

**Harris County Department of Education
Minutes of Regular Board Meeting
October 21, 2020**

The Harris County Board of School Trustees met in a regular board meeting on October 21, 2020 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Eric Dick, 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: Eric Dick, Board President; Danny Norris, Board Vice President; Richard Cantu; Andrea Duhon; Amy Hinojosa; Don Sumners

Board Members Absent: Mike Wolfe

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; CJ Rodgers, Assistant Superintendent for Education and Enrichment.

Julia Andrews, Director Center for Safe and Secure Schools; Danielle Bartz, Chief of Staff; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Marion Cooksey (HPE), Principal Highpoint East; Jeff Drury, Director Choice Partners; Dave Einsel, Director Communications and Creative Services; Melissa Godbout, Board Secretary; Victor Keys, Principal AB West; Anthony Moten, Principal Fortis Academy; Brenda Mullins, Director Curriculum and Compliance Services; John Prestigiacomo, Director Facilities; Donna Jones, Principal AB East; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities; Frances Hester, Senior Director Teaching and Learning Center

Visitors: Greg Degyter

1. **Invocation** - Rich Vela, Facilities
2. **Pledge of Allegiance to the US flag** - Charlotte Manning, Technology
3. **Pledge of Allegiance to the Texas flag** - Charlotte Manning, Technology

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.

Greg Degyter addressed the board, thanking the Board for lowering the tax rate for the upcoming year, acknowledging that it was a difficult decision during a pandemic. Mr. Degyter thanked the Board for doing the right thing by thinking of the public.

5. **Reports and presentations:**

- A. **Annual Update from Maintenance and Operations** - Rich Vela, Executive Director Facilities
- B. **Annual Update from Technology** - Lowell Ballard, Director Technology Support Services
- C. **Recognition of “Principals Month”** – Jonathan Parker, Assistant Superintendent of Academic Support
- D. **Superintendent Monthly Report** - James Colbert, Jr.

Superintendent Colbert acknowledged that it was principals’ appreciation month and expressed his appreciation for HCDE’s school principals. Mr. Colbert stated that being a principal was one of the most challenging jobs he has ever had as an educator. He stated that the principals have a significant role and responsibility and that good principals are not easy to find. He further acknowledged that one month out of the year is not as much as principals deserve and that HCDE is fortunate to have four great principals. Mr. Colbert expressed his appreciation to the board members for their willingness to be flexible with meetings and rescheduled meetings during this time. He stated that October was going to be a busy month for meetings and addressed several upcoming meetings that will take place this month, including a possible Special Called Board meeting at the end of next week. He stated that administration will be reviewing architects tomorrow and they would like to be able to proceed quickly. He recognized that Mrs. Clark has been on a special assignment collaborating with the Texas Medical Center on a special initiative. He stated there would be an upcoming presentation and meeting on how HCDE can extend its reach to help the community with COVID. Mr. Colbert recognized that last year HCDE had a celebration for being named one of the top workplaces in greater Houston in 2019. He expressed that this was unprecedented for HCDE, as several thousand

organizations applied and only a few are awarded as finalists. He stated that it was a huge honor. Mr. Colbert informed the Board that HCDE has been nominated and again selected as one of the finalists this year. He stated 2,000 companies were surveyed, only 130 were selected as finalists, and only 20 from the category of large companies, to which HCDE belongs, were selected. He noted that he would keep the board updated, as the top 3 would be announced very soon. Mr. Colbert ended his remarks by thanking the Board for its leadership.

E. Report of the Board Feasibility Subcommittee - Richard Cantu

No report

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.

Andrea Duhon stated that she had the pleasure of attending the Education Foundation of Harris County's meeting and she is looking forward to the amazing things the organization will be able to accomplish for Harris County as a whole. She encouraged the board to look into what the Education Foundation is doing, stating that the Foundation would appreciate the interest.

Richard Cantu expressed that he also looks forward to participating with the Education Foundation of Harris County, as he is set to take a director's seat on the EFHC Board in January. He stated that last month he failed to mention the 100-year anniversary of his church, Holy Name Catholic Church, a church that is very important to the community on the north side of Houston. He stated that the church has produced 3 Catholic bishops, including his brother, Oscar Cantu. He recognized HCDE employee, Theresa Perez, who was recently highlighted in the HCDE newsletter. He thanked her for her many years of service to HCDE. He stated that he also read in the newsletter about the Adult Education partnership regarding producing certified medical assistants, which he was excited to see. He reminded the administration that he had asked for a report from Adult Education but was unsure when that report was scheduled to be given.

Eric Dick stated that he currently has a decent-sized LinkedIn following and that he set up a series of automated emails asking individuals what they think the Department should do and their opinion of the Department. He distributed several of the responses to the Board members and read one response that stated HCDE could work on visibility for the Department, with which he agreed.

G. **Monthly Financial Reports through 09/30/2020-** Jesus Amezcua, Assistant Superintendent for Business Services

Andrea Duhon requested to pull item 6.E.2 from the consent agenda.

Amy Hinojosa requested to pull items 6.E.1, 6.E.2, 6.E.3, 6.E.4, 6.E.6 and 6.E.11 from the consent agenda.

Motion made by Danny Norris, seconded by Richard Cantu to approve all items on the consent agenda, with the exceptions of items 6.E.1, 6.E.2, 6.E.3, 6.E.4, 6.E.6 and 6.E.11.

Motion passes with 6-0 voting to approve all items on the consent agenda, with the exceptions of items 6.E.1, 6.E.2, 6.E.3, 6.E.4, 6.E.6 and 6.E.11.

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. September Disbursement Report
2. Monthly Budget Amendment Report
3. Monthly Investment Report for September 2020.

B. Consider approval of the following Board Meeting Minutes:

1. 9-16-2020 Policy Committee Meeting
2. 9-16-2020 Regular Board Meeting
3. 10-2-2020 Special Called Meeting

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

1. **Consider approval of Memorandum of Understanding between HCDE Head Start/Early Head Start and San Jacinto Community College District** to collaborate and register HCDE Head Start/Early Head Start teaching staff in credit course work to obtain Child Development Associate (CDA) credentials by paying for virtual classes at San Jacinto Community

College District using HCDE Head Start/Early Head Start training dollars for the period of August 1, 2020 through September 30, 2021.

2. **Consider acceptance of funds totaling \$1,800,000.00 from the Texas Education Agency for CASE for Kids' Nita M. Lowey 21st Century Community Learning Center(s) Cycle 9, Year 5 grant for the period 08/01/2020 through 07/31/2021; CASE for Kids anticipates serving 820 students with these grant funds.**
- D. Consider approval of the following Revenue Agreements:
1. **Consider ratification of Service Agreement (revenue) with United Way of Greater Houston for CASE for KIDS** to provide quality support and training services on Youth Program Quality Intervention (YPQI) for the Out 2 Learn Network of after school programs in Harris County for the period of 09/26/2020 through 8/26/2021 in an amount of \$75,000.
 2. **Consider ratification of Interlocal (revenue) contract for FY 2021 in the aggregate amount of \$824,200 with Academic and Behavior School East** with the following district(s): Crosby ISD for four (4) in-county annual contracts in the amount of \$82,420 (\$20,605 each); Dayton ISD for eight (8) in-county annual contracts in the amount of \$164,840 (\$20,605 each); Pasadena ISD for sixteen (16) in-county annual contracts in the amount of \$329,680 (\$20,605 each); and Spring ISD for twelve (12) in-county annual contracts in the amount of \$247,260 (\$20,605 each) for the contract period of 08/24/2020 through 06/03/2021.
 3. **Consider ratification of Interlocal (revenue) contract for FY 2021 in the aggregate amount of \$185,445 with Academic and Behavior School West** with the following district(s): Aldine ISD for six (6) in-county annual contracts in the amount of \$123,630 (\$20,605 each); and Katy ISD for three (3) in-county annual contracts in the amount of \$61,815 (\$20,605 each) for the contract period of 08/24/2020 through 06/03/2021.
 4. **Consider ratification of Interlocal (revenue) contract for FY 2021 in the aggregate amount of \$633,087 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); Goose Creek ISD for eighteen (18) in-county annual contracts in the amount of \$180,882 (\$10,049 each); and Humble ISD for twenty (20) in-county annual contracts in the amount of \$200,980 (\$10,049 each) for the contract period of 8/24/20 through 06/03/21.

- E. Consider approval of the following items for the HCDE Choice Partners Cooperative:
5. **Consider approval of Contract Renewal option for job no. 19/001TJ Technology & 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 11/18/2020 to 11/17/2021.
 7. **Consider approval of a Contract Renewal option 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 11/20/2020 through 11/19/2021.
 8. **Consider approval of Contract Renewal option for job no. 20/015KC for Auctioneer Services & Related Solutions with the following vendors:** Auctions International, Inc. (#20/015KC-01); Liquidity Services Operations, LLC (fka GovDeals, Inc.) (#20/015KC-02); Lemons Auctioneers, LLC (#20/015KC-03), and Lone Star Auctioneers, Inc. (#20/015KC-04) for the period 12/18/2020 through 12/17/2021.
 9. **Consider approval of Assignment of Contract for job no.19/039TJ-07 for Food Equipment, Parts, Repair, Installation, Maintenance, Small Wares and Related Items** from Heritage Food Service Group, LLC to Parts Town, LLC dba Parts Town. The effective date of the Consent for Assignment is October 21, 2020.
 10. **Consider approval of Assignment of Contract for job no.19/039TJ-10 for Food Equipment, Parts, Repair, Installation, Maintenance, Small Wares and Related Items** from ISI Commercial Refrigeration, LLC to Strategic Equipment, LLC. The effective date of the Consent for Assignment is October 21, 2020.
 12. **Consider approval of HCDE Interlocal Agreements with:** Bexar County, San Antonio, Texas; Bullard ISD, Bullard, Texas; Huntsville Housing Authority, Huntsville, Texas; Paradise Valley Unified School District, Phoenix, Arizona, and Pioneer Pleasant Vale Schools, Waukomis, Oklahoma.

- F. Consider approval of the following items for Internal Purchasing:
1. **Consider approval of Contract Renewal option for job no. 16/048YR Business and Facilities Consulting Services with the following vendors:** Dana Lee, and Indatatech for the period of 11/15/2020 through 11/14/2021.
 2. **Consider approval and award of RFP 21/001YR Disabilities Consulting Services to the following proposer(s):** Advance Medical Personnel Services, Julie Smith, and Personal Touch Therapy for the period of 11/01/2020 through 10/31/2021 with an option to renew annually up to four (4) additional years, subject to annual appropriations of funding.
 3. **Consider approval of 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, and World Youth Foundation, Inc. for the period of 11/29/2020 through 11/28/2021.
- E. 1. **Consider approval of Contract Award for job no. 20/052MR for Road Products (Signage, Chemicals, Gravel, and Concrete), Equipment and Related Items with the following vendor:** Southwest Geo-Solutions, Inc. dba GeoSolutions, Inc. (#20/052MR-01) for the period 10/21/2020 through 10/20/2021.
2. **Consider approval of a Contract Renewal option for job no. 16/060CG for Security Officers and Related Items with the following vendor:** Executive Threat Solutions, Inc. (#16/060CG-01) for the period 11/15/2020 through 11/14/2021.
 3. **Consider approval of a Contract Renewal option for job no. 17/052CG for M&O Parts and Equipment with the following vendors:** Best Plumbing Specialties, Inc. (#17/052CG-04); HDP Ltd dba Hunton Distribution (#17/052CG-07); Johnson Supply & Equipment Corporation dba Johnson Supply (#17/052CG-08); Kleen Supply Company (#17/052CG-09); Total Maintenance Solutions dba TMS-South (#17/052CG-11), and Zimmerer Kubota & Equipment, Inc. (#17/052CG-12) for the period 11/29/2020 through 11/28/2021.
 4. **Consider approval of a Contract Renewal option for job no. 18/068MR for Security Services, Supplies and Related Items with the following vendors:** 1st Response Security (#18/068MR-01); Blue Knight Security, LLC (#18/068MR-02); Brinks Inc. (formerly known as Dunbar

Armored, Inc.) (#18/068MR-03); J&B Imaging Services, Inc. dba JABIS Security Services (#18/068MR-05), and Premier Wireless Business Technology Solutions (#18/068MR-06) for the period 11/14/2020 through 11/13/2021.

6. **Consider approval of Contract Renewal option for job no. 19/061KC for 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 11/20/2020 through 11/19/2021.**

11. **Consider approval of Assignment of Contract for job no. 20/015KC-02 for Auctioneer Services & Related Solutions** from GovDeals, Inc. (contract no. 20/015KC-02) to Liquidity Services Operations, LLC. The effective date of the Consent for Assignment is October 21, 2020.

Motion made by Danny Norris, seconded by Richard Cantu to approve item 6.E.1. Contract Award for job no. 20/052MR for Road Products (Signage, Chemicals, Gravel, and Concrete), Equipment and Related Items with the following vendor: Southwest Geo-Solutions, Inc. dba GeoSolutions, Inc. (#20/052MR-01) for the period 10/21/2020 through 10/20/2021.

Friendly amendment to motion to approve items 6.E.1, 6.E.2, 6.E.3, 6.E.4, 6.E.6 and 6.E.11.

Motion passes with 6-0 voting to approve items 6.E.1, 6.E.2, 6.E.3, 6.E.4, 6.E.6 and 6.E.11.

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

- A. **Consider first reading of the following revised local policy:**

BDAA(LOCAL)

No action taken

- B. **Consider second reading and final approval of the following revised local policies:**

a. BDF (Local)

b. CV (Local)

c. CCG (Local)

Policy BDF (Local) was pulled from the agenda and was sent back to the Policy Committee to review.

Motion made by Don Sumners, seconded by Andrea Duhon to approve Policies CV (Local) and CCG (Local).

Motion passes with 6-0 voting to approve Policies CV (Local) and CCG (Local).

- C. **Consider approval to add additional job numbers under CH Local FY 2021** for the following vendors: Labatt Institutional Supply Company - job # 20/036TP-02, Deskot, LLC dba Kool Kids Daycare - job no. 20/039YR, ERC (Environmental & Construction Services, Inc) - job no. 20/017MR-09, and Fellowship of Purpose Early Childhood - job no. 20/039YR. The vendors were previously approved under CH Local at the August, 19, 2019 Board meeting; the only modification requested is an additional job number for each vendor.

Motion made by Danny Norris, seconded by Richard Cantu to approve to add additional job numbers under CH Local FY 2021 for the following vendors: Labatt Institutional Supply Company - job # 20/036TP-02, Deskot, LLC dba Kool Kids Daycare - job no. 20/039YR, ERC (Environmental & Construction Services, Inc) - job no. 20/017MR-09, and Fellowship of Purpose Early Childhood - job no. 20/039YR. The vendors were previously approved under CH Local at the August, 19, 2019 Board meeting; the only modification requested is an additional job number for each vendor.

Motion passes with 6-0 voting to approve.

- D. **Consider adoption of resolution concerning emergency administrative leave with pay in accordance with Policy DEA** associated with Tropical Storm Beta and its aftermath on September 22, 2020.

Motion made by Andrea Duhon, seconded by Danny Norris to adopt the resolution concerning emergency administrative leave with pay in accordance with Policy DEA associated with Tropical Storm Beta and its aftermath on September 22, 2020.

Motion passes with 6-0 voting to approve.

- E. **Consider approval and award of RFQ 20/055KJ Construction Manager-Agent/Project Manager Services to the following proposer:** Lockwood, Andrews & Newnam, Inc., for the period of 10/21/2020 through 10/20/2025 and approval of Master Agreement and Work Authorization No. 1 with Lockwood, Andrews & Newnam, Inc. (The total amount of the contract is

\$1,350,000 for program management services for the new Adult Education Center and Renovation Project, the new HP East Middle School Project, and the Reagan Renovation project).

Motion made by Danny Norris, seconded by Richard Cantu to approve and award RFQ 20/055KJ Construction Manager-Agent/Project Manager Services to the following proposer: Lockwood, Andrews & Newnam, Inc., for the period of 10/21/2020 through 10/20/2025 and approve Master Agreement and Work Authorization No. 1 with Lockwood, Andrews & Newnam, Inc. (The total amount of the contract is \$1,350,000 for program management services for the new Adult Education Center and Renovation Project, the new HP East Middle School Project, and the Reagan Renovation project).

Motion passes with 6-0 voting to approve.

The board entered into Closed Session at 2:52 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 whether Chapter 21 probationary contract teacher at ABS East failed, without good cause, to comply with the resignation requirements of the Texas Education Code and abandoned her contract with HCDE; obtain legal advice regarding same.
 - B. Deliberate Superintendent's recommendation to propose termination of ABS East teacher's Chapter 21 probationary contract, for good cause as determined by the Board; obtain legal advice regarding same.
 - C. **EMPLOYMENT:**
TS Teacher, Academic and Behavior School East
 - D. Deliberate the evaluation of the Superintendent, including goals and responsibilities relating to community relations
 - E. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.

The board entered into Open Session at 3:34 p.m.

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

- A. Consider possible action whether Chapter 21 probationary contract teacher at ABS East failed, without good cause, to comply with the resignation requirements of the Texas Education Code and abandoned her contract with HCDE.

Motion made by Danny Norris, seconded by Don Sumners that the Board of Trustees find that Ramona Kolacz failed, without good cause, to comply with the resignation requirements of the Texas Education Code, and abandoned her Chapter 21 probationary employment contract, and to authorize the Superintendent or his designee to file a complaint with TEA/SBEC regarding the same.

Motion passes with 6-0 voting to find that Ramona Kolacz failed, without good cause, to comply with the resignation requirements of the Texas Education Code, and abandoned her Chapter 21 probationary employment contract, and to authorize the Superintendent or his designee to file a complaint with TEA/SBEC regarding the same.

- B. Consider possible action regarding Superintendent's recommendation to propose termination of ABS East teacher's Chapter 21 probationary contract, for good cause as determined by the Board.

Motion made by Danny Norris, seconded by Richard Cantu to propose termination of Ramona Kolacz's Chapter 21 probationary employment contract, for good cause as determined by the Board, and to authorize the Superintendent or his designee to inform Ms. Kolacz of this action as required by applicable law and policy.

Motion passes with 6-0 voting to propose termination of Ramona Kolacz's Chapter 21 probationary employment contract, for good cause as determined by the Board, and to authorize the Superintendent or his designee to inform Ms. Kolacz of this action as required by applicable law and policy.

- C. **EMPLOYMENT:**

TS Teacher, Academic and Behavior School East

*Motion made by Danny Norris, seconded by Richard Cantu to approve employment for the following position:
TS Teacher, Academic and Behavior School East*

Motion passes with 6-0 voting to approve.

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

Eric Dick requested a future agenda item regarding a plan or proposal concerning payment of teachers' supplies.

11. **INFORMATION ITEMS**

- A. **Human Resources Information Items**
- B. **Employee Count**
- C. **Acceptance of grant agreement from JAMS Foundation** in the amount of \$40,000 to support the Center for Safe and Secure Schools #RollingwithRestorative – Conflict Resolution Series. Requested funds will provide training for teachers, school personnel and students in conflict resolution and support implementation of these practices during their interactions with youth, parents, and school personnel through restorative practices models.
- D. **Presentation of the results of the Fiscal Year 2020 Risk Awareness / Assessment** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services.
- E. **Submission of grant proposal to Henderson Foundation in the amount of \$5,000 via Education Foundation of Harris County** to support CASE for Kids' All-Earth Ecobot Challenge. Requested funds will support a virtual robotics and drone competition for 120 students.
- F. **The CASE for Kids Division awards the school districts, charter schools, and not-for-profits per the attached listing** (aggregate amount \$569,900), for delivery of comprehensive programs for the 2020-2021 school year. Comprehensive programs administered by the following school districts, charter schools, and not-for-profits: Alief ISD, Houston ISD, Pasadena ISD, Sheldon ISD, Academy of Accelerated Learning Charter, 5-Works, Boys and Girls Club, Dream Academy, Houston Tennis, MECA, Salvation Army, Social Motion Inc, YMCA, and Young Audiences.
- G. **Vendor English & Associates Architects Inc. was awarded under RFQ 20/043IA (Architectural Design Services)** at the 09/16/2020 Board meeting. The vendor's name appeared on the agenda item as "English & Associates Architects, Inc." which was incorrect. The correct name is "English + Associates Architects, Inc."

12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, November 18, 2020, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

Motion made by Richard Cantu, seconded by Danny Norris to adjourn the meeting.

Motion passes with 6-0 voting to adjourn.

The meeting adjourned at 3:40 p.m.

Board President

Board Secretary