

**Harris County Department of Education**  
**Minutes of Regular Board Meeting**  
**February 26, 2025**

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The Harris County Board of School Trustees met in regular session on February 26, 2025, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Amy Hinojosa, Board President, called the meeting to order at 1:01 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:** Amy Hinojosa, Board President; Erica Davis, Second Vice President; Andrea Duhon; Richard Cantu; Eric Dick; and John McGee

**Board Members Absent:**

**Board Attorney:** Sarah Langlois (*via videoconference*)

**Administration:** James Colbert, Jr., County School Superintendent; Jesus Amezcua, Assistant Superintendent for Business Services (*via videoconference*); Jonathan Parker, Assistant Superintendent for Academic Support; C.J. Rodgers, Assistant Superintendent for Education & Enrichment; Danielle Bartz, Chief of Staff; Jessica Bermea, Executive Assistant Board to Trustees; Joe Carreon, Director Construction; Lisa Caruthers, Senior Director, CASE for Kids; Danielle Clark, Chief Communications Officer; Carrie Crabb, Senior Director, School Based Therapy Services; Stephanie De Los Santos, Director Client Engagement; Leslie Edwards-Ethridge, Director, Center for Safe and Secure Schools; Chris Hoesel, Director Information Technology; Eduardo Honold, Senior Director Adult Education; Charles Ned, Senior Director Schools; Venetia Peacock, Senior Director, Head Start; Yolanda Pyrtle, Director Research and Evaluation Institute; Lindsey Sanders, Director Communications and Creative Services; Andrea Seagraves, Senior Director, Center for Educator Success; Dr. Tyrone Sylvester, Executive Director, Human Resources; Trina Silva, Education Foundation Community Development Director; Dr. Michelle Willaims, Executive Director Facilities

**Visitors:** None.

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1. **Invocation** - Mark Perez, Career Pathway Manager, Adult Education
2. **Pledge of Allegiance to the US flag** - Thomas Plapp, Fixed Assets, Facilities
3. **Pledge of Allegiance to the Texas flag** - Thomas Plapp, Fixed Assets, Facilities
4. **Open Forum** - Gov't Code 551.007 - Public Participation. Pursuant to Policy BED (Local), a citizen who wishes to speak may do so by completing a participation request card available at the Board room at least 10 minutes prior to a regular Board meeting.

*None.*

5. **REPORTS AND PRESENTATIONS**

- A. **Recognition of Black History Month** - Presentation by Communications, Danielle Clark, Chief Communications Officer

*Communications showed a brief video recognizing Black History Month*

- B. **Employee of the Month** - Dr. Tyrone Sylvester, Executive Director of Human Resources

*Dr. Sylvester presented the February Employee of the Month, Raechel Mozer, Instructional Technology Trainer, Information Technology Services. Communications showed a brief video regarding her role and impact.*

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

*Superintendent Colbert shared that on Friday, February 28, 2025, at 11:30 a.m. in the 500 Conference Center is HCDE's 2025 Chili Cook-off; this year there are four different competition categories: best chili, best cornbread, best booth decorations, and the new category of best dessert. The CASE City Connections Grantee Recognition event will take place on March 6, 2025, at 9 a.m. in the 500 Conference Center. Mr. Colbert reminded the Board that HCDE will observe Spring Break from March 10 to 14, 2025. Finally, Mr. Colbert shared that on March 27, 2025, the Scholastic Art & Writing Awards Ceremony will be held. At the event, an award HCDE Board members have cosigned in the board's honor will be presented. Mr. Colbert stated that board members will have an opportunity at the event to go on stage and help present this award to recipients.*

- D. **Annual Division Update** – Construction, Joe Carreon, Director of Construction

*Trustee Dick arrived at approximately 1:24 p.m.*

- E. **Annual Division Update** - Adult Education, Eduardo Honold, Senior Director, Adult Education

- F. Other reports from Board members concerning attendance or participation in a board or HCDE-related conference, event, activity, or committee; accolades for an HCDE staff member or other deserving person.

*Trustee Duhon commended Highpoint's Black History Recognition event that took place on Wednesday, February 26, 2025.*

G. **Report of Board Committees - Committee Chairs**

*Trustee Davis reported that the Governmental Relations Committee meeting occurred before the Regular Board meeting. Trustee Davis extended her appreciation to Superintendent Colbert and Chief of Staff, Danielle Bartz. Trustee Davis stated that she is optimistic and looks forward to future partnership opportunities as discussed during the Governmental Relations Committee meeting.*

H. **Monthly Financial Reports through 01/31/2025 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**

*Administration requested a correction of agenda item 6.D.1*

*Trustee Cantu requested to remove item 6.C.12 from the Consensus agenda.*

6. *Motion made by Trustee Davis, seconded by Trustee Cantu to approve all Consensus Items with the exception of 6.C.12*

*Motion passes with 6-0 voting to approve all Consensus Items with the exception of 6.C.12*

**ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. Disbursement Report
2. Budget Amendment Report
3. Monthly Investment Report for January 2025

B. Consider approval of the following Board Meeting Minutes:

1. January 14, 2025 Audit Committee Meeting Minutes
2. January 15, 2025 Special Called Board Meeting Minutes
3. January 15, 2025 Regular Board Meeting Minutes
4. January 31, 2025 Special Called Board Meeting Minutes

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

2. **Consider approval of the Interlocal (Revenue) Agreement for the Center for Safe and Secure Schools Division and Raul Yzaguirre School for Success in an amount not to exceed \$11,318, for the period of 02/27/2025 through 06/30/2026, to service 8 sites in one phase of Safety Audits.**
3. **Consider ratification of Interlocal (Revenue) Agreement for Records Management Services and the City of Houston in the amount of \$1,000,000 for the period of 02/28/2025 through 02/27/2026 to perform records management services.**
4. **Consider ratification of Interlocal (Revenue) Agreements for FY 2025 in the aggregate amount of \$558,600 with Highpoint School East with the following districts: Goose Creek CISD for thirty (30) in-county annual contracts, for the period of 08/28/2024 through 06/05/2025, in the amount of \$342,000 (\$11,400 each), and Sheldon ISD for nineteen (19) in-county annual contracts, for the period of 08/26/2024 through 06/05/2025, in the amount of \$216,600 (\$11,400 each).**
5. **Consider ratification of Interlocal (Expenditure) Agreement for CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 12, Year 2 grant, in the aggregate amount of \$93,600, for the FY 2025 period of 08/01/2024 through 07/31/2025, with the following entity: Southwest Schools (75 students served).**
6. **Consider ratification of Interlocal (Expenditure) Agreements for FY 2025 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 4 grant, for the period of 08/01/2024 through 07/31/2025 in the aggregate amount of \$90,000 with the following entities: BakerRipley (Charter-holder for Promise Community School) in the amount of \$45,000 (92 students served) and Clear Creek ISD in the amount of \$45,000 (110 students served).**
7. **Consider ratification of Interlocal (Expenditure) Agreement for CASE for Kids Partnership grant and Southwest Public Schools for the FY 2025 period of 10/01/2024 through 07/31/2025 in the amount of \$80,000(150 students served).**
8. **Consider ratification of Interlocal (Revenue) Agreements for FY2025, for the period of 08/26/2024 through 06/05/2025, in the aggregate amount of \$34,375 with Fortis Academy and the following districts: Galena Park ISD for three (3) in-county annual contracts in the amount of \$20,625 (\$6,875 each) and Sheldon ISD for two (2) in-county annual contracts in the amount of \$13,750 (\$6,875 each).**
9. **Consider ratification of Interlocal (Revenue) Agreement for FY 2025, for ABS West for the period of 08/26/2024 through 06/05/2025, in the amount of \$23,800 with the following entity: KIPP Texas, Inc. for one (1) in-county annual contract.**
10. **Consider ratification of Interlocal (Expenditure) Agreements for CASE for Kids Project CASE Debates in the aggregate amount of \$14,500, for the FY 2025 period of 09/16/2024 through 8/31/2025 with the following entities: Pasadena ISD in the amount of \$2,500; Spring ISD in the amount of \$2,500; Spring Branch ISD in the amount of \$7,000; and YES Prep Public Schools-Southwest in the amount of \$2,500 (a maximum of 125 students served).**

11. **Consider approval of Interlocal (Revenue) Agreement for Records Management Services and Liberty Independent School District in the amount of \$1,200 for the period of 03/01/2025 through 02/28/2026 to perform records management services.**
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Consider approval of the Contract Award for job no. 25/012SG for Financial Software, Enterprise Resource Planning (ERP Systems), and Related Services for the period of 02/26/2025 through 01/14/2026 with the following vendor: Robert Ferrilli LLC dba Ferrilli (25/012SG-02).**
  2. **Consider approval of the Contract Award for job no. 25/006SG for Early Childhood Supplies and Related Items for the period of 02/26/2025 through 12/17/2025 with the following vendors: Kaplan Early Learning Company (25/006SG-05) and School Specialty, LLC (25/006SG-10).**
  3. **Consider approval of the Contract Award for job no. 25/010SG for Fine Paper and Related Items for the period of 02/26/2025 through 01/14/2026 with the following vendor: Western-BRW Paper Company, Inc, dba OVOL USA, fka JP Gould, aka Baxter, High Point, Bosworth Papers, Bosworth Office & Technology (25/010SG-01).**
  4. **Consider approval of HCDE Interlocal Agreements with: Diversity Cyber Council, Inc., Houston, Texas; Dumas ISD, Dumas, Texas; Integral Care, Austin, Texas; San Isidro ISD, San Isidro, Texas; and Santa Gertrudis ISD, Kingsville, Texas.**
- E. Consider approval of the following items for Internal Purchasing:
1. **Consider approval of Contract Award for job No. 25/013YR Advisors, Coaches, Consultants, Counselors, Speakers, and Trainers for the period of 02/26/2025 through 02/25/2030 with the following proposers: Chenica Grant dba 2SIC, INC; BBH Life Care LLC; BetterLesson, Inc.; Capsuletek, LLC; Connection Capacity, LLC; Deirdre Orr dba Deirdre Orr Consulting; Mary E. White dba Dr. Mary E. White International, LLC; E and S Skyline Group, LLC; HJ Staffing dba Harris-Jones Staffing & Recruiting, LLC; Helping Hearts Heal, LLC; Hushura World Karate; Meagan Copelin Global Management Consultants, LLC; Dr. La Price N. Sanford dba One-By-One Solutions, LLC; Premier Center; Sly-Solutions, LLC; SourceX Consulting, LLC; S & P Solutions LLC; Thrive Nonprofit Solutions LLC; Fredia R. Washington dba Victorious Lighthouse Group LLC; and Veronica Sopher dba VV Sopher, LLC.**
  2. **Consider approval of the Contract Award for job no. 25/015DR Real Estate Broker/Consulting Services, for the period of 02/27/2025 through 02/26/2030 to the following vendors: Cassandra Jacob White dba Kajillion Management Group LLC; CBRE, Inc; Consolidated Property Advisors, LTD; Cushman & Wakefield U.S., Inc.; Pollan Hausman Real Estate Services, LLC; R&N Legacy Inc. DBA Re/Max Integrity.**

3. **Consider approval of Contract Award for job No. 25/014IA for CASE for Kids CASE for Kids College and Career Readiness Youth Services for Afterschool, Summer and Enrichment for the period of 03/01/2025 through 02/28/2026 with the following vendors: A Better Me Basic Skills For Life; Agape Development; Black Professional Cowboys & Cowgirls Association; Black Rocket (Black Rocket); By Our Hands; Diversity Cyber Council, Inc.; Dream Capital International, Inc.; Houston Career readiness academy; Houston Institute of Global Health; Incuentro LLC; Kolor My Kanvas; Legends Do Live; Mother Daughter ISH (Same); Perpetual Motion Studios, LLC; Second Chance Technology Edge High School; The Anderson Center for the Arts (The Anderson Center for the Arts); TRANSFRVR (Transfr Inc.); and U Startups Inc.**

- 6.C.12 **Consider ratification of Interlocal (Non-Monetary) Agreement between the Adult Education Division and the City of Houston for the period of 01/01/2025 through 06/30/2025, for the provision of the HSE (High School Equivalency) and Vocational classes.**

*Motion made by Trustee Duhon, seconded by Trustee Cantu to ratify the Interlocal (Non-Monetary) Agreement between the Adult Education Division and the City of Houston for the period of 01/01/2025 through 06/30/2025, for the provision of the HSE (High School Equivalency) and Vocational classes.*

*Motion passes with 6-0 voting to ratify*

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

1. **Consideration and possible vote (election) to appoint up to two directors to the Harris County Department of Education Public Facilities Corporation.**

*Motion made by Trustee Duhon, seconded by Trustee McGee to appoint Assistant Superintendent of Business Services Dr. Jesus Amezcua and Superintendent James Colbert as directors of the Harris County Department of Education Public Facilities Corporation for a term of three years.*

*Motion passes with 6-0 voting to approve the appointment of Dr. Amezcua and Mr. Colbert as directors to the Harris County Department of Education Public Facilities Corporation for a term of three years.*

2. **Consider adoption of resolution concerning emergency administrative leave with pay for HCDE staff in accordance with Policy DEA (Local) associated with severe weather on January 21 - 22, 2025**

*Motion made by Trustee McGee, seconded by Trustee Duhon to adopt the resolution concerning emergency administrative leave with pay for the HCDE staff in accordance with Policy DEA (Local) associated with severe weather on January 21-22, 2025.*

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

3. **Consider approval of the Harris County Department of Education Head Start/Early Head Start Student Selection Criteria for the 2025-2026 school year.**

*Motion made by Trustee Duhon, seconded by Trustee McGee to approve the Harris County Department of Education Head Start/Early Head Start Student Selection Criteria for the 2025-2026 school year.*

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

4. **Consider approval of the Service (Expenditure) Agreement for FY 2025 CASE for Kids Leadership Academy (job No. 25/0141A), for the period of 03/01/2025 through 08/31/2025 in the aggregate amount of \$185,000 with the following entity: Black Professionals Cowboys and Cowgirls Association (60 students served).**

*Motion made by Trustee Davis, seconded by Trustee Cantu to approve the Service (Expenditure) Agreement for FY 2025 CASE for Kids Learning Academy (job No. 25/0141A), for the period of 03/01/2025 through 08/31/2025 in the aggregate amount of \$185,000 with the following entity: Black Professionals Cowboys and Cowgirls Association (60 students served).*

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

5. **Approval to rescind / terminate Change Order #2 with Geofill Material Technologies dba Geofill Construction (Job No. 23/0111A) to increase scope of work to install a Natural Gas Standby Generator and Gate Operators in the amount of \$1,313,687.**

*Motion made by Trustee Davis, seconded by Trustee Cantu to approve the rescission/termination of Change Order #2 with Geofill Material Technologies dba Geofill Construction (Job No. 23/0111A) to increase scope of work to install a Natural Gas Standby Generator and Gate Operators in the amount of \$1,313,687.*

*Motion passes with 6-0 voting to approve the rescission/termination.*

*The Board entered Executive Session at 2:14 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 employee
- B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.
- C. Obtain legal advice regarding pending litigation against HCDE.
- D. Discussion and obtain legal advice regarding filling of vacant HCDE Trustee seat: Position 7, At-Large.

*The Board reconvened at 3:06 p.m.*

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

**A. Possible action regarding pending litigation against HCDE.**

*Motion made by Trustee McGee, seconded by Trustee Duhon to authorize the Superintendent to take action regarding the pending litigation involving CLTD as discussed in closed session and to negotiate, finalize, and execute any agreement relating thereto.*

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

**B. Discussion and possible action regarding filling vacant HCDE Trustee seat: Position 7, At-Large.**

*Motion made by Trustee McGee, seconded by Trustee Duhon that the Board have a called meeting on Monday, March 31, 2025 at 1 p.m. to discuss and take possible action regarding filling the vacant HCDE Trustee seat Position 7, At-Large, including permitting individuals who have submitted applications to fill the vacancy a brief opportunity to speak at this called meeting.*

*Motion passes with 6-0 voting to have a called meeting on Monday, March 31, 2025 at 1 p.m.*

**9. Discussion and possible action regarding future agenda items**

*None.*

**11. INFORMATION ITEMS**

- a. The vendor Southwaste Disposal, LLC was awarded at the 01/15/2025 Board Meeting under job no. 25/011MR for Grease Traps, Vent hood Cleaning, and Related Services for Harris County Department of Education. The vendor's name appeared on the agenda item 9438 as Southwest Disposal LLC which was incorrect. The correct name is Southwaste Disposal, LLC.
- b. The vendor Nasco Education LLC was awarded at the 12/18/2024 Board Meeting under job no. 25/006SG for Early Childhood Supplies and Related Items for Harris County Department of Education. The vendor's name appeared on the agenda item as Nasco which was incorrect. The correct name is Nasco Education LLC.
- c. **Submission of grant proposal to the U.S. Department of Health and Human Services, Administration for Children and Families, in the amount of \$14,045,792** to deliver Head Start and Early Head Start services to low-income children and families in East Harris County, Texas. Requested funds will serve 800 Head Start students and 64 Early Head Start students.

**A. Human Resources**

1. Personnel
2. Employee Count



12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, April 16, 2025, at 1:00 p.m.

*Motion made by Trustee Davis, seconded by Trustee Duhon to adjourn the meeting.*

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

*Meeting adjourned at 3:08 p.m.*

  
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Amy Flores Hinojosa  
Board President  
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Erica Davis  
Second Vice President