

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 23, 2022**

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The Harris County Board of School Trustees met in regular session on February 23, 2022, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Danny Norris, Board President, called the meeting to order at 1:13 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; and David Brown

**Board Members Absent:** Amy Hinojosa; Eric Dick; and Erica Davis

**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; Julia Andrews, Director Center for Safe and Secure Schools; Venetia Baldwin, Executive Assistant Board of Trustees; Cindy Brunswick, Senior Director Teaching and Learning Center; Joe Carreon, Director Construction; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Curtis Davis, Director Records Management; Jeff Drury, Director Choice Partners Cooperative; 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; John Prestigiacommo, Director Facilities; 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; Courtney Waters, Principal Highpoint East

**Visitors:** None

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1. **Invocation** - Laura Espinoza, Facilities
2. **Pledge of Allegiance to the US flag** - Brigett Bentley, Adult Education
3. **Pledge of Allegiance to the Texas flag** - Brigett Bentley, Adult Education
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**

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

*Natasha Truitt introduced the February 2022 HCDE Employee of the Month, Gregorio Rosales, Custodian. HCDE Communications showed a brief video about Mr. Rosales' role and impact.*

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

*Superintendent Colbert announced that the groundbreaking for the Adult Education Center is cancelled permanently after being rescheduled twice due to inclement weather. There will be a ribbon-cutting ceremony when the facility is completed.*

*Communications is currently working on promotional materials, brochures with four folded sections (quad-folds), for the five primary pillars of HCDE: Adult Education, CASE for Kids, Head Start, Special Schools, and Therapy Services. Each quad-fold offers informative program highlights. Communications has just completed materials for the Therapy Services quad-fold and there are plans to offer quad-folds for the Choice Partners division in the future. These resources help inform the public about HCDE and its programs.*

*Mr. Colbert announced that February is Black History Month. He was recently interviewed by sixth graders from HCDE's Academic and Behavior School (ABS) East campus, who inquired about his life and accomplishments, as part of an ABS East Black History Month project. Communications showed a video of the Superintendent, Board members and other HCDE staff who credited mentors who have inspired them.*

*Superintendent Colbert and the Board recognized and thanked Christopher Morrison, an ABS East student who drew portraits of HCDE Board members for Board Appreciation Month.*

C. **Annual Division Update on Construction** - Joe Carreon, Director

D. **Annual Division Update on Adult Education** - Stephanie Ross, Senior Director

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- 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 reported his attendance at the 2022 Texas Alliance of Black School Educators (TABSE) Conference from February 9-13, 2022, in Dallas, Texas.*

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

*There were no reports.*

*Trustee Duhon exited the room at 2:10 p.m. and returned at 2:13 p.m.*

- G. **Monthly Financial Reports through 01/31/2022 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**
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- H. **Announcement of awards from the Government Finance Officers Association (GFOA) for the HCDE 2021 Popular Annual Financial Report (PAFR) - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**

- I. **Announcement of awards from the Government Finance Officers Association (GFOA) for the HCDE Budget for Fiscal Year 2021-2022 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**

*Trustee Cantu requested to remove items 6.E.1., 6.E.4., and 6.E.6. from the consensus agenda.*

*Motion made by Richard Cantu, seconded by Andrea Duhon, to approve all consensus agenda items except 6.E.1., 6.E.4., and 6.E.6., which were moved to the non-consensus agenda.*

*Motion passes with 4-0 voting to approve all consensus agenda items except 6.E.1., 6.E.4., and 6.E.6.*

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 January 2022

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

1. 01/19/2022 Audit Committee Meeting

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2. 01/19/2022 Board Meeting
- C. Consider ratification/approval of the following grant proposals:
  1. **Approval to submit an Early Head Start-Child Care Partnerships Carryover Grant request in the amount of \$3,142,088** from Grant Number 06HP000311 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS) for grant ending 08/31/2022.
  2. **Approval of the Harris County Department of Education Head Start/Early Head Start Student Selection Criteria** for the 2022-2023 school year.
- D. Consider ratification/approval of the following grant awards:
  1. **Approval of grant awards from the Education Foundation of Harris County for CASE for Kids** to implement the All-Earth Ecobot Challenge in the amount of \$7,500.
  2. **Approval of the Ohio State University HELPERS sub award grant (Helping English Learners and Partners Excel with Research-based Practices and Support) awarded to the Educator Certification and Advancement Division**, distributed from 10/01/2021 through 09/30/2026 for the total amount of \$369,906. Recruit and certify 96 paraprofessionals/pre-service teachers for Bilingual and ESL licensure over five years. HELPERS will build teacher competency to deliver English Language instruction and implement evidence-based professional development.
- E. Consider ratification/approval of the following Interlocal Contracts:
  2. **Approval of Interlocal (expenditure) contract for FY 2022 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 1 grant, in the aggregate amount of \$82,000 with the following entity: Alief Independent School District** in the amount of \$82,000 (184 students served).
  3. **Ratification of Interlocal (expenditure) contract for FY 2022 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 1 grant, in the aggregate amount of \$43,000 with the following entity: Houston Independent School District** in the amount of \$43,000 (92 students served).
  5. **Ratification of Interlocal (expenditure) contract for FY22 CASE for Kids 21st Century Community Learning Centers with Clear Creek Independent School District** in the aggregate amount of \$41,000 to provide quality after-school programs for the period of 08/01/2021 through 07/31/2022 (110 students served).
  7. **Ratification of Interlocal (revenue) contract for FY22 in the aggregate amount of \$25,000 with Schools Division and Goose Creek Consolidated Independent School District (GCCISD)** to provide services for four (4) units to eligible students who GCCISD has determined may benefit from placement at HCDE's Fortis Academy for the period of 08/23/2021 through 07/03/2022.

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8. **Ratification of Interlocal (revenue) contract amendment with School-Based Therapy Services and Royal ISD** to include music therapy in the amount not to exceed \$2,128 over four (4) days over the period of 08/16/2021 through 08/15/2022.
  9. **Approval of Interlocal (revenue) contract for CASE for Kids with Harris County for the period upon signature of both parties through 09/30/2022** in the amount of \$1,500,000 for CASE for Kids to implement the County Connections Summer Program funding.
- F. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of Amendment #2 to Services Agreement for job no. 18/034MR for Choice Partners Contracted Services with Ann Marie Harbour** in the amount of \$45,800, including reimbursable expenses, for the period of 11/20/2021 through 08/31/2022. The total amount of this contract should not exceed \$106,250.
  2. **Approval of the Contract Award for job no. 22/001KN for Appliances and Related Items with the following vendor: Pasco Brokerage, Inc. (#22/001KN-01)** for the period 04/01/2022 through 03/31/2023.
  3. **Approval of the Contract Award for job no. 22/002KN for Art Supplies and Related Items with the following vendors: Your School Resource Group, Inc. dba 3 Oaks Resource Group International (#22/002KN-01); Blick Art Materials LLC dba Blick Art Materials (#22/002KN-02); Butler Business Products, LLC (#22/002KN-03); Hallmark Office Products (#22/002KN-04); Pyramid Paper Company dba Pyramid School Products (#22/002KN-05), and School Specialty, Inc. (#22/002KN-06)** for the period 04/01/2022 through 03/31/2023.
  4. **Approval of the Contract Award for job no. 22/003KN for Athletic/Playground Supplies and Related Items with the following vendors: McKenna Contracting, Inc. (#22/003KN-01); Performance Health Holdings, Inc. dba Performance Health Supply, LLC dba Medco Supply, Masune & Surgical Supply Services (#22/003KN-02); Pyramid Paper Company dba Pyramid School Products (#22/003KN-03); Riddell/All American Sports Corp. dba Riddell (#22/003KN-04); School Health Corporation dba Palos Sports (#22/003KN-05), and School Specialty, LLC (#20/003KD-06)** for the period 04/01/2022 through 03/31/2023.
  5. **Approval of the Contract Award for job no. 22/004KN for Classroom Teaching Supplies and Related Items with the following vendors: Butler Business Products, LLC (#22/004KN-01); Pyramid Paper Company dba Pyramid School Products (#22/004KN-02), and School Specialty, Inc. (#22/004KN-03)** for the period 04/01/2022 through 03/31/2023.
  6. **Approval of the Contract Award for job no. 22/005KN for Custodial Supplies and Related Items with the following vendors: Buckeye International, Inc. dba Buckeye Cleaning Center-Houston (#22/005KN-01); Challenge Office Products, Inc. (#22/005KN-02); Hallmark Office Products, Inc. (#22/005KN-03); Pyramid Paper Company (#22/005KN-04), and Cordell Inc. dba Ridley's Vacuum & Janitorial Supply (#22/005KN-05)** for the period 04/01/2022 through 03/31/2023.

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7. **Approval of the Contract Award for job no. 22/006KN for Food Service Supplies and Related Items with the following vendors:** 11400, Inc. (#22/006KN-01); Ace Mart Restaurant Supply (#22/006KN-02); MANS Distributors, Inc. (#22/006KN-03); and Cordell Inc. dba Ridley's Vacuum & Janitorial (#22/006KN-04) for the period 04/01/2022 through 03/31/2023.
  8. **Approval of the Contract Award for job no. 22/007KN for Health/Medical Supplies and Related Items with the following vendors:** Henry Schein, Inc. (#22/007KN-01); Performance Health Holdings, Inc. dba Performance Health Supply dba Medco, Masune & Surgical Supply Services (#22/007KN-02); Medicaleshop, Inc. (#22/007KN-03); NAO Global Health, LLC (#22/007KN-04); Products Unlimited, Inc. (#22/007KN-05); School Health Corporation (#22/007KN-06), and Vizocom ICT, LLC (#22/007KN-07) for the period 04/01/2022 through 03/31/2023.
  9. **Approval of the Contract Award for job no. 22/008KN for Office Supplies and Related Items with the following vendors:** Butler Business Products, LLC (#22/008KN-01); Challenge Office Products, Inc. (#22/008KN-02); Hallmark Office Products, Inc. (#22/008KN-03); Pyramid Paper Company dba Pyramid School Products (#22/008KN-04), and School Specialty, LLC (#22/008KN-05) for the period 04/01/2022 through 03/31/2023.
  10. **Approval of the Contract Award for job no. 22/009KN for Safety/Security Supplies and Related Items with the following vendors:** NAO Global Health, LLC (#22/009KN-01), and Pyramid Paper Company dba Pyramid School Products (#22/009KN-02) for the period 04/01/2022 through 03/31/2023.
  11. **Approval of the Contract Award for job no. 22/010KN for Technology Supplies and Related Items with the following vendors:** All About IT, Inc. (#22/010KN-01); Butler Business Products, LLC (#22/010KN-02); CDW, LLC dba CDW Government, LLC (#22/010KN-03); Encore Data Products, Inc. (#22/010KN-04), and Pyramid Paper Company dba Pyramid School Products (#22/010KN-05) for the period 04/01/2022 through 03/31/2023.
  12. **Approval of HCDE Interlocal Agreements with:** Austin Street Center, Dallas, Texas; Comanche Special Services, De Leon, Texas; Lansing Community College, Lansing, Michigan - Signature Only; City of San Juan, Texas; Waxahachie ISD, Waxahachie, Texas, and Lamesa ISD, Lamesa, Texas.
- G. Consider ratification/approval of the following items for Internal Purchasing:
1. **Approval of Contract Award for job no. 22/013DR-02 for Local Food and Catering Services** to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal: Demeris Barbecue, Potbelly Sandwich Works, LLC, and Raising Cane's Restaurants, LLC for the period of 3/01/2022 through 2/28/2027.
  2. **Approval of Contract Award for job no. 22/020IA for Business and Facilities Consulting Services with the following vendors:** Heritage Institute of Sustainability, LLC; Rivera-Vega Group; True North Consulting Group; and Yvette De Luna for the period 03/01/2022 through 02/28/2027.

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3. **Approval of Contract Award for job no. 22/0211A for Contracted Services for HCDE Education and Enrichment with the following vendors:** Business 101 Consultants & Trainers, LLC; Challenges Are Rewarding, LLC; Educational Innovation 360 (Educational Innovation 360); FranklinCovey Education (FranklinCovey Education); Healthy Boundaries LLC (Healthy Boundaries LLC); Houston Healthy Hip-Hop (Chris Cortez); Improving Student Outcomes; Intentional Change LLC; Kim Nugent Enterprises; Pathway Education Group, LLC; Stetson & Associates, Inc., and Yvette De Luna for the period 03/01/2022 through 02/28/2027.
  
4. **Approval of contract award for job no. 220005017 for E-Rate Services for Harris County Department of Education** to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal for the period of 07/01/2022 through 06/30/2025.

Category 1: Leased Lit Fiber - Internet Access

- Internet access and Data Transmission Service: *PS Lightwave*

5. **Approval of contract award for job no. 220005017 for E-Rate Services for Harris County Department of Education** to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal for the period of 07/01/2022 through 06/30/2023.

Category 2: Internal Connections and Managed Internal Broadband Services:

- Switches, Components, and Software & Licenses: *DataVox*
- UPS, Components, and Software & Licenses: *Netsync Network Solutions*
- Cabling & All Related Components: *CDW Government, LLC*
- WAPs, Components, and Software & Licenses: *DataVox*
- Racks & All Related Components: *DataVox*

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

**6.E.1. Ratification of Interlocal contract (expenditure) for FY22 CASE for Kids Partnership grant** with Rhodes School for the Performing Arts (Charter) in the aggregate amount of \$54,100 (155 students served).

*Motion made by Andrea Duhon, seconded by Richard Cantu, to ratify the Interlocal contract (expenditure) for FY22 CASE for Kids Partnership grant with Rhodes School for the Performing Arts (Charter) in the aggregate amount of \$54,100 (155 students served). Motion passes with 4-0 voting to ratify.*

**6.E.4. Approval of Interlocal (expenditure) contract for FY2022 CASE for Kids Nita M. Lowey 21<sup>st</sup> Century Community Learning Center(s) Cycle 10, Year 4 grant, in the aggregate amount of \$122,000 with the following entity:** BakerRipley Charter Holder for Promise Community School in the amount of \$122,000 (85 students served).

*Motion made by Richard Cantu, seconded by Andrea Duhon, to approve Interlocal (expenditure) contract for FY2022 CASE for Kids Nita M. Lowey 21<sup>st</sup> Century Community Learning Center(s) Cycle 10, Year 4 grant, in the aggregate amount of \$122,000 with the following entity: BakerRipley Charter Holder for Promise Community School in the amount of \$122,000 (85 students served).*

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*Motion passes with 4-0 voting to approve.*

**6.E.6. Ratification of Interlocal (expenditure) contract for FY 2022 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 1 grant, in the aggregate amount of \$43,000 with the following entity: Association for the Advancement of Mexican Americans (AAMA) for the period of 08/1/2021 through 07/31/2022.**

*Motion made by Richard Cantu, seconded by Andrea Duhon, to ratify the interlocal (expenditure) contract for FY 2022 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 1 grant, in the aggregate amount of \$43,000 with the following entity: Association for the Advancement of Mexican Americans (AAMA) for the period of 08/1/2021 through 07/31/2022.*

*Motion passes with 4-0 voting to ratify.*

**1. Consider first reading of the following revised local policies:**

1. BJA (Local)
2. CB (Local)
3. CE (Local)
4. CFD (Local)
5. CH (Local)
6. CQB (Local)
7. DEC (Local)
8. DFE (Local)
9. DP (Local)
10. FFG (Local)
11. FL (Local)

*No action on this item, as first-reading only.*

**2. Consider approval to reschedule the regular June 2022 board meeting from June 15, 2022 to June 22, 2022.**

*Motion made by Richard Cantu, seconded by Andrea Duhon, to approve the rescheduling of the regular June 2022 board meeting from June 15, 2022 to June 22, 2022.*

*Motion passes with 4-0 voting to approve.*

**3. Consider approval of Assistant Principal Substitute Rate for the 2021-2022 school year.**

*Motion made by Richard Cantu, seconded by Andrea Duhon, to approve the Assistant Principal Substitute Rate for the 2021-2022 school year.*

*Motion passes with 4-0 voting to approve.*

**4. Consider approval to purchase the Frog Street Press, LLC Curriculum (Choice Partners Contract #18/058KC-12) for (34) bilingual three-year-old programs for 34 Head Start classrooms in the amount of \$89,759, (fully funded by Head Start).**



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*Motion made by Richard Cantu, seconded by Andrea Duhon, to approve purchase of the Frog Street Press, LLC Curriculum (Choice Partners Contract #18/058KC-12) for (34) bilingual three-year-old programs for 34 HeadStart classrooms in the amount of \$89,759, (fully funded by Head Start).*

*Motion passes with 4-0 voting to approve.*

5. **Consider approval to submit a grant budget revision in the amount of \$136,150 to the U.S. Department of Health and Human Services, Office of Head Start, for disaster recovery funds awarded to purchase land for the Coolwood Head Start Campus Replacement Project in the 01/01/2021 to 12/31/2022 budget period.**

*Motion made by Richard Cantu, seconded by David Brown, to approve submission of a grant budget revision in the amount of \$136,150 to the U.S. Department of Health and Human Services, Office of Head Start, for disaster recovery funds awarded to purchase land for the Coolwood Head Start Campus Replacement Project in the 01/01/2021 to 12/31/2022 budget period.*

*Motion passes with 4-0 voting to approve.*

6. **Consider approval of the project delivery/contract method of Competitive Sealed Proposal for the Coolwood Head Start New Campus Construction.**

*Motion made by Richard Cantu, seconded by David Brown, to approve the project delivery/contract method of Competitive Sealed Proposal for the Coolwood Head Start New Campus Construction.*

*Motion passes with 4-0 voting to approve.*

7. **Consider approval of AIA G802 Amendment to Professional Services Agreement with English + Associates Architects, Inc., in the amount of \$4,000, for the additional services to separate the demolition plans and specifications for the Coolwood Head Start project.**

*Motion made by David Brown, seconded by Richard Cantu, to approve AIA G802 Amendment to Professional Services Agreement with English + Associates Architects, Inc., in the amount of \$4,000, for the additional services to separate the demolition plans and specifications for the Coolwood Head Start project.*

*Motion passes with 4-0 voting to approve.*

8. **Consider approval of the job order contracting method of procurement with Nash Industries, Inc. (job No. 20/017MR-15) for the HCDE Conference Center upgrades in the total amount of \$709,044. (Funded from FY21-22 Construction Funds)**

*Motion made by Andrea Duhon, seconded by David Brown, to approve the job order contracting method of procurement with Nash Industries, Inc. (job No. 20/017MR-15) for the HCDE Conference Center upgrades in the total amount of \$709,044. (Funded from FY21-22 Construction Funds)*

*Motion passes with 4-0 voting to approve.*

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9. **Consider adoption of resolution concerning emergency administrative leave with pay** in accordance with Policy DEA (Local) associated with severe winter weather on 02/04/2022.

*Motion made by Richard Cantu, seconded by David Brown, to adopt the resolution concerning emergency administrative leave with pay in accordance with Policy DEA (Local) associated with severe winter weather on 02/04/2022.*

*Motion passes with 4-0 voting to adopt.*

*The Board entered Executive Session at 2:46 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.
9. **RECONVENE** for possible action on items discussed in executive session

*The Board entered into Open Session at 3:45 p.m.*

10. **Discussion and possible action regarding future agenda items**
- There was no discussion or requests from Board members regarding future agenda items.*
11. **INFORMATION ITEMS**
- A. **Human Resources**
1. Personnel
2. Employee Count
- B. **Submission of a \$1,500 grant request to KidsGardening to support HCDE Area I Head Start** on Healthy Living Garden Project at the Tidwell campus. Funding would benefit 28 unduplicated students and families.
- C. **Submission of a request to the US Department of Health and Human Services (HHS), Office of Head Start (OHS)** for an extension on the Federal Review Response Plan.
- D. **Acceptance of the Notice of Award (NOA) from the American Heart Association (AHA)** in the amount of \$2,500 for the period of 02/20/2021 through 12/31/2022.

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- E. **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 our Houston Galveston Area Council (HGAC) contract: Harris County/Harris County Commissioner Precinct I and Harris County/Harris County Public Library.

12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, April 20, 2022, at 1:00 p.m.

*Motion made by Richard Cantu, seconded by David Brown, to adjourn.*

*Motion passes with 4-0 voting to adjourn the meeting.*

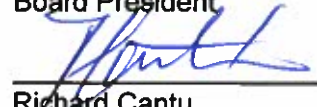
*The meeting adjourned at 3:45 p.m.*



James Colbert, Jr.  
County School Superintendent



Danyahel (Danny) Norris  
Board President



Richard Cantu  
Board Vice President