

**Harris County Department of Education
Minutes of Regular Board Meeting
October 20, 2021**

The Harris County Board of School Trustees met in regular session on October 20, 2021, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Danny Norris, Board President, called the meeting to order at 1:10 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: Danny Norris, Board President; Richard Cantu, First Vice President; Andrea Duhon, Second Vice President; Eric Dick; and Amy Hinojosa

Board Members Absent: David Brown; Erica Davis

Board Attorney: Sarah Langlois

Administration: James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; Jonathan Parker, Assistant Superintendent for Academic Support; C.J. Rodgers, Assistant Superintendent for Education & Enrichment; Venetia Baldwin, Board Secretary; Danielle Bartz, Chief of Staff; Cindy Brunswick, Senior Director Teaching and Learning Center; Danielle Clark, Chief Communications Officer; Carie Crabb, Senior Director School-Related Therapy Services; Curtis Davis, Director Records Management; Jeff Drury, Director Choice Partners Cooperative; Dave Einsel, Director Communications and Creative Services; Kendra Jackson, Director Purchasing; Victor Keys, Principal Academic Behavior School West; Charles Ned, Senior Director of Schools; Travita Godfrey, Principal Fortis Academy; Venetia Peacock, Senior Director Head Start; John Prestigiacomo, Director Facilities; Gayla Rawlinson, Director Center for Grants Development; Stephanie Ross, Director Adult Education; Donna Trevino-Jones, Principal Academic Behavior School East; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities; Courtney Waters, Principal Highpoint School East

Visitors: None

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1. **Invocation** - Laura Espinoza, Maintenance & Operations
2. **Pledge of Allegiance to the US flag** - Denice Tucker, School-Based Therapy Services
3. **Pledge of Allegiance to the Texas flag** - Denice Tucker, School-Based Therapy Services
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.

No one from the public requested to speak during the open forum portion of the meeting.

5. **Reports and presentations**

- A. **Employee of the Month** - Natasha Truitt, Executive Director of Human Resources

Natasha Truitt introduced the October 2021 HCDE Employee of the Month, Mr. James M. Hilton, Social Studies Teacher at Fortis Academy. HCDE Communications showed a brief video about Mr. Hilton's role and influence at Fortis Academy.

- B. **Recognition of Principal's Month** - Jonathan Parker, Assistant Superintendent & Dr. Charles Ned, Senior Director of Schools

Mr. Parker and Dr. Ned recognized the accomplishments of Principals at HCDE schools: Donna Trevino-Jones (Academic Behavior School East), Victor Keys (Academic Behavior School West), Travita Godfrey (Fortis Academy) and Courtney Waters (Highpoint East). The principals were presented with a Proclamation from the Governor of Texas celebrating their leadership, and Communications showed a video highlighting their impact at their respective schools.

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

Mr. Colbert commended the Board for their large turnout at the 2021 TASA/TASB Convention in Dallas, Texas (September 23-25, 2021). He also provided an update regarding Tools for Teachers, including that 892 orders have been fulfilled to date with the remaining to be completed in November 2021.

Mr. Colbert acknowledged Dr. Jesus Amezcua, who was recently awarded with the Association of School Business Officials (ASBO) Pinnacle Award, for his financial leadership, including particularly the financial oversight of the new Academic Behavior School (ABS) West construction project.

Mr. Colbert announced that the ABS East Groundbreaking Ceremony is scheduled for Tuesday, October 26, 2021, at 10:30 a.m. and is open to all Board members and HCDE staff. There will be a formal ribbon-cutting ceremony in the future.

Mr. Colbert passed out a draft of a mailer that will be sent in December 2021, titled "Making an Everyday Impact," as part of HCDE's awareness campaign. It will be sent to 750,000 Harris County citizens during the first mailing. Another mailer will be sent in Spring 2022 to a different group.

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Trustee Eric Dick commented that it would be helpful for HCDE to generate more revenue by informing the general public and non-profits that if they join the Choice Partners Cooperative, each dollar invested funds public education. Mr. Colbert said this point will be incorporated into the Spring 2022 mailer.

Mr. Norris shared his positive experience at the 2021 TASA/TASB Convention and congratulated Dr. Amezcua on the 2021 ASBO award.

D. Annual Division Update on Maintenance and Operations - Richard Vela, Executive Director for Facilities

Mr. Richard Vela introduced Mr. John Prestigiacomio, Director of Maintenance, and Mr. Javier Lara, Operations Manager. Mr. Prestigiacomio and Mr. Lara presented the annual update on HCDE Maintenance and Operations.

Board President Norris thanked the Facilities team for their work, especially during the pandemic.

E. Annual Division Update on School-Based Therapy Services - Carie Crabb, Senior Director of School-Based Therapy Services

Ms. Carie Crabb presented the annual update on School-Based Therapy Services.

Mr. Cantu acknowledged School-Based Therapy Services for their work and encouraged partnering with other agencies and government entities in the future to expand the program and increase services and resources.

Mr. Colbert thanked Ms. Crabb for her leadership. Mr. Norris also thanked Ms. Crabb.

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 Dick and President Norris congratulated Ms. Danielle Bartz on the upcoming birth of her daughter.

Mr. Norris mentioned that the Houston Independent School District (HISD) All Candidate Forum was recently held at HCDE's Administration Building on October 13, 2021. He briefly attended the event and praised HCDE for successfully hosting it and serving the community.

G. Report of Board Committees - Committee Chairs

There were no reports.

H. Monthly Financial Reports through 09/30/2021- Dr. Jesus Amezcua, Assistant Superintendent for Business Services

Andrea Duhon requested to move Agenda Item 6.F.5 to the non-consensus agenda.

Motion made by Andrea Duhon, seconded by Eric Dick, to approve all items under the consensus agenda with the exception of Agenda Item 6.F.5.

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Motion passes with 5-0 voting to approve all items under the consensus agenda, with the exception of Agenda Item 6.F.5.

6. ACTION ITEMS – CONSENSUS

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

1. Disbursement Report
2. Budget Amendment Report
3. Monthly Investment Report for September 2021

B. Consider ratification/approval of the following Board Meeting Minutes:

1. 09/15/2021 Board Meeting

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

1. **Acceptance of the Notice of Award (NOA) from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) for the Head Start Division (06CH011535-02-04) in the amount of \$147,792 for the period of 01/01/2021 through 12/31/2021. (This amount represents carryover funds to complete the startup of Tidwell and La Porte Early Head Start Programs.)**
2. **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 08/01/2021 through 09/30/2022.**
3. **Approval for Harris County Department of Education (HCDE) to submit a 1303.44 application to the U.S. Department of Health and Human Services, (HHS) Administration for Children and Families (ACF) to use \$1,527,365.76 in startup funds from grant number 06HP000311-02-02 for major renovation of a facility that will house its Early Head Start Expansion in Humble, Texas.**
4. **Approval to amend the grant (revenue contract) for the HCDE Teaching and Learning Center - Science and Texas Commission on Environmental Quality (TCEQ), to deliver the Texas Estuarine Resource Network (TERN) program to local schools for a total amount of \$89,323 (increase amount of \$40,000) and extend the expiration date from 8/31/2022 to 5/31/2023.**

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

1. **Ratification and Approval of Interlocal (revenue) contracts for FY 2022 in the aggregate amount of \$562,744 with Highpoint School East with the following districts:**

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Channelview ISD for thirty-eight (38) in-county annual contracts in the amount of \$381,862 (\$10,049 each); and Humble ISD for eighteen (18) in-county annual contracts in the amount of \$180,882 (\$10,049 each) for the contract period of 08/23/2021 through 06/03/2022. (Due to TEA requirements, ISDs require an earlier contract start.)

2. **Ratification and Approval of Interlocal (revenue) contracts for FY 2022 in the aggregate amount of \$535,730 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 Houston ISD for twenty (20) in-county annual contracts in the amount of \$412,100 (\$20,605 each) for the contract period of 08/23/2021 through 06/03/2022. (Due to TEA requirements, ISDs require an earlier contract start.)
 3. **Ratification and Approval of Interlocal (revenue) contract for FY 2022 in the aggregate amount of \$699,453 with Academic and Behavior School East with the following districts:** Dayton ISD for twelve (12) in-county annual contracts in the amount of \$247,260 (\$20,605 each); Santa Fe ISD for three (3) out-of-county annual contracts in the amount of \$71,559 (\$23,853); Houston ISD for fifteen (15) in-county annual contracts in the amount of \$309,075 (\$20,605 each); and Splendora ISD for three (3) out-of-county annual contracts in the amount of \$71,559 (\$23,853 each) for the contract period of 8/23/2021 through 06/03/2022. (Due to TEA requirements, ISDs require an earlier contract start.)
 4. **Approval of Addendum #2 to Interlocal (revenue) contract between Academic and Behavior School East and Houston ISD** to increase the aggregate amount from \$427,934 to \$433,212 (an increase of \$5,278) for one (1) additional unit for FY 2021 Extended School Year Services (ESY) Summer School (in-county \$5,278) for the time period of 06/14/2021 through 07/16/2021. (Summer Contract)
 5. **Ratification and Approval of Interlocal Agreement (Out-of-County Revenue) between Records Management and Fort Bend County for records management services** in the maximum amount of \$100,000 for the period of 10/01/2021 through 09/30/2022.
- E. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 21/075MJ for Printing, Copying and Related Items with the following vendors:** Color One Systems, Inc. dba Texas Litho (#21/075MJ-01); Long Plan Printing, Inc. dba LP Printing (#21/075MJ-02), and Pamela Printing Company (#21/075MJ-03) for the period 10/20/2021 through 10/19/2022.
 2. **Approval of HCDE Interlocal Agreements with:** The City of Deliverance Life Center, Houston, Texas; Floydada Collegiate ISD, Floydada, Texas; Cameron County Regional Mobility Authority, Rancho Viejo, Texas; Ore City ISD, Ore City, Texas; IDEA Public Schools, Welasco, Texas (Signature Only); Weimar ISD, Weimar, Texas; Temple ISD, Temple, Texas (Signature Only); Brazos ISD, Wallis, Texas (Signature Only), and San Antonio Water System, San Antonio, Texas.
- F. Consider ratification/approval of the following items for Internal Purchasing:
1. **Approval of Contract Award for job no. 21/057YR-02 Professional Development Services for Harris County Department of Education Adult Education Division with the following proposer(s):** Chavez & Associates, Inc. dba AC Language School; Be GLAD

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LLC; Dexter Williams (Diversity & Inclusion Strategy); Dr. Mary E. White International LLC; Education Solutions Now LLC; Epic Decisions; Future Strong Education; Lakeshore Equipment Company dba Lakeshore Learning Materials; Pretty Smart Foundation; Keith D. Clarke (Source of Healing); Teaching Strategies LLC; United Training Commercial LLC dba United Training; and Yawp Records LLC for the period of 10/20/2021 through 10/19/2026, subject to annual appropriations of funding.

2. **Approval of Contract Award for job no. 21/068YR Professional Development Services for Harris County Department of Education Center for Safe and Secure Division with the following proposer(s):** Connects the Dots LLC dba Development Without Limits; Education Solutions Now LLC; Epic Decisions LLC; Evitar Systems LLC; Lakeshore Equipment Company dba Lakeshore Learning Materials; and Lovescaping LLC for the period of 10/20/2021 through 10/19/2026, subject to annual appropriations of funding.
3. **Approval of Contract Award for job no. 21/074IA Contracted Services for Professional Development, Speakers and Trainers for the Teaching and Learning Center Division with the following proposer(s):** A Better Day Foundation; Academic Learning Company, LLC dba Velazquez Press; Be GLAD, LLC; Cheryl R. Vital; Children Come Click Education & Technology Center, CCC, LLC; Dr. Mary E. White International, LLC; Early Childhood Specialties, LLC; Easter Seals of Greater Houston, Inc.; Empowering Writers, LLC (Empowering Writers, LLC); GO-Strategic Management Services; Infinite Solutions Enterprises (The DDance Group, Inc.); Lab Resources, Inc.; Linda Hamilton; Lovescaping LLC; ORIGO Education; School Specialty; Stetson & Associates, Inc.; Susan Everett and World Education (Worldeducation LLC) for the period of 11/01/2021 through 10/31/2026.
4. **Approval to amend CH Local FY 2022 to add** Vistra Preferred Inc. dba TXU Energy Retail Company, LLC., vendor # 88303.

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

6.F.5. Approval of Interlocal Agreement with the City of Houston, Harris County, Harris County Flood Control District, Houston Community College System, Houston Independent School District, Port of Houston Authority, Harris County Hospital District, and the Houston Land Bank, et al relating to the City of Houston's New Home Development Program.

Motion made by Andrea Duhon, seconded by Richard Cantu, to Approve the Interlocal Agreement with the City of Houston, Harris County, Harris County Flood Control District, Houston Community College System, Houston Independent School District, Port of Houston Authority, Harris County Hospital District, and the Houston Land Bank, et al relating to the City of Houston's New Home Development Program.

Motion passes with 5-0 voting to approve.

- A. **Consider award of CSP# 21/072EJ for the new Adult Education Center to Paradigm Construction in the amount of \$15,121,000, including the base bid, Alternates 1A, 5, and 6 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a construction contract with Paradigm Construction.**

Motion made by Richard Cantu, seconded by Amy Hinojosa, to award of CSP# 21/072EJ for the new Adult Education Center to Paradigm Construction in the amount of \$15,121,000, including the base bid, Alternates 1A, 5, and 6 and delegate authority to HCDE

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Superintendent or his designee to negotiate, finalize, and execute a construction contract with Paradigm Construction.

Motion passes with 5-0 voting to approve.

- B. Consider approval of Memorandum of Understanding with Baylor University regarding Clinical Experience in Educational Leadership.**

Motion made by Amy Hinojosa, seconded by Richard Cantu, to approve the Memorandum of Understanding with Baylor University regarding Clinical Experience in Educational Leadership.

Motion passes with 5-0 voting to approve.

- C. Consider approval of a resolution amending the Authorized Representatives in the Lone Star, TexPool, TexasFit and TexStar investment pools due to a change in investment responsibilities in the business office.**

Motion made by Andrea Duhon, seconded by Richard Cantu, to approve a resolution amending the Authorized Representatives in the LoneStar, TexPool, TexasFit and TexStar investment pools due to a change in investment responsibilities in the business office.

Motion passes with 5-0 voting to approve.

- D. Approval of the project delivery/contract method of competitive sealed proposal for the new Coolwood Head Start Public Utility project**

Motion made by Amy Hinojosa, seconded by Richard Cantu, to approve the project delivery/contract method of competitive sealed proposal for the new Coolwood Head Start Public Utility project

Motion passes with 5-0 voting to approve.

- E. Consider adoption of resolution concerning emergency administrative leave with pay in accordance with Policy DEA associated with Hurricane Nicholas and its aftermath beginning the afternoon of 09/13/2021 and continuing through 09/14/2021.**

Motion made by Amy Hinojosa, seconded by Andrea Duhon, to adopt the resolution concerning emergency administrative leave with pay in accordance with Policy DEA associated with Hurricane Nicholas and its aftermath beginning the afternoon of 09/13/2021 and continuing through 09/14/2021.

Motion passes with 5-0 voting to adopt.

- F. Consider adoption of Resolution Authorizing a One-Time COVID-19 Vaccination Incentive Stipend for eligible HCDE Employees who are vaccinated against COVID-19. (Funding available as approved in FY 21-22 Budget)**

Motion made by Amy Hinojosa, seconded by Richard Cantu, to adopt the Resolution Authorizing a One-Time COVID-19 Vaccination Incentive Stipend for eligible HCDE Employees who are vaccinated against COVID-19. (Funding available as approved in FY 21-22 Budget)

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Motion passes with 5-0 voting to adopt.

- G. **Consider emergency adoption of revised Policy DC (Local), in accordance with Policy BF (Local) permitting emergency adoption of revised policy due to special circumstances demanding an immediate response.**

Motion made by Andrea Duhon, seconded by Richard Cantu, to approve the emergency adoption of revised Policy DC (Local), in accordance with Policy BF (Local) permitting emergency adoption of revised policy due to special circumstances demanding an immediate response.

Motion passes with 5-0 voting to approve.

- H. **Discussion on COVID-19 leave days for HCDE employees**

Deliberation-only item; no action was taken on this item.

Trustee Duhon requested that current COVID-19 leave days also be available for use by employees who have children with a documented, positive COVID-19 test. She also advocated for applying the leave days retroactively if employees previously used sick days when their children tested positive for COVID-19.

Ms. Natasha Truitt informed the Board that in addition to COVID-19 leave days, each employee is also awarded 5 State local leave days for discretionary or non-discretionary reasons in August 2021. Each month employees also accrue additional personal leave days. Eight additional leave days are available if an employee has tested positive for COVID-19.

Mr. Colbert suggested making this an action item at the November 17, 2021 Board meeting.

The Board entered Executive Session at 2:51 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.
- B. **Deliberate** the purchase, exchange, sale and/or value of real property(ies) and obtain legal advice regarding the same.

The Board entered into Open Session at 3:15 p.m.

9. **RECONVENE** for possible action on items discussed in executive session
10. **Discussion and possible action regarding future agenda items**

President Norris requested an update from Dr. Jesus Amezcua on the status of the Small Business Program. The Board will be provided with information regarding the SBP for the two current construction projects (AB East and Adult Education) at the November 17, 2021 Board

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meeting.

11. **INFORMATION ITEMS**

A. **Human Resources Information Items**

B. **Personnel**

C. **Employee Count**

D. **Houston Parks Board Closing in reference to Coolwood Property - Notice of Federal Interest**

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 robotics competition for 350 students in 4th-8th grades.

F. **Submission of grant proposal to CenterPoint Energy 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 robotics project for 350 students in 4th-8th grades.

G. **Expenditure Interlocal contracts less than \$75,000:**

- Between Adult Education and Lee College, Vocational Certification, \$20,000.
- Between Adult Education and Lee College, Vocational Training, \$1,200

H. **Revenue contracts less than \$75,000 (Cumulative total \$260,559.50)**

- Between Teaching Learning Center and Cypress Fairbanks ISD, Wisdom Wednesdays, \$8,000
- Between Teaching Learning Center and New Caney ISD, Magnet TEKS, \$3,750
- Between Teaching Learning Center and School-Based Therapy Services, Best Practices, \$1,300
- Between Teaching Learning Center and Galena Park ISD, Cognitive Coaching, \$6,750
- Between Teaching Learning Center and Galena Park ISD, Cognitive Coaching, \$2,250
- Between Records Management and Aldine ISD, Digitizing student records, \$49,042.50
- Between School Division and Spring ISD, Annual student contracts, \$43,750
- Between School Division and Waller ISD, Annual student contracts, \$47,706
- Between School Division and Angleton ISD, Annual student contracts, \$23,853
- Between School-Based Therapy Services and Houston ISD, IEE Evaluation, \$4,750
- Between School-Based Therapy Services and Galena Park ISD, Music Therapy, \$2,892
- Between School-Based Therapy Services and Tomball ISD, Physical and Music Therapy, \$26,992
- Between School-Based Therapy Services and Waller ISD, Occupational and Music Therapy, \$39,524

I. **Non-monetary contracts for FY 2022**

- Between Schools Division and Houston Food Bank - Vocational practice skills (MOU)
- Between Schools Division and Pizza Hut - Vocational practice skills (MOU)
- Between Adult Education and Northwest Assistance Ministries - Adult Education Literacy

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J. **Contract Renewals**

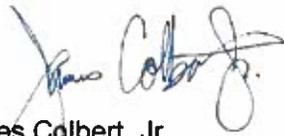
- Job 19/053KJ - Real Estate Broker Services, 10/01/2021 - 09/30/2022
 - ARVO Realty Advisors (Ryland Enterprise, Inc.)
 - Pollan Hausman Real Estate Services, LLC.
 - Winfrey Real Estate and Development, Inc.
- Job 19/013IA-3 - CASE for Kids After School and Summer Direct Services Providers, 10/01/2021 - 09/30/2022
 - Bayou City Fencing Academy
 - For the Children Consulting
 - FotoFest, Inc.
 - Girlstart
 - Javier Lopez
 - Monica Lewis School of Etiquette
 - Ondi Love Center Ministries
 - The Ensemble Theatre
- Job 17/051YR CASE for Kids After School and Summer Direct Services Providers, 10/18/2021 - 10/17/2022
 - A.I.R. Project
 - ALAR Institute, Inc.
 - Baked with Confidence
 - Houston Urban Debate League
- Job 21/001YR - Disabilities Consulting Services, 11/01/2021 - 10/31/2022
 - Julie Smith

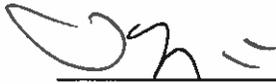
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, November 17, 2021, at 1:00 p.m.

Motion made by Richard Cantu, seconded by Eric Dick, to adjourn.

Motion passes with 5-0 voting to adjourn the meeting.

The meeting adjourned at 3:17 p.m.


James Colbert, Jr.
County School Superintendent



Danny Norris
Board President



Richard Cantu
Board Vice President