

**Harris County Department of Education
Minutes of Regular Board Meeting
April 20, 2022**

The Harris County Board of School Trustees met in regular session on April 20, 2022, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Danny Norris, Board President, called the meeting to order at 1:02 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, Vice President; Andrea Duhon, Second Vice President; David Brown; Amy Hinojosa; Eric Dick; and Erica Davis

Board Members Absent: None

Board Attorney: Sarah Langlois

Administration: James Colbert, Jr., County School Superintendent; Jesus Amezcua, Assistant Superintendent for Business Services; Jonathan Parker, Assistant Superintendent for Academic Support; C.J. Rodgers, Assistant Superintendent for Education & Enrichment; Joyce Akins, Director Center for Grants Development; Venetia Baldwin, Executive Assistant Board of Trustees; Danielle Bartz, Chief of Staff; Cindy Brunswick, Senior Director Teaching and Learning Center; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Carie Crabb, Senior Director School-Related Therapy Services; Curtis Davis, Director Records Management; Dave Einsel, Director Communications and Creative Services; Kendra Jackson, Director Purchasing; Victor Keys, Principal Academic Behavior School West; Marcia Leiva, Chief Accounting Officer; Charles Ned, Senior Director of Schools; Venetia Peacock, Senior Director Head Start; Stephanie Ross, Senior Director Adult Education; Donna Trevino-Jones, Principal Academic Behavior School East; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities

Visitors: None

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1. **Invocation** - Donald Mims, Records Management
2. **Pledge of Allegiance to the US flag** - Armando Rodriguez, Head Start
3. **Pledge of Allegiance to the Texas flag** - Armando Rodriguez, Head Start
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 April 2022 HCDE Employee of the Month, Nora Contreras, Physical Therapy Assistant. HCDE Communications showed a brief video about Mrs. Contreras' role and impact.

Trustee David Brown arrived at 1:08 p.m.

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

Superintendent Colbert announced that he has started his tour of meetings with county superintendents to discuss services provided to them throughout the school year and to address future needs. He also highlighted the Schools Division's meeting with district representatives, hosted by Mr. Jonathan Parker, that will be held on Friday, April 21, 2022. Administrators from area school districts will meet with the Schools Division to gain feedback on services and future initiatives.

Budget meetings will commence soon, and Dr. Jesus Amezcua and his staff will meet with HCDE divisions regarding their budgets.

Mr. Colbert also mentioned that various HCDE divisions will host and attend job fairs throughout the summer to address changing recruitment and retention needs.

C. **Annual Division Update on Records Management** - Curtis W. Davis, Director

D. **Annual Division Update on Head Start** - Venetia Peacock, Senior Director

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.

Trustee Norris attended the Regional Scholastic Art & Writing Awards, which took place March 29-30, 2022. During the ceremonies, students from school districts across Harris county were

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recognized with special awards, including but not limited to, the Superintendent's Award (\$250), Board of Trustees Incentive Award (\$500), and the Board of Trustees Exemplary Award (\$1000). Each of these awards is given to one writer and one artist.

Trustee Norris thanked the organizers for their work.

F. Report of Board Committees - Committee Chairs

There were no reports.

G. Monthly Financial Reports through 02/28/2022 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

H. Presentation of 2022 Excellence in Finance Award - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

Trustee Hinojosa exited the room at 1:53 p.m. and returned at 1:55 p.m.

I. Presentation of 2022 Excellence in Purchasing Award - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

Trustee Duhon exited the room at 1:56 p.m.

Amy Hinojosa requested to move Item 6.C.3. and David Brown requested to move item 6.F.3 to the non-consensus portion of the agenda.

Motion made by Richard Cantu, seconded by Amy Hinojosa, to approve all items under the consensus agenda except Items 6.C.3. and 6.F.3.

Motion passes with 6-0 voting to approve all items under the consensus agenda except Items 6.C.3. and 6.F.3.

Trustee Duhon returned at 1:58 p.m.

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 February 2022

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

1. 02/08/2022 Policy Committee

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2. 02/23/2022 Board Meeting

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

1. **Approval to submit a grant application for grant (06HP000311) to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS), in the amount of \$4,792,502 for continued funding of HCDE Early Head Start – Child Care Partnerships for the 9/1/2022 to 8/31/2023 budget period.**
2. **Approval to request a budget revision for Grant Number 06TD000179 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS), for budget period 02/01/2021 through 01/31/2023. Requesting approval for this budget-neutral action is a requirement of the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).**
4. **Approval of 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 two collaborators as part of HCDE's Houston Galveston Area Council (HGAC) contract: Harris County/Harris County Commissioner Precinct I and Harris County/Harris County Public Library.**

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

1. **Ratification of Interlocal (expenditure) contract for FY 2022 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 10, Year 4 grant, in the aggregate amount of \$129,500 with the following entity: Southwest Schools (Charter) for Southwest Bissonnet Elementary in the amount of \$129,500 (110 students served).**
2. **Approval of Stafford MSD Interlocal (revenue) contract amendment for FY 2022 for occupational and physical therapy services in the aggregate amount of \$16,388 with School-Based Therapy Services. Added 16 OT/PT days to the original contract.**

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

1. **Approval of the Contract Award for job no. 22/022MJ for Waterproofing, Roofing, and Masonry with the following vendors: A.W. Farrell & Son, Inc. dba Farrell Roofing (#22/022MJ-01); Atlas Universal Roofing, Inc. dba Atlas Universal, Inc. (#22/022MJ-02); D7 Roofing & Metal, LLC (#22/022MJ-03); Mid-Continental Restoration Co., Inc. (#22/022MJ-04); Reliable Commercial Roofing Services, Inc. (#22/022MJ-05); Shielder Ventures, LLC dba D&G Quality Roofing (#22/022MJ-06); Tadco, LLC (#22/022MJ-07); Texas Liqua Tech Services, Inc. dba Liqua Tech (#22/022MJ-08), and Weatherproofing Services (#22/022MJ-09) for the period 04/20/2022 through 04/19/2023.**
2. **Approval of the Contract Award for job no. 22/023MJ for Signage and Related Items with the following vendor: National Signs (#22/023MJ-01) for the period 04/20/2022 through 04/19/2023.**

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3. **Approval of the Contract Award for job no. 22/024MJ for Painting, Drywall, & Flooring with the following vendors:** Dura Pier Facilities Services, LTD dba Facilities Sources (#22/024MJ-01); FCS Services LLC dba AD2 Construction Services (#22/024MJ-02); Mitchell Paint & Wallcovering, Inc dba Mitchell Contracting (#22/024MJ-03); Panhandle Steel Buildings, Inc (#22/024MJ-04); Westco Ventures LLC (#22/024MJ-05) for the period 4/20/2022 through 4/19/2023.

 4. **Approval of HCDE Interlocal Agreements with:** Avondale Elementary School, Avondale, Arizona; El Paso County, Colorado Springs, Colorado; Fort Bend County Emergency Services District 4, Fulshear, Texas; Greenville City, Greenville, Texas; Legacy Traditional Schools, San Antonio, Texas; National Math and Science Initiative, Dallas, Texas; Sul Ross State University, Alpine, Texas; Tucson Unified School District, Tucson, Arizona; Washington State University Vancouver, Vancouver, Washington, and Workforce Solutions Borderplex, El Paso, Texas.
- F. Consider ratification/approval of the following items for Internal Purchasing:
1. **Approval of audit services engagement with Whitley Penn (job no. 21/028YR) for fiscal year ending August 31, 2022, for an estimated amount of \$55,200.** Per Texas Education Agency requirements, an annual independent audit must be conducted.

 2. **Approval of Contract Award for job no. 21/074IA-2 Contracted Services for Professional Development, Speakers and Trainers for the Teaching and Learning Center Division with the following proposer(s):** Aha! Process, Inc. (Dr. Ruby K. Payne); Aperture Education; Attainment Company, Inc.; Center for Student Achievement Solutions, LLC; Frog Street Press, LLC; HIP Healthy Innovative Processes; Imagireading Adventures LLC; Improving Student Outcomes; Imagination Station Inc. dba Istation; UT Austin-University of Texas at Austin HS (K-16 Education Center); Lakeshore Learning Materials; Pretty Smartt Foundation; Scholars for the Soul: An Educational Solutions Firm, LLC; Writers in the Schools; Young Audiences Inc. of Houston; Youth Enrichments; and Yvette De Luna for the period of 05/01/2022 through 04/30/2027.

 4. **Approval of Contract Award for job no. 22/026EJ for Performance Evaluation Design with the following vendor:** Cooperative Personnel Services, dba CPS HR Consulting for the period 05/01/2022 through 04/30/2027.

 5. **Approval of National Cooperative Purchasing Alliance (NCPA) Interlocal Agreement with HCDE.** Region 14 ESC is NCPA's lead public agency. (This is necessary to participate in the cooperative for goods/services not available through HCDE's Choice Partners cooperative program.)
- G. Consider ratification/approval of the following Revenue Agreements:
1. **Ratification of Interlocal (revenue) contract for FY 2022 in the aggregate amount of \$180,882 with Highpoint School East with the following district:** Goose Creek Consolidated 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.

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2. **Ratification of Interlocal (revenue) contract for FY 2022 in the aggregate amount of \$381,648 with Academic and Behavior School West with the following district:** Fort Bend ISD for sixteen (16) out-of-county annual contracts in the amount of \$381,648 (\$23,853 each) for the contract period of 08/23/2021 through 06/03/2022.
3. **Ratification of Interlocal (revenue) contract amendments for FY 2022 in the aggregate amount of \$473,254 with Academic and Behavior School West with the following districts:** Amendment to the Annual Contract - Fort Bend ISD for sixteen (16) out-of-county annual contracts in the amount of \$381,648 (\$23,853 each) to include consideration of the bus aide services not to exceed and additional \$9,186, if necessary (Bus Aide Services \$19 an hour); Amendment to the Annual Contract - YES Prep Public Schools to increase the aggregate amount from \$41,210 to \$82,420 (an increase of \$41,210) for two (2) additional units (in-county \$20,605) for the period of 08/23/2021 through 06/03/2022.

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

6.C.3. Approval to submit an application to request a No-Cost Extension for the Coolwood Head Start Construction Grant (06TD000179) to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).

Motion made by Eric Dick, seconded by Amy Hinojosa, to approve submission of an application to request a No-Cost Extension for the Coolwood Head Start Construction Grant (06TD000179) to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).

Motion passes with 7-0 voting to approve.

6.F.3. Approval of Contract Award for job no. 22/012IA-2 for CASE for Kids Youth Services for Afterschool and Summer with the following vendors: 6crickets, Inc.; A Better Day Foundation, LLC; A.I.R. Project; American Festival for the Arts (AFA); Alliance Financial Ministries, Inc.; American Robotics Academy (Animation Station Inc.); Art League Houston (Ash); ArtStarHouston (Tanai Walker); Assoc for the Advancement of Mexican Americans (AAMA); Avenue; Bayou City Fencing Academy (Spirit of Youth Fencing Foundation); BenCheri Educational Center; Bethel's Family Christian Academy, Inc.; BookNook, Inc.; Boykins Youth Foundations; Brazillian Cultural Institute; Bridge Year; Bridging The Digital 3 Divide; Bsgg Youth Program-Stop the violence (Salon 180 angels, Inc.); Campbell Learning Center; Change Happens; Children's Museum of Houston; Chinese Community Center, Inc.; Choice Nation Academy; CollegeCommunityCareer; Color of Life Community Resource & Activity Center; Comligo USA, Inc.; Committee for Children; Community Family Centers; Comp-U-Dopt; Connect Community; Consumer Energy Education Foundation; Creativity Shell (EZ Kids Creativity Shell); Dance Another World; Diaz Music Institute; Discovering U; Double Vision Dance, Inc.; Dr. Mary E. White International, LLC; DreamWhere; Envime; Exalted Arts; Excel Beyond Circumstances (Meredith James); Expressions Productions (1972); For The Children Consulting; FotoFest, Inc.; Guitar Initiative, Inc.; Harris County Cultural Arts Center; Harris County Precinct One Street Olympics, Inc.; Houston Ballet Foundation; Houston Healthy Hip-Hop (Chris Cortez); Houston Tennis Association, Inc.; Houston Youth Symphony (Houston Youth Symphony and Ballet); Houston: reVision; HTC Youth Center (Holy Trinity Church & Youth Center); HYPE Freedom School, Inc.; JS&D Sports Development Outreach Ministries; JumpBrunch (CSCRM, Inc.); KEW Learning Academy; Kidz Knect Resource Center; Konnecting the Dots; Laddering Your Success, LLC; Living Word Christian Academy; M.E.N. (Mentoring,

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Educating & Nurturing, Inc.); Mad Science of Houston (Little Scientists Inc.); Magnolia Park Arts & Community; Mission Milby C.D.C; Multicultural Education and Counseling through the Arts; Neighbors in Action; Newspring; Partnership for the Advancement and Immersion of Refugees; Perfect Connection; Precint2gether, Inc.; Purpose Kids (Fellowship of Purpose Early Childhood Learning Center); Quest Learning Institute; Retrain America; RSA of Dance & Performing Arts; Safe Diversity Communities; Science of Sport; Second Chance Technology Edge High School; Shamelessly Saved Productions; SHAPE Community Center, Inc.; SMART Core Labs (Animation & Robotics for Kids LLC); Social Motion, Inc.; Southside Driving Centre (Southside Driving LLC); Studentnest.com; Tackle Tutoring; TAPS Academy; The Alliance (Alliance for Multicultural Community Services); The Center for Pursuit; The Chauncy Glover Project; The City of Deliverance Life Center; The FORGE for Families; The PRYDE Foundation; The Woods Project (The Woods Project, Inc.); Tier One Learning, LLC; Ties Required Plus; TWST4Girls; U.S. Dream Academy, Inc.; Visual Arts Productions; We Are Writer's Block; Young Audiences, Inc. of Houston; and Youth Enrichments (Chicks with Class LLC) for the period 05/01/2022 through 04/30/2027.

Motion made by Eric Dick, seconded by Amy Hinojosa, to approve contract award for job no. 22/0121A-2 for CASE for Kids Youth Services for Afterschool and Summer with the following vendors: 6crickets, Inc.; A Better Day Foundation, LLC; A.I.R. Project; American Festival for the Arts (AFA); Alliance Financial Ministries, Inc.; American Robotics Academy (Animation Station Inc.); Art League Houston (Ash); ArtStartHouston (Tanai Walker); Assoc for the Advancement of Mexican Americans (AAMA); Avenue; Bayou City Fencing Academy (Spirit of Youth Fencing Foundation); BenCheri Educational Center; Bethel's Family Christian Academy, Inc.; BookNook, Inc.; Boykins Youth Foundations; Brazillian Cultural Institute; Bridge Year; Bridging The Digital 3 Divide; Bsgg Youth Program-Stop the violence (Salon 180 angels, Inc.); Campbell Learning Center; Change Happens; Children's Museum of Houston; Chinese Community Center, Inc.; Choice Nation Academy; CollegeCommunityCareer; Color of Life Community Resource & Activity Center; Comligo USA, Inc.; Committee for Children; Community Family Centers; Comp-U-Dopt; Connect Community; Consumer Energy Education Foundation; Creativity Shell (EZ Kids Creativity Shell); Dance Another World; Diaz Music Institute; Discovering U; Double Vision Dance, Inc.; Dr. Mary E. White International, LLC; DreamWhere; Envime; Exalted Arts; Excel Beyond Circumstances (Meredith James); Expressions Productions (1972); For The Children Consulting; FotoFest, Inc.; Guitar Initiative, Inc.; Harris County Cultural Arts Center; Harris County Precinct One Street Olympics, Inc.; Houston Ballet Foundation; Houston Healthy Hip-Hop (Chris Cortez); Houston Tennis Association, Inc.; Houston Youth Symphony (Houston Youth Symphony and Ballet); Houston: reVision; HTC Youth Center (Holy Trinity Church & Youth Center); HYPE Freedom School, Inc.; JS&D Sports Development Outreach Ministries; JumpBrunch (CSCRM, Inc.); KEW Learning Academy; Kidz Knect Resource Center; Connecting the Dots; Laddering Your Success, LLC; Living Word Christian Academy; M.E.N. (Mentoring, Educating & Nurturing, Inc.); Mad Science of Houston (Little Scientists Inc.); Magnolia Park Arts & Community; Mission Milby C.D.C; Multicultural Education and Counseling through the Arts; Neighbors in Action; Newspring; Partnership for the Advancement and Immersion of Refugees; Perfect Connection; Precint2gether, Inc.; Purpose Kids (Fellowship of Purpose Early Childhood Learning Center); Quest Learning Institute; Retrain America; RSA of Dance & Performing Arts; Safe Diversity Communities; Science of Sport; Second Chance Technology Edge High School; Shamelessly Saved Productions; SHAPE Community Center, Inc.; SMART Core Labs (Animation & Robotics for Kids LLC); Social Motion, Inc.; Southside Driving Centre (Southside Driving LLC); Studentnest.com; Tackle Tutoring; TAPS Academy; The Alliance (Alliance for Multicultural Community Services); The Center for Pursuit; The Chauncy Glover

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Project; The City of Deliverance Life Center; The FORGE for Families; The PRYDE Foundation; The Woods Project (The Woods Project, Inc.); Tier One Learning, LLC; Ties Required Plus; TWST4Girls; U.S. Dream Academy, Inc.; Visual Arts Productions; We Are Writer's Block; Young Audiences, Inc. of Houston; and Youth Enrichments (Chicks with Class LLC) for the period 05/01/2022 through 04/30/2027.

Motion passes with 6-0-1 voting to approve with David Brown abstaining.

- A. Consider second reading and final approval of the following revised local policies:
- a. BJA (Local)
 - b. CB (Local)
 - c. CE (Local)
 - d. CFD (Local)
 - e. CH (Local)
 - f. CQB (Local)
 - g. DEC (Local)
 - h. DFE (Local)
 - i. DP (Local)
 - j. FFG (Local)
 - k. FL (Local)

Motion made by David Brown, seconded by Eric Dick, to consider second reading and finally approve the following revised local policies:

- a. BJA (Local)
- b. CB (Local)
- c. CE (Local)
- d. CFD (Local)
- e. CH (Local)
- f. CQB (Local)
- g. DEC (Local)
- h. DFE (Local)
- i. DP (Local)
- j. FFG (Local)
- k. FL (Local)

Motion passes with 7-0 voting to approve.

- B. **Consider approval of a resolution delegating authority to accept a contract employee's resignation effective before the end of the school year.**

Motion made by Amy Hinojosa, seconded by Erica Davis, to approve a resolution delegating authority to accept a contract employee's resignation effective before the end of the school year.

Motion passes with 7-0 voting to approve.

- C. **Consider approval of a resolution delegating authority to accept a contract employee's resignation effective at the end of the school year or submitted before the penalty-free resignation date.**

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Motion made by Amy Hinojosa, seconded by Eric Dick, to approve a resolution delegating authority to accept a contract employee's resignation effective at the end of the school year or submitted before the penalty-free resignation date.

Motion passes with 7-0 voting to approve.

- D. **Consider approval of amended Interlocal Participation Agreement** between Harris County Department of Education and TASB Risk Management Fund effective 05/01/2022. (This agreement is to participate in the TASB Worker's Comp Program.)

Motion made by Amy Hinojosa, seconded by Eric Dick, to approve the amended Interlocal Participation Agreement between Harris County Department of Education and TASB Risk Management Fund effective 05/01/2022. (This agreement is to participate in the TASB Worker's Comp Program.)

Motion passes with 7-0 voting to approve.

- E. **Consider approval of the 2022-2023 HCDE Work/Holiday Calendar.**

Motion made by Amy Hinojosa, seconded by Eric Dick to approve the 2022-2023 HCDE Work/Holiday Calendar.

Motion passes with 7-0 voting to approve.

- F. **Consider approval of a resolution regarding recruitment and retention incentives for Schools and School-Based Therapy Services staff.**

Motion made by David Brown, seconded by Richard Cantu, to approve a resolution regarding recruitment and retention incentives for Schools and School-Based Therapy Services staff.

Motion passes with 7-0 voting to approve.

No Executive Session was held.

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

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11. **INFORMATION ITEMS**

A. **Human Resources**

1. Personnel
2. Employee Count

B. **In collaboration with the Education Foundation of Harris County, the Center for Grants Development submitted a grant proposal to Dollar General Literacy Foundation** in the amount of \$2,999 for ABS-East and West to implement a summer reading program. Requested funds will cover expenses to purchase instructional materials, leveled books for classroom libraries and incentives for students.

C. **Submission of a \$3,000 grant request to the Whole Kids Foundation** to support The Knights Kontainer Garden Program of Academic and Behavior School West. Funding would benefit 28 unduplicated students.

D. **Submission of grant proposal to Texas Workforce Commission in the amount of \$390,243** to implement an Integrated Education and Training-Workforce Literacy (IET-WL) pilot program for the Adult Education division. The program will serve 70 participants.

E. **In accordance with the Head Start Program Performance Standard 1303.5(2)(b) Limitations on development and administrative cost (2)(b)(1), Harris County Department of Education (HCDE) Head Start** is requesting a waiver of the administrative cost limitations of 15% for grant 06HP000311 for the budget period of 09/01/2020 through 08/31/2021.

F. **Acceptance of the Notice of Award (NOA) from 2022 GroMoreGood Grassroots Grant** from The Scotts Miracle Gro Foundation and KidsGardening in the amount of \$500 for the Tidwell Head Start campus.

12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, May 18, 2022, at 1:00 p.m.

Motion made by Eric Dick, seconded by Amy Hinojosa, to adjourn.

Motion passes with 7-0 voting to adjourn the meeting.

The meeting adjourned at 2:22 p.m.



James Colbert, Jr.
County School Superintendent

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Danyahel (Danny) Norris
Board President



Richard Cantu
Board Vice President