SUBCONTRACTORS.

**15. Non-appropriation of funds.** The Term of this Agreement is a commitment of HCDE current revenue only. Notwithstanding anything to the contrary in this Agreement, HCDE is obligated to make payments only as approved each year by HCDE's Board of Trustees. HCDE's Board of Trustees retains the right to terminate the Agreement at the expiration of each budget period of HCDE. To the extent that HCDE will use federal grant funds to fulfill its obligations under this Agreement, Contractor acknowledges that federal funds will be used to pay for all or a portion of funds due under this Agreement and that this Agreement is only effective upon receipt of the Notice of Grant Award ("NOGA") by HCDE from the awarding agency. As such, if HCDE does not receive sufficient funding for the services provided in this Agreement, HCDE may terminate this Agreement without penalty or further obligation to Contractor, at any time upon written notice to Contractor. Services rendered in accordance with this Agreement shall be funded by Head Start Federal funding. Payment for services rendered shall be allocated as follows: 90% funded by Head Start and 10% funded by Early Head Start.

**16. Non-Exclusivity.** Nothing in this Agreement may be construed to imply that Contractor has the exclusive right to provide HCDE Services. During the Term of this Agreement, HCDE reserves the right to use all available resources to procure other services as needed and doing so will not violate any rights of Contractor.

**17. Performance.** Contractor agrees that Contractor's Services will be performed with reasonable care, skill, judgment, and experience in a professional business-like manner, with no direct supervision from HCDE. If Contractor is unable to complete the work in this manner based on the mutually agreed upon time, Contractor shall notify HCDE's Senior Director of Head Start in writing.

**18. Termination.** Either party for any reason upon thirty (30) days written notice may terminate this Agreement without cause. HCDE will be responsible for payment for Services that have been accepted by HCDE up to the termination date.

HCDE may, by written notice, immediately terminate this Agreement if Contractor has defaulted in whole or in part, refuses or fails to comply with the provisions of this Agreement, fails to make progress, does not cure such failure after written notice within a reasonable period of time, or fails to perform the Services within the same time period specified or any written extension thereof. In such event, HCDE may obtain comparable Services elsewhere and either deduct the costs of obtaining such Services from any amount owed Contractor or Contractor shall reimburse HCDE for such costs incurred by HCDE.

**19. Inspection and Acceptance of Service.** HCDE reserves the right to inspect the Services provided under this Agreement at all reasonable times and places during the Term. If any of the Services do not conform to the requirements set forth in this Agreement, HCDE may (i) require Contractor to perform the Services again in conformity with such requirements, with no additional charge to HCDE; or (ii) equitably

reduce payment due Contractor to reflect the reduced value of the Services performed. These remedies do not limit other remedies available to HCDE in this Agreement or otherwise available by law.

**20. Subcontractors.** If HCDE gives written permission for Contractor to subcontract any of the Services, Contractor shall ensure that each subcontractor complies with all provisions of this Agreement. Contractor shall require each subcontractor to maintain and to furnish Contractor with satisfactory evidence of Workers Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate. Contractor will remain liable for the acts and omissions of such subcontractor(s) and the proper performance and delivery of the Services.

**21. Insurance.** Unless an appropriate HCDE representative agrees to waive the requirements by initialing the designated space near the signature block below, Contractor shall comply with all of HCDE's insurance requirements. Contractor shall provide Certificates of Insurance evidencing the Insurance Requirements prior to the start of work. Contractor shall maintain insurance coverage in the amounts specified by HCDE. Certificates of Insurance on the current ACORD form shall be issued to HCDE showing all required insurance coverage.

**22. Force Majeure.** The parties to this Agreement may be excused from performance hereunder during the time and to the extent that they are prevented from performance due to an act of God, fire, strike or lockout, when satisfactory evidence thereof is presented to the other party and provided that such non-performance is not due to the fault of the non-performing party.

**23. Notice.** Any notice provided under the terms of this Agreement by either party to the other shall be in writing and may be affected by certified mail, return receipt requested. Notice to either party shall be sufficient if made or addressed as to the address listed in the signature line of this Agreement.

Each party may change the address at which notice may be sent to that party by giving notice of such change to the other party by certified mail, return receipt requested.

**24. Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be a court of competent jurisdiction in Harris County, Texas.

**25. No Waiver of HCDE's Immunity.** The execution of this Agreement and the performance of HCDE of any of its obligations hereunder are not, and are not intended to waive or relinquish, and HCDE shall not waive or relinquish, any governmental, sovereign immunity or defense from or to liability or prosecution available to HCDE, its trustees, officers, employees, or agents under federal or Texas laws.

**26. Entire Agreement.** The Agreement, the procurement solicitation issued by HCDE, RFP # 17/017LB, Contractor's proposal submitted in response to HCDE's procurement solicitation, and the attached and incorporated addendum, exhibits, and documents/forms contain the entire agreement of the parties relative to the purpose(s) of the Agreement and supercede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this Agreement. In the event of a conflict between this Agreement and the procurement solicitation issued by HCDE or Contractor's proposal submitted in response to HCDE's procurement solicitation, this Agreement shall control. In the event of a

conflict between the procurement solicitation issued by HCDE and Contractor's proposal submitted in response to HCDE's procurement solicitation, HCDE's procurement solicitation shall control. This Agreement supersedes any conflicting terms and conditions on any purchase or work orders, invoices, checks, order acknowledgements, forms, purchase orders, or similar commercial documents relating hereto and which may be issued by Contractor after the Effective Date of this Agreement.

**27. Severability.** In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

**28. Debarment and Suspension.** Pursuant to Executive Orders 12549 and 12689, a contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. When federal funds are expended by HCDE under this Agreement, Contractor certifies that during the term of this Agreement, Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency or by the State of Texas. Contractor shall immediately provide written notice to HCDE if at any time Contractor learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. HCDE may rely upon Contractor's certification that Contractor is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless HCDE knows the certification is erroneous.

**29. Invoices.** Contractor is required to submit original invoices to the HCDE Business Office ATTN: Accounts Payable. The invoices can be mailed through the postal service to HCDE Business Office ATTN: Accounts Payable, 6300 Irvington Boulevard, Houston, Texas 77022, or emailed to [accountspayable@hcde-texas.org](mailto:accountspayable@hcde-texas.org).

The invoices should include the following:

1. Date of invoice
2. Period of service
3. List of services provided
4. Location where services were provided
5. Invoice number
6. Contact information
7. Deliverables under the contract
8. Certification of service provided through a signature by company representative

Contractor is required to submit to HCDE a completed IRS Form W-9, Criminal History Certification, Felony Conviction Notice, Conflict of Interest Questionnaire, and any other forms required of HCDE before payment is rendered. Payment to Contractor shall be made only after Services are performed and not before. Advance payment to Contractor is strictly prohibited.

Contractor shall submit invoices within a timely manner during HCDE's fiscal year in which the good(s) and/or services are purchased. In accordance with Texas Government Code § 2251.021, payments are due to Contractor within forty-five (45) days after the later of the following: (1) the date HCDE receives the goods under the Agreement; (2) the date the performance of the service under the Agreement is completed; or (3) the date HCDE receives an invoice for the goods or service. Contractor agrees to pay any subcontractors, if any, the appropriate share of the payment received from HCDE not later than the tenth (10th) day after the date Contractor receives the payment from HCDE. The exceptions to payments made by HCDE and/or Contractor listed in Texas Government Code § 2251.002 shall apply to this Agreement.

Failure to send the invoices to the Accounts Payable Office will delay payment. Contractor certifies that no work has been performed before the effective date of this Agreement. Invoices submitted by Contractor for work performed prior to the effective date of the Agreement may not be honored by HCDE, in HCDE's sole discretion.

**30. Compliance with Applicable Laws.** Contractor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable, including, but not limited to the Education Department General Administrative Regulations ("EDGAR"), 2 C.F.R. Parts 200 and 3474, and 34 C.F.R. Parts 75-77 and 81. If applicable, Contractor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances as detailed in HCDE's Certifications form, "Required Contract Provisions for Non-Federal Entity Contracts under Federal Awards – Appendix II to 2 CFR Part 200," which is incorporated by reference herein. Contractor further certifies compliance with all applicable provisions, laws, acts, regulations, rules, and ordinances, including those referenced in any HCDE vendor packet completed by Contractor, which is incorporated by reference herein.

Contractor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Contractor further certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies"), boycotts Israel, and Contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

**31. Confidential Data of HCDE.** In the course of performing duties under this Agreement, Contractor may view, obtain, or have access to financial, accounting, statistical, personnel, and other information of a confidential nature concerning students and school districts being served by HCDE and employees of HCDE. All such information is confidential and shall not be disclosed, directly or indirectly, to any person other than authorized officials of HCDE, either during the Term of this Agreement or after such Term.

Contractor acknowledges that HCDE would be irreparably injured if Contractor were to disclose such information to third parties not entitled to receive such information or to misappropriate such confidential information for Contractor's own purposes or benefit and that money damages would not compensate HCDE for such irreparable injury.



Contractor further acknowledges that to the extent Contractor receives confidential student information during the performance of duties under this Agreement, Contractor is considered a "school official" in accordance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and shall not disclose confidential student information or education records.

**32. Warranties.** All goods and/or services provided by Contractor under this Agreement must be warranted to be free from defects in material, workmanship, and free from such defects in design for a period of one (1) year upon the later of HCDE's acceptance of the product and/or service or payment of the applicable invoice. Contractor warrants that all goods and/or services furnished under this Agreement shall conform in all respects to the terms of this Agreement, including any drawings, specifications, and/or standards incorporated herein, including, without limitation, those detailed in the procurement solicitation issued by HCDE. In addition, Contractor warrants that goods and/or services are suitable for and will perform in accordance with the purposes for which they are intended. Contractor shall assume all liabilities incurred within the scope of consequential damages and incidental expenses, as set forth in the vendor or manufacturer's warranty, which result from either delivery or use of product, which does not meet the specifications within this Agreement or the solicitation procurement.

**Insurance Requirements Waiver** – IF the Insurance Requirements are not applicable to the Services or if HCDE otherwise chooses to waive such requirements for purposes of this Agreement, the appropriate HCDE representative may waive the requirements by initialing here: → JK

Otherwise, Contractor must satisfy the Insurance Requirements specified in this Agreement.

In witness whereof, HCDE and Contractor have executed this Agreement to be effective on the date specified in Term above:

Zenith Premier, Inc.

Harris County Department of Education

By:  \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Kristina Perez  
CEO  
2900 Wilcrest Dr, Ste 230  
Houston TX 77042  
7/988-9600 x 1004  
7/835-2229

Jesus Amezcua, Ph.D., CPA, RTSBA  
Assistant Superintendent –Business Services  
6300 Irvington Blvd  
Houston, TX 77022-5618  
713-696-1371  
713-696-0740

**EXHIBIT A**

**SCOPE OF WORK**

Contractor	HCDE
<p>Services/Obligations/Deadlines</p> <ul style="list-style-type: none"><li>• Contractor will provide Substitute Teachers/Teaching Assistants that meet the qualifications outlined in Section 4.3 Scope of Work, Qualifications, and Requirements of RFP#17/017LB.</li></ul>	<ul style="list-style-type: none"><li>• Obligations</li></ul>

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Zenith Premier, Inc. (dba Zenith Learning)  
Houston, TX United States

Certificate Number:  
2019-564847

Date Filed:  
11/25/2019

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Harris County Department of Education

Date Acknowledged:

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

17/017LB  
substitute services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

**6 UNSWORN DECLARATION**

My name is Kristina M. Perez, and my date of birth is 11-5-72.

My address is 10300 Westhoffie Dr. Ste 106, Houston, TX, 77042, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Harris County, State of TX, on the 25 day of Nov, 2019.  
(month) (year)

Kristina M. Perez  
Signature of authorized agent of contracting business entity (Declarant)

## ADDENDUM TO SERVICES AGREEMENT FOR HEAD START

THIS ADDENDUM to Services Agreement for HCDE Expenditures (“Addendum”) shall amend, supplement, modify, delete and replace by substitution (or where applicable, be inserted as) the indicated provisions of the Agreement. Wherever the terms hereof are inconsistent with the Agreement, the terms hereof shall be controlling.

### SUPPLEMENTARY TERMS OF AGREEMENT

#### 1. Government Subcontract.

A. This Addendum between HCDE and Contractor is entered into in support of, and subject to the requirements of, the following U.S. Government Contract(s):  Grant Award Number 06CH7177, with the effective date of 01/01/2020 between HCDE and the U.S. Department of Health and Human Services (“HHS”) and any amendment thereto,  Grant Award Number 06HP000311, with the effective date of 09/01/2019 between HCDE and HHS and any amendment thereto, as well as any U.S. Government Contract or grant award hereinafter given to HCDE (collectively, the “Prime Contract”), which are incorporated herein by reference for all purposes.

B. The Parties agree that the recitation of any requirement of the Prime Contract in this Addendum shall in no way affect those requirements of the Prime Contract not recited herein or constitute a waiver thereof by either Party.

C. Pursuant to the Prime Contract, the Prime Contract is subject to certain terms, conditions, and requirements, which are incorporated by reference herein for all purposes, including, but not limited to, the HHS Grants Policy Statement (“HHS GPS”). Unless an exception is specified, such terms, conditions, and requirements apply to Contractor and to a Subcontractor to the same extent that they apply to HCDE under the Prime Contract. Any reference herein to the obligations or requirements of the Prime Contract includes any and all such terms, conditions, and requirements.

D. In the event that Contractor enters into a Subcontract, Contractor must include in any such Subcontract all applicable terms, conditions, and requirements of the Prime Contract. Contractor must also include any additional requirements imposed by this Addendum. If required by the Prime Contract or by this Addendum, Contractor shall recite specific terms, conditions, and requirements in any Subcontract including, but not limited to, the terms of this Article 1.

E. The Parties agree that their performance under this Addendum shall comply with the requirements of the Prime Contract at all times and that, in the event of a conflict between this Addendum and the requirements of the Prime Contract, the requirements of the Prime Contract shall control.

F. Contractor agrees that the mutual obligations of the Parties created by the Prime Contract constitute a contract between Contractor and HHS with respect to the matters covered in the Prime Contract.

G. Definitions. As used in the clauses referenced below and otherwise in this Addendum:

1. "Work" means the doing of all things described in, and all tasks reasonably related to the work and services required by this Addendum, whether completed or partially completed, and includes all skill, labor, materials and supplies, resources, supervision, equipment, services, all things necessary, proper, or incidental to the carrying out and completion of the terms of this Addendum, and all other items of cost or value needed to perform and fulfill Contractor's obligations under this Addendum.
2. "Government" means the federal government entity established by the United States Constitution, including any part or sub-part of the legislative, executive, or judicial branches thereof.
3. "Data" means recorded information, regardless of form or the media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs, or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data.
4. "Research Data" means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, and excludes preliminary analyses; drafts of scientific papers; plans for future research; peer reviews; communications with colleagues; physical objects, such as laboratory samples, audio or video tapes; trade secrets; commercial information; materials necessary that a researcher must hold confidential until they are published, or similar information which is protected under law; and personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.
5. "Subcontractor" means a person or entity that has a direct contract with Contractor to perform a portion of the Work. The term "Subcontractor" is referred to throughout the Addendum as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a person or entity that has a direct contract with HCDE.
6. "Subcontract" means a direct contract between Contractor and a Subcontractor to perform a portion of the Work and does not include any contract to which HCDE is a party.
7. "Forced Labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
8. "Private Entity" means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25 and includes a nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b), and a for-profit organization.

9. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the Trafficking Victims Protection Act of 2000 ("TVPA"), as amended (22 U.S.C. 7102).

## **2. Access to Records.**

Contractor shall retain financial records, supporting documents, statistical records, and all other records pertinent to this Addendum for a period of three years from the last day of the Term. The only exceptions to the aforementioned records retention requirements are the following:

1. If any litigation, dispute, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, dispute, or audit findings involving the records have been resolved and final action is taken.
2. Records for real property and equipment acquired with Federal funds shall be retained for three years after final disposition.

A. HHS, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of Contractor that are pertinent to this Addendum, in order to make audits, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to Contractor's personnel for the purpose of interview and discussion related to such documents. The rights of access provided for in this Addendum are not limited to the required retention period, but shall last as long as the records are retained.

B. With respect to subcontracts under this Addendum, HHS shall retain the right to conduct a financial review, require an audit, or otherwise ensure adequate accountability of organizations expending HHS funds. Contractor agrees to include in any subcontract made under this Addendum the requirements of this Article.

## **3. Intellectual Property.**

A. Subject to the requirements of the Bayh-Dole Act of 1980, as implemented in 37 CFR part 401, and as amended by the Technology Transfer Commercialization Act of 2000 (P.L. 106-404), HCDE shall possess the legal ownership, right, and title to any Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property made or conceived by Contractor or a Subcontractor in the course of or in connection with this Addendum. Contractor agrees to promptly and completely inform and disclose to HCDE all such Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property that Contractor may have acquired during the Term of this Addendum that pertain or relate to the business of HCDE or to any work carried on by HCDE, whether conceived by Contractor or not. All such Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property shall be the exclusive property of HCDE. Without waiving its rights to possess exclusive legal ownership to any and all intangible property acquired under this Addendum and expressly subject thereto, as to any intangible property for which HCDE does not become the exclusive legal owner, Contractor hereby grants a royalty-free, nonexclusive and irrevocable right to HCDE to reproduce, publish, prepare derivative works or otherwise use the work for HCDE's purposes, and to authorize others to do so.

B. Data Rights: In all cases, whether HHS funded all or part of the project or program resulting in the Data, the Government shall be given a royalty-free, nonexclusive, and irrevocable license for the Government to reproduce, publish, or otherwise use the Data and to authorize others to do so for Government purposes. Data developed by Contractor or a Subcontractor is also subject to this requirement.

C. Access to Research Data: As required by 45 CFR 74.36, Contractor and a Subcontractor must release Research Data first produced in a project supported in whole or in part with Federal funds that are cited publicly and officially by a Federal agency in support of an action that has the force and effect of law.

D. Contractor agrees to include in any subcontract made under this Addendum the requirements of this Article.

#### **4. Review of Progress and Site Visits.**

Contractor will meet all timelines mutually established by Contractor and HCDE. HCDE reserves the right to monitor the progress of Contractor. HHS, through authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by HHS on the premises of Contractor or a Subcontractor under this Addendum, Contractor shall provide and shall require its Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner that will not unduly delay the Work.

#### **5. Trafficking in Persons.**

A. As used in this Article, "Employee" means either: (1) an individual employed by Contractor or by a Subcontractor under this Addendum who is engaged in the performance of the Work under this Addendum; or (2) another person engaged in the performance of the Work under this Addendum and not compensated by Contractor or by a Subcontractor under this Addendum including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

B. If Contractor is a Private Entity, Contractor, an Employee of Contractor, a Subcontractor under this Addendum, and an Employee of a Subcontractor under this Addendum may not:

1. Engage in severe forms of trafficking in persons during the period of time that this Addendum is in effect;
2. Procure a commercial sex act during the period of time that this Addendum is in effect; or
3. Use Forced Labor in the performance of this Addendum or subcontracts under this Addendum.

C. HCDE may immediately and unilaterally terminate this Addendum, without penalty, if Contractor or a Subcontractor under this Addendum that is a Private Entity:

1. Is determined to have violated a prohibition in paragraph B of this Article; or

2. Has an Employee who is determined to have violated a prohibition in paragraph B of this Article through conduct that is either:
  - a. Associated with performance under this Addendum; or
  - b. Imputed to Contractor or to a Subcontractor under this Addendum using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by 2 CFR part 376.

D. If Contractor is other than a Private Entity, HCDE may immediately and unilaterally terminate this Addendum, without penalty, if a Subcontractor under this Addendum that is a Private Entity:

1. Is determined to have violated an applicable provision in paragraph B of this Article; or
2. Has an Employee who is determined to have violated an applicable prohibition in paragraph B of this Article through conduct that is either:
  - a. Associated with performance under this Addendum; or
  - b. Imputed to a Subcontractor under this Addendum using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented at 2 CFR part 376.

E. Regardless of whether Contractor and a Subcontractor under this Addendum is a Private Entity, Contractor and a Subcontractor under this Addendum must inform HCDE immediately of any information Contractor or a Subcontractor under this Addendum receives from any source alleging a violation of a prohibition in paragraph B of this Article.

F. HCDE's right to terminate unilaterally under this Article:

1. Implements section 106(g) of the TVPA, as amended (22 U.S.C. 7104(g)); and
2. Is in addition to all other remedies for noncompliance that are available to HCDE under this Addendum.

G. Contractor and a Subcontractor under this Addendum must include the requirements of paragraph B of this Article in any subcontract to this Addendum that Contractor or a Subcontractor under this Addendum makes with a Private Entity.

## **6. Nondiscrimination.**

A. Contractor agrees not to discriminate against any of Contractor's employees or applicants for employment because of race, color, national origin, sex, religion, age, or handicap.

B. Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d-1) and to file Form HHS 690, Assurance of Compliance. Contractor must recite the terms of



this paragraph B in any Subcontract. Contractor is responsible for determining whether a Subcontractor has the required assurance on file and, if not, ensuring that it is on file.

C. Contractor agrees to comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) as implemented by the Department of Health and Human Service regulations at 45 CFR 90. In the event Contractor passes on HHS financial assistance to any Subcontractor under this Addendum, this provision shall apply to any such Subcontractor, and the instrument under which the Federal financial assistance is passed to any such Subcontractor shall contain a provision identical to this provision.

D. Contractor agrees to comply with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." In the event Contractor passes on HHS financial assistance to any Subcontractor under this Addendum, this provision shall apply to any such Subcontractor, and the instrument under which the Federal financial assistance is passed to any such Subcontractor shall contain a provision identical to this provision.

## **7. Cost Principles.**

A. Contractor is subject to the Cost Principles stated in the HHS GPS that are otherwise applicable to its type of organization and to any requirements placed on it by HCDE in order for HCDE to comply with the terms and conditions of the Prime Contract.

B. Documentation: The basis for determining the valuation of personal services, materials, equipment, buildings, and land must be verifiable from the records of Contractor. Volunteer services, to the extent feasible, should be supported by the same level of documentation used by Contractor for its own employees, including time and attendance records.

C. HCDE may not approve any action or cost that is inconsistent with the purpose or terms and conditions of the Prime Contract. If an action by Contractor or a Subcontractor will result in a change in the project/program scope or budget requiring HHS approval, HCDE must obtain that approval from HHS before giving its approval to Contractor or a Subcontractor. Failure of HHS to grant such approval, and the repercussions thereof, shall not constitute a breach by HCDE of this Addendum.

D. Contractor must recite the requirements of this Article in any Subcontract.

E. In the event that any payment(s) to Contractor under this Addendum are subsequently disallowed by HHS or in the event that HCDE is required to refund any funding received from HHS or other granting agency relating to Contractor's Work, to the maximum extent permitted by applicable law, Contractor shall repay to HCDE, on demand, the amount of any such disallowed costs and/or refund. HCDE may, in its sole discretion, deduct the amount(s) of any such disallowed costs and/or refund(s) from subsequent payments to Contractor under this Addendum.

## **8. Changes & Amendments.**

Contractor shall, at the request of HCDE, accept changes and amendments to this Addendum to incorporate additional provisions herein or to change provisions hereof, as HCDE may reasonably deem necessary in order to comply with the provisions of the applicable Prime Contract. If any such amendment to this

Addendum causes an increase or decrease in the estimated cost of, or the time required for performance of any part of the Work under this Addendum, HCDE and Contractor will use their best efforts to mutually agree upon an equitable adjustment.

#### **9. Debarment and Suspension.**

Organizations or individuals that are suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any Federal department or agency cannot, during the period of suspension, debarment, or exclusion, receive HHS grants or be paid from HHS grant funds. As a condition of this Addendum, Contractor agrees, and must recite a requirement in any Subcontract, to comply with the requirements of 45 CFR part 76. This includes, but is not limited to, a requirement that, before entering into a covered transaction, Contractor or a Subcontractor must verify that the entity is not suspended, debarred, or otherwise excluded. This verification may be accomplished by checking the Excluded Parties Listing System. The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

#### **10. Lobbying.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$100,000: Contractor and any Subcontractor are prohibited by 31 U.S.C. 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financing transactions," from using appropriated funds to pay any person for influencing or attempting to influence any officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress with respect to the award, extension, continuation, renewal, amendment, or modification of the Prime Contract, this Addendum, any Subcontract, or any other Federal award. Contractor and a Subcontractor are required to certify that they have not made, and will not make, such a prohibited payment; will be responsible for reporting the use of non-appropriated funds for such purposes; and will include these requirements in any Subcontract that will exceed \$100,000 and will obtain necessary certifications from those Subcontractors. Contractor and any Subcontractor shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. All such disclosures shall be forwarded to HCDE.

#### **11. Clean Air Act.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$100,000: Contractor and any Subcontractor must agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, as amended 33 U.S.C. 1251 et seq. Violations shall be reported to HHS and the appropriate Regional Office of the Environmental Protection Agency.

#### **12. Audit Requirements.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$300,000: Contractor and any Subcontractor must agree to comply with the audit requirements of OMB Circular A-133, as implemented by 45 CFR 74.26 and 92.26, or audit requirements stated in 45 CFR 74.26(d) and in the HHS GPS (for types of organizations to which OMB Circular A-133 does not directly apply).

### **13. Termination.**

A. In the event that the Prime Contract is terminated, HCDE may immediately terminate this Addendum, by written notice to Contractor. Upon such termination, HCDE will be responsible for payment to Contractor of costs incurred prior to such termination only to the extent those costs are included in the final payment received by HCDE from HHS.

B. HCDE's right to terminate under this Article is in addition to all other remedies for noncompliance that are available to HCDE under this Addendum or provided by law or equity.

C. Contractor must submit a final invoice to HCDE within thirty days after the termination date.

### **14. Ownership/Protection of HCDE's Confidential Information.**

A. To assist Contractor in the performance of Contractor's duties and Scope of Work, HCDE agrees to provide to Contractor training regarding HCDE's business methods and access to certain confidential and proprietary information and materials belonging to HCDE and/or to vendors of HCDE and/or participants in HCDE's programs or services (hereinafter "vendors and/or participants"). Such confidential and proprietary information and materials (collectively "Confidential Information") includes, without limitation and regardless of whether such information or materials is expressly identified as confidential or proprietary, the following: proposals, employee information, customer lists, vendor lists and relationships, participant lists, marketing strategies, certain financial information relating to HCDE or vendors and/or participants; plans of HCDE or vendors and/or participants; and other trade secrets and valuable, confidential information of HCDE or vendors and/or participants.

B. Contractor understands and agrees that all Confidential Information and every portion thereof constitutes valuable property of HCDE and/or vendors and/or participants, and Contractor further acknowledges the importance of maintaining the security and confidentiality of the Confidential Information.

C. Contractor agrees to keep the Confidential Information, and all documentation, access, and information relating thereto, strictly confidential. Specifically, Contractor agrees that, except as required for the conduct of HCDE's business or as expressly authorized in writing by HCDE, or as may be required by law or court order, Contractor:

- (1) will not disclose or provide access to Confidential Information to any third party;
- (2) will not copy Confidential Information for any reason;
  
- (3) will not remove Confidential Information from HCDE's premises;
  
- (4) will return to HCDE all Confidential Information in Contractor's possession upon completion of any Work for HCDE requiring Contractor to have access to such Confidential Information; and

(5) return to HCDE all Confidential Information upon the termination of Contractor's relationship with HCDE for any reason.

D. The terms and conditions of this Article shall survive the termination of this Addendum.

**15. Compliance with Laws.**

Contractor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable, including, but not limited to, Title 2 CFR Part 200, Title 2 CFR Part 215, Title 2 CFR Part 220, Title 2 CFR Part 225, Title 2 CFR Part 230, Title 45 CFR Part 74, Title 45 CFR Part 75, Title 45 CFR Part 92, and Title 45 CFR Part 93. Contractor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances, including those referenced in any HCDE vendor packet completed by Contractor, which is incorporated by reference herein.

Executed this 25 day of Nov, 2019.

Harris County Department of Education

By: \_\_\_\_\_

Jesus Amezcua  
Assistant Superintendent Business Services  
6300 Irvington Blvd  
Houston, Texas 77022  
713-696-1371  
713-696-0740

Zenith Learning (Zenith Premier, Inc)

By:  \_\_\_\_\_

Kristina Perez  
CEO  
2900 Wilcrest Dr, Ste 230  
Houston TX 77042  
713-988-9600\*1004  
713-835-2229

## SERVICES AGREEMENT FOR HCDE EXPENDITURES

This Services Agreement (“Agreement”) is made and entered into by and between the Harris County Department of Education (“HCDE”), located in Houston, Texas 77022, and Zenith Learning (Zenith Premier, Inc) (“Contractor”), located in Houston, TX 77099, for Contractor to provide services to HCDE in accordance with the terms and conditions specified herein.

### Recitals

HCDE is a political subdivision of the State of Texas, established to promote education in Harris County, Texas. Both HCDE and Contractor desire to set forth in writing the terms and conditions of their agreement. In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties intending to be legally bound agree as follows:

1. **Purpose.** HCDE agrees to retain Contractor and Contractor agrees to provide services to HCDE as Contractor and to perform the duties and all necessary labor and resources needed to provide the services set forth in Paragraph 3 – Scope of Work. Contractor shall also perform such other related services and duties as are customarily performed by a Contractor in a similar position.
2. **Term.** This Agreement is for services beginning January 1, 2020 and ending December 31, 2020 (“Term”). All extensions of this Agreement shall be subject to the terms and conditions specified herein.
3. **Scope of Work.** Exhibit A includes a detailed Scope of Work that sets out the services (hereinafter “Services”) Contractor agrees to provide.
4. **Independent Contractor Status.** It is the intention of the parties that Contractor be an independent contractor and not an employee, agent, joint venturer, or partner of HCDE. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between HCDE and either Contractor or any employee or agent of Contractor. As an independent contractor, Contractor will be solely responsible for determining the means and methods for performing the Services and shall furnish all tools, materials, transportation, and personal incidentals necessary in the performance of the Services. Contractor shall be responsible for any and all applicable social security and personal income taxes that may become due as a result of any payments made by HCDE hereunder and Contractor shall indemnify and hold HCDE harmless in this regard.
5. **Review of Progress.** Contractor will work to meet all timelines mutually established by Contractor and HCDE. HCDE reserves the right to monitor the progress of Contractor.
6. **Changes & Amendments.** During the Term of the Agreement (see Paragraph 2), HCDE and Contractor reserve the right to make changes to the Services the Contractor is required to provide pursuant to this Agreement. This Agreement may be amended only by the mutual agreement of the parties, in writing to be attached to and incorporated in this Agreement. All such changes shall be made in writing and agreed to by both parties.

7. **Assignment.** Neither this Agreement nor any duties or obligations under it shall be assignable by Contractor without the prior written acknowledgement and authorization of HCDE.

8. **Compensation.** HCDE will pay Contractor an amount not to exceed \$350,000 for Services provided in Exhibit A. Contractor will invoice HCDE periodically throughout the Term of the Agreement in accordance with Section 29 of this Agreement. HCDE is Texas sales and use tax exempt and will not reimburse Contractor for any Texas sales taxes incurred by Contractor. In the event that any payment(s) to Contractor under this Agreement are subsequently disallowed by a state or federal grant awarding agency or in the event that HCDE is required to refund any funding received from a state or federal grant awarding agency relating to Contractor's Work, to the maximum extent permitted by applicable law, Contractor shall repay to HCDE, on demand, the amount of any such disallowed costs and/or refund. HCDE may, in its sole discretion, deduct the amount(s) of any such disallowed costs and/or refund(s) from subsequent payments to Contractor under this Agreement.

9. **Intellectual Property.** Contractor represents that it has all intellectual property rights necessary to enter into and perform its obligations in this Agreement.

10. **Ownership of Work Product.** All work product, including any concepts, products, software, research, reports, studies, data, photographs, negatives, or other documents, drawings or materials prepared by Contractor in the performance of its obligations under this Agreement will be deemed works for hire and the exclusive property of HCDE, the Texas Education Agency, the State of Texas, and/or the federal government, as applicable. Contractor shall deliver all such materials to HCDE upon completion, termination, or cancellation of this Agreement. Any programs, data, or other materials furnished by HCDE for use by Contractor in connection with the Services performed under this Agreement will remain HCDE's property. Any pre-existing programs, data, or other materials furnished and owned by Contractor for use by Contractor in connection with the Services performed under this Agreement will remain Contractor's property.

11. **Professional Services.** This Agreement (check applicable box)  is /  is not for professional services and governed by the Professional Services Procurement Act, TEX. GOV'T CODE Chp. 2254. Contractor represents and warrants that Contractor has demonstrated competence and possesses qualifications to perform the Services and is performing the Services for a fair and reasonable price. Contractor further represents and warrants that the professional fees under the Agreement do not exceed any maximum provided by law.

12. **Conflict of Interest.** During the Term of Contractor's service to HCDE, Contractor shall not, directly or indirectly, whether for Contractor's own account or for or with any other person or entity whatsoever, employ, solicit, or endeavor to entice away any person who is employed by HCDE.

13. **Criminal History Certification.** Contractor shall complete the "Criminal History Certification" regarding the criminal history of covered employees and the "Felony Conviction Notice," both of which are incorporated by reference herein. Noncompliance or misrepresentation regarding these certifications may be grounds for termination of this Agreement.

14. **Indemnity.** TO THE FULLEST EXTENT PERMITTED BY LAW, CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS HCDE, ITS TRUSTEES, OFFICERS, EMPLOYEES, AND

AGENTS FROM AND AGAINST ALL LIABILITY, LOSS, EXPENSE (INCLUDING REASONABLE LITIGATION COSTS AND ATTORNEY'S FEES), OR CLAIMS FOR INJURY OR DAMAGES ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT (COLLECTIVELY, "CLAIM") TO THE EXTENT THE CLAIM ARISES FROM THE NEGLIGENCE, WILLFUL ACT, BREACH OF CONTRACT, OR VIOLATION OF LAW BY CONTRACTOR, ITS EMPLOYEES, AGENTS, CONTRACTORS, OR SUBCONTRACTORS.

**15. Non-appropriation of funds.** The Term of this Agreement is a commitment of HCDE current revenue only. Notwithstanding anything to the contrary in this Agreement, HCDE is obligated to make payments only as approved each year by HCDE's Board of Trustees. HCDE's Board of Trustees retains the right to terminate the Agreement at the expiration of each budget period of HCDE. To the extent that HCDE will use federal grant funds to fulfill its obligations under this Agreement, Contractor acknowledges that federal funds will be used to pay for all or a portion of funds due under this Agreement and that this Agreement is only effective upon receipt of the Notice of Grant Award ("NOGA") by HCDE from the awarding agency. As such, if HCDE does not receive sufficient funding for the services provided in this Agreement, HCDE may terminate this Agreement without penalty or further obligation to Contractor, at any time upon written notice to Contractor. Services rendered in accordance with this Agreement shall be funded by Head Start Federal funding. Payment for services rendered shall be allocated as follows: 90% funded by Head Start and 10% funded by Early Head Start.

**16. Non-Exclusivity.** Nothing in this Agreement may be construed to imply that Contractor has the exclusive right to provide HCDE Services. During the Term of this Agreement, HCDE reserves the right to use all available resources to procure other services as needed and doing so will not violate any rights of Contractor.

**17. Performance.** Contractor agrees that Contractor's Services will be performed with reasonable care, skill, judgment, and experience in a professional business-like manner, with no direct supervision from HCDE. If Contractor is unable to complete the work in this manner based on the mutually agreed upon time, Contractor shall notify HCDE's Senior Director of Head Start in writing.

**18. Termination.** Either party for any reason upon thirty (30) days written notice may terminate this Agreement without cause. HCDE will be responsible for payment for Services that have been accepted by HCDE up to the termination date.

HCDE may, by written notice, immediately terminate this Agreement if Contractor has defaulted in whole or in part, refuses or fails to comply with the provisions of this Agreement, fails to make progress, does not cure such failure after written notice within a reasonable period of time, or fails to perform the Services within the same time period specified or any written extension thereof. In such event, HCDE may obtain comparable Services elsewhere and either deduct the costs of obtaining such Services from any amount owed Contractor or Contractor shall reimburse HCDE for such costs incurred by HCDE.

**19. Inspection and Acceptance of Service.** HCDE reserves the right to inspect the Services provided under this Agreement at all reasonable times and places during the Term. If any of the Services do not conform to the requirements set forth in this Agreement, HCDE may (i) require Contractor to perform the Services again in conformity with such requirements, with no additional charge to HCDE; or (ii) equitably

reduce payment due Contractor to reflect the reduced value of the Services performed. These remedies do not limit other remedies available to HCDE in this Agreement or otherwise available by law.

**20. Subcontractors.** If HCDE gives written permission for Contractor to subcontract any of the Services, Contractor shall ensure that each subcontractor complies with all provisions of this Agreement. Contractor shall require each subcontractor to maintain and to furnish Contractor with satisfactory evidence of Workers Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate. Contractor will remain liable for the acts and omissions of such subcontractor(s) and the proper performance and delivery of the Services.

**21. Insurance.** Unless an appropriate HCDE representative agrees to waive the requirements by initialing the designated space near the signature block below, Contractor shall comply with all of HCDE's insurance requirements. Contractor shall provide Certificates of Insurance evidencing the Insurance Requirements prior to the start of work. Contractor shall maintain insurance coverage in the amounts specified by HCDE. Certificates of Insurance on the current ACORD form shall be issued to HCDE showing all required insurance coverage.

**22. Force Majeure.** The parties to this Agreement may be excused from performance hereunder during the time and to the extent that they are prevented from performance due to an act of God, fire, strike or lockout, when satisfactory evidence thereof is presented to the other party and provided that such non-performance is not due to the fault of the non-performing party.

**23. Notice.** Any notice provided under the terms of this Agreement by either party to the other shall be in writing and may be affected by certified mail, return receipt requested. Notice to either party shall be sufficient if made or addressed as to the address listed in the signature line of this Agreement.

Each party may change the address at which notice may be sent to that party by giving notice of such change to the other party by certified mail, return receipt requested.

**24. Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be a court of competent jurisdiction in Harris County, Texas.

**25. No Waiver of HCDE's Immunity.** The execution of this Agreement and the performance of HCDE of any of its obligations hereunder are not, and are not intended to waive or relinquish, and HCDE shall not waive or relinquish, any governmental, sovereign immunity or defense from or to liability or prosecution available to HCDE, its trustees, officers, employees, or agents under federal or Texas laws.

**26. Entire Agreement.** The Agreement, the procurement solicitation issued by HCDE, RFP # 17/017LB, Contractor's proposal submitted in response to HCDE's procurement solicitation, and the attached and incorporated addendum, exhibits, and documents/forms contain the entire agreement of the parties relative to the purpose(s) of the Agreement and supercede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this Agreement. In the event of a conflict between this Agreement and the procurement solicitation issued by HCDE or Contractor's proposal submitted in response to HCDE's procurement solicitation, this Agreement shall control. In the event of a



conflict between the procurement solicitation issued by HCDE and Contractor's proposal submitted in response to HCDE's procurement solicitation, HCDE's procurement solicitation shall control. This Agreement supersedes any conflicting terms and conditions on any purchase or work orders, invoices, checks, order acknowledgements, forms, purchase orders, or similar commercial documents relating hereto and which may be issued by Contractor after the Effective Date of this Agreement.

**27. Severability.** In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

**28. Debarment and Suspension.** Pursuant to Executive Orders 12549 and 12689, a contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. When federal funds are expended by HCDE under this Agreement, Contractor certifies that during the term of this Agreement, Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency or by the State of Texas. Contractor shall immediately provide written notice to HCDE if at any time Contractor learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. HCDE may rely upon Contractor's certification that Contractor is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless HCDE knows the certification is erroneous.

**29. Invoices.** Contractor is required to submit original invoices to the HCDE Business Office ATTN: Accounts Payable. The invoices can be mailed through the postal service to HCDE Business Office ATTN: Accounts Payable, 6300 Irvington Boulevard, Houston, Texas 77022, or emailed to [accountspayable@hcde-texas.org](mailto:accountspayable@hcde-texas.org).

The invoices should include the following:

1. Date of invoice
2. Period of service
3. List of services provided
4. Location where services were provided
5. Invoice number
6. Contact information
7. Deliverables under the contract
8. Certification of service provided through a signature by company representative

Contractor is required to submit to HCDE a completed IRS Form W-9, Criminal History Certification, Felony Conviction Notice, Conflict of Interest Questionnaire, and any other forms required of HCDE before payment is rendered. Payment to Contractor shall be made only after Services are performed and not before. Advance payment to Contractor is strictly prohibited.

Contractor shall submit invoices within a timely manner during HCDE’s fiscal year in which the good(s) and/or services are purchased. In accordance with Texas Government Code § 2251.021, payments are due to Contractor within forty-five (45) days after the later of the following: (1) the date HCDE receives the goods under the Agreement; (2) the date the performance of the service under the Agreement is completed; or (3) the date HCDE receives an invoice for the goods or service. Contractor agrees to pay any subcontractors, if any, the appropriate share of the payment received from HCDE not later than the tenth (10th) day after the date Contractor receives the payment from HCDE. The exceptions to payments made by HCDE and/or Contractor listed in Texas Government Code § 2251.002 shall apply to this Agreement.

Failure to send the invoices to the Accounts Payable Office will delay payment. Contractor certifies that no work has been performed before the effective date of this Agreement. Invoices submitted by Contractor for work performed prior to the effective date of the Agreement may not be honored by HCDE, in HCDE’s sole discretion.

**30. Compliance with Applicable Laws.** Contractor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable, including, but not limited to the Education Department General Administrative Regulations (“EDGAR”), 2 C.F.R. Parts 200 and 3474, and 34 C.F.R. Parts 75-77 and 81. If applicable, Contractor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances as detailed in HCDE’s Certifications form, “Required Contract Provisions for Non-Federal Entity Contracts under Federal Awards – Appendix II to 2 CFR Part 200,” which is incorporated by reference herein. Contractor further certifies compliance with all applicable provisions, laws, acts, regulations, rules, and ordinances, including those referenced in any HCDE vendor packet completed by Contractor, which is incorporated by reference herein.

Contractor hereby certifies that it is not a company identified on the Texas Comptroller’s list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Contractor further certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the “Contractor Companies”), boycotts Israel, and Contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term “boycott” shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

**31. Confidential Data of HCDE.** In the course of performing duties under this Agreement, Contractor may view, obtain, or have access to financial, accounting, statistical, personnel, and other information of a confidential nature concerning students and school districts being served by HCDE and employees of HCDE. All such information is confidential and shall not be disclosed, directly or indirectly, to any person other than authorized officials of HCDE, either during the Term of this Agreement or after such Term.

Contractor acknowledges that HCDE would be irreparably injured if Contractor were to disclose such information to third parties not entitled to receive such information or to misappropriate such confidential information for Contractor’s own purposes or benefit and that money damages would not compensate HCDE for such irreparable injury.

Contractor further acknowledges that to the extent Contractor receives confidential student information during the performance of duties under this Agreement, Contractor is considered a "school official" in accordance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and shall not disclose confidential student information or education records.

**32. Warranties.** All goods and/or services provided by Contractor under this Agreement must be warranted to be free from defects in material, workmanship, and free from such defects in design for a period of one (1) year upon the later of HCDE's acceptance of the product and/or service or payment of the applicable invoice. Contractor warrants that all goods and/or services furnished under this Agreement shall conform in all respects to the terms of this Agreement, including any drawings, specifications, and/or standards incorporated herein, including, without limitation, those detailed in the procurement solicitation issued by HCDE. In addition, Contractor warrants that goods and/or services are suitable for and will perform in accordance with the purposes for which they are intended. Contractor shall assume all liabilities incurred within the scope of consequential damages and incidental expenses, as set forth in the vendor or manufacturer's warranty, which result from either delivery or use of product, which does not meet the specifications within this Agreement or the solicitation procurement.

**Insurance Requirements Waiver** – IF the Insurance Requirements are not applicable to the Services or if HCDE otherwise chooses to waive such requirements for purposes of this Agreement, the appropriate HCDE representative may waive the requirements by initialing here: → JK

Otherwise, Contractor must satisfy the Insurance Requirements specified in this Agreement.

In witness whereof, HCDE and Contractor have executed this Agreement to be effective on the date specified in Term above:

Zenith Premier, Inc.

Harris County Department of Education

By:  \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Kristina Perez  
CEO  
2900 Wilcrest Dr, Ste 230  
Houston TX 77042  
7/988-9600 x 1004  
7/835-2229

Jesus Amezcua, Ph.D., CPA, RTSBA  
Assistant Superintendent –Business Services  
6300 Irvington Blvd  
Houston, TX 77022-5618  
713-696-1371  
713-696-0740

**EXHIBIT A**

**SCOPE OF WORK**

Contractor	HCDE
<p>Services/Obligations/Deadlines</p> <ul style="list-style-type: none"><li>• Contractor will provide Substitute Teachers/Teaching Assistants that meet the qualifications outlined in Section 4.3 Scope of Work, Qualifications, and Requirements of RFP#17/017LB.</li></ul>	<ul style="list-style-type: none"><li>• Obligations</li></ul>

**Regular Board Meeting**

**7.C.**

**Meeting Date:** December 18, 2019  
**Title:** Services Agreement with ChildCare Careers, LLC  
**Submitted For:** Venetia Peacock, Head Start **Submitted By:** Sharon McBride  
**Recommended Action:** Approve **HCDE Goal(s):** 5. Recruit high-quality professionals  
**Additional Resource Personnel:** Dr. Jesus Amezcua, Jonathan Parker, Venetia L Peacock; Lisa Boone **Facilities/Technology Approval Needed?:**

**Information**

**Posted Agenda Item:**

**Consider approval of a Services Agreement with ChildCare Careers, LLC to provide substitute Teachers and Teaching Assistants (RFP# 18/035KJ) to the HCDE Head Start/Early Head Start and Child Care Partnerships program** for the period of 01/01/2020 through 12/31/2020 in an amount not to exceed \$100,000.00 (fully funded by the Head Start/Early Head Start and Child Care Partnerships grants).

**Subject:**

Services Agreement - ChildCare Careers, LLC; Substitute Teachers and Teaching Assistants for HCDE Head Start/Early Head Start and Child Care Partnerships Program

**Rationale:**

Contractor will provide a factored number of Substitute Teachers and Teaching Assistants as outlined in the scope of work. The contract shall cover the time period of 01/01/2020 through 12/31/2020.

**Fiscal Impact**

**Attachments**

6798

**Form Review**

**Inbox**

Head Start  
Purchasing Alternate  
Purchasing  
Assistant Superintendent - Business  
Form Started By: Sharon McBride  
Final Approval Date: 12/05/2019

**Reviewed By**

Venetia Peacock  
Yaritza Roman  
Bill Monroe  
Jesus Amezcua

**Date**

11/23/2019 08:38 PM  
12/04/2019 02:09 PM  
12/04/2019 02:23 PM  
12/05/2019 09:59 AM  
Started On: 11/08/2019 02:48 PM

## SERVICES AGREEMENT FOR HCDE EXPENDITURES

This Services Agreement ("Agreement") is made and entered into by and between the Harris County Department of Education ("HCDE"), located in Houston, Texas 77022, and Childcare Careers, LLC ("Contractor"), located in Brisbane, CA 94005, for Contractor to provide services to HCDE in accordance with the terms and conditions specified herein.

### Recitals

HCDE is a political subdivision of the State of Texas, established to promote education in Harris County, Texas. Both HCDE and Contractor desire to set forth in writing the terms and conditions of their agreement. In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties intending to be legally bound agree as follows:

1. **Purpose**. HCDE agrees to retain Contractor and Contractor agrees to provide services to HCDE as Contractor and to perform the duties and all necessary labor and resources needed to provide the services set forth in Paragraph 3 – Scope of Work. Contractor shall also perform such other related services and duties as are customarily performed by a Contractor in a similar position.
2. **Term**. This Agreement is for services beginning January 1, 2020 and ending December 31, 2020 ("Term"). All extensions of this Agreement shall be subject to the terms and conditions specified herein.
3. **Scope of Work**. Exhibit A includes a detailed Scope of Work that sets out the services (hereinafter "Services") Contractor agrees to provide.
4. **Independent Contractor Status**. It is the intention of the parties that Contractor be an independent contractor and not an employee, agent, joint venturer, or partner of HCDE. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between HCDE and either Contractor or any employee or agent of Contractor. As an independent contractor, Contractor will be solely responsible for determining the means and methods for performing the Services and shall furnish all tools, materials, transportation, and personal incidentals necessary in the performance of the Services. Contractor shall be responsible for any and all applicable social security and personal income taxes that may become due as a result of any payments made by HCDE hereunder and Contractor shall indemnify and hold HCDE harmless in this regard.
5. **Review of Progress**. Contractor will work to meet all timelines mutually established by Contractor and HCDE. HCDE reserves the right to monitor the progress of Contractor.
6. **Changes & Amendments**. During the Term of the Agreement (see Paragraph 2), HCDE and Contractor reserve the right to make changes to the Services the Contractor is required to provide pursuant to this Agreement. This Agreement may be amended only by the mutual agreement of the parties, in writing to be attached to and incorporated in this Agreement. All such changes shall be made in writing and agreed to by both parties.
7. **Assignment**. Neither this Agreement nor any duties or obligations under it shall be assignable by Contractor without the prior written acknowledgement and authorization of HCDE.

**8. Compensation.** HCDE will pay Contractor an amount not to exceed \$100,000.00 for Services provided in Exhibit A. Contractor will invoice HCDE periodically throughout the Term of the Agreement in accordance with Section 29 of this Agreement. HCDE is Texas sales and use tax exempt and will not reimburse Contractor for any Texas sales taxes incurred by Contractor. In the event that any payment(s) to Contractor under this Agreement are subsequently disallowed by a state or federal grant awarding agency or in the event that HCDE is required to refund any funding received from a state or federal grant awarding agency relating to Contractor's Work, to the maximum extent permitted by applicable law, Contractor shall repay to HCDE, on demand, the amount of any such disallowed costs and/or refund. HCDE may, in its sole discretion, deduct the amount(s) of any such disallowed costs and/or refund(s) from subsequent payments to Contractor under this Agreement.

**9. Intellectual Property.** Contractor represents that it has all intellectual property rights necessary to enter into and perform its obligations in this Agreement.

**10. Ownership of Work Product.** All work product, including any concepts, products, software, research, reports, studies, data, photographs, negatives, or other documents, drawings or materials prepared by Contractor in the performance of its obligations under this Agreement will be deemed works for hire and the exclusive property of HCDE, the Texas Education Agency, the State of Texas, and/or the federal government, as applicable. Contractor shall deliver all such materials to HCDE upon completion, termination, or cancellation of this Agreement. Any programs, data, or other materials furnished by HCDE for use by Contractor in connection with the Services performed under this Agreement will remain HCDE's property. Any pre-existing programs, data, or other materials furnished and owned by Contractor for use by Contractor in connection with the Services performed under this Agreement will remain Contractor's property.

**11. Professional Services.** This Agreement (check applicable box)  is /  is not for professional services and governed by the Professional Services Procurement Act, TEX. GOV'T CODE Chp. 2254. Contractor represents and warrants that Contractor has demonstrated competence and possesses qualifications to perform the Services and is performing the Services for a fair and reasonable price. Contractor further represents and warrants that the professional fees under the Agreement do not exceed any maximum provided by law.

**12. Conflict of Interest.** During the Term of Contractor's service to HCDE, Contractor shall not, directly or indirectly, whether for Contractor's own account or for or with any other person or entity whatsoever, employ, solicit, or endeavor to entice away any person who is employed by HCDE.

**13. Criminal History Certification.** Contractor shall complete the "Criminal History Certification" regarding the criminal history of covered employees and the "Felony Conviction Notice," both of which are incorporated by reference herein. Noncompliance or misrepresentation regarding these certifications may be grounds for termination of this Agreement.

**14. Indemnity.** TO THE FULLEST EXTENT PERMITTED BY LAW, CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS HCDE, ITS TRUSTEES, OFFICERS, EMPLOYEES, AND AGENTS FROM AND AGAINST ALL LIABILITY, LOSS, EXPENSE (INCLUDING REASONABLE LITIGATION COSTS AND ATTORNEY'S FEES), OR CLAIMS FOR INJURY OR DAMAGES

**ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT (COLLECTIVELY, "CLAIM") TO THE EXTENT THE CLAIM ARISES FROM THE NEGLIGENCE, WILLFUL ACT, BREACH OF CONTRACT, OR VIOLATION OF LAW BY CONTRACTOR, ITS EMPLOYEES, AGENTS, CONTRACTORS, OR SUBCONTRACTORS.**

**15. Non-appropriation of funds.** The Term of this Agreement is a commitment of HCDE current revenue only. Notwithstanding anything to the contrary in this Agreement, HCDE is obligated to make payments only as approved each year by HCDE's Board of Trustees. HCDE's Board of Trustees retains the right to terminate the Agreement at the expiration of each budget period of HCDE. To the extent that HCDE will use federal grant funds to fulfill its obligations under this Agreement, Contractor acknowledges that federal funds will be used to pay for all or a portion of funds due under this Agreement and that this Agreement is only effective upon receipt of the Notice of Grant Award ("NOGA") by HCDE from the awarding agency. As such, if HCDE does not receive sufficient funding for the services provided in this Agreement, HCDE may terminate this Agreement without penalty or further obligation to Contractor, at any time upon written notice to Contractor. Services rendered in accordance with this Agreement shall be funded by Head Start Federal Funding. Payment for services rendered shall be allocated as follows: 90% funded by Head Start; and 10% funded by Early Head Start.

**16. Non-Exclusivity.** Nothing in this Agreement may be construed to imply that Contractor has the exclusive right to provide HCDE Services. During the Term of this Agreement, HCDE reserves the right to use all available resources to procure other services as needed and doing so will not violate any rights of Contractor.

**17. Performance.** Contractor agrees that Contractor's Services will be performed with reasonable care, skill, judgment, and experience in a professional business-like manner, with no direct supervision from HCDE. If Contractor is unable to complete the work in this manner based on the mutually agreed upon time, Contractor shall notify HCDE's Senior Director of Head Start in writing.

**18. Termination.** Either party for any reason upon thirty (30) days written notice may terminate this Agreement without cause. HCDE will be responsible for payment for Services that have been accepted by HCDE up to the termination date.

HCDE may, by written notice, immediately terminate this Agreement if Contractor has defaulted in whole or in part, refuses or fails to comply with the provisions of this Agreement, fails to make progress, does not cure such failure after written notice within a reasonable period of time, or fails to perform the Services within the same time period specified or any written extension thereof. In such event, HCDE may obtain comparable Services elsewhere and either deduct the costs of obtaining such Services from any amount owed Contractor or Contractor shall reimburse HCDE for such costs incurred by HCDE.

**19. Inspection and Acceptance of Service.** HCDE reserves the right to inspect the Services provided under this Agreement at all reasonable times and places during the Term. If any of the Services do not conform to the requirements set forth in this Agreement, HCDE may (i) require Contractor to perform the Services again in conformity with such requirements, with no additional charge to HCDE; or (ii) equitably reduce payment due Contractor to reflect the reduced value of the Services performed. These remedies do not limit other remedies available to HCDE in this Agreement or otherwise available by law.



**20. Subcontractors.** If HCDE gives written permission for Contractor to subcontract any of the Services, Contractor shall ensure that each subcontractor complies with all provisions of this Agreement. Contractor shall require each subcontractor to maintain and to furnish Contractor with satisfactory evidence of Workers Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate. Contractor will remain liable for the acts and omissions of such subcontractor(s) and the proper performance and delivery of the Services.

**21. Insurance.** Unless an appropriate HCDE representative agrees to waive the requirements by initialing the designated space near the signature block below, Contractor shall comply with all of HCDE's insurance requirements. Contractor shall provide Certificates of Insurance evidencing the Insurance Requirements prior to the start of work. Contractor shall maintain insurance coverage in the amounts specified by HCDE. Certificates of Insurance on the current ACORD form shall be issued to HCDE showing all required insurance coverage.

**22. Force Majeure.** The parties to this Agreement may be excused from performance hereunder during the time and to the extent that they are prevented from performance due to an act of God, fire, strike or lockout, when satisfactory evidence thereof is presented to the other party and provided that such non-performance is not due to the fault of the non-performing party.

**23. Notice.** Any notice provided under the terms of this Agreement by either party to the other shall be in writing and may be affected by certified mail, return receipt requested. Notice to either party shall be sufficient if made or addressed as to the address listed in the signature line of this Agreement.

Each party may change the address at which notice may be sent to that party by giving notice of such change to the other party by certified mail, return receipt requested.

**24. Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be a court of competent jurisdiction in Harris County, Texas.

**25. No Waiver of HCDE's Immunity.** The execution of this Agreement and the performance of HCDE of any of its obligations hereunder are not, and are not intended to waive or relinquish, and HCDE shall not waive or relinquish, any governmental, sovereign immunity or defense from or to liability or prosecution available to HCDE, its trustees, officers, employees, or agents under federal or Texas laws.

**26. Entire Agreement.** The Agreement, the procurement solicitation issued by HCDE, RFP # 18/035KJ Contractor's proposal submitted in response to HCDE's procurement solicitation, and the attached and incorporated addendum, exhibits, and documents/forms contain the entire agreement of the parties relative to the purpose(s) of the Agreement and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this Agreement. In the event of a conflict between this Agreement and the procurement solicitation issued by HCDE or Contractor's proposal submitted in response to HCDE's procurement solicitation, this Agreement shall control. In the event of a conflict between the procurement solicitation issued by HCDE and Contractor's proposal submitted in response to HCDE's procurement solicitation, HCDE's procurement solicitation shall control. This Agreement supersedes any conflicting terms and conditions on any purchase or work orders, invoices,

checks, order acknowledgements, forms, purchase orders, or similar commercial documents relating hereto and which may be issued by Contractor after the Effective Date of this Agreement.

**27. Severability.** In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

**28. Debarment and Suspension.** Pursuant to Executive Orders 12549 and 12689, a contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. When federal funds are expended by HCDE under this Agreement, Contractor certifies that during the term of this Agreement, Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency or by the State of Texas. Contractor shall immediately provide written notice to HCDE if at any time Contractor learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. HCDE may rely upon Contractor's certification that Contractor is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless HCDE knows the certification is erroneous.

**29. Invoices.** Contractor is required to submit original invoices to the HCDE Business Office ATTN: Accounts Payable. The invoices can be mailed through the postal service to HCDE Business Office ATTN: Accounts Payable, 6300 Irvington Boulevard, Houston, Texas 77022, or emailed to [accountspayable@hcde-texas.org](mailto:accountspayable@hcde-texas.org).

The invoices should include the following:

1. Date of invoice
2. Period of service
3. List of services provided
4. Location where services were provided
5. Invoice number
6. Contact information
7. Deliverables under the contract
8. Certification of service provided through a signature by company representative

Contractor is required to submit to HCDE a completed IRS Form W-9, Criminal History Certification, Felony Conviction Notice, Conflict of Interest Questionnaire, and any other forms required of HCDE before payment is rendered. Payment to Contractor shall be made only after Services are performed and not before. Advance payment to Contractor is strictly prohibited.

Contractor shall submit invoices within a timely manner during HCDE's fiscal year in which the good(s) and/or services are purchased. In accordance with Texas Government Code § 2251.021, payments are due to Contractor within forty-five (45) days after the later of the following: (1) the date HCDE receives the

goods under the Agreement; (2) the date the performance of the service under the Agreement is completed; or (3) the date HCDE receives an invoice for the goods or service. Contractor agrees to pay any subcontractors, if any, the appropriate share of the payment received from HCDE not later than the tenth (10th) day after the date Contractor receives the payment from HCDE. The exceptions to payments made by HCDE and/or Contractor listed in Texas Government Code § 2251.002 shall apply to this Agreement.

Failure to send the invoices to the Accounts Payable Office will delay payment. Contractor certifies that no work has been performed before the effective date of this Agreement. Invoices submitted by Contractor for work performed prior to the effective date of the Agreement may not be honored by HCDE, in HCDE's sole discretion.

**30. Compliance with Applicable Laws.** Contractor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable, including, but not limited to the Education Department General Administrative Regulations ("EDGAR"), 2 C.F.R. Parts 200 and 3474, and 34 C.F.R. Parts 75-77 and 81. If applicable, Contractor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances as detailed in HCDE's Certifications form, "Required Contract Provisions for Non-Federal Entity Contracts under Federal Awards – Appendix II to 2 CFR Part 200," which is incorporated by reference herein. Contractor further certifies compliance with all applicable provisions, laws, acts, regulations, rules, and ordinances, including those referenced in any HCDE vendor packet completed by Contractor, which is incorporated by reference herein.

Contractor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Contractor further certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies"), boycotts Israel, and Contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

**31. Confidential Data of HCDE.** In the course of performing duties under this Agreement, Contractor may view, obtain, or have access to financial, accounting, statistical, personnel, and other information of a confidential nature concerning students and school districts being served by HCDE and employees of HCDE. All such information is confidential and shall not be disclosed, directly or indirectly, to any person other than authorized officials of HCDE, either during the Term of this Agreement or after such Term.

Contractor acknowledges that HCDE would be irreparably injured if Contractor were to disclose such information to third parties not entitled to receive such information or to misappropriate such confidential information for Contractor's own purposes or benefit and that money damages would not compensate HCDE for such irreparable injury.

Contractor further acknowledges that to the extent Contractor receives confidential student information during the performance of duties under this Agreement, Contractor is considered a "school official" in accordance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and shall not disclose confidential student information or education records.

32. **Warranties.** All goods and/or services provided by Contractor under this Agreement must be warranted to be free from defects in material, workmanship, and free from such defects in design for a period of one (1) year upon the later of HCDE's acceptance of the product and/or service or payment of the applicable invoice. Contractor warrants that all goods and/or services furnished under this Agreement shall conform in all respects to the terms of this Agreement, including any drawings, specifications, and/or standards incorporated herein, including, without limitation, those detailed in the procurement solicitation issued by HCDE. In addition, Contractor warrants that goods and/or services are suitable for and will perform in accordance with the purposes for which they are intended. Contractor shall assume all liabilities incurred within the scope of consequential damages and incidental expenses, as set forth in the vendor or manufacturer's warranty, which result from either delivery or use of product, which does not meet the specifications within this Agreement or the solicitation procurement.

**Insurance Requirements Waiver** – IF the Insurance Requirements are not applicable to the Services or if HCDE otherwise chooses to waive such requirements for purposes of this Agreement, the appropriate HCDE representative may waive the requirements by initialing here: →

Otherwise, Contractor must satisfy the Insurance Requirements specified in this Agreement.

In witness whereof, HCDE and Contractor have executed this Agreement to be effective on the date specified in Term above:

Childcare Careers, LLC

Harris County Department of Education

By: Sandy Burns  
(Signature)

Sandy Burns  
Marketing Specialist  
2000 Sierra Point Parkway #702  
Brisbane, CA 94005  
Phone: 650-372-0211  
Fax: 650-475-5641

By: \_\_\_\_\_  
(Signature)

Jesus Amezcua, Ph.D., CPA, RTSBA  
Assistant Superintendent –Business Services  
6300 Irvington Blvd  
Houston, TX 77022-5618  
713-696-1371  
713-696-0740

**EXHIBIT A  
SCOPE OF WORK**

<b>Contractor</b>	<b>HCDE</b>
<p><b>Services/Obligations/Deadlines</b></p> <ul style="list-style-type: none"><li>• <b>Contractor will provide Substitute Teachers/Teaching Assistants that meet the qualifications outlined in Section 4.3 Scope of Work, Qualifications, and Requirements of RFP#18/035KJ</b></li></ul>	<p><b>Obligations</b></p> <ul style="list-style-type: none"><li>• <b>Provide contractor with a much notice as possible when services are required.</b></li></ul>

## **ADDENDUM TO SERVICES AGREEMENT FOR HEAD START**

THIS ADDENDUM to Services Agreement for HCDE Expenditures (“Addendum”) shall amend, supplement, modify, delete and replace by substitution (or where applicable, be inserted as) the indicated provisions of the Agreement. Wherever the terms hereof are inconsistent with the Agreement, the terms hereof shall be controlling.

### **SUPPLEMENTARY TERMS OF AGREEMENT**

#### **1. Government Subcontract.**

A. This Addendum between HCDE and Contractor is entered into in support of, and subject to the requirements of, the following U.S. Government Contract(s): ■ Grant Award Number 06CH7177, with the effective date of 01/01/2020 between HCDE and the U.S. Department of Health and Human Services (“HHS”) and any amendment thereto, ■ Grant Award Number 06HP000311, with the effective date of 09/01/2019 between HCDE and HHS and any amendment thereto, as well as any U.S. Government Contract or grant award hereinafter given to HCDE (collectively, the “Prime Contract”), which are incorporated herein by reference for all purposes.

B. The Parties agree that the recitation of any requirement of the Prime Contract in this Addendum shall in no way affect those requirements of the Prime Contract not recited herein or constitute a waiver thereof by either Party.

C. Pursuant to the Prime Contract, the Prime Contract is subject to certain terms, conditions, and requirements, which are incorporated by reference herein for all purposes, including, but not limited to, the HHS Grants Policy Statement (“HHS GPS”). Unless an exception is specified, such terms, conditions, and requirements apply to Contractor and to a Subcontractor to the same extent that they apply to HCDE under the Prime Contract. Any reference herein to the obligations or requirements of the Prime Contract includes any and all such terms, conditions, and requirements.

D. In the event that Contractor enters into a Subcontract, Contractor must include in any such Subcontract all applicable terms, conditions, and requirements of the Prime Contract. Contractor must also include any additional requirements imposed by this Addendum. If required by the Prime Contract or by this Addendum, Contractor shall recite specific terms, conditions, and requirements in any Subcontract including, but not limited to, the terms of this Article 1.

E. The Parties agree that their performance under this Addendum shall comply with the requirements of the Prime Contract at all times and that, in the event of a conflict between this Addendum and the requirements of the Prime Contract, the requirements of the Prime Contract shall control.

F. Contractor agrees that the mutual obligations of the Parties created by the Prime Contract constitute a contract between Contractor and HHS with respect to the matters covered in the Prime Contract.

G. Definitions. As used in the clauses referenced below and otherwise in this Addendum:

1. **“Work”** means the doing of all things described in, and all tasks reasonably related to the work and services required by this Addendum, whether completed or partially completed, and includes all skill, labor, materials and supplies, resources, supervision, equipment, services, all things necessary, proper, or incidental to the carrying out and completion of the terms of this Addendum, and all other items of cost or value needed to perform and fulfill Contractor’s obligations under this Addendum.
2. **“Government”** means the federal government entity established by the United States Constitution, including any part or sub-part of the legislative, executive, or judicial branches thereof.
3. **“Data”** means recorded information, regardless of form or the media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs, or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data.
4. **“Research Data”** means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, and excludes preliminary analyses; drafts of scientific papers; plans for future research; peer reviews; communications with colleagues; physical objects, such as laboratory samples, audio or video tapes; trade secrets; commercial information; materials necessary that a researcher must hold confidential until they are published, or similar information which is protected under law; and personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.
5. **“Subcontractor”** means a person or entity that has a direct contract with Contractor to perform a portion of the Work. The term “Subcontractor” is referred to throughout the Addendum as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term “Subcontractor” does not include a person or entity that has a direct contract with HCDE.
6. **“Subcontract”** means a direct contract between Contractor and a Subcontractor to perform a portion of the Work and does not include any contract to which HCDE is a party.
7. **“Forced Labor”** means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
8. **“Private Entity”** means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25 and includes a nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b), and a for-profit organization.

9. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the Trafficking Victims Protection Act of 2000 ("TVPA"), as amended (22 U.S.C. 7102).

## **2. Access to Records.**

Contractor shall retain financial records, supporting documents, statistical records, and all other records pertinent to this Addendum for a period of three years from the last day of the Term. The only exceptions to the aforementioned records retention requirements are the following:

1. If any litigation, dispute, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, dispute, or audit findings involving the records have been resolved and final action is taken.
2. Records for real property and equipment acquired with Federal funds shall be retained for three years after final disposition.

A. HHS, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of Contractor that are pertinent to this Addendum, in order to make audits, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to Contractor's personnel for the purpose of interview and discussion related to such documents. The rights of access provided for in this Addendum are not limited to the required retention period, but shall last as long as the records are retained.

B. With respect to subcontracts under this Addendum, HHS shall retain the right to conduct a financial review, require an audit, or otherwise ensure adequate accountability of organizations expending HHS funds. Contractor agrees to include in any subcontract made under this Addendum the requirements of this Article.

## **3. Intellectual Property.**

A. Subject to the requirements of the Bayh-Dole Act of 1980, as implemented in 37 CFR part 401, and as amended by the Technology Transfer Commercialization Act of 2000 (P.L. 106-404), HCDE shall possess the legal ownership, right, and title to any Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property made or conceived by Contractor or a Subcontractor in the course of or in connection with this Addendum. Contractor agrees to promptly and completely inform and disclose to HCDE all such Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property that Contractor may have acquired during the Term of this Addendum that pertain or relate to the business of HCDE or to any work carried on by HCDE, whether conceived by Contractor or not. All such Data, Research Data, writings, software, designs, materials, discoveries, inventions, or any other type of intellectual property shall be the exclusive property of HCDE. Without waiving its rights to possess exclusive legal ownership to any and all intangible property acquired under this Addendum and expressly subject thereto, as to any intangible property for which HCDE does not become the exclusive legal owner, Contractor hereby grants a royalty-free, nonexclusive and irrevocable right to HCDE to reproduce, publish, prepare derivative works or otherwise use the work for HCDE's purposes, and to authorize others to do so.



**B. Data Rights:** In all cases, whether HHS funded all or part of the project or program resulting in the Data, the Government shall be given a royalty-free, nonexclusive, and irrevocable license for the Government to reproduce, publish, or otherwise use the Data and to authorize others to do so for Government purposes. Data developed by Contractor or a Subcontractor is also subject to this requirement.

**C. Access to Research Data:** As required by 45 CFR 74.36, Contractor and a Subcontractor must release Research Data first produced in a project supported in whole or in part with Federal funds that are cited publicly and officially by a Federal agency in support of an action that has the force and effect of law.

**D. Contractor agrees to include in any subcontract made under this Addendum the requirements of this Article.**

#### **4. Review of Progress and Site Visits.**

Contractor will meet all timelines mutually established by Contractor and HCDE. HCDE reserves the right to monitor the progress of Contractor. HHS, through authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by HHS on the premises of Contractor or a Subcontractor under this Addendum, Contractor shall provide and shall require its Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner that will not unduly delay the Work.

#### **5. Trafficking in Persons.**

**A.** As used in this Article, "Employee" means either: (1) an individual employed by Contractor or by a Subcontractor under this Addendum who is engaged in the performance of the Work under this Addendum; or (2) another person engaged in the performance of the Work under this Addendum and not compensated by Contractor or by a Subcontractor under this Addendum including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

**B.** If Contractor is a Private Entity, Contractor, an Employee of Contractor, a Subcontractor under this Addendum, and an Employee of a Subcontractor under this Addendum may not:

1. Engage in severe forms of trafficking in persons during the period of time that this Addendum is in effect;
2. Procure a commercial sex act during the period of time that this Addendum is in effect; or
3. Use Forced Labor in the performance of this Addendum or subcontracts under this Addendum.

**C.** HCDE may immediately and unilaterally terminate this Addendum, without penalty, if Contractor or a Subcontractor under this Addendum that is a Private Entity:

1. Is determined to have violated a prohibition in paragraph B of this Article; or

2. Has an Employee who is determined to have violated a prohibition in paragraph B of this Article through conduct that is either:
  - a. Associated with performance under this Addendum; or
  - b. Imputed to Contractor or to a Subcontractor under this Addendum using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by 2 CFR part 376.

D. If Contractor is other than a Private Entity, HCDE may immediately and unilaterally terminate this Addendum, without penalty, if a Subcontractor under this Addendum that is a Private Entity:

1. Is determined to have violated an applicable provision in paragraph B of this Article; or
2. Has an Employee who is determined to have violated an applicable prohibition in paragraph B of this Article through conduct that is either:
  - a. Associated with performance under this Addendum; or
  - b. Imputed to a Subcontractor under this Addendum using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented at 2 CFR part 376.

E. Regardless of whether Contractor and a Subcontractor under this Addendum is a Private Entity, Contractor and a Subcontractor under this Addendum must inform HCDE immediately of any information Contractor or a Subcontractor under this Addendum receives from any source alleging a violation of a prohibition in paragraph B of this Article.

F. HCDE's right to terminate unilaterally under this Article:

1. Implements section 106(g) of the TVPA, as amended (22 U.S.C. 7104(g)); and
2. Is in addition to all other remedies for noncompliance that are available to HCDE under this Addendum.

G. Contractor and a Subcontractor under this Addendum must include the requirements of paragraph B of this Article in any subcontract to this Addendum that Contractor or a Subcontractor under this Addendum makes with a Private Entity.

#### **6. Nondiscrimination.**

A. Contractor agrees not to discriminate against any of Contractor's employees or applicants for employment because of race, color, national origin, sex, religion, age, or handicap.

B. Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d-1) and to file Form HHS 690, Assurance of Compliance. Contractor must recite the terms of

this paragraph B in any Subcontract. Contractor is responsible for determining whether a Subcontractor has the required assurance on file and, if not, ensuring that it is on file.

C. Contractor agrees to comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) as implemented by the Department of Health and Human Service regulations at 45 CFR 90. In the event Contractor passes on HHS financial assistance to any Subcontractor under this Addendum, this provision shall apply to any such Subcontractor, and the instrument under which the Federal financial assistance is passed to any such Subcontractor shall contain a provision identical to this provision.

D. Contractor agrees to comply with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." In the event Contractor passes on HHS financial assistance to any Subcontractor under this Addendum, this provision shall apply to any such Subcontractor, and the instrument under which the Federal financial assistance is passed to any such Subcontractor shall contain a provision identical to this provision.

## **7. Cost Principles.**

A. Contractor is subject to the Cost Principles stated in the HHS GPS that are otherwise applicable to its type of organization and to any requirements placed on it by HCDE in order for HCDE to comply with the terms and conditions of the Prime Contract.

B. Documentation: The basis for determining the valuation of personal services, materials, equipment, buildings, and land must be verifiable from the records of Contractor. Volunteer services, to the extent feasible, should be supported by the same level of documentation used by Contractor for its own employees, including time and attendance records.

C. HCDE may not approve any action or cost that is inconsistent with the purpose or terms and conditions of the Prime Contract. If an action by Contractor or a Subcontractor will result in a change in the project/program scope or budget requiring HHS approval, HCDE must obtain that approval from HHS before giving its approval to Contractor or a Subcontractor. Failure of HHS to grant such approval, and the repercussions thereof, shall not constitute a breach by HCDE of this Addendum.

D. Contractor must recite the requirements of this Article in any Subcontract.

E. In the event that any payment(s) to Contractor under this Addendum are subsequently disallowed by HHS or in the event that HCDE is required to refund any funding received from HHS or other granting agency relating to Contractor's Work, to the maximum extent permitted by applicable law, Contractor shall repay to HCDE, on demand, the amount of any such disallowed costs and/or refund. HCDE may, in its sole discretion, deduct the amount(s) of any such disallowed costs and/or refund(s) from subsequent payments to Contractor under this Addendum.

## **8. Changes & Amendments.**

Contractor shall, at the request of HCDE, accept changes and amendments to this Addendum to incorporate additional provisions herein or to change provisions hereof, as HCDE may reasonably deem necessary in order to comply with the provisions of the applicable Prime Contract. If any such amendment to this

Addendum causes an increase or decrease in the estimated cost of, or the time required for performance of any part of the Work under this Addendum, HCDE and Contractor will use their best efforts to mutually agree upon an equitable adjustment.

**9. Debarment and Suspension.**

Organizations or individuals that are suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any Federal department or agency cannot, during the period of suspension, debarment, or exclusion, receive HHS grants or be paid from HHS grant funds. As a condition of this Addendum, Contractor agrees, and must recite a requirement in any Subcontract, to comply with the requirements of 45 CFR part 76. This includes, but is not limited to, a requirement that, before entering into a covered transaction, Contractor or a Subcontractor must verify that the entity is not suspended, debarred, or otherwise excluded. This verification may be accomplished by checking the Excluded Parties Listing System. The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**10. Lobbying.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$100,000: Contractor and any Subcontractor are prohibited by 31 U.S.C. 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financing transactions," from using appropriated funds to pay any person for influencing or attempting to influence any officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress with respect to the award, extension, continuation, renewal, amendment, or modification of the Prime Contract, this Addendum, any Subcontract, or any other Federal award. Contractor and a Subcontractor are required to certify that they have not made, and will not make, such a prohibited payment; will be responsible for reporting the use of non-appropriated funds for such purposes; and will include these requirements in any Subcontract that will exceed \$100,000 and will obtain necessary certifications from those Subcontractors. Contractor and any Subcontractor shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. All such disclosures shall be forwarded to HCDE.

**11. Clean Air Act.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$100,000: Contractor and any Subcontractor must agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, as amended 33 U.S.C. 1251 et seq. Violations shall be reported to HHS and the appropriate Regional Office of the Environmental Protection Agency.

**12. Audit Requirements.**

This Article applies to the extent this Addendum or any Subcontract is expected to or exceeds \$300,000: Contractor and any Subcontractor must agree to comply with the audit requirements of OMB Circular A-133, as implemented by 45 CFR 74.26 and 92.26, or audit requirements stated in 45 CFR 74.26(d) and in the HHS GPS (for types of organizations to which OMB Circular A-133 does not directly apply).

### **13. Termination.**

A. In the event that the Prime Contract is terminated, HCDE may immediately terminate this Addendum, by written notice to Contractor. Upon such termination, HCDE will be responsible for payment to Contractor of costs incurred prior to such termination only to the extent those costs are included in the final payment received by HCDE from HHS.

B. HCDE's right to terminate under this Article is in addition to all other remedies for noncompliance that are available to HCDE under this Addendum or provided by law or equity.

C. Contractor must submit a final invoice to HCDE within thirty days after the termination date.

### **14. Ownership/Protection of HCDE's Confidential Information.**

A. To assist Contractor in the performance of Contractor's duties and Scope of Work, HCDE agrees to provide to Contractor training regarding HCDE's business methods and access to certain confidential and proprietary information and materials belonging to HCDE and/or to vendors of HCDE and/or participants in HCDE's programs or services (hereinafter "vendors and/or participants"). Such confidential and proprietary information and materials (collectively "Confidential Information") includes, without limitation and regardless of whether such information or materials is expressly identified as confidential or proprietary, the following: proposals, employee information, customer lists, vendor lists and relationships, participant lists, marketing strategies, certain financial information relating to HCDE or vendors and/or participants; plans of HCDE or vendors and/or participants; and other trade secrets and valuable, confidential information of HCDE or vendors and/or participants.

B. Contractor understands and agrees that all Confidential Information and every portion thereof constitutes valuable property of HCDE and/or vendors and/or participants, and Contractor further acknowledges the importance of maintaining the security and confidentiality of the Confidential Information.

C. Contractor agrees to keep the Confidential Information, and all documentation, access, and information relating thereto, strictly confidential. Specifically, Contractor agrees that, except as required for the conduct of HCDE's business or as expressly authorized in writing by HCDE, or as may be required by law or court order, Contractor:

- (1) will not disclose or provide access to Confidential Information to any third party;
- (2) will not copy Confidential Information for any reason;
  
- (3) will not remove Confidential Information from HCDE's premises;
  
- (4) will return to HCDE all Confidential Information in Contractor's possession upon completion of any Work for HCDE requiring Contractor to have access to such Confidential Information; and

(5) return to HCDE all Confidential Information upon the termination of Contractor's relationship with HCDE for any reason.

D. The terms and conditions of this Article shall survive the termination of this Addendum.

**15. Compliance with Laws.**

Contractor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable, including, but not limited to, Title 2 CFR Part 200, Title 2 CFR Part 215, Title 2 CFR Part 220, Title 2 CFR Part 225, Title 2 CFR Part 230, Title 45 CFR Part 74, Title 45 CFR Part 75, Title 45 CFR Part 92, and Title 45 CFR Part 93. Contractor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances, including those referenced in any HCDE vendor packet completed by Contractor, which is incorporated by reference herein.

Executed this 4 day of 12, 2019

Harris County Department of Education

By: \_\_\_\_\_

Jesus Amezcua  
Assistant Superintendent Business Services  
6300 Irvington Blvd  
Houston, Texas 77022  
713-696-1371  
713-696-0740

Childcare Careers, LLC

By: Sandy Burns

Sandy Burns  
Marketing Specialist  
2000 Sierra Point Parkway #702  
Brisbane, CA 94005  
Phone: 650-372-0211  
Fax: 650-475-5641

**Regular Board Meeting**

**7.D.**

**Meeting Date:** December 18, 2019  
**Title:** Renewal of Microsoft Licensing Agreement  
**Submitted For:** Bill Monroe, Purchasing  
**Recommended Action:** Approve

**Submitted By:** Inga Ash  
**HCDE Goal(s):** 4. Provide cost savings by leveraging tax dollars

**Additional Resource Personnel:** Daniel Clark, Dr. Jesus Amezcua, Bill Monroe, Inga Ash

**Facilities/Technology Approval Needed?:** Technology

**Information**

**Posted Agenda Item:**

**Consider approval to purchase the Microsoft campus license agreement from CDW-G** (Job No. 18/056KD-13) in an amount not to exceed \$198,781.40.

**Subject:**

Microsoft Licensing Agreement

**Rationale:**

Technology Support Services recommends to extend the 3-year Microsoft agreement for an addition year (4-year) which will allow HCDE to legally deploy and use Microsoft desktop software and other software solutions included in the Microsoft agreement.

**Fiscal Impact**

**Attachments**

**Quote**

Letter from CDWG

**Form Review**

**Inbox**

Purchasing  
Purchasing Alternate (Originator)  
Purchasing  
Assistant Superintendent - Business  
Form Started By: Inga Ash  
Final Approval Date: 12/04/2019

**Reviewed By**

Bill Monroe  
Inga Ash  
Bill Monroe  
Jesus Amezcua

**Date**

12/02/2019 03:36 PM  
12/02/2019 04:02 PM  
12/02/2019 04:12 PM  
12/04/2019 09:43 AM  
Started On: 11/27/2019 09:41 AM

# QUOTE CONFIRMATION



**DEAR LOWELL BALLARD,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



**ACCOUNT MANAGER NOTES: \*\*\* REVISED QUOTE \*\*\***

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LBTW104	11/22/2019	MS M365 A5 RENEWAL 2020	1877965	\$198,781.40

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>Skype for Business PSTN Domestic Calling - subscription license - 1 user</b> Mfg. Part#: LM7-00001-12MO UNSPSC: 43233502 Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)	2	4112246	\$169.31	\$338.62
<b>Microsoft 365 A5 - subscription license - 1 user</b> Mfg. Part#: AAD-38405-D-12mo UNSPSC: 43231513 ** HCDE/CP Catalog Agreement (18/056KD-13) Electronic distribution - NO MEDIA Contract: MARKET	4000	5419402	\$0.00	\$0.00
<b>Microsoft Project Online Premium - subscription license - 1 user</b> Mfg. Part#: 7TR-00001-12MO UNSPSC: 43231507 Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)	13	4421539	\$133.52	\$1,735.76
<b>Microsoft Project Online Essentials - subscription license (1 month) - 1 us</b> Mfg. Part#: 7HS-00001 UNSPSC: 43231507 ** HCDE/CP Catalog Agreement (18/056KD-13) Electronic distribution - NO MEDIA Contract: MARKET	4000	4240400	\$0.00	\$0.00
<b>Microsoft SQL Server Standard Core Edition License &amp; Software Assurance</b> Mfg. Part#: 7NQ-00302 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)	45	2670099	\$344.45	\$15,500.25



QUOTE DETAILS (CONT.)				
<b>Microsoft System Center Datacenter Edition - license &amp; software assurance -</b>	150	4325205	\$26.51	\$3,976.50
Mfg. Part#: 9EP-00037 UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)				
<b>Microsoft Visio Pro for Office 365 (Plan A2) - subscription license - 1 use</b>	25	2968438	\$26.04	\$651.00
Mfg. Part#: P4U-00001-12MO UNSPSC: 43231507 Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)				
<b>Microsoft Visio Professional - license &amp; software assurance - 1 PC</b>	20	2943841	\$49.14	\$982.80
Mfg. Part#: D87-01057 UNSPSC: 43231507 Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)				
<b>Microsoft Visual Studio Professional with MSDN - license &amp; software assuran</b>	10	2380076	\$57.61	\$576.10
Mfg. Part#: 77D-00110 UNSPSC: 43232402 Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)				
<b>Microsoft Windows Server Datacenter Edition - license &amp; software assurance</b>	368	4296261	\$41.73	\$15,356.64
Mfg. Part#: 9EA-00039-12MO UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)				
<b>Microsoft 365 A5 - subscription license - 1 user</b>	1100	5419414	\$131.58	\$144,738.00
Mfg. Part#: AAD-38400-12mo UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)				
<b>Microsoft Dynamics 365 Plan 1, Enterprise edition - subscription license -</b>	2	4385735	\$689.99	\$1,379.98
Mfg. Part#: DFM-00002-12MO ** HCDE/CP Catalog Agreement (18/056KD-13) Electronic distribution - NO MEDIA Contract: MARKET				
<b>Microsoft Dynamics 365 for Customer Service, Enterprise Edition - subscript</b>	25	5400711	\$541.83	\$13,545.75
Mfg. Part#: DEG-00003-12MO Electronic distribution - NO MEDIA Contract: HCDE/CP Catalog Agreement (18/056KD-13)				
<b>NEW ITEMS DO NOT PICK THIS LINE</b>	1	NEW-ITEM	\$0.00	\$0.00
Mfg. Part#: NEW-ITEM Mfr# LXP-00001 Description: Dyn365EforSelfServeEDU ALNG SubsVL MVL PerUsr Ltd ** HCDE/CP Catalog Agreement (18/056KD-13) Contract: MARKET				

PURCHASER BILLING INFO		SUBTOTAL	\$198,781.40
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<b>Billing Address:</b> HARRIS COUNTY DEPT. OF EDUCATION **** MUST SHIP COMPLETE **** 6300 IRVINGTON BLVD ACCOUNTS PAYABLE HOUSTON, TX 77022-5799 <b>Phone:</b> (713) 694-6300 <b>Payment Terms:</b> Request Terms	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$198,781.40</b>
<b>DELIVER TO</b> <b>Shipping Address:</b> HARRIS COUNTY DEPT. OF EDUCATION TECHNOLOGY 6005 WESTVIEW DR HCDE WAREHOUSE HOUSTON, TX 77055 <b>Shipping Method:</b> DROP SHIP-GROUND	<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Soph Khoeun

(877) 823-5948

sophkho@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager

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## Inga Ash

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**From:** Soph Khoeun <sophkho@cdwg.com>  
**Sent:** Monday, November 25, 2019 1:28 PM  
**To:** Nathan Jones; Lowell Ballard; Inga Ash  
**Cc:** Matt Ingenito; Michelle Norris  
**Subject:** RE: Microsoft for Harris County Dept of Ed 2020 budget

Hi Nate, Inga,

Per our conversation, for an extension no additional paper needs to be completed by you. We will process with Microsoft to extend. Let us know if you have any questions.

Thanks,  
Soph

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**From:** Soph Khoeun  
**Sent:** Monday, November 25, 2019 11:01 AM  
**To:** Nathan Jones <njones@hcde-texas.org>; Lowell Ballard <lballard@hcde-texas.org>  
**Cc:** Matt Ingenito <Matt.Ingenito@cdw.com>; Michelle Norris <michelle.bridgemon@cdw.com>  
**Subject:** RE: Microsoft for Harris County Dept of Ed 2020 budget

Hi Nate,

Your Microsoft Agreement # 88228561 started 2017-02-01. Attached are the counter-signed paperwork. This agreement expires 2020-01-31. However, instead of doing a new agreement, we can do an extension.

Looping in Matt & Michelle to assist in case you have any questions.

Thanks,  
Soph

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**From:** Soph Khoeun  
**Sent:** Friday, November 22, 2019 2:52 PM  
**To:** Lowell Ballard <lballard@hcde-texas.org>; Nathan Jones <njones@hcde-texas.org>

**Regular Board Meeting**

**7.E.**

**Meeting Date:** December 18, 2019

**Title:** : Professional Development and Travel Expenses for Non-Employees

**Submitted For:** Lisa Caruthers, Case for Kids **Submitted By:** Kimberlee Flowers

**Additional Resource Personnel:**

**Information**

**Posted Agenda Item:**

**Consider approval for CASE for Kids to pay for professional development and travel expenses of non-employees utilizing funds made possible through the Houston Galveston Area Council (HGAC) interlocal with HCDE for the period 01/06/2020 through 09/30/2020** CASE for Kids will utilize HGAC Quality Service funding to cover the expenses of non-employee travel arrangements and professional development for out-of-school time community collaborators. Board Policy CH (Local) requires board approval of such travel.

**Subject:**

Consider approval of budget item for CASE for Kids to pay for professional development and travel expenses of non-employees per Houston Galveston Area Council (HGAC) interlocal with HCDE for the period 01/06/2020 through 09/30/2020.

**Rationale:**

CASE for Kids is creating a budget item to cover professional development and travel expenses for non-employees per Houston Galveston Area Council (HGAC) interlocal with HCDE. As per the contract agreement with HGAC, CASE for Kids will utilize HGAC Quality Service funding to cover the expenses of non-employee travel arrangements and professional development for out-of-school time community collaborators. CASE will use HGAC funds in the amount of up to \$25,000 to cover participation in conferences, out-of-school time system networks and quality initiatives that further the professional development of CASE for Kids collaborators working in the out-of-school time field. Collaborators will include out-of-school time professionals and VISTA's that support after-school field work.

**Attachments**

HGAC Contract

**Form Review**

**Inbox**  
CASE  
Form Started By: Kimberlee Flowers  
Final Approval Date: 11/26/2019

**Reviewed By**  
Lisa Caruthers

**Date**  
11/25/2019 03:33 PM  
Started On: 11/25/2019 03:10 PM

**Child Care Local Match Contribution Agreement  
Gulf Coast Local Workforce Board**

<b>NAME OF CONTRIBUTOR</b>	<b>HARRIS COUNTY DEPARTMENT OF EDUCATION</b>
<b>PLEGGED LOCAL MATCH AMOUNT</b>	
<b>DONATION</b>	\$
<b>TRANSFER</b>	\$
<b>CERTIFICATION OF EXPENDITURES</b>	<b>\$ 1,500,000</b>

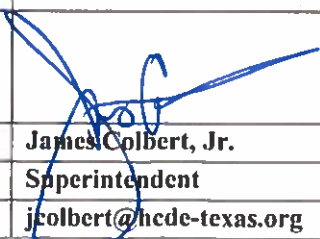

The contributor identified above pledges the local funds as indicated in order for the Texas Workforce Commission (TWC) to draw down additional federal funds. Both the local and matched federal funds will be used for the provision of allowable child care services or activities in the following local workforce development area or within the state if indicated through this agreement: Gulf Coast Workforce Board area.

All parties understand and agree that (1) the appropriate Federal Medical Assistance Percentage for Texas will be used to determine the amount of federal funds matched as a result of this local contribution, and (2) this agreement is contingent upon acceptance of this agreement in an open meeting by a majority of TWC’s three-member Commission (Commission).

**SIGNATURES:** The individual signing this agreement on behalf of the contributor or the Board hereby warrants that he or she has been fully authorized to:

- execute this agreement on behalf of his or her organization; and
- validly and legally bind his or her organization to all the terms, performances, and provisions of this agreement.

For the faithful performance of this agreement as delineated, the parties below affix their signatures and bind their agencies effective **October 1, 2019**, and continuing through **September 30, 2020**.

	<b>HARRIS COUNTY DEPARTMENT OF EDUCATION</b>	<b>GULF COAST WORKFORCE BOARD</b>
<b>Signature</b>		
<b>Printed Name</b>	James Colbert, Jr.	Charles Wemple
<b>Title</b>	Superintendent	Executive Director
<b>E-mail Address</b>	jcolbert@hcde-texas.org	Charles.wemple@h-gac.com

**Child Care Local Match Contribution Agreement  
GENERAL AGREEMENT TERMS**

**SECTION 1: Legal Authority**

In the State of Texas, TWC is designated as the lead agency for the administration of Child Care and Development Fund (CCDF) funds available under Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (42 United States Code (USC) §9801 et seq.).

Pursuant to federal regulations (45 Code of Federal Regulations (CFR) Parts 98 and 99), TWC is the CCDF lead agency for Texas and the entity designated to accept donated funds from any private entity, or transferred funds from any public entity, or certifications of expenditures from public entities that may be used as match for available federal funds. As such, the terms of this agreement are contingent upon the certification of private donations (if applicable) by TWC, and the final acceptance of this agreement in an open meeting by a majority of TWC's three-member Commission.

**SECTION 2:** For contributions from a private entity to TWC, the contributor, by executing this agreement, certifies that pursuant to Labor Code §301.021(b)–(d) and Texas Government Code §575.005:

- a. the contributor is not party to an administrative proceeding before the Commission.
  - (i) Under Texas Government Code §575.005, “administrative proceeding” means a “contested case” as defined by Texas Government Code §2001.003, that is, “a proceeding, including a ratemaking or licensing proceeding, in which the legal rights, duties, or privileges of a party are to be determined by a state agency after an opportunity for adjudicative hearing.”
  - (ii) Before accepting this agreement, TWC will verify whether the private entity contributor is party to an administrative proceeding before the Commission. If the private entity contributor is, or becomes a party to, an administrative proceeding before the Commission before the Commission’s acceptance of this agreement, Texas Labor Code §301.021(b) and Texas Government Code §575.005 prohibit the Commission from accepting this agreement until the 30th calendar day after the date that the decision in the proceeding becomes final under Texas Government Code §2001.144.
  
- b. If the contributor is a for-profit entity, the contributor does not currently:
  - (i) have a contract with TWC for services or products of a value of \$50,000.00 or greater; or
  - (ii) have a bid in response to a request for proposal for such contract before TWC.

This condition does not apply to a contract or bid that relates only to providing child care services.

- c. Upon execution of this agreement, if it is for the contribution of privately donated funds from a for-profit entity, the contributor understands that pursuant to Texas Labor Code §301.021(d), the contributor shall not enter into a contract with TWC or submit a bid in response to a request for proposal issued by TWC before the first anniversary of the date on which TWC accepted a donation from the contributor, unless the contract or bid relates only to providing child care services.

**SECTION 3:** For contributions from a private entity to a Board, consistent with Labor Code §301.021(b)-(d) and Texas Government Code §575.005:

- a. the contributor is not party to a Board-level complaint or appeal pursuant to Chapter 823, Subchapter B.
  - (i) Before accepting this agreement, the Board will verify whether the private entity contributor is party to a Board-level complaint or appeal. If the private entity contributor is, or becomes a party to, a Board-level complaint or appeal before the Commission’s acceptance of this agreement, the Commission will not accept this agreement until the 30th calendar day after the date that the decision in the proceeding becomes final under Chapter 823.
- b. If the contributor is a for-profit entity, the contributor does not currently:
  - (i) have a contract with the Board for services or products of a value of \$50,000.00 or greater; or
  - (ii) have a bid in response to a request for proposal for such contract before the Board.

This condition does not apply to a contract or bid that relates only to providing child care services.

- c. Upon execution of this agreement, if it is for the contribution of privately donated funds from a for-profit entity, the contributor understands that consistent with Texas Labor Code §301.021(d), the contributor shall not enter into a contract with the Board or submit a bid in response to a request for proposal issued by the Board before the first anniversary of the date on which the Board accepted a donation from the contributor unless the contract or bid relates only to providing child care services.

**SECTION 4:** The contributor agrees as follows:

- a. To remit to TWC the pledged local share in accordance with Item E, Donation/Transfer Payment(s) and Certification of Expenditures Schedule.
- b. For public transfers of funds and private donations made to TWC, checks remitted by the contributor must be made payable to the “Texas Workforce Commission” and submitted to TWC.
- c. For private donations made to the Board, the contributor must remit the donation to the Board.
- d. To keep, and make available to TWC or the Board upon request, records adequate to show that the contributed funds put forth in this agreement are eligible for matching purposes. The records shall be retained and made accessible for the longer of: 1) the period specified by the Board’s record retention policies for such records, 2) seven years after the end date of this agreement, or 3) until the completion and resolution of all issues that arise from any litigation, claim, negotiation, audit, or other action that began during and was ongoing as of the end of the normal retention period.
- e. When certifying expenditures of public funds as the local match, to provide the Board and TWC with a statement that certifies the expenditures, and includes information detailing services delivered and expenditures in the format and within the time frames prescribed by the Board.

- f. When certifying expenditures of public funds as the local match, to report to TWC no later than the 14th month of the grant certifications consistent with the contributions schedules and payment plans specified in the local agreement.
- g. To certify that the expenditures used as child care match are eligible for federal match, and were not used to match other federal funds.
- h. Donations from private entities:
  - (i) are donated without any restriction that would require their use for a specific individual, organization, facility, or institution;
  - (ii) do not revert to the donor's facility or use;
  - (iii) are not used to match other federal funds;
  - (iv) shall be certified both by the donor and by TWC;
  - (v) shall be subject to the audit requirements in 45 CFR §98.65; and
  - (vi) shall be subject to federal reporting; entities shall provide the Board and TWC, on request, data needed for federal reporting purposes.

**SECTION 5:** The Board agrees as follows:

- a. To use the funds donated or transferred by the contributor, and the resulting federal funds for child care services consistent with the intent of this agreement and in accordance with applicable local, state, and federal laws and regulations.
- b. To ensure that certified public expenditures (if applicable) represent expenditures eligible for federal match; were not used to match other federal funds, were not federal funds unless authorized by federal law to be used to match other federal funds, and do not represent expenditures for public prekindergarten programs as referenced in 45 CFR §98.55(h).
- c. To ensure that donations from private entities:
  - (i) are donated without any restriction that would require their use for a specific individual, organization, facility, or institution;
  - (ii) do not revert to the donor's facility or use;
  - (iii) are not used to match other federal funds;
  - (iv) shall be certified both by the donor and by TWC;
  - (v) shall be subject to the audit requirements in 45 CFR §98.65; and
  - (vi) shall be subject to federal reporting; entities shall provide the Board and TWC, on request, data needed for federal reporting purposes.
- d. To inform the contributor of the time frames and procedures for remitting payment of pledged funds or submitting reports delineating certification of expenditures during the contribution period.

**SECTION 6:** The Board and the contributor agree as follows:

- a. That performance under this agreement is contingent upon the certification of private donations (if applicable) and the final acceptance of this agreement in an open meeting by a majority of TWC's three-member Commission.
- b. "Child Care Local Match Contribution Information" is incorporated by reference.



- c. To comply with federal regulations in 45 CFR §98.55, relating to matching fund requirements, and 45 CFR §98.56, relating to restrictions on the use of funds.
  - d. To submit a certification of expenditures report, certifying that the child care–related expenditures were incurred according to regulations and policies to draw down such federal matching funds, and have not already been used as match for any other federal matching program.
  - e. Other agreed-upon local operating plans and procedures used to implement and carry out the terms and intent of this agreement must comply with Board policies and procedures.
  - f. This agreement for the contributor to provide matching funds is contingent upon the availability and amount of unmatched federal CCDF appropriations. If such funds are otherwise unavailable or reduced, written notice of termination, payment suspension, or funding reduction will be given by any party.
  - g. These terms and conditions may be amended by written agreement of all parties at any time before the current agreement end date, as indicated on page one of this agreement, contingent upon acceptance of the amended terms and conditions by all parties.
  - h. If federal, state, or local laws, or other requirements are amended or judicially interpreted so as to render continued fulfillment of this agreement, on the part of any of the parties, substantially unreasonable or impossible, and if the parties should be unable to agree upon any amendment that would therefore be needed to enable the substantial continuation of the services contemplated herein, the parties shall be discharged from any further obligations created under the terms of this agreement, except for the equitable settlement of the respective accrued interests or obligations incurred up to the date of termination.
  - i. This agreement may be terminated by any party, for any reason, upon written notification to the other parties of at least 30 days in advance of such termination. Such written notification will be sent to the contributor’s address as specified in Section B of the Child Care Local Match Contributor Information in this agreement.
-

## CHILD CARE LOCAL MATCH CONTRIBUTION INFORMATION

### A. BOARD INFORMATION:

Board Name: <b>Gulf Coast Workforce Board</b>		
Board Address: <b>3555 Timmons Lane, Suite 120, Houston, TX 77027</b>		
Board Staff Contact Name: <b>Maisha Lyons</b>	Phone: <b>713-993-2434</b>	Fax: <b>713 993-4578</b>
E-mail Address: <b>maisha.lyons@wrksolutions.net</b>		

### B. CONTRIBUTOR INFORMATION:

Contributor Name: <b>Harris County Department of Education</b>		
Contributor Address: <b>6300 Irvington Houston, TX 77022-5618</b>		
Type of Entity: <b>Government</b>		
Name of Fiscal Agent (if applicable):		
Vendor ID Number or Federal Employer ID Number of Contributor or Contributor's Fiscal Agent: <b>74-6001215</b>		
Contributor Contact Name: <b>Lisa Caruthers</b>	Phone: <b>713-696-1336</b>	Fax: <b>N/A</b>
E-mail Address: <b>lcaruthers@hcde-texas.org</b>		

### C. ORIGINATING AGREEMENT INFORMATION:

Type of Contribution: <input type="checkbox"/> Donation (Private Entity) <input type="checkbox"/> Transfer (Public Entity) <input checked="" type="checkbox"/> Certification (Public Entity)	
Pledged Local Match Amount: <b>\$ 1,500,000</b>	
Amounts secured in excess of the pledged local match amount, if any, are herein included in this agreement and approved for use in accordance with this agreement, including use for statewide match purposes, if agreed in this agreement.	
The contributor voluntarily agrees and allows that any local contributions secured in excess of the amount needed to draw down the federal match amount allocated to the workforce area may be used for statewide match purposes (Check if "Agree").	<input checked="" type="checkbox"/> Agree
Program Number: <b>2820CCMC24</b>	
Did a Board Member assist in securing this local match agreement? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<ul style="list-style-type: none"> <li>• If YES, Name of Board Member:</li> <li>• How did the Board Member assist?</li> </ul>	

**D. USE OF FUNDS DESCRIPTION:**

The planned use of funds, including planned amounts, is described below. Use of funds must be in compliance with the state’s CCDF State Plan in effect for the contract period.

1. **Cash Contributions:** The description below addresses the Board’s planned use of local and federal funds resulting from donation and transfer of funds agreements.

Fund Use		Planned Local and Federal Funding (\$)
Direct Child Care	The funds will be used: 1. for direct child care services; 2. for eligible children and families meeting TWC and Board eligibility criteria; and 3. at child care providers eligible under TWC rules. Source of Local Funds: _____	\$
Child Care Quality Improvement	The funds will be used for quality improvement activities allowable under TWC rule §809.16. Source of Local Funds: _____	\$
Administration and Operations	The funds will be used for administration and operations in accordance with applicable federal regulations and TWC policies.	\$
<b>TOTAL</b>	<b>Total planned local and federal funds resulting from donations and transfers.</b>	<b>\$</b>

2. **Certification of Expenditures:** The descriptions below describe: (1) the allowable child care services or activities that resulted in local certified expenditures, (2) the source of the local funds, and (3) the Board’s planned use of the matched federal funds resulting from the certification of expenditures.

Fund Use		Planned Local Funding (\$)
Direct Child Care	Expenditures certified by the contributor resulted from: 1. direct child care services provided by: _____ [child care provider or organization, or entity]; 2. direct child care services provided to children under 13 years of age; and 3. the amount of local match expenditures being proportional to the low-income population in the area served using the expenditures. Source of Local Funds: _____	\$
Child Care Quality Improvement	Expenditures certified by the contributor resulted from quality improvement activities allowable under TWC rule §809.16. Source of Local Funds: <b>Local tax revenues and Houston Endowment.</b>	\$ 1,500,000
Fund Use		Planned Federal Funding (\$)
Direct Child Care	The federal funds will be used: 1. for direct child care services provided as follows: <b>eligible Harris County residents*</b> ; 2. for eligible children and families meeting TWC and Board eligibility criteria; and 3. at child care providers eligible under TWC rules. <b>*No restrictions can be placed on use of funds by contributor.</b>	\$ 1,246,614
Child Care Quality Improvement	The funds will be used for quality improvement activities allowable under TWC rule §809.16.	\$ 1,753,386
Administration and Operations	The funds will be used for administration and operations in accordance with applicable federal regulations and TWC policies.	\$
<b>TOTAL</b>	<b>Total planned local and federal funds resulting from certifications of expenditures.</b>	<b>\$ 4,500,000</b>

**E. DONATION/TRANSFER PAYMENT(S) AND CERTIFICATION OF EXPENDITURES SCHEDULE:**

In compliance with Section 3(a) of this agreement, the contributor will remit payment or reports of actual expenditures in accordance with the completed schedule below.

**1. Donation/Transfer Payment(s) (Local Funds):**

	Donation/Transfer Date*	Actual Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$
<b>TOTAL</b>		<b>\$</b>

\*Pursuant to TWC rule §800.73(a)(2), the donation(s)/transfer(s) must occur within the effective program year in which the funds are allocated.

**2. Public Entity Certification of Expenditures (Local Funds):**

	Certification Period*	Reporting Date**	Planned Amount of Expenditures
1.	From 10/01/19 to 12/31/19	01/31/20	\$ 200,000
2.	From 01/01/20 to 05/31/20	06/30/20	\$ 700,000
3.	From 06/01/20 to 09/30/20	10/31/20	\$ 600,000
4.	From to		\$
5.	From to		\$
6.	From to		\$
7.	From to		\$
8.	From to		\$
9.	From to		\$
10.	From to		\$
11.	From to		\$
12.	From to		\$
<b>TOTAL</b>			<b>\$ 1,500,000</b>

\*Pursuant to TWC rule §800.73(a)(2), the certification(s) must occur within the effective program year in which the funds are allocated.

\*\*Explanation is required below if reporting dates are outside the contract end date.

One month needed for compilation of data.

•One month needed after end of 6/1/20-9/30/20 certification period for compilation of data.

- ***Private donor cash donations***—submit one original signed form to: TWC’s Board/Adult Education and Literacy Grants department, 101 East 15th Street, Room 104T, Austin, Texas 78778-0001.
- ***Public Entity Transfers and Certifications***—submit one copy of the signed form to the e-mail address [ccm.agreements@twc.state.tx.us](mailto:ccm.agreements@twc.state.tx.us).
- ***Please call the Board’s assigned contract manager if you have questions. An individual may receive and review information that TWC collects by sending an e-mail to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records Unit, 101 East 15th Street, Room 266, Austin, Texas 78778-0001.***

**CERTIFICATION OF EXPENDITURES  
BY A PUBLIC ENTITY**

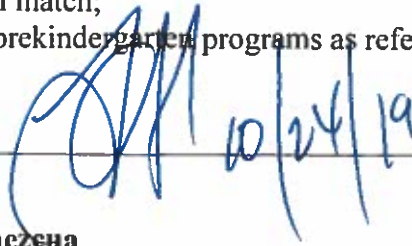
Name of Contributing Public Entity: **Harris County Department of Education**

The public entity named above certifies expenditures in the amount of \$ **1,500,000** to be used as state matching funds to draw down available federal matching funds as authorized in the CCDF regulations at 45 CFR §98.55.

By signing below, the public entity named above certifies that the funds specified above:

- 1) are not federal funds, or are federal funds authorized by federal law to be used to match other federal funds;
- 2) are not used to match other federal funds;
- 3) represent expenditures eligible for federal match;
- 4) do not represent expenditures for public prekindergarten programs as referenced in 45 CFR §98.55(h).

Signature of authorized agent: \_\_\_\_\_



Printed name of authorized agent: **Jesus Amezeua**

Title of authorized agent: **Assistant Superintendent of Business Services**

**Regular Board Meeting**

7.F.

**Meeting Date:** December 18, 2019

**Title:** Interlocal Contract - Harris County Sheriff's Office 2020-2021 Annual Contract

**Submitted For:** Anthony Mays, Schools

**Submitted By:** Denise Alamos

**Recommended Action:** Approve

**HCDE Goal(s):** 2. Deliver value responsibly

**Additional Resource Personnel:**

**Facilities/Technology Approval Needed?:**

**Information**

**Posted Agenda Item:**

**Consider approval of Interlocal Agreement with the Harris County Sheriff's Office for FY2020 and FY2021 for law enforcement services at the** Academic and Behavior School East for two (2) deputies, Academic and Behavior School West for one (1) deputy, Highpoint School East for three (3) deputies, and Fortis Academy for one (1) deputy (\$69,165 per deputy) from 03/01/2020 through 02/28/2021 in an amount not to exceed \$484,155.

**Subject:**

**Consider approval of Interlocal Agreement with the Harris County Sheriff's Office for FY2020 and FY2021 for law enforcement services at the** Academic and Behavior School East for two (2) deputies, Academic and Behavior School West for one (1) deputy, Highpoint School East for three (3) deputies, and Fortis Academy for one (1) deputy (\$69,165 per deputy) from 03/01/2020 through 02/28/2021 in an amount not to exceed \$484,155.

**Rationale:**

Interlocal Agreement with the Harris County Sheriffs Office for seven (7) deputies to provide law enforcement services at the ABSE (2), ABSW (1), HSE (3) and Fortis Academy (1). HCDE will pay \$484,155 from March 1, 2020 through February 28, 2021.

Contract is in accordance with Government Code 791. Interlocal Cooperation Contracts.

**Fiscal Impact**

**Attachments**

*No file(s) attached.*

**Form Review**

**Inbox**

Purchasing Alternate  
Purchasing  
Assistant Superintendent - Business  
Form Started By: Denise Alamos

**Reviewed By**

Kendra Jackson  
Bill Monroe

**Date**

12/09/2019 08:28 AM  
12/09/2019 08:53 AM

Started On: 12/06/2019 11:24 AM

# Information Items



**PERSONNEL INFORMATION ITEMS**

**RESIGNATIONS:**

Name	Division	Position	Status	DOH	Effective
Aguilar, Yolanda	Head Start	I-1 Teaching Assistant	F	01/22/16	11/20/19
Avina Arizaga, Estefany	Adult Education	AE Clerical Aide	P	02/17/17	10/31/19
Fernandez-Castillo, Rosa	Head Start	I-1 Teaching Assistant	F	04/02/18	11/04/19
Gonzalez, Alejandra	Adult Education	AE Clerical Aide	P	11/19/09	10/31/19
Johnson, Golene	Head Start	I-4 Teacher	F	05/06/19	11/08/19
Jubiz, Milena	Head Start	I-1 Teaching Assistant	F	02/08/17	12/02/19
Martinez Vazquez, Diana	Adult Education	AE Teacher	P	01/26/13	09/06/19
Oles, Courtney	Head Start	A-1 Family Services Provider	F	03/26/18	11/13/19
Ramos, Jaime	Adult Education	AE Craft Instructor	P	09/13/16	10/31/19
Rodriguez, Adilene	Head Start	I-1 Teaching Assistant	F	02/05/18	11/11/19
Waldron, Roslyn	Adult Education	AE Teacher	P	09/28/95	10/31/19

**RETIREMENTS:**

Name	Division	Position	Status	DOH	Effective
Ardoin, Annette	Facilities	O-2 Mail Clerk	F	07/09/97	12/20/19
Chesky, Karen	Choice Partners	A-4 Contract Manager II	F	10/13/14	12/20/19
Dominguez, Aurora	Facilities	O-1 Custodian	F	03/14/05	12/20/19
Jones, Nathaniel	Technology	T-6 Operations Support Manager	F	03/23/98	12/20/19
Torres, Lydia	Human Resources	S-5 Administrative Assistant	F	10/24/88	12/20/19
Yocham, Mary	Human Resources	A-3 Benefits Coordinator	F	12/01/99	12/20/99

**EMPLOYMENT:**

Name	Division	Position	Status	Effective	Work Days
Estrada, Emily	Head Start	I-4 Teacher	F	11/18/19	210
Fluellen, Jackiethsha	Adult Education	AE Teacher	P	11/11/19	
Garrett, Carmen	Adult Education	AE Teacher	P	11/20/19	
Hunte-Larkin, Gilmo	Adult Education	AE Teacher	P	11/18/19	
Johnson, Constance	Head Start	I-2 Early Childhood Teacher	F	11/04/19	218
Johnson, Regina	Human Resources	A-3 Benefits Coordinator	F	11/18/19	240
Jones, Kimberley	Head Start	I-1 Teaching Assistant	F	11/04/19	190
Platero Estrada, Nancy	Head Start	O-1 Cook	F	10/28/19	218
Robinson, Chimiará	Head Start	S-3 Office Clerk	F	11/12/19	230
Saldivar, Raul	Adult Education	AE Tester	P	11/18/19	
Sanchez Ochoa, Richard	Technology	T-1 Help Desk Field Technician	F	11/04/19	240
Scales, Christopher	CASE	S-3 Project Based Learning Assistant	P	10/28/19	

**REHIRES:**

Name	Division	Position	Status	Effective	Work Days
Lazalde, Rosa	Head Start	I-1 Teaching Assistant	F	11/18/19	190
Robertson, Theodis	School	Substitute Teacher	P	11/04/19	

**CHANGE OF STATUS AND TRANSFER:**

Name	Previous Status	Current Status	Status	Effective	Work Days	Salary Change
<i>Academic Behavior School West:</i>						
Davis, Cierra	Substitute Teacher, Part-time	I-3 Educational Aide, Full-time	F	11/18/19	191	\$27,504.00/yrly
<i>School-Based Therapy Services:</i>						
Beverly, Crystal	P-3 Occupational Therapist, 162-day	P-3 Occupational Therapist, Part-time	P	08/01/19		\$0.00

**ALLOWANCE/STIPEND:**

Name	Division	Position	Status	Effective	Hourly/Annual Rate
Chiles, Simone	Adult Education	AE Substitute Teacher	P	10/15/19	\$20.00/hrly





Employee Count - November 2019

DIVISION	Full-Time											Part-Time											FT/PT Total
	A	I	O	P	S	T	TS	Total	A	AE	I	O	P	S	TS	Total							
	Academic & Behavior School East	4	22	1	4	2	0	22	55	0	0	0	0	0	0	4	4						
Academic & Behavior School West	3	21	0	2	2	0	23	51	0	0	0	0	0	0	0	0							
Administration	6	0	0	0	4	0	0	10	0	0	0	0	0	0	0	0							
Adult Education	10	0	1	0	11	0	0	22	1	220	0	1	0	0	0	222							
Business Services	9	0	0	0	7	0	0	16	0	0	0	0	0	1	0	1							
Center For Grants Development	5	0	0	0	1	0	0	6	0	0	0	0	0	0	0	0							
Center Safe & Secure Schools	4	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0							
Choice Partners	12	0	0	0	6	0	0	18	0	0	0	0	0	0	0	0							
Client Engagement	4	0	0	0	1	0	0	5	0	0	0	0	0	0	0	0							
Communications & Creative Services	4	0	0	0	0	4	0	8	0	0	0	0	0	0	0	0							
Center For Afterschool, Summer & Enrichment	19	0	0	0	3	0	0	22	0	0	0	0	0	2	0	2							
Educator Certification & Advancement	4	0	0	0	1	0	0	5	0	0	0	0	0	1	0	1							
Facilities	5	0	40	0	6	0	0	51	0	0	0	0	0	0	0	0							
Fortis Academy	1	1	0	2	1	0	5	10	0	0	0	0	0	0	0	0							
Head Start	81	142	28	1	12	0	0	264	2	0	1	0	0	0	0	3							
Highpoint East	3	5	0	3	3	0	20	34	0	0	1	0	0	0	0	1							
Human Resources	8	0	0	0	3	0	0	11	0	0	0	0	0	0	0	0							
Purchasing Support	4	0	0	0	2	0	0	6	0	0	0	0	0	0	0	0							
Records Management	2	0	7	0	5	0	0	14	0	0	0	0	0	0	0	0							
Research & Evaluation	7	0	0	0	1	0	0	8	0	0	0	0	0	0	0	0							
School-Based Therapy Services	1	0	0	87	31	0	0	119	0	0	0	0	0	39	4	43							
Schools	2	0	1	1	2	0	0	6	0	0	0	0	0	0	13	13							
Teaching And Learning Center	8	0	0	0	4	0	0	12	0	0	0	0	0	1	0	1							
Technology	0	0	0	0	1	20	0	21	0	0	0	0	0	0	0	0							
<b>Total</b>	<b>206</b>	<b>191</b>	<b>78</b>	<b>100</b>	<b>109</b>	<b>24</b>	<b>70</b>	<b>778</b>	<b>3</b>	<b>220</b>	<b>2</b>	<b>1</b>	<b>39</b>	<b>9</b>	<b>17</b>	<b>291</b>							

Meeting Date: December 18, 2019

- A = Administration
- AE = Adult Education
- I = Instructional Support
- O = Operations Support
- P = Professional Support
- S = Administrative Support
- T = Technology
- TS = Teachers

**Regular Board Meeting**

**10.C.**

**Meeting Date:** December 18, 2019  
**Title:** Individual Revenue contracts under \$50,000 FY 2020  
**Submitted For:** Bill Monroe, Purchasing **Submitted By:** Kendra Jackson  
**Additional Resource Personnel:** Dr. Jesus Amezcua, Bill Monroe, Kendra Jackson

**Information**

**Posted Agenda Item:**

**Revenue contracts less than \$50,000 (Cumulative total \$323,663+)**

- Between Teaching Learning Center and Victims of Communism Memorial Foundation - "Screenings of Ashes in the Snow", \$800.
- Between Teaching Learning Center and Aldine ISD - Think Tank and Skills Specialist, \$16,750.
- Between Teaching Learning Center and From the Hearth International Educational Services - Hosting and facilitating services, \$37.50 per participant
- Between Teaching Learning Center and Channelview ISD - "Make and Take for English", \$1,500..
- Between Teaching Learning Center and Lead4ward - Hosting and facilitating services, \$37.50 per participant.
- Between Teaching Learning Center and Spring Branch ISD - "Let's address the elephant in the room", \$800.
- Between Teaching Learning Center and Galena Park ISD - Math Professional Learning for Teachers, \$2,225.
- Between Schools Division and Barbers Hills ISD - Annual student contract(s), \$47,706.
- Between Schools Division and Fort Bend ISD - Annual Student contract(s), \$44,000.
- Between Schools Division and Tomball ISD - Annual Student contract(s), \$41,210.
- Between Schools Division and Galena Park ISD - Annual Student contract(s), 41,210.
- Between Schools Division and Galveston ISD - Annual Student contract(s), \$23,853.
- Between Schools Division and Tomball ISD - Annual Student contract(s), \$ 6,250.
- Between Schools Division and Tomball ISD - Annual Student contract(s), \$5,200.
- Between Records Management and Houston Community College - Record services, \$30,000.
- Between Records Management and Houston Community College - Record services, \$12,050.
- Between Records Management and Pasadena ISD - Record services, \$12,050.
- Between Records Management and Fort Bend County - Record services - \$6,000.
- Between School-Based Therapy Services - Therapy Services, \$9,640.
- Between School-Based Therapy Services - Therapy Services, \$22,344.

**Subject:**

Revenue contracts under \$50,000

**Rationale:**

**Revenue contracts less than \$50,000(Cumulative total \$323,663+)**

- Between Teaching Learning Center and Victims of Communism Memorial Foundation - "Screenings of Ashes in the Snow", \$800.
- Between Teaching Learning Center and Aldine ISD - Think Tank and Skills Specialist, \$16,750.
- Between Teaching Learning Center and From the Hearth International Educational Services - Hosting and facilitating services, \$37.50 per participant
- Between Teaching Learning Center and Channelview ISD - "Make and Take for English", \$1,500..
- Between Teaching Learning Center and Lead4ward - Hosting and facilitating services, \$37.50 per participant.
- Between Teaching Learning Center and Spring Branch ISD - "Let's address the elephant in the room", \$800.

- Between Teaching Learning Center and Galena Park ISD - Math Professional Learning for Teachers, \$2,225.
- Between Schools Division and Barbers Hills ISD - Annual student contract(s), \$47,706.
- Between Schools Division and Fort Bend ISD - Annual Student contract(s), \$44,000.
- Between Schools Division and Tomball ISD - Annual Student contract(s), \$41,210.
- Between Schools Division and Galena Park ISD - Annual Student contract(s), 41,210.
- Between Schools Division and Galveston ISD - Annual Student contract(s), \$23,853.
- Between Schools Division and Tomball ISD - Annual Student contract(s), \$ 6,250.
- Between Schools Division and Tomball ISD - Annual Student contract(s), \$5,200.
- Between Records Management and Houston Community College - Record services, \$30,000.
- Between Records Management and Houston Community College - Record services, \$12,050.
- Between Records Management and Pasadena ISD - Record services, \$12,050.
- Between Records Management and Fort Bend County - Record services - \$6,000.
- Between School-Based Therapy Services - Therapy Services, \$9,640.
- Between School-Based Therapy Services - Therapy Services, \$22,344.

### Attachments

*No file(s) attached.*

### Form Review

Inbox	Reviewed By	Date
Purchasing	Kendra Jackson	11/22/2019 10:04 AM
Purchasing Alternate (Originator)	Kendra Jackson	11/22/2019 10:48 AM
Purchasing	Kendra Jackson	11/22/2019 10:53 AM
Purchasing Alternate (Originator)	Kendra Jackson	11/22/2019 10:59 AM
Purchasing	Kendra Jackson	11/22/2019 11:20 AM
Purchasing Alternate (Originator)	Kendra Jackson	11/22/2019 11:21 AM
Purchasing	Kendra Jackson	11/22/2019 11:31 AM
Purchasing Alternate (Originator)	Inga Ash	11/25/2019 01:15 PM
Purchasing	Bill Monroe	11/25/2019 02:14 PM
Form Started By: Kendra Jackson		Started On: 11/21/2019 12:43 PM
Final Approval Date: 11/25/2019		

**Regular Board Meeting**

**10.D.**

**Meeting Date:** December 18, 2019  
**Title:** Schools Division Enrollment Report-November 21, 2019  
**Submitted For:** Anthony Mays, Schools **Submitted By:** Denise Alamos  
**Additional Resource Personnel:** Anthony Mays

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**Information**

**Posted Agenda Item:**  
**Schools Division Enrollment Report for November 2019**

**Subject:**  
**Schools Division Enrollment Report for November 2019**

**Rationale:**  
This report includes student enrollment for ABS East, ABS West, Fortis, and HSE

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**Attachments**

Enrollment Report 19-20 November 21, 2019

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**Form Review**

Form Started By: Denise Alamos  
Final Approval Date: 12/02/2019

Started On: 11/21/2019 05:03 PM



**SCHOOLS DIVISION  
ENROLLMENT REPORT  
ACADEMIC AND BEHAVIOR SCHOOLS,  
FORTIS ACADEMY & HIGHPOINT SCHOOLS**

<b>FY19 Annual Contracts</b>	<b>FY20 Annual Contracts</b>	<b>Campus</b>	<b>11/21/2019</b>
153	161	Academic & Behavior School-East	135
132	131	Academic & Behavior School-West	97
172	177	Highpoint School-East	144
8	43	Fortis Academy	22
<b>465</b>	<b>512</b>	<b>Total Enrollment</b>	<b>398</b>

**Regular Board Meeting**

**10.E.**

**Meeting Date:** December 18, 2019  
**Title:** Expenditure Interlocal contracts under \$50,000 FY 2020  
**Submitted For:** Bill Monroe, Purchasing **Submitted By:** Kendra Jackson  
**Additional Resource Personnel:** Dr. Jesus Amezcua, Bill Monroe, Kendra Jackson

**Information**

**Posted Agenda Item:**

**Expenditure Interlocal contracts less than \$50,000**

- Between CASE and Aldine ISD, Afterschool educational and recreational program, \$21,000.
- Between CASE and Pasadena ISD, Afterschool educational and recreational program, \$30,000.

**Subject:**

Expenditure Interlocal contracts under \$50,000

**Rationale:**

**Expenditure Interlocal contracts less than \$50,000**

- Between CASE and Aldine ISD, Afterschool educational and recreational program, \$21,000.
- Between CASE and Pasadena ISD, Afterschool educational and recreational program, \$30,000.

**Attachments**

*No file(s) attached.*

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Purchasing	Bill Monroe	11/22/2019 03:10 PM
Form Started By: Kendra Jackson		Started On: 11/22/2019 10:02 AM
Final Approval Date: 11/22/2019		

**Regular Board Meeting**

**10.F.**

**Meeting Date:** December 18, 2019  
**Title:** Non-Monetary Contracts FY 2020  
**Submitted For:** Bill Monroe, Purchasing  
**Additional Resource Personnel:** Dr. Jesus Amezcua, Bill Monroe, Kendra Jackson

**Submitted By:** Kendra Jackson

**Information**

**Posted Agenda Item:**

**Non-monetary contracts for FY 2020**

- Between Adult Education and The River of Life Center - Adult Education & Literacy Services.
- Between Adult Education and Covenant and Christ International, Inc. - Adult Education & Literacy Services.
- Between Adult Education and S & B Engineers and Constructors - Adult Education & Literacy Services.
- Between Schools Division and Unity Church - Student's vocational practice skills.
- Between Schools Division and Goodwill Industries - Student's vocational practice skills.
- Between Schools Division and Pizza Hut - Student's vocational practice skills.
- Between School-Based Therapy Services and Texas Tech University Health Sciences Center - Occupational Therapy.
- Between School-Based Therapy Services and Lone Star College - Clinical Experience
- Between School-Based Therapy Services and Texas Tech University Health Sciences Center - Physical Therapy.

**Subject:**

Non-monetary contracts

**Rationale:**

**Non-monetary contracts for FY 2020**

- Between Adult Education and The River of Life Center - Adult Education & Literacy Services.
- Between Adult Education and Covenant and Christ International, Inc. - Adult Education & Literacy Services.
- Between Adult Education and S & B Engineers and Constructors - Adult Education & Literacy Services.
- Between Schools Division and Unity Church - Student's vocational practice skills.
- Between Schools Division and Goodwill Industries - Student's vocational practice skills.
- Between Schools Division and Pizza Hut - Student's vocational practice skills.
- Between School-Based Therapy Services and Texas Tech University Health Sciences Center - Occupational Therapy.
- Between School-Based Therapy Services and Lone Star College - Clinical Experience
- Between School-Based Therapy Services and Texas Tech University Health Sciences Center - Physical Therapy.

**Attachments**

*No file(s) attached.*

**Form Review**

**Inbox**  
Purchasing

**Reviewed By**  
Bill Monroe

**Date**  
11/22/2019 11:32 AM

**Regular Board Meeting**

**10.G.**

**Meeting Date:** December 18, 2019  
**Title:** Afterschool Strategic Investment Program FY 2019-2020  
**Submitted For:** Lisa Caruthers, Case for Kids **Submitted By:** Kimberlee Flowers  
**Additional Resource Personnel:**

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**Information**

**Posted Agenda Item:**

**Memorandum of Understanding Contracts (non-monetary) for the CASE for Kids Afterschool Strategic Investment (ASI) program:** CASE for Kids certifies afterschool investments of public funds through five collaborators as part of our Houston Galveston Area Council contract.

**Subject:**

MOU contracts for the CASE for Kids Afterschool Strategic Investment (ASI) Program FY 2018-2019.

**Rationale:**

CASE for Kids works with Boys and Girls Club of Houston, Precinct One, Precinct Two, Harris County Public Library, and Fort Bend ISD to invest in out-of-school-time to support overall quality improvement through our partnership with Houston Galveston Area Council. Through a match certification program these organizations with access to public funds, partner with CASE for Kids to certify \$720,000 dedicated to out of school time programming. In return, collaborators will have the opportunity to access the following CASE for Kids’ resources and services: professional development, program materials and supplies, enrichment vendor placement, and student field experiences.

All services will be tailored to meet the needs of the partnering organization, based on the total amount of match dollars committed and identified need. The collaboration will be formalized through a non-monetary interlocal agreement. Eligibility for collaborators to serve students between the ages of 4 and 12, or up to 19 with a disability, offer consistent afterschool programming, use public funds to provide out of school time programs and activities. The CASE ASI Program is the result of collaboration between HCDE, the Houston-Galveston Area Council (H-GAC), the Texas Workforce Commission (TWC) and the Houston Endowment.

ASI Collaborator Certification by collaborating organization

Boys and Girls Club of Greater Houston  
Minimum Certification Amount: \$120,000                      Maximum Certification Amount: \$140, 000  
Value of CASE for Kids resources and staff support: \$55,600

Precinct One:  
Minimum Certification Amount: \$300,000                      Maximum Certification Amount: \$350,000  
Value of CASE for Kids resources and staff support: \$45,000

Harris County Public Library  
Minimum Certification Amount: \$300,000                      Maximum Certification Amount: \$320,000  
Value of CASE for Kids resources and staff support: \$48,000



**MEMORANDUM OF UNDERSTANDING  
BETWEEN HARRIS COUNTY DEPARTMENT OF EDUCATION AND  
BOYS AND GIRLS CLUB OF GREATER HOUSTON**

**I. Introduction**

This Memorandum of Understanding (the “MOU”) is entered into between Harris County Department of Education (“HCDE” or the “Department”), a Texas county school department located at 6300 Irvington Boulevard, Houston, Texas 77022, and Boys & Girls Club of Greater Houston (“Contributor”), located at 815 Crosby Street, Houston, Texas, 77019.

Upon the execution of this MOU, the Contributor agrees to certify allowable funds for HCDE to draw down addition federal match funds in partnership with the Texas Workforce Commission (“TWC”) through the Child Care and Development Fund (“CCDF”). Both the certified and match federal funds will be used for the provision of allowable childcare services or activities in the following local workforce development area: Gulf Coast Workforce Board area. This agreement is effective January 6, 2020 and continuing through September 30, 2020.

**II. Allowable Certified Funds**

The Contributor agrees to certify expenditures to HCDE in an amount no less than **\$120,000** and do not to exceed **\$140,000** and for HCDE to draw down available federal matching funds as authorized by the CCDF rules and regulations, including those promulgated at 45 CFR 98.53. The Contributor certifies that the funds used to certify expenditures to HCDE under this MOU:

1. are not federal funds, or are federal funds authorized by federal law to be used to match other federal funds;
2. are not used to match other federal funds;
3. represent expenditures eligible for federal match in accordance to Section III; and
4. do not represent expenditures for public prekindergarten programs as referenced in 45 CFR 98.53(h).

**III. Expenditures eligible for federal match**

Contributor agrees to only certify expenditures for federal match as allowed by applicable laws and rules, including, but not limited to, Texas Workforce Commission rules regarding allowable and unallowable expenditures. Contributor agrees to only certify expenditures to HCDE for federal match that are expenditures associated with after-school quality improvement care activities to support literacy and numeracy for children ages 4 through 12 in accordance with TWC rule 809 Tex. Admin. Code § 809.16. Below is a list of allowable expenses as of the date of the execution of this MOU; however, this list is not exhaustive, and Contributor agrees to follow all applicable rules regarding certification of funds under the CCDF program.

- Frontline personnel for literacy and numeracy activities
- Supplies and materials for literacy and numeracy activities
- Curriculum for literacy and numeracy activities
- Vendor fees for literacy and numeracy activities
- Professional development for program staff
- Mileage reimbursement to grant-related activities

- Coordination and management of the program

#### IV. Certification of Expenditures

The description below describes (1) the allowable child care services or activities that will result in Contributor's certified expenditures; the source of the certified funds and (2) the services and assistance HCDE agrees to provide in exchange for Contributor allowing HCDE to certify its expenditures to draw down federal CCDF matching funds.

<b>Contributor Name: Boys &amp; Girls Club of Greater Houston</b>		
	<b>Fund Use</b>	<b>Planned Funding (\$)</b>
Child Care Quality Improvement	Expenditures certified by the Contributor resulted from quality improvement activities allowable under TWC rule 809 Tex. Admin. Code § 809.16.  Source of certified funds in accordance to Section II: <u>Local tax dollars</u>	\$120,000
<b>Harris County Department of Education</b>		
Services and Supplies	In exchange for Contributor allowing HCDE to certify its expenditures to draw down federal CCDF match funds, HCDE agrees to provide the following services to Contributor, as allowable under applicable law and rules: <ol style="list-style-type: none"> <li>1. Professional development for staff, including on-site, customized staff trainings as determined by HCDE.</li> <li>2. Vendor direct services to support literacy and numeracy for school-age children.</li> <li>3. Field experiences to support literacy and numeracy for school-age children.</li> <li>4. Materials and supplies to support activities that support literacy and numeracy for school-age children.</li> </ol> <i>ASI Materials and Supplies order deadline is February 28, 2020. Vendor services request deadline is April 8, 2020.</i>	\$32,000
Professional Development	15 free registrations to a CASE for Kids Symposium	\$600
HCDE/CASE for Kids training space	Accommodation for up to 150 ASI partner's staff at HCDE training facility for up to three 7(seven) hour days. Space provided as available.	\$12,000
Technical Assistance and Coordination	CASE for Kids staff support to coordinate services to Contributor and technical assistance	\$11,000
<b>TOTAL</b>	<b>Value of Services from HCDE</b>	<b>\$55,600</b>

The Contributor agrees to submit to HCDE monthly certification(s) of total expenditures for after-school programming, certifying that expenditures have resulted from activities allowable under applicable TWC rules, including TWC rule 809 Tex. Admin. Code § 809.16. The Contributor agrees to provide this certification on the forms attached hereto as Exhibit A. The Contributor shall maintain its records and accounts in a manner that shall assure a full accounting of all expenditures paid for with local eligible certified funds relating to this MOU. The Contributor agrees to submit Exhibit A to HCDE, by the 15<sup>th</sup> of each month. The Contributor's records and accounts shall also be retained by the Contributor and made available for audit by HCDE, the Texas Workforce Commission, Gulf Coast Local Workforce Board, and/or representative(s) of those entities for a period of not less than three (3) years after the expiration or termination of this MOU. If an audit has been announced, the Contributor shall retain its records and accounts until such audit has been completed.

The Contributor further agrees that it will comply with all terms and conditions of the U.S. Department of Health and Human Services Child Care and Development Fund grant/contract, passed through the Texas Workforce Commission/Gulf Coast Workforce Solutions Board, including all applicable laws, rules, and regulations. Those regulations include, but are not limited to, applicable regulations pertaining to reporting, regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this MOU, and regulations pertaining to copyrights and rights in data. The Contributor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances in the attached certifications, which are incorporated herein by reference.

The Contributor further agrees that HCDE shall be the sole and exclusive owner of all funds received as federal CCDF match funds resulting from this MOU, and Contributor shall have no right whatsoever to the federal CCDF match funds, including those federal CCDF match funds received as a result of Contributor's certification of its expenditures to HCDE.

**V. Federal Funds Provisions.**

- (a) **Non-Appropriation.** This MOU is a commitment of HCDE's current revenue only. Notwithstanding anything to the contrary in this MOU, HCDE is obligated to provide the services outlined herein only as approved each year by HCDE's Board of Trustees. HCDE's Board of Trustees retains the right to terminate the MOU at the expiration of each budget period of HCDE. Contributor acknowledges that HCDE will use federal funds, including but not limited to federal CCDF match funds, to fulfill its obligations under this MOU. As such, if HCDE does not receive sufficient federal CCDF match funds to fulfill its obligations outlined in this MOU, HCDE may terminate this MOU without penalty or further obligation to Contributor, at any time upon written notice to Contributor.
  
- (b) **Records Retention.** Because federal funds are expended by HCDE pursuant to this MOU, Contributor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Contributor further certifies that

Contributor will retain all records as required by 2 CFR § 200.333 for a period of three years after the submission of final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

- (c) **Conflict of Interest Requirements.** In accordance 2 CFR § 318(c)(1), no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

## **VI. Authorization and Related Parties**

By signing below, each party represents that s/he is authorized to execute this MOU and is bound to all terms of the MOU, and to bind all related or affiliated institutions, individuals, employees or contractors. This MOU may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument.

## **VII. Term and Termination**

This MOU shall be for the period beginning January 6, 2020 through September 30, 2020 unless terminated earlier as provided herein. The MOU is renewable for additional periods upon mutual written agreement by the authorized representatives of each party.

Either party may terminate this MOU, without cause, upon at least thirty (30) days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties. Additionally, HCDE may immediately terminate this MOU should HCDE determine that Contributor has failed to comply with any applicable law; in the event of immediate termination, HCDE shall send notice of the immediate termination to Contributor as soon as practicable.

## **VIII. Notices**

All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by registered or certified mail, return receipt requested, courier delivery, or receipted overnight mail, and shall be deemed received upon the earlier of (a) the date of delivery, if personally delivered, or (b) three (3) business days after the date of posting by the U.S. postal service, if mailed. Either party may change such address for notice for the party designated to receive such notice by giving advance written notice to the other party as provided in this paragraph. All such notices or communications shall be addressed as follows:

### **For Contributor:**

Zenae Campbell  
Vice President, Program Services

815 Crosby Street  
Houston, TX 77019  
[zcampell@bgcgh.org](mailto:zcampell@bgcgh.org)

**For Harris County Department of Education:**

Dr. Jesus J. Amezcua  
Assistant Superintendent of Business Services  
6300 Irvington Blvd. Houston, TX 77055  
713-694-6300  
[jamezcua@hcde-texas.org](mailto:jamezcua@hcde-texas.org)

**For CASE for Kids**

Dr. Lisa Caruthers  
Director of CASE for Kids  
6300 Irvington Blvd. Houston, TX 77055  
713-696-1336  
[lcaruthers@hcde-texas.org](mailto:lcaruthers@hcde-texas.org)

**IX. Indemnity**

**CONTRIBUTOR AGREES THAT CONTRIBUTOR SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS HCDE AND HCDE'S PAST, PRESENT, AND FUTURE TRUSTEES, OFFICERS, AND EMPLOYEES, FROM AND AGAINST ALL CLAIMS, DEMANDS, CAUSES OF ACTION, DAMAGES, COSTS, AND EXPENSES, INCLUDING, WITHOUT LIMITATION, COURT COSTS AND REASONABLE ATTORNEYS' FEES, OF ANY KIND OR NATURE ASSERTED BY ANY THIRD PARTY, OCCURRING OR IN ANY WAY INCIDENT TO, ARISING OUT OF, OR IN CONNECTION WITH THIS MOU.**

Contributor's obligations under this clause shall survive termination or expiration of this MOU.

**X. Relationship of the parties**

It is understood and agreed that Contributor is a separate legal entity from HCDE and Contributor is not an employee, agent, joint venturer, or partner of HCDE. Nothing in this MOU shall be interpreted or construed as creating or establishing the relationship of employer and employee between HCDE and either Contributor or any employee or agent of Contributor. Contributor assumes full responsibility for the actions of its employees, contractors, and agents and shall remain solely responsible for their supervision, direction and control, payment of salary, workers' compensation, disability benefits, and like requirements and obligations. Contributor agrees that HCDE has no responsibility for any conduct of Contributor or Contributor's employees, contractors, or agents. This MOU shall not be construed or deemed an endorsement of Contributor by HCDE.

**XI. No waiver of HCDE's immunity**

The execution of this MOU and the performance by HCDE of any of its obligations hereunder are not, and are not intended to waive or relinquish, and HCDE shall not waive or relinquish, any governmental, sovereign immunity or defense from or to liability or prosecution available to HCDE, its trustees, officers, employees, or agents under federal or Texas laws.

**XII. No third-party beneficiaries**

Nothing in this MOU shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against any party to this MOU.

**XIII. Governing law and venue**

This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws and provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Harris County, Texas.

**XIV. Entire agreement**

This MOU and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the MOU and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this MOU.

**XV. Severability**

In the event that any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the MOU shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

**XVI. Interpretation**

The parties agree that the normal rules of construction that require that any ambiguities in this MOU are to be construed against the drafter shall not be employed in the interpretation of this MOU.

**XVII. Changes and amendments**

This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

**XVIII. No assignment**

Neither this MOU nor any rights, duties, or obligations under it shall be assignable by Contributor without the prior written acknowledgment and authorization of HCDE. Any attempted assignment by Contributor without HCDE's prior written consent shall be void.

**XIX. No wavier**

No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this MOU shall be binding unless in writing and signed by duly authorized representatives of the parties hereto.

**XX. Public Information**

Contributor acknowledges that HCDE is subject to the Texas Public Information Act, and Contributor waives any claim against and releases from liability HCDE, its officers, employees, agents, and attorneys with respect to disclosure of information provided under or in this MOU or otherwise created, assembled, maintained, or held by Contributor and determined by HCDE, the Attorney General of Texas, or a court of law to be subject to disclosure under the Texas Public Information Act.

CONTRIBUTOR NAME

HARRIS COUNTY DEPARTMENT OF  
EDUCATION

By: Kevin R. Hattery  
11.15.19  
Date

By: \_\_\_\_\_  
Date

Title: President & CEO

# Exhibit A

## Required Match Certification

**Instructions:** Use this form to describe and account for Contributor's expenditures related to activities in compliance with TWC rule 809 Tex. Admin. Code § 809.16. Relevant attachments to document expenditures should be attached (e.g. general ledgers, time sheets, invoices, etc.). Please return to CASE for Kids on a monthly basis.

SECTION I   SITE AND FUNDING INFORMATION		
<b>Name</b>		<b>District</b>
<b>Source of funds:</b> <input type="checkbox"/> local tax dollars (describe: _____) <input type="checkbox"/> federal funds authorized by law to be used to match other federal funds (describe: _____)		
SECTION II   MATCH BUDGET		
BUDGET CATEGORY	DESCRIPTION OF EXPENDITURES	AMOUNT
<b>Payroll Costs</b>		
<b>Professional/Contracted Services</b>		
<b>Supplies and Materials</b>		
<b>Other Operating Costs</b>		
<b>Licensing Costs</b>		
TOTAL		
SECTION III   CERTIFICATION		
<b>I hereby certify that the information provided is true and accurate and meets all applicable requirements, including those outlined in the MOU between Contributor and HCDE.</b>		
SITE MANAGER	DATE	
EXECUTIVE DIRECTOR	DATE	



# ASI Site and Participation Form

**Instructions:** Use this form to submit the site names, ASI resources, and number of students and/or adults at each site that benefitted from ASI resources. Please return to CASE for Kids on a monthly basis with your monthly expenditures and back up documentation. Please note, ASI resources cannot be used for CASE for Kids Partnership Project sites until the ASI Partner has matched all funds required for the CASE ASI Partnership Project. CASE for Kids will not allow duplication of services to sites already funded by CASE for Kids Partnership Project.

SECTION I   ORGANIZATION INFORMATION			
Organization Name:		Reporting Month:	
SECTION II   SITE AND PARTICIPATION			
SITE SERVED	ASI RESOURCES Enter all that apply: materials, provider, field trip, prof. development	NUMBER OF STUDENTS UTILIZED ASI RESOURCES	NUMBER OF STAFF UTILIZED ASI RESOURCES
TOTAL			
SECTION III   CERTIFICATION			
<b>I hereby certify that the information provided is true and accurate and meets all applicable requirements, including those outlined in the MOU between Contributor and HCDE.</b>			
X			
ORGANIZATION REPRESENTATIVE SIGNATURE			DATE

Submit form to Chasidy Celestine at [Chcelestine@hcde-texas.org](mailto:Chcelestine@hcde-texas.org)  
 If you have additional sites, please use additional forms as needed.

**Harris County Department of Education  
Afterschool Strategic Investment (ASI) Required Match Certification**

ASI Collaborators must certify that local match funds have been expended in accordance with the current Memorandum of Understanding and all applicable local, state, and federal laws and regulations, including, without limitation, those promulgated by HCDE, the Texas Workforce Commission ("TWC"), and the Gulf Coast Local Workforce Board. This report certifies that (a) expenditures have resulted from activities allowable under applicable TWC rules, including TWC rule 809.16, and (b) funds received from HCDE have been expended for (1) quality improvement activities in the after-school program(s); and (2) service delivery, including language literacy and numeracy development.

Received From Contributors Listed Below and Submitted Through:	
Organization: Harris County of Education (HCDE)	HCDE Contact: <u>Chasidy Celestine</u>
HCDE Address: 6300 Irvington Blvd. Houston, TX 77018	Phone #: 713-696-1773

ASI Collaborator Information:	
Organization: _____	Contact: _____
Address: _____	Contact Phone #: _____
State/Zipcode: _____	

Date: _____	Organization Tax ID #: _____
-------------	------------------------------

\* Type of Pledge: ( C ) Certification

Certification of Child Care Expenditures			
Certified Local Share:	Quality Improvement	\$	40 TAC §809.16
	YTD Certification	\$	-
	Total Certified	\$	-
			Certification Time Period: 00/00/0000 - 00/00/0000
<p>The certified expenditures are to be used as state matching funds to draw available federal matching funds as authorized in the Child Care and Development Fund (CCDF) regulations at Title 45 CFR §98.53. By signing below, the public entity named above certifies that the funds specified above:</p> <ol style="list-style-type: none"> <li>1. are not federal funds, or are federal funds authorized by federal law to be used to match other federal funds;</li> <li>2. are not used to match other federal funds;</li> <li>3. represent expenditures eligible for federal match; and</li> <li>4. do not represent expenditures for public prekindergarten programs as referenced in Title 45 CFR §98.53(h) of CCDF regulations.</li> </ol>			
Signature - Authorized District/Organization Administrator		Date	
Printed Name - Authorized District/Organization Administrator		Title	

**Send the signed certification form and back-up documentation to:**

Harris County Department of Education  
c/o CASE for Kids  
Attention: Chasidy Celestine & Fadi Khirleh  
[chcelestine@hcd-texas.org](mailto:chcelestine@hcd-texas.org) / [fkhirleh@hcd-texas.org](mailto:fkhirleh@hcd-texas.org)  
6300 Irvington Blvd.  
Houston, TX 77022

**MEMORANDUM OF UNDERSTANDING  
BETWEEN HARRIS COUNTY DEPARTMENT OF EDUCATION AND  
PRECINCT ONE**

**I. Introduction**

This Interlocal Agreement (the “MOU”) is entered into between Harris County Department of Education (“HCDE” or the “Department”), a Texas county school department located at 6300 Irvington Boulevard, Houston, Texas 77022, and Harris County, Texas, a body corporate and politic under the laws of the State of Texas, acting by and through its Harris County Commissioner Precinct 1 (“Contributor”), located at 7901 El Rio St., Houston, TX 77054.

Upon the execution of this MOU, the Contributor agrees to certify allowable funds for HCDE to draw down addition federal match funds in partnership with the Texas Workforce Commission (“TWC”) through the Child Care and Development Fund (“CCDF”). Both the certified and match federal funds will be used for the provision of allowable childcare services or activities in the following local workforce development area: Gulf Coast Workforce Board area. This agreement is effective January 6, 2020 and continuing through September 30, 2020.

**II. Allowable Certified Funds**

The Contributor agrees to certify expenditures to HCDE in an amount no less than \$300,000 and do not to exceed \$350,000 and for HCDE to draw down available federal matching funds as authorized by the CCDF rules and regulations, including those promulgated at 45 CFR 98.53. The Contributor certifies that the funds used to certify expenditures to HCDE under this MOU:

1. are not federal funds, or are federal funds authorized by federal law to be used to match other federal funds;
2. are not used to match other federal funds;
3. represent expenditures eligible for federal match in accordance to Section III; and
4. do not represent expenditures for public prekindergarten programs as referenced in 45 CFR 98.53(h).

**III. Expenditures eligible for federal match**

Contributor agrees to only certify expenditures for federal match as allowed by applicable laws and rules, including, but not limited to, Texas Workforce Commission rules regarding allowable and unallowable expenditures. Contributor agrees to only certify expenditures to HCDE for federal match that are expenditures associated with after-school quality improvement care activities to support literacy and numeracy for children ages 4 through 12 in accordance with TWC rule 809 Tex. Admin. Code § 809.16. Below is a list of allowable expenses as of the date of the execution of this MOU; however, this list is not exhaustive, and Contributor agrees to follow all applicable rules regarding certification of funds under the CCDF program.

- Frontline personnel for literacy and numeracy activities
- Supplies and materials for literacy and numeracy activities
- Curriculum for literacy and numeracy activities
- Vendor fees for literacy and numeracy activities
- Professional development for program staff
- Mileage reimbursement to grant-related activities

- Coordination and management of the program

#### IV. Certification of Expenditures

The description below describes (1) the allowable child care services or activities that will result in Contributor's certified expenditures; the source of the certified funds and (2) the services and assistance HCDE agrees to provide in exchange for Contributor allowing HCDE to certify its expenditures to draw down federal CCDF matching funds.

<b>Contributor Name: Harris County Precint One</b>		
	<b>Fund Use</b>	<b>Planned Funding (\$)</b>
Child Care Quality Improvement	Expenditures certified by the Contributor resulted from quality improvement activities allowable under TWC rule 809 Tex. Admin. Code § 809.16.  Source of certified funds in accordance to Section II: <u>Local tax dollars</u>	\$300,000
<b>Harris County Department of Education</b>		
Services and Supplies	In exchange for Contributor allowing HCDE to certify its expenditures to draw down federal CCDF match funds, HCDE agrees to provide the following services to Contributor, as allowable under applicable law and rules: <ol style="list-style-type: none"> <li>1. Professional development for staff, including on-site, customized staff trainings as determined by HCDE.</li> <li>2. Vendor direct services to support literacy and numeracy for school-age children.</li> <li>3. Field experiences to support literacy and numeracy for school-age children.</li> <li>4. Materials and supplies to support activities that support literacy and numeracy for school-age children.</li> </ol> <i>ASI Materials and Supplies order deadline is February 28, 2020. ASI vendor request deadline is April 8, 2020</i>	\$32,000
Professional Development	25 free registrations to a CASE for Kids Symposium	\$1,000
Technical Assistance and Coordination	CASE for Kids staff support to coordinate services to Contributor and technical assistance	\$12,000
<b>TOTAL</b>	<b>Value of Services from HCDE</b>	<b>\$45,000</b>

The Contributor agrees to submit to HCDE monthly certification(s) of total expenditures for after-school programming, certifying that expenditures have resulted from activities allowable under applicable TWC rules, including TWC rule 809 Tex. Admin. Code § 809.16. The Contributor agrees to provide this certification on the forms attached hereto as Exhibit A. The Contributor shall maintain its records and accounts in a manner that shall assure a full accounting of all

expenditures paid for with local eligible certified funds relating to this MOU. The Contributor agrees to submit Exhibit A to HCDE, by the 15<sup>th</sup> of each month. The Contributor's records and accounts shall also be retained by the Contributor and made available for audit by HCDE, the Texas Workforce Commission, Gulf Coast Local Workforce Board, and/or representative(s) of those entities for a period of not less than three (3) years after the expiration or termination of this MOU. If an audit has been announced, the Contributor shall retain its records and accounts until such audit has been completed.

The Contributor further agrees that it will comply with all terms and conditions of the U.S. Department of Health and Human Services Child Care and Development Fund grant/contract, passed through the Texas Workforce Commission/Gulf Coast Workforce Solutions Board, including all applicable laws, rules, and regulations. Those regulations include, but are not limited to, applicable regulations pertaining to reporting, regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this MOU, and regulations pertaining to copyrights and rights in data. The Contributor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances in the attached certifications, which are incorporated herein by reference.

The Contributor further agrees that HCDE shall be the sole and exclusive owner of all funds received as federal CCDF match funds resulting from this MOU, and Contributor shall have no right whatsoever to the federal CCDF match funds, including those federal CCDF match funds received as a result of Contributor's certification of its expenditures to HCDE.

#### **V. Federal Funds Provisions.**

- (a) **Non-Appropriation.** This MOU is a commitment of HCDE's current revenue only. Notwithstanding anything to the contrary in this MOU, HCDE is obligated to provide the services outlined herein only as approved each year by HCDE's Board of Trustees. HCDE's Board of Trustees retains the right to terminate the MOU at the expiration of each budget period of HCDE. Contributor acknowledges that HCDE will use federal funds, including but not limited to federal CCDF match funds, to fulfill its obligations under this MOU. As such, if HCDE does not receive sufficient federal CCDF match funds to fulfill its obligations outlined in this MOU, HCDE may terminate this MOU without penalty or further obligation to Contributor, at any time upon written notice to Contributor.
- (b) **Records Retention.** Because federal funds are expended by HCDE pursuant to this MOU, Contributor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Contributor further certifies that Contributor will retain all records as required by 2 CFR § 200.333 for a period of three years after the submission of final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.
- (c) **Conflict of Interest Requirements.** In accordance 2 CFR § 318(c)(1), no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her

partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

## **VI. Authorization and Related Parties**

By signing below, each party represents that s/he is authorized to execute this MOU and is bound to all terms of the MOU, and to bind all related or affiliated institutions, individuals, employees or contractors. This MOU may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument.

## **VII. Term and Termination**

This MOU shall be for the period beginning January 6, 2020 through September 30, 2020, unless terminated earlier as provided herein. The MOU is renewable for additional periods upon mutual written agreement by the authorized representatives of each party.

Either party may terminate this MOU, without cause, upon at least thirty (30) days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties. Additionally, HCDE may immediately terminate this MOU should HCDE determine that Contributor has failed to comply with any applicable law; in the event of immediate termination, HCDE shall send notice of the immediate termination to Contributor as soon as practicable.

## **VIII. Notices**

All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by registered or certified mail, return receipt requested, courier delivery, or receipted overnight mail, and shall be deemed received upon the earlier of (a) the date of delivery, if personally delivered, or (b) three (3) business days after the date of posting by the U.S. postal service, if mailed. Either party may change such address for notice for the party designated to receive such notice by giving advance written notice to the other party as provided in this paragraph. All such notices or communications shall be addressed as follows:

### **For Contributor:**

**Commissioner Rodney Ellis**

Harris County Precinct One

7901 El Rio Street

Houston, TX 77054

713-991-6881

### **For Harris County Department of Education:**

Dr. Jesus J. Amezcua

Assistant Superintendent of Business Services

6300 Irvington Blvd. Houston, TX 77055

713-694-6300

[jamezcua@hcde-texas.org](mailto:jamezcua@hcde-texas.org)

**For CASE for Kids**

Dr. Lisa Caruthers

Director of CASE for Kids

6300 Irvington Blvd. Houston, TX 77055

713-696-1336

[licaruthers@hcde-texas.org](mailto:licaruthers@hcde-texas.org)

**IX. Relationship of the parties**

It is understood and agreed that Contributor is a separate legal entity from HCDE and Contributor is not an employee, agent, joint venturer, or partner of HCDE. Nothing in this MOU shall be interpreted or construed as creating or establishing the relationship of employer and employee between HCDE and either Contributor or any employee or agent of Contributor. Contributor assumes full responsibility for the actions of its employees, contractors, and agents and shall remain solely responsible for their supervision, direction and control, payment of salary, workers' compensation, disability benefits, and like requirements and obligations. Contributor agrees that HCDE has no responsibility for any conduct of Contributor or Contributor's employees, contractors, or agents. This MOU shall not be construed or deemed an endorsement of Contributor by HCDE.

**X. No waiver of HCDE's immunity**

The execution of this MOU and the performance by HCDE or the County of any of their obligations hereunder are not, and are not intended to waive or relinquish, and HCDE and the County shall not waive or relinquish, any governmental, sovereign immunity or defense from or to liability or prosecution available to HCDE or the County, its trustees, officers, officials, employees, or agents under federal or Texas laws.

**XI. No third-party beneficiaries**

Nothing in this MOU shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against any party to this MOU.

**XII. Governing law and venue**

This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws and provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Harris County, Texas.

**XIII. Entire agreement**

This MOU and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the MOU and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this MOU.

#### **XIV. Severability**

In the event that any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the MOU shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

#### **XV. Interpretation**

The parties agree that the normal rules of construction that require that any ambiguities in this MOU are to be construed against the drafter shall not be employed in the interpretation of this MOU.

#### **XVI. Changes and amendments**

This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

#### **XVII. No assignment**

Neither this MOU nor any rights, duties, or obligations under it shall be assignable by Contributor without the prior written acknowledgment and authorization of HCDE. Any attempted assignment by Contributor without HCDE's prior written consent shall be void.

#### **XVIII. No wavier**

No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this MOU shall be binding unless in writing and signed by duly authorized representatives of the parties hereto.

#### **XIX. Public Information**

Contributor acknowledges that HCDE is subject to the Texas Public Information Act, and Contributor waives any claim against and releases from liability HCDE, its officers, employees, agents, and attorneys with respect to disclosure of information provided under or in this MOU or otherwise created, assembled, maintained, or held by Contributor and determined by HCDE, the Attorney General of Texas, or a court of law to be subject to disclosure under the Texas Public Information Act.



CONTRIBUTOR NAME

HARRIS COUNTY DEPARTMENT OF  
EDUCATION

By: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Date

Title: COUNTY JUDGE

APPROVED AS TO FORM:  
VINCE RYAN  
COUNTY ATTORNEY

By: \_\_\_\_\_  
Barbara Smith Armstrong  
Senior Assistant County Attorney  
C.A. File 18GEN2304

# Exhibit A

## Required Match Certification

**Instructions:** Use this form to describe and account for Contributor's expenditures related to activities in compliance with TWC rule 809 Tex. Admin. Code § 809.16. Relevant attachments to document expenditures should be attached (e.g. general ledgers, time sheets, invoices, etc.). Please return to CASE for Kids on a monthly basis.

SECTION I   SITE AND FUNDING INFORMATION		
<b>Name</b>		<b>District</b>
<b>Source of funds:</b> <input type="checkbox"/> local tax dollars (describe: _____) <input type="checkbox"/> federal funds authorized by law to be used to match other federal funds (describe: _____)		
SECTION II   MATCH BUDGET		
BUDGET CATEGORY	DESCRIPTION OF EXPENDITURES	AMOUNT
<b>Payroll Costs</b>		
<b>Professional/Contracted Services</b>		
<b>Supplies and Materials</b>		
<b>Other Operating Costs</b>		
<b>Licensing Costs</b>		
TOTAL		
SECTION III   CERTIFICATION		
<b>I hereby certify that the information provided is true and accurate and meets all applicable requirements, including those outlined in the MOU between Contributor and HCDE.</b>		
SITE MANAGER		DATE
EXECUTIVE DIRECTOR		DATE

# ASI Site and Participation Form

**Instructions:** Use this form to submit the site names, ASI resources, and number of students and/or adults at each site that benefitted from ASI resources. Please return to CASE for Kids on a monthly basis with your monthly expenditures and back up documentation. Please note, ASI resources cannot be used for CASE for Kids Partnership Project sites until the ASI Partner has matched all funds required for the CASE ASI Partnership Project. CASE for Kids will not allow duplication of services to sites already funded by CASE for Kids Partnership Project.

SECTION I   ORGANIZATION INFORMATION			
Organization Name:		Reporting Month:	
SECTION II   SITE AND PARTICIPATION			
SITE SERVED	ASI RESOURCES Enter all that apply: materials, provider, field trip, prof. development	NUMBER OF STUDENTS UTILIZED ASI RESOURCES	NUMBER OF STAFF UTILIZED ASI RESOURCES
TOTAL			
SECTION III   CERTIFICATION			
<b>I hereby certify that the information provided is true and accurate and meets all applicable requirements, including those outlined in the MOU between Contributor and HCDE.</b>			
X			
ORGANIZATION REPRESENTATIVE SIGNATURE			DATE

Submit form to Chasidy Celestine at [Chcelestine@hcde-texas.org](mailto:Chcelestine@hcde-texas.org)  
If you have additional sites, please use additional forms as needed.

**Harris County Department of Education  
Afterschool Strategic Investment (ASI) Required Match Certification**

ASI Collaborators must certify that local match funds have been expended in accordance with the current Memorandum of Understanding and all applicable local, state, and federal laws and regulations, including, without limitation, those promulgated by HCDE, the Texas Workforce Commission ("TWC"), and the Gulf Coast Local Workforce Board. This report certifies that (a) expenditures have resulted from activities allowable under applicable TWC rules, including TWC rule 809.16, and (b) funds received from HCDE have been expended for (1) quality improvement activities in the after-school program(s); and (2) service delivery, including language literacy and numeracy development.

Received From Contributors Listed Below and Submitted Through:	
Organization: Harris County of Education (HCDE)	HCDE Contact: <u>Chasidy Celestine</u>
HCDE Address: 6300 Irvington Blvd. Houston, TX 77018	Phone #: 713-696-1773

ASI Collaborator Information:	
Organization: _____	Contact: _____
Address: _____	Contact Phone #: _____
State/Zipcode: _____	

Date: _____	Organization Tax ID #: _____
-------------	------------------------------

\* Type of Pledge: ( C ) Certification

Certification of Child Care Expenditures			
Certified Local Share:	Quality Improvement	\$	40 TAC §809.16
	YTD Certification	\$	-
	Total Certified	\$	-
			Certification Time Period: 00/00/0000 - 00/00/0000
<p>The certified expenditures are to be used as state matching funds to draw available federal matching funds as authorized in the Child Care and Development Fund (CCDF) regulations at Title 45 CFR §98.53. By signing below, the public entity named above certifies that the funds specified above:</p> <ol style="list-style-type: none"> <li>1. are not federal funds, or are federal funds authorized by federal law to be used to match other federal funds;</li> <li>2. are not used to match other federal funds;</li> <li>3. represent expenditures eligible for federal match; and</li> <li>4. do not represent expenditures for public prekindergarten programs as referenced in Title 45 CFR §98.53(h) of CCDF regulations.</li> </ol>			
Signature - Authorized District/Organization Administrator		Date	
Printed Name - Authorized District/Organization Administrator		Title	

**Send the signed certification form and back-up documentation to:**

Harris County Department of Education  
c/o CASE for Kids  
Attention: Chasidy Celestine & Fadi Khirleh  
[chcelestine@hcdetexas.org](mailto:chcelestine@hcdetexas.org) / [fkhirleh@hcdetexas.org](mailto:fkhirleh@hcdetexas.org)  
6300 Irvington Blvd.  
Houston, TX 77022

**MEMORANDUM OF UNDERSTANDING  
BETWEEN HARRIS COUNTY DEPARTMENT OF EDUCATION AND  
HARRIS COUNTY PUBLIC LIBRARY**

**I. Introduction**

This Memorandum of Understanding (the “MOU”) is entered into between Harris County Department of Education (“HCDE” or the “Department”), a Texas county school department located at 6300 Irvington Boulevard, Houston, Texas 77022, and Harris County Public Library (“Contributor”), located at 5749 South Loop East, Houston, TX 77033.

Upon the execution of this MOU, the Contributor agrees to certify allowable funds for HCDE to draw down addition federal match funds in partnership with the Texas Workforce Commission (“TWC”) through the Child Care and Development Fund (“CCDF”). Both the certified and match federal funds will be used for the provision of allowable childcare services or activities in the following local workforce development area: Gulf Coast Workforce Board area. This agreement is effective January 6, 2020 and continuing through September 30, 2020.

**II. Allowable Certified Funds**

The Contributor agrees to certify expenditures to HCDE in an amount no less than \$300,000 and do not to exceed \$320,000 and for HCDE to draw down available federal matching funds as authorized by the CCDF rules and regulations, including those promulgated at 45 CFR 98.53. The Contributor certifies that the funds used to certify expenditures to HCDE under this MOU:

1. are not federal funds, or are federal funds authorized by federal law to be used to match other federal funds;
2. are not used to match other federal funds;
3. represent expenditures eligible for federal match in accordance to Section III; and
4. do not represent expenditures for public prekindergarten programs as referenced in 45 CFR 98.53(h).

**III. Expenditures eligible for federal match**

Contributor agrees to only certify expenditures for federal match as allowed by applicable laws and rules, including, but not limited to, Texas Workforce Commission rules regarding allowable and unallowable expenditures. Contributor agrees to only certify expenditures to HCDE for federal match that are expenditures associated with after-school quality improvement care activities to support literacy and numeracy for children ages 4 through 12 in accordance with TWC rule 809 Tex. Admin. Code § 809.16. Below is a list of allowable expenses as of the date of the execution of this MOU; however, this list is not exhaustive, and Contributor agrees to follow all applicable rules regarding certification of funds under the CCDF program.

- Frontline personnel for literacy and numeracy activities
- Supplies and materials for literacy and numeracy activities
- Curriculum for literacy and numeracy activities
- Vendor fees for literacy and numeracy activities
- Professional development for program staff
- Mileage reimbursement to grant-related activities
- Coordination and management of the program

#### IV. Certification of Expenditures

The description below describes (1) the allowable child care services or activities that will result in Contributor's certified expenditures; the source of the certified funds and (2) the services and assistance HCDE agrees to provide in exchange for Contributor allowing HCDE to certify its expenditures to draw down federal CCDF matching funds.

<b>Contributor Name: Harris County Public Library</b>		
	<b>Fund Use</b>	<b>Planned Funding (\$)</b>
Child Care Quality Improvement	Expenditures certified by the Contributor resulted from quality improvement activities allowable under TWC rule 809 Tex. Admin. Code § 809.16.  Source of certified funds in accordance to Section II: <u>Local tax dollars</u>	\$300,000
<b>Harris County Department of Education</b>		
Services and Supplies	In exchange for Contributor allowing HCDE to certify its expenditures to draw down federal CCDF match funds, HCDE agrees to provide the following services to Contributor, as allowable under applicable law and rules: <ol style="list-style-type: none"> <li>1. Professional development for staff, including on-site, customized staff trainings as determined by HCDE.</li> <li>2. Vendor direct services to support literacy and numeracy for school-age children.</li> <li>3. Field experiences to support literacy and numeracy for school-age children.</li> <li>4. Materials and supplies to support activities that support literacy and numeracy for school-age children.</li> </ol> <p><i>ASI Materials and Supplies order deadline is February 28, 2020.</i> <i>ASI vendor services request deadline is April 8, 2020.</i></p>	\$32,000
Professional Development	25 free registrations to a CASE for Kids Symposium	\$1,000
HCDE/CASE for Kids training space	Accommodation for up to 150 ASI partner's staff at HCDE training facility for up to one 7(seven) hour day. Space provided as available.	\$4,000
Technical Assistance and Coordination	CASE for Kids staff support to coordinate services to Contributor and technical assistance	\$11,000
<b>TOTAL</b>	<b><u>Local and matched federal</u></b> funds resulting from certification of expenditures	<b>\$48,000</b>

The Contributor agrees to submit to HCDE monthly certification(s) of total expenditures for after-school programming, certifying that expenditures have resulted from activities allowable under applicable TWC rules, including TWC rule 809 Tex. Admin. Code § 809.16. The

Contributor agrees to provide this certification on the forms attached hereto as Exhibit A. The Contributor shall maintain its records and accounts in a manner that shall assure a full accounting of all expenditures paid for with local eligible certified funds relating to this MOU. The Contributor agrees to submit Exhibit A to HCDE, by the 15<sup>th</sup> of each month. The Contributor's records and accounts shall also be retained by the Contributor and made available for audit by HCDE, the Texas Workforce Commission, Gulf Coast Local Workforce Board, and/or representative(s) of those entities for a period of not less than three (3) years after the expiration or termination of this MOU. If an audit has been announced, the Contributor shall retain its records and accounts until such audit has been completed.

The Contributor further agrees that it will comply with all terms and conditions of the U.S. Department of Health and Human Services Child Care and Development Fund grant/contract, passed through the Texas Workforce Commission/Gulf Coast Workforce Solutions Board, including all applicable laws, rules, and regulations. Those regulations include, but are not limited to, applicable regulations pertaining to reporting, regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this MOU, and regulations pertaining to copyrights and rights in data. The Contributor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances in the attached certifications, which are incorporated herein by reference.

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- (a) **Non-Appropriation.** This MOU is a commitment of HCDE's current revenue only. Notwithstanding anything to the contrary in this MOU, HCDE is obligated to provide the services outlined herein only as approved each year by HCDE's Board of Trustees. HCDE's Board of Trustees retains the right to terminate the MOU at the expiration of each budget period of HCDE. Contributor acknowledges that HCDE will use federal funds, including but not limited to federal CCDF match funds, to fulfill its obligations under this MOU. As such, if HCDE does not receive sufficient federal CCDF match funds to fulfill its obligations outlined in this MOU, HCDE may terminate this MOU without penalty or further obligation to Contributor, at any time upon written notice to Contributor.
- (b) **Records Retention.** Because federal funds are expended by HCDE pursuant to this MOU, Contributor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Contributor further certifies that Contributor will retain all records as required by 2 CFR § 200.333 for a period of three years after the submission of final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.
- (c) **Conflict of Interest Requirements.** In accordance 2 CFR § 318(c)(1), no employee, officer, or agent may participate in the selection, award, or

administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

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### **For Contributor:**

Edward Melton  
Director  
5749 South Loop East  
Houston, TX 77033  
[Edward.Melton@hcpl.net](mailto:Edward.Melton@hcpl.net)

### **For Harris County Department of Education:**

Dr. Jesus J. Amezcua



Assistant Superintendent of Business Services  
6300 Irvington Blvd. Houston, TX 77055  
713-694-6300  
[jamezcua@hcde-texas.org](mailto:jamezcua@hcde-texas.org)

**For CASE for Kids**

Dr. Lisa Caruthers  
Director of CASE for Kids  
6300 Irvington Blvd. Houston, TX 77055  
713-696-1336  
[lcaruthers@hcde-texas.org](mailto:lcaruthers@hcde-texas.org)

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This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws and provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Harris County, Texas.

## **XIII. Entire agreement**

This MOU and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the MOU and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this MOU.

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In the event that any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the MOU shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

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modification of any of the provisions of this MOU shall be binding unless in writing and signed by duly authorized representatives of the parties hereto.

**XIX. Public Information**

Contributor acknowledges that HCDE is subject to the Texas Public Information Act, and Contributor waives any claim against and releases from liability HCDE, its officers, employees, agents, and attorneys with respect to disclosure of information provided under or in this MOU or otherwise created, assembled, maintained, or held by Contributor and determined by HCDE, the Attorney General of Texas, or a court of law to be subject to disclosure under the Texas Public Information Act.

CONTRIBUTOR NAME

HARRIS COUNTY DEPARTMENT OF  
EDUCATION

By: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Date

Title: \_\_\_\_\_

# Exhibit A

## Required Match Certification

**Instructions:** Use this form to describe and account for Contributor's expenditures related to activities in compliance with TWC rule 809 Tex. Admin. Code § 809.16. Relevant attachments to document expenditures should be attached (e.g. general ledgers, time sheets, invoices, etc.). Please return to CASE for Kids on a monthly basis.

SECTION I   SITE AND FUNDING INFORMATION		
<b>Name</b>		<b>District</b>
<b>Source of funds:</b> <input type="checkbox"/> local tax dollars (describe: _____) <input type="checkbox"/> federal funds authorized by law to be used to match other federal funds (describe: _____)		
SECTION II   MATCH BUDGET		
BUDGET CATEGORY	DESCRIPTION OF EXPENDITURES	AMOUNT
<b>Payroll Costs</b>		
<b>Professional/Contracted Services</b>		
<b>Supplies and Materials</b>		
<b>Other Operating Costs</b>		
<b>Licensing Costs</b>		
TOTAL		
SECTION III   CERTIFICATION		
<b>I hereby certify that the information provided is true and accurate and meets all applicable requirements, including those outlined in the MOU between Contributor and HCDE.</b>		
SITE MANAGER		DATE
EXECUTIVE DIRECTOR		DATE

# ASI Site and Participation Form

**Instructions:** Use this form to submit the site names, ASI resources, and number of students and/or adults at each site that benefitted from ASI resources. Please return to CASE for Kids on a monthly basis with your monthly expenditures and back up documentation. Please note, ASI resources cannot be used for CASE for Kids Partnership Project sites until the ASI Partner has matched all funds required for the CASE ASI Partnership Project. CASE for Kids will not allow duplication of services to sites already funded by CASE for Kids Partnership Project.

SECTION I   ORGANIZATION INFORMATION			
Organization Name:		Reporting Month:	
SECTION II   SITE AND PARTICIPATION			
SITE SERVED	ASI RESOURCES Enter all that apply: materials, provider, field trip, prof. development	NUMBER OF STUDENTS UTILIZED ASI RESOURCES	NUMBER OF STAFF UTILIZED ASI RESOURCES
TOTAL			
SECTION III   CERTIFICATION			
<b>I hereby certify that the information provided is true and accurate and meets all applicable requirements, including those outlined in the MOU between Contributor and HCDE.</b>			
X			
ORGANIZATION REPRESENTATIVE SIGNATURE			DATE

Submit form to Chasidy Celestine at [Chcelestine@hcde-texas.org](mailto:Chcelestine@hcde-texas.org)  
If you have additional sites, please use additional forms as needed.

**Harris County Department of Education  
Afterschool Strategic Investment (ASI) Required Match Certification**

ASI Collaborators must certify that local match funds have been expended in accordance with the current Memorandum of Understanding and all applicable local, state, and federal laws and regulations, including, without limitation, those promulgated by HCDE, the Texas Workforce Commission ("TWC"), and the Gulf Coast Local Workforce Board. This report certifies that (a) expenditures have resulted from activities allowable under applicable TWC rules, including TWC rule 809.16, and (b) funds received from HCDE have been expended for (1) quality improvement activities in the after-school program(s); and (2) service delivery, including language literacy and numeracy development.

Received From Contributors Listed Below and Submitted Through:	
Organization: <u>Harris County of Education (HCDE)</u>	HCDE Contact: <u>Chasidy Celestine</u>
HCDE Address: <u>6300 Irvington Blvd.</u> <u>Houston, TX 77018</u>	Phone #: <u>713-696-1773</u>
ASI Collaborator Information:	
Organization: _____	Contact: _____
Address: _____	Contact Phone #: _____
State/Zipcode: _____	

Date:	Organization Tax ID #

\* Type of Pledge: ( C ) Certification

Certification of Child Care Expenditures				
Certified Local Share:	Quality Improvement	\$	40 TAC §809.16	
	YTD Certification	\$		-
	Total Certified	\$		-
			Certification Time Period: <u>00/00/0000 - 00/00/0000</u>	
<p>The certified expenditures are to be used as state matching funds to draw available federal matching funds as authorized in the Child Care and Development Fund (CCDF) regulations at <i>Title 45 CFR §98.53</i>. By signing below, the public entity named above certifies that the funds specified above:</p> <ol style="list-style-type: none"> <li>are not federal funds, or are federal funds authorized by federal law to be used to match other federal funds;</li> <li>are not used to match other federal funds;</li> <li>represent expenditures eligible for federal match; and</li> <li>do not represent expenditures for public prekindergarten programs as referenced in <i>Title 45 CFR §98.53(h)</i> of CCDF regulations.</li> </ol>				
_____ Signature - Authorized District/Organization Administrator		_____ Date		
_____ Printed Name - Authorized District/Organization Administrator		_____ Title		

**Send the signed certification form and back-up documentation to:**

Harris County Department of Education  
 c/o CASE for Kids  
 Attention: Chasidy Celestine & Fadi Khirieh  
[chcelestine@hcde-texas.org](mailto:chcelestine@hcde-texas.org) [fkhirieh@hcde-texas.org](mailto:fkhirieh@hcde-texas.org)  
 6300 Irvington Blvd.  
 Houston, TX 77022

**Regular Board Meeting**

**10.H.**

**Meeting Date:** December 18, 2019

**Title:** CASE for Kids City Connections Grant Term 1 Awards

**Submitted For:** Lisa Caruthers, Case for Kids **Submitted By:** Kimberlee Flowers

**Additional Resource**

**Personnel:**

**Information**

**Posted Agenda Item:**

**The CASE for Kids Division announced the City Connections awards to not-for-profit organizations funded by the City of Houston.** Eleven City Council Members awarded fifty-four not-for-profit organizations for delivery of afterschool projects for Grant Term 1 (October 14, 2019 to December 31, 2019) of the 2019-2020 school year in the aggregate amount of \$354,009.

**Subject:**

CASE for Kids City Connections list of grant award recipients to implement City of Houston funded projects.

**Rationale:**

The City Connections Project, funded directly by the City of Houston and administered by CASE for Kids, supports not-for-profit organizations that address the need for youth services outside the school day. City Connections programming takes place in a variety of locations throughout the city of Houston including schools, community centers, apartment complexes and churches. The funded organizations will provide diverse activities for youth during the out-of-school time frame including fine arts, academic enrichment, college exploration, and fitness classes. Grants are designed to meet individual Houston city council district needs and provide prevention-based programming that addresses gaps in services to youth.

**Awards - Council District A**

- Spring Spirit at the Spring Spirit Community Center - \$5,000
- Houston Marathon Foundation at Spring Woods Middle School and Spring Woods High School - \$5,000
- Newspring at Brompton Square Apartments and Mabee Whole Life Services - \$5,000
- Girlstart at Pine Shadows Elementary and Spring Branch Elementary - \$3,000
- YMCA of Greater Houston at Sherwood Elementary - \$4,500

**Awards - District B**

- Black United Fund of Texas at Dogan Elementary, Holland Middle School and Phoenix House - \$12,500
- Julia C. Hester House at Julia C. Hester House - \$5,000
- Comp- U-Dopt at Goodman Elementary and Wesley Elementary - \$5,000

**Awards - District C**

- National College Readiness Institute at Field Elementary, Stevens Elementary, and Sinclair Elementary - \$9,999
- Evelyn Rubenstein Jewish Community at Evelyn Rubenstein Jewish Community Center - \$10,000
- HITS Theatre at HITS Theatre - \$10,000
- Houston Center for Photography at Houston Center for Photography - \$2,700
- Urban Harvest at Gregory Lincoln Education Center - \$8,000
- The Ensemble Theatre at Gregory Lincoln Education Center - \$8,100

**Awards - District D**

- South Union Missionary Baptist Church at South Union Missionary Baptist Church - \$3,500
- The Chauncy Glover Project at Judson Robinson Jr. Community Center - \$8,000
- Black United Fund of Texas at Bastian Elementary - \$2,000

Boykins Youth Foundation at Foster Elementary - \$2,000  
Young Women's Preparatory Network at Young Women's College Preparatory Academy - \$2,000  
The FORGE for Families at The FORGE for Families - \$5,000  
South East Houston Community Development Corporation at EastSide University - \$5,000

**Awards - District E**

St. Martha Catholic School at St. Martha Catholic School - \$12,000  
Diaz Music Institute at Lakeshore Elementary - \$9,000  
FotoFest International at Patterson Elementary, Stevenson Middle School and YES Prep Southeast - \$12,000  
The Village Learning & Achievement Center Inc. at The Village Learning & Achievement Center Inc. - \$12,000

**Awards - District F**

Shamelessly Saved Productions at Klentzman Intermediate - \$5,000  
Chinese Community Center at Chinese Community Center - \$7,500  
Southwest Glen Mission at Winding Trails Apartments - \$5,000  
Urban Outreach Inc. at Boca Springs Apartments and Pagewood Apartments - \$5,000

**Awards - District G**

YMCA of Greater Houston at Trotter Family YMCA - \$10,000  
FamilyPoint Resources at FamilyPoint Resources - \$10,000  
Partnership for the Advancement and Immersion of Refugees (PAIR) at Revere Middle School - \$2,500

**Awards - District H**

Houston Youth Symphony at Looscan Elementary School, Sherman Elementary School, Jefferson Elementary School and C. Martinez Elementary School - \$5,000  
Project GRAD at cafecollege Houston at Carnegie Branch Library - \$5,000  
Wesley Community Center at Wesley Community Center and Marshall Middle School for \$5,000.  
STEM Urban Perspective in District H at Booker T. Washington High School - \$5,000  
Multicultural Education and Counseling through the Arts (MECA) at Durkee Elementary and Crockett Elementary - \$5,000  
Greater Emmanuel Family Worship Center at Our Lady of Guadalupe Catholic School and Assumption Catholic School - \$5,000  
Association for the Advancement of Mexican-Americans (AAMA) in District H at George I. Sanchez Charter- North Campus for \$5,000  
FotoFest International at Northline Elementary, Durkee Elementary and YES Prep Northside - \$2,210  
EZ Kids Creativity Shell at Wesley Community Center and C. Martinez Elementary - \$5,000  
Color of Life Community Resource and Activity Center at Booker T. Washington High School - \$5,000  
Young Audiences of Houston at Crockett Elementary, Texas Serenity Academy and Booker T. Washington High School - \$5,000  
Neighbors in Action at Port Houston Elementary - \$5,000

**Awards - District I**

The Woods Project at Cristo Rey Jesuit, George I. Sanchez Charter School and Mount Carmel Academy - \$4,000  
Alliance Financial Ministries at Cornelius Elementary School - \$4,000  
East End Chamber of Commerce at Chavez High School - \$3,000  
The Rising Star Collaborative Coalition at Encore Theatre - \$4,000  
The Children's Museum of Houston at Edison Middle School - \$5,000  
Association for the Advancement of Mexican-Americans (AAMA) at George I Sanchez Charter School - \$2,500

**Awards - District J**

India House at India House Community Service Center - \$4,500  
Sewa International at Villa Madrid Apartments - \$3,000  
Houston Marathon Foundation at Sharpstown High School and Sutton Elementary - \$6,000  
Southwest Glen Mission at Wesley Gardens Apartments - \$3,000.  
Partnership for the Advancement and Immersion of Refugees (PAIR) at Wisdom High School and Las Americas Newcomer School - \$6,000.

**Awards - District K**

Houston Youth Symphony at Ridgemont Elementary School - \$3,000  
A.I.R. Project at Townwood Community Center - \$4,000  
Houston Area Urban League in at Angel Lane Community Center - \$6,000



Young Audiences of Houston at Ridgemont Elementary School and Ridgegate Elementary School - \$5,000

Sewa International in District K at Los Arcos Apartments and San Marcos Apartments for \$5,000

Mufasa's Pride Rites of Passage at Madison High School - \$5,000

Brentwood Community Foundation at Life Long Learning Center - \$5,000

Edison Arts Foundation at Jean Hines Caldwell Elementary - \$4,000

CollegeCommunityCareer at Willowridge High School -\$3,500

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### Attachments

City Connection Awardees

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### Form Review

**Inbox**

CASE

Form Started By: Kimberlee Flowers

Final Approval Date: 11/26/2019

**Reviewed By**

Lisa Caruthers

**Date**

11/25/2019 03:33 PM

Started On: 11/25/2019 02:49 PM



## 2019-2020 City Connections Grantee Award List (Term I)



The nonprofit organizations listed below have been awarded a **2019-2020 City Connections** (CC) grant award for Term I. Funding for the **City Connections** project is provided by the **City of Houston** and administered by the Center for Afterschool, Summer and Enrichment for Kids or CASE for Kids, a division of Harris County Department of Education. A total of 109 applications were received requesting funding. Eleven district council members award \$22,500 each for Term I, in funding for CC grants. Please note, as indicated by the asterisk symbol (\*), some council districts exercised their option to increase their overall grants budget this year. The organizations listed below will provide diverse activities for youth after school including fine arts, academic enrichment, college exploration and youth mentoring. Congratulations to all grant recipients! We are grateful to the City of Houston for their investment and support of out-of-school time programming here in Houston, TX.

### District A- Council Member Brenda Stardig

Grantee	Project Site(s)	Total Award Amount
Spring Spirit	Spring Spirit Community Center	\$5,000
Houston Marathon Foundation	Spring Woods Middle School Spring Woods High School	\$5,000
Newspring	Brompton Square Apartments Women's Home at Mabee Whole Life Services Ridgecrest Elementary School The Branch	\$5,000
Girlstart	Pine Shadows Elementary School Spring Branch Elementary School	\$3,000
YMCA of Greater Houston	Sherwood Elementary School	\$4,500

**District B- Vice Mayor Pro-Tem Jerry Davis**

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>Black United Fund of Texas</b>	<b>Dogan Elementary School Holland Middle School Phoenix House</b>	<b>\$12,500</b>
<b>Comp-U-Dopt</b>	<b>Wesley Elementary School Goodman Elementary School</b>	<b>\$5,000</b>
<b>Julia C. Hester House</b>	<b>Julia C. Hester House</b>	<b>\$5,000</b>

**District C- Mayor Pro-Tem Ellen Cohen\***

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>National College Readiness Institute</b>	<b>Field Elementary School Stevens Elementary School Sinclair Elementary School</b>	<b>\$9,999</b>
<b>Evelyn Rubenstein Jewish Community Center</b>	<b>Evelyn Rubenstein Jewish Community Center</b>	<b>\$10,000</b>
<b>HITS Theatre</b>	<b>HITS Theatre</b>	<b>\$10,000</b>
<b>Houston Center for Photography</b>	<b>Houston Center for Photography</b>	<b>\$2,700</b>
<b>Urban Harvest</b>	<b>Gregory Lincoln Education Center</b>	<b>\$8,000</b>
<b>The Ensemble Theatre</b>	<b>Gregory Lincoln Education Center</b>	<b>\$8,100</b>

**District D- Council Member Dwight Boykins**

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>South Union Missionary Baptist Church</b>	<b>South Union Missionary Baptist Church</b>	<b>\$3,500</b>
<b>The Chauncy Glover Project</b>	<b>Judson Robinson Jr. Community Center</b>	<b>\$8,000</b>
<b>Black United Fund of Texas</b>	<b>Bastian Elementary School</b>	<b>\$2,000</b>
<b>Boykins Youth Foundation</b>	<b>Foster Elementary School</b>	<b>\$2,000</b>
<b>Young Women's Preparatory Network</b>	<b>Young Women's College Preparatory Academy</b>	<b>\$2,000</b>
<b>The FORGE for Families</b>	<b>The FORGE for Families</b>	<b>\$5,000</b>
<b>South East Houston Community Development Corporation</b>	<b>EastSide University</b>	<b>\$5,000</b>

**District E- Council Member Dave Martin\***

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>St. Martha Catholic School</b>	<b>St. Martha Catholic School</b>	<b>\$12,000</b>
<b>Diaz Music Institute</b>	<b>Lakeshore Elementary</b>	<b>\$9,000</b>
	<b>Patterson Elementary School</b>	
<b>FotoFest International</b>	<b>Stevenson Middle School</b>	<b>\$12,000</b>
	<b>YES Prep- Southeast</b>	
<b>The Village Learning &amp; Achievement Center</b>	<b>The Village Learning &amp; Achievement Center</b>	<b>\$12,000</b>

**District F- Council Member Steve Le**

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>Shamelessly Saved Productions</b>	<b>Kelntzman Intermediate</b>	<b>\$5,000</b>
<b>Chinese Community Center</b>	<b>Chinese Community Center</b>	<b>\$7,500</b>
<b>Southwest Glen Mission</b>	<b>Winding Trails Apartments</b>	<b>\$5,000</b>
<b>Urban Outreach Incorporated</b>	<b>Boca Springs Apartments</b> <b>Pagewood Apartments</b>	<b>\$5,000</b>

**District G- Council Member Greg Travis**

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>YMCA of Greater Houston</b>	<b>Trotter Family YMCA</b>	<b>\$10,000</b>
<b>FamilyPoint Resources</b>	<b>FamilyPoint Resources</b>	<b>\$10,000</b>
<b>PAIR Houston</b> <b>(Partnership for the</b> <b>Advancement and Immersion of</b> <b>Refugees)</b>	<b>Revere Middle School</b>	<b>\$2,500</b>

**District H- Council Member Karla Cisneros\***

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>Association for the Advancement</b> <b>of Mexican-Americans</b> <b>(AAMA)</b>	<b>George I. Sanchez- North</b> <b>Charter</b>	<b>\$5,000</b>

**District H- Council Member Karla Cisneros\* (cont.)**

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>Houston Youth Symphony</b>	<b>Looscan Elementary School Sherman Elementary School Jefferson Elementary School C. Martinez Elementary School</b>	<b>\$5,000</b>
<b>Project GRAD Houston</b>	<b>cafecollege Houston @ Carnegie Branch Library</b>	<b>\$5,000</b>
<b>Wesley Community Center Inc.</b>	<b>Wesley Community Center Marshall Middle School</b>	<b>\$5,000</b>
<b>STEM Urban Perspective</b>	<b>Booker T. Washington High School</b>	<b>\$5,000</b>
<b>Multicultural Education and Counseling through the Arts (MECA)</b>	<b>Durkee Elementary School Crockett Elementary School</b>	<b>\$5,000</b>
<b>Greater Emmanuel Family Worship Center</b>	<b>Our Lady of Guadalupe Catholic School Assumption Catholic School</b>	<b>\$5,000</b>
<b>FotoFest International</b>	<b>Northline Elementary School Durkee Elementary School YES Prep- Northside</b>	<b>\$2,210</b>
<b>EZ Creativity Shell</b>	<b>Wesley Community Center C. Martinez Elementary School</b>	<b>\$5,000</b>
<b>Color of Life Community Resource &amp; Activity Center</b>	<b>Booker T. Washington High School</b>	<b>\$5,000</b>

**District H- Council Member Karla Cisneros\* (cont.)**

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
	<b>Crockett Elementary School</b>	
<b>Young Audiences of Houston</b>	<b>Texas Serenity Academy</b>	<b>\$5,000</b>
	<b>Booker T. Washington High School</b>	
<b>Neighbors in Action</b>	<b>Port Houston Elementary</b>	<b>\$5,000</b>

**District I- Council Member Robert Gallegos**

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
	<b>Cristo Rey Jesuit</b>	
<b>The Woods Project</b>	<b>George I. Sanchez Charter School</b>	<b>\$4,000</b>
	<b>Mount Carmel Academy</b>	
<b>Alliance Financial Ministries</b>	<b>Cornelius Elementary School</b>	<b>\$4,000</b>
<b>East End Chamber of Commerce</b>	<b>Chavez High School</b>	<b>\$3,000</b>
<b>The Rising Star Collaborative Coalition</b>	<b>Encore Theatre</b>	<b>\$4,000</b>
<b>The Children's Museum of Houston</b>	<b>Edison Middle School</b>	<b>\$5,000</b>
<b>Association for the Advancement of Mexican-Americans (AAMA)</b>	<b>George I. Sanchez Charter School</b>	<b>\$2,500</b>

**District J- Council Member Mike Laster**

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>India House Inc.</b>	<b>India House Community Service Center</b>	<b>\$4,500</b>
<b>Sewa International Houston</b>	<b>Villa Madrid Apartments</b>	<b>\$3,000</b>
<b>Houston Marathon Foundation</b>	<b>Sharpstown High School</b>	<b>\$6,000</b>
<b>Southwest Glen Mission</b>	<b>Wesley Gardens Apartments</b>	<b>\$3,000</b>
<b>PAIR Houston (Partnership for the Advancement and Immersion of Refugees)</b>	<b>Wisdom High School Las Americas Newcomer School</b>	<b>\$6,000</b>

**District K- Council Member Martha Castex-Tatum\***

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>Houston Youth Symphony</b>	<b>Ridgemont Elementary School</b>	<b>\$3,000</b>
<b>A.I.R. Project</b>	<b>Townwood Community Center</b>	<b>\$4,000</b>
<b>Houston Area Urban League</b>	<b>Angel Lane Community Center</b>	<b>\$6,000</b>





**Harris County**  
Department of  
**Education**



Mayor Sylvester Turner



**District K- Council Member Martha Castex-Tatum\* (cont.)**

<b>Grantee</b>	<b>Project Site(s)</b>	<b>Total Award Amount</b>
<b>Sewa International Houston</b>	<b>Los Arcos Apartments San Marcos Apartments</b>	<b>\$5,000</b>
<b>Young Audiences of Houston</b>	<b>Ridgemont Elementary School Ridgegate Elementary School</b>	<b>\$5,000</b>
<b>Mufasa's Pride Rites of Passage</b>	<b>Madison High School</b>	<b>\$5,000</b>
<b>Brentwood Community Foundation</b>	<b>Life Long Learning Center</b>	<b>\$5,000</b>
<b>Edison Arts Foundation</b>	<b>Jean Hines Caldwell Elementary School</b>	<b>\$4,000</b>
<b>CollegeCommunityCareer</b>	<b>Willowridge High School</b>	<b>\$3,500</b>

**Regular Board Meeting**

**10.I.**

**Meeting Date:** December 18, 2019  
**Title:** HCDE Head Start USDA Meal Claim for the month of October 2019  
**Submitted For:** Venetia Peacock, Head Start      **Submitted By:** Sharon McBride  
**Additional Resource Personnel:** Jonathan Parker, Venetia L Peacock, Gulshan Rahman, & Sandra Pearson

**Information**

**Posted Agenda Item:**

**HCDE Head Start USDA Meal Totals for the month of October 2019;** this information was derived from the free standing campuses, as well as those that are a part of a multi-service center. It is the count of the students' attendance, breakfasts, lunches, and PM snacks.

**Subject:**

HCDE Head Start USDA Meal Claim for the month of October 2019

**Rationale:**

HCDE Head Start USDA Meal Totals for the month of October 2019; this information was derived from the free standing campuses, as well as those that are a part of a multi-service center. It is the count of the students' attendance, breakfasts, lunches, and PM snacks. These centers have a Child and Adult Care Food Program (CACFP) contract.

**Attachments**

*No file(s) attached.*

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Head Start	Venetia Peacock	11/23/2019 08:38 PM
Form Started By: Sharon McBride		Started On: 11/08/2019 02:09 PM
Final Approval Date: 12/02/2019		

**Regular Board Meeting**

**10.J.**

**Meeting Date:** December 18, 2019

**Title:** HCDE Head Start Performance Reports for the months of September and October 2019

**Submitted For:** Venetia Peacock, Head Start      **Submitted By:** Sharon McBride

**Additional Resource** Jonathan Parker, Venetia L

**Personnel:** Peacock, Jana Jones, Ishan Rajani

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**Information**

**Posted Agenda Item:**

**HCDE Head Start Performance Reports for the months of September and October 2019**

**Subject:**

HCDE Head Start Performance Reports for the months of September and October 2019

**Rationale:**

The HCDE Head Start Performance Reports for the months of September and October. They all include information regarding the campus locations, campus capacities, enrollment, including numbers served, number of days, number withdrawn, disability totals and percentages, over income and waitlist totals.

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**Attachments**

HCDE HS Performance Report.Sept

HCDE HS Performance Report.Oct.

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**Form Review**

**Inbox**

Head Start

Form Started By: Sharon McBride

Final Approval Date: 12/02/2019

**Reviewed By**

Venetia Peacock

**Date**

11/23/2019 08:38 PM

Started On: 11/08/2019 01:52 PM

**HARRIS COUNTY DEPARTMENT OF EDUCATION - HEAD START  
PERFORMANCE REPORT  
September 01, 2019 - September 30, 2019**

Center	Enrollment														
	Center Capacity #	Currently Enrolled							Waitlist						
		Total		# of Days (AVG)	ADA % Actual	Withdrawn	Disability		Over Income		Waitlist				
		# Served	% Served				#	%	#	%	#	%			
Barrett Station	34	34	100%	17	92%	0	3%	1	3%	0	0%	2	6%		
Baytown	134	137	102%	17	94%	4	3%	4	3%	0	0%	3	2%		
Channelview	97	102	105%	17	94%	7	1%	1	1%	0	0%	4	4%		
Compton	131	139	106%	17	93%	9	1%	1	1%	0	0%	18	13%		
Coolwood	62	63	102%	17	87%	5	5%	3	5%	0	0%	8	13%		
Dogan	119	124	104%	17	94%	0	0%	0	0%	0	0%	5	4%		
Fifth Ward	74	74	100%	17	87%	0	1%	1	1%	0	0%	2	3%		
Fonwood	119	122	103%	17	92%	3	0%	0	0%	0	0%	2	2%		
Humble	74	75	101%	17	92%	2	3%	2	3%	0	0%	9	12%		
J.D. Walker	60	59	98%	17	90%	2	7%	4	7%	0	0%	9	15%		
La Porte	91	88	97%	17	91%	5	4%	4	4%	0	0%	8	9%		
Pugh	74	71	96%	17	92%	0	7%	5	7%	0	0%	10	14%		
San Jacinto	18	19	106%	17	90%	1	0%	0	0%	0	0%	0	0%		
Sheffield	137	140	102%	17	93%	5	12%	16	12%	0	0%	6	4%		
Tidwell	54	55	102%	17	91%	2	2%	1	2%	0	0%	5	9%		
<b>All Centers</b>	<b>1278</b>	<b>1302</b>	<b>102%</b>	<b>17</b>	<b>91%</b>	<b>45</b>	<b>3%</b>	<b>43</b>	<b>3%</b>	<b>0</b>	<b>0%</b>	<b>91</b>	<b>7%</b>		

**HARRIS COUNTY DEPARTMENT OF EDUCATION - EARLY HEAD START  
PERFORMANCE REPORT  
September 01, 2019 - September 30, 2019**

Center	Enrollment										
	Center Capacity #	Currently Enrolled					Waitlist				
		Total		ADA %	Disability		Over Income		Waitlist		
		# Served	% Served		# of Days (AVG)	#	%	#	%	#	%
Baytown EHS	40	41	103%	18	91%	1	3%	0	0%	8	20%
All Centers	40	41	103%	18	91%	1	3%	0	0%	8	20%

**HARRIS COUNTY DEPARTMENT OF EDUCATION - CHILD CARE PROGRAM  
PERFORMANCE REPORT  
September 01, 2019 - September 30, 2019**

Center	Enrollment										
	Center Capacity #	Currently Enrolled					Waitlist				
		Total		ADA %	Disability		Over Income		Waitlist		
		# Served	% Served		# of Days (AVG)	#	%	#	%	#	%
John G. Jones	12	8	67%	19	94%	1	8%	0	0%	3	38%
Kool Kids	32	30	94%	19	91%	2	9%	0	0%	6	20%
Let's Learn	16	9	56%	19	83%	0	0%	0	0%	1	11%
Purpose Kids	16	16	100%	19	89%	0	19%	0	0%	1	6%
All Centers	76	63	83%	19	89%	3	9%	0	0%	11	14%

**HARRIS COUNTY DEPARTMENT OF EDUCATION - HEAD START  
PERFORMANCE REPORT  
October 01, 2019 - October 31, 2019**

Center	Enrollment														
	Center Capacity #	Currently Enrolled						Over Income						Waitlist	
		Total		# of Days (AVG)	ADA % Actual	Withdrawn	Disability		Over Income		#	%	#	%	
		# Served	% Served				#	%	#	%					
Barrett Station	34	37	109%	22	91%	3	2	6%	0	0%	4	11%			
Baytown	134	143	107%	22	90%	6	4	3%	0	0%	5	3%			
Channelview	97	105	108%	22	93%	1	1	1%	0	0%	1	1%			
Compton	131	145	111%	22	93%	5	1	1%	0	0%	8	6%			
Coolwood	62	62	100%	22	90%	0	5	8%	0	0%	0	0%			
Dogan	119	124	104%	22	89%	0	0	0%	0	0%	1	1%			
Fifth Ward	74	75	101%	22	84%	3	0	0%	0	0%	5	7%			
Fonwood	119	124	104%	22	88%	3	0	0%	0	0%	1	1%			
Humble	74	78	105%	22	94%	4	2	3%	0	0%	1	1%			
J.D. Walker	60	61	102%	22	91%	4	4	7%	0	0%	3	5%			
La Porte	91	92	101%	22	91%	1	4	4%	0	0%	4	4%			
Pugh	74	76	103%	22	92%	3	5	7%	0	0%	1	1%			
San Jacinto	18	20	111%	22	94%	1	0	0%	0	0%	0	0%			
Sheffield	137	144	105%	22	91%	3	15	11%	0	0%	6	4%			
Tidwell	54	60	111%	22	86%	5	1	2%	0	0%	5	8%			
<b>All Centers</b>	<b>1278</b>	<b>1346</b>	<b>105%</b>	<b>22</b>	<b>90%</b>	<b>42</b>	<b>44</b>	<b>3%</b>	<b>0</b>	<b>0%</b>	<b>45</b>	<b>4%</b>			

**HARRIS COUNTY DEPARTMENT OF EDUCATION - EARLY HEAD START  
PERFORMANCE REPORT  
October 01, 2019 - October 31, 2019**

Center	Enrollment											
	Center Capacity #	Currently Enrolled					Waitlist					
		Total		ADA %	Disability		Over Income		Waitlist			
		# Served	% Served		# of Days (AVG)	#	%	#	%	#	%	
Baytown EHS	40	44	110%	22	88%	5	2	5%	0	0%	7	16%
All Centers	40	44	110%	22	88%	5	2	5%	0	0%	7	18%

**HARRIS COUNTY DEPARTMENT OF EDUCATION - CHILD CARE PROGRAM  
PERFORMANCE REPORT  
October 01, 2019 - October 31, 2019**

Center	Enrollment											
	Center Capacity #	Currently Enrolled					Waitlist					
		Total		ADA %	Disability		Over Income		Waitlist			
		# Served	% Served		# of Days (AVG)	#	%	#	%	#	%	
John G. Jones	12	10	83%	23	84%	0	1	8%	0	0%	0	0%
Kool Kids	32	33	103%	23	89%	3	3	9%	0	0%	3	9%
Let's Learn	16	9	56%	23	88%	1	0	0%	0	0%	0	0%
Purpose Kids	16	17	106%	23	93%	0	3	19%	0	0%	1	6%
All Centers	76	69	91%	23	89%	4	7	9%	0	0%	4	5%