

**Harris County Department of Education
Minutes of Regular Board Meeting
November 16, 2022**

The Harris County Board of School Trustees met in regular session on November 16, 2022, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Richard Cantu, 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: Richard Cantu, Board President; Andrea Duhon, Board First Vice President; Amy Hinojosa, Board Second Vice President; Danny Norris; David Brown; and Eric Dick

Board Members Absent: 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; Julia Andrews, Director Center for Safe and Secure Schools; Venetia Baldwin, Executive Assistant Board of Trustees; Danielle Bartz, Chief of Staff; Danielle Clark, Chief Communications Officer; 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; Yolanda Pyrtle, Manager Research and Evaluation Institute; 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** - Dr. Akua Obeng, Research and Evaluation Institute
2. **Pledge of Allegiance to the US flag** - Gil Gaona, Center for Safe and Secure Schools
3. **Pledge of Allegiance to the Texas flag** - Gil Gaona, Center for Safe and Secure Schools
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 November 2022 HCDE Employee of the Month, Laura Aguirre, Executive Assistant to the Assistant Superintendent of Education and Enrichment. HCDE Communications showed a brief video about Ms. Aguirre's role and accomplishments.

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

Superintendent Colbert celebrated Laura Aguirre on her years of service and impact at HCDE.

Mr. Colbert commended Fortis Academy students on the three-course Thanksgiving luncheon they provided for the Board before the meeting.

Mr. Colbert announced that he traveled with other superintendents to a professional development retreat at the U.S. Army War College in Carlisle, PA, from October 24-26, 2022, to study leadership traits from the historic battlefield at Gettysburg. The training helped superintendents translate these traits to their roles as public education leaders. The U.S. Army has requested HCDE's assistance with data to help troubleshoot declining enlistment. As a result, high-ranking military staff could lead focus groups with superintendents to discuss enrollment concerns. HCDE would facilitate these efforts.

There will be a holiday reception at NPO on December 8, 2022, from 12-1 p.m. The Irvington holiday reception will be held December 14, 2022 from 12-1 p.m.

Superintendent Colbert also announced Bates Collision Center's car giveaways, to winners of the 2022 Head Start Responsible Parenting Award, which will take place on December 14th & 15th at Bates' locations in Baytown, TX and Channelview, TX (respectively). The Responsible Parenting Award is awarded annually to Head Start parents who have been actively involved in their children's education and have shown a sincere commitment and determination to become self-sufficient.

Mr. Colbert will participate in a symposium hosted by University of Houston Downtown on November 19, 2022. The event will feature a panel of superintendents, including former HCDE Senior Director of Schools, Dr. Anthony Mays, who was recently hired as Superintendent of Alief ISD. Mr. Colbert celebrated Dr. Mays' accomplishments.

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- C. **Annual Division Update** - Yolanda Pyrtle, Manager of the Research and Evaluation Institute
- D. **Annual Division Update** - Julia Andrews, Director of the Center for Safe and Secure Schools
- 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 Brown mentioned that Head Start's federal review will take place November 28, 2022. He also thanked HCDE for sending him flowers during his recent illness.

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

There were no reports.

- G. **Monthly Financial Reports through 10/31/2022** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

Trustee Hinojosa left the meeting at 1:58 p.m. and did not return. Eric Dick exited at 2 p.m. and returned at 2:02 p.m.

Trustee Duhon requested to remove items D.1., D.2., and D.4 from the consensus agenda. Motion made by Danny Norris, seconded by Eric Dick, to approve all items under the consensus agenda except items D.1., D.2., and D.4.

Motion passes with 5-0 voting to approve all items under the consensus agenda except items D.1., D.2., and D.4.

6. ACTION ITEMS - CONSENSUS

- 1. Approval of the proposed Annual Budget Calendar for FY 2023-2024
- 2. Disbursement Report
- 3. Budget Amendment Report
- 4. Monthly Investment Report for October 2022

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

- 1. 10/19/2022 Board Meeting Minutes

- C. Consider acceptance/approval of the following grant awards:

- 1. **Acceptance of grant award from the Education Foundation of Harris County for CASE for Kids** to implement the All-Earth Ecobot Challenge from CenterPoint Energy in the amount of \$5,000.

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

3. **Approval to submit a request to consolidate HCDE Head Start Grants 06CH011535 and 06HP000311** into a single grant to the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) for the 01/01/2023 through 12/31/2023 budget period.

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

1. **Ratification of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$393,300 with Highpoint School East with the following districts:** Aldine ISD for twenty (20) in-county annual contracts in the amount of \$207,000 (\$10,350 each); Goose Creek CISD for eighteen (18) in-county annual contracts in the amount of \$186,300 (\$10,350 each) for the period of 08/22/2022 through 06/05/2023.
2. **Ratification of Interlocal (revenue) contracts for FY 2023 in the aggregate amount of \$158,275 with Academic and Behavior School West with the following districts:** Amendment to the annual contract with Angleton ISD to increase the units from one (1) to two (2) annual contracts and to increase the aggregate amount from \$25,050 to \$50,100 (an out-of-county increase of \$25,050 each); Amendment to the annual contract with Waller ISD to increase the units from three (3) to four (4) annual contracts and to increase the aggregate amount from \$64,905 to \$86,540 (an in-county increase of \$21,635 each); Harmony Public Schools for one (1) in-county annual contract in the amount of \$21,635 (\$21,635 each) for the contract period of 08/22/2022 through 06/05/2023.
3. **Ratification of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$62,500 with Fortis Academy with the following districts:** Aldine ISD for seven (7) in-county annual contracts in the amount of \$43,750 (\$6,250 each); Galena Park ISD for three (3) in-county annual contracts in the amount of \$18,750 (\$6,250 each) for the contract period of 08/22/2022 through 06/05/2023.
4. **Ratification of Interlocal (revenue) contract for FY 2023 for Therapy Services in the aggregate amount of \$29,380 with School-Based Therapy Services and the following entity:** YES Prep Public Schools (41 students served in FY22) in the amount of \$29,380.
5. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Project CASE Debates in the aggregate amount of \$32,000 with the following entities:** Harmony Public Schools in the amount of \$4,000; Spring ISD in the amount of \$8,000; Spring Branch ISD in the amount of \$8,000; Yes Public Schools-Yes Prep North Central in the amount of \$4,000; Yes Public Schools-Yes Prep Southeast in the amount of \$4,000; Yes Public Schools-Yes Prep Brays Oaks in the amount of \$4,000 (a maximum of 192 students served).
6. **Ratification of amended 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 \$105,400 with the following district:** Galena Park ISD in the amount of \$105,400 (220 students served).

F. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:

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1. **Approval of the Contract Award for Choice Partners job no. 23/004LS for Technology Products and Other Related Services for Food Service with the following vendors:** Automated Financial Systems (Robert Beyer Enterprises LLC (23/004LS-01); Descon Signage Solutions (Young & Kenady, Inc.) (23/004LS-02); EMS LINQ, LLC (23/004LS-03); Harris School Solution, a division of N. Harris Computer Corporation (23/004LS-04); Health-e Pro (Water Walkers, Inc.) (23/004LS-05); Global Payments Inc. dba Heartland Payment Systems, LLC (23/004LS-06); Foodworks Technologies, LLC dba MenuLogic K12 (23/004LS-07); PCS Revenue Control Systems, Inc. (23/004LS-08); PrimeroEdge (Cybersoft Technologies, Inc.) (23/004LS-09); TabletKiosk (Sand Dune Ventures, Inc.) (23/004LS-10); TekVisions, Inc. (23/004LS-11); for the period of 11/17/2022 through 11/16/2023.

2. **Approval of HCDE Interlocal Agreements with:** Collaborative for Higher Education Shared Services (CHESS), Santa Fe, New Mexico; The Conquerors Place, Inc., Houston, Texas; IDEA Louisiana, Baton Rouge, Louisiana; Mission Consolidated ISD, Mission, Texas; and Rusk ISD, Rusk, Texas.

G. Consider ratification/approval of the following items for Internal Purchasing:

1. **Approval of Contract Award for RFQ job no. 23/009YR for Bond Underwriting Services for Harris County Department of Education to the firm demonstrating the highest competence and qualifications and meeting the specifications outlined in the RFQ: RBC Capital Markets, LLC for the period of 11/16/2022 through 11/15/2023.**

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

6. **Approval of 3.0 full-time equivalent (FTE) positions for the Center for Safe and Secure Schools for the 2022-2023 school year to meet the demands of district partners. (A budget amendment to increase revenues and expenditures is included in the agenda.)**

Motion made by Danny Norris, seconded by Eric Dick, to approve 3.0 full-time equivalent (FTE) positions for the Center for Safe and Secure Schools for the 2022-2023 school year to meet the demands of district partners. (A budget amendment to increase revenues and expenditures is included in the agenda.)

Motion passes with 5-0 voting to approve.

6. D. Consider ratification/approval of the following grant proposals:

1. **Approval to submit an application to request a Low-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 David Brown, seconded by Danny Norris, to approve to submit an application to request a Low-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 5-0 voting to approve.

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2. **Approval to request a waiver of the 15% administrative cost limitations for Head Start grant number 06CH011535 for the 01/01/2023 to 12/31/2023 budget period to the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS), in accordance with the Head Start Program Performance Standard 1303.5(2)(b) Limitations on development and administrative cost (2)(b)(1).**

Motion made by David Brown, seconded by Danny Norris, to request a waiver of the 15% administrative cost limitations for Head Start grant number 06CH011535 for the 01/01/2023 to 12/31/2023 budget period to the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS), in accordance with the Head Start Program Performance Standard 1303.5(2)(b) Limitations on development and administrative cost (2)(b)(1).

Motion passes with 5-0 voting to approve.

4. **Approval to submit an American Rescue Funds Budget Revision Request, in the amount of \$393,594, to the Department of Health and Human Services (HHS) to move funds from operations to equipment for Head Start fencing projects.**

Motion made by David Brown, seconded by Danny Norris, to approve to submit an American Rescue Funds Budget Revision Request, in the amount of \$393,594, to the Department of Health and Human Services (HHS) to move funds from operations to equipment for Head Start fencing projects.

Motion passes with 5-0 voting to approve.

1. **Approval of project delivery/contract method of job order contracting for perimeter fencing project and JOC contract with Dura Pier Facilities Services, Ltd. dba Facilities Sources (Choice Partners Contract 21/039MR-05) in the amount of \$276,419 for the Channelview and Sheffield Head Start campuses. The purchases will be made using federal funds.**

Motion made by David Brown, seconded by Eric Dick, to approve the project delivery/contract method of job order contracting for perimeter fencing project and JOC contract with Dura Pier Facilities Services, Ltd. dba Facilities Sources (Choice Partners Contract 21/039MR-05) in the amount of \$276,419 for the Channelview and Sheffield Head Start campuses. The purchases will be made using federal funds.

Motion passes with 5-0 voting to approve.

2. **Approval of HCDE Early Head Start Child Care Partnerships (EHS-CCP) contract in amount of \$141,000 with VNK LLC dba Pasadena Learning Center (RFP 22/057YR). The contract will be valid 11/17/2022 through 08/31/2023. (Fully funded by the Head Start/Early Head Start grants.)**

Motion made by David Brown, seconded by Danny Norris, to approve the HCDE Early Head Start Child Care Partnerships (EHS-CCP) contract in amount of \$141,000 with VNK LLC dba Pasadena Learning Center (RFP 22/057YR). The contract will be valid 11/17/2022 through 08/31/2023. (Fully funded by the Head Start/Early Head Start grants.)

Motion passes with 5-0 voting to approve.

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3. **Consider award of CSP 22/058YR for the Humble Early Head Start Site Work and Utilities Project to Dura Pier Facilities Services, Ltd. dba Facilities Sources, not to exceed the amount of \$786,000, and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a construction contract with Dura Pier dba Facilities Sources. The purchase will be made using federal funds.**

Motion made by David Brown, seconded by Danny Norris, to award the CSP 22/058YR for the Humble Early Head Start Site Work and Utilities Project to Dura Pier Facilities Services, Ltd. dba Facilities Sources, not to exceed the amount of \$786,000, and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a construction contract with Dura Pier dba Facilities Sources. The purchase will be made using federal funds.

Motion passes with 5-0 voting to approve.

4. **Approval of services agreement with 4 Ever Clever Learning, LLC dba Sylvan Learning in the amount not to exceed \$159,919 (RFP 23/003EJ) for Adult Education for the period of 11/17/2022 through 6/30/2023. The purchase will be made using federal funds.**

Motion made by David Brown, seconded by Danny Norris, to approve services agreement with 4 Ever Clever Learning, LLC dba Sylvan Learning in the amount not to exceed \$159,919 (RFP 23/003EJ) for Adult Education for the period of 11/17/2022 through 6/30/2023. The purchase will be made using federal funds.

Motion passes with 5-0 voting to approve.

5. **Ratification of interlocal agreement for FY 2023 in the aggregate amount of \$250,000 with Houston ISD-Nutrition Services to provide breakfast and lunch for ABS East and ABS West for the period of 08/22/2022 through 08/21/2023. (A budget amendment to increase revenues and expenditures is included in the agenda.)**

Motion made by David Brown, seconded by Danny Norris, to ratify the interlocal agreement for FY 2023 in the aggregate amount of \$250,000 with Houston ISD-Nutrition Services to provide breakfast and lunch for ABS East and ABS West for the period of 08/22/2022 through 08/21/2023. (A budget amendment to increase revenues and expenditures is included in the agenda.)

Motion passes with 5-0 voting to ratify.

The Board entered into Executive Session at 2:17 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 propert(ies) and obtain legal advice regarding the same.

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- C. **Obtain legal advice** regarding Change Order to contract with Paradigm Construction, LLC for Adult Education Project.

The Board entered into Open Session at 3:11 p.m.

- 9. **RECONVENE** for possible action on items discussed in executive session
 - A. **Consider approval of Change Order** to contract with Paradigm Construction, LLC for Adult Education Project and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute Change Order.

No action was taken on this agenda item.

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

No board member requested any future agenda items.

- 11. **INFORMATION ITEMS**

- A. **Human Resources**

- 1. Personnel
- 2. Employee Count

- B. **Submission of grant proposal to the U.S. Department of Labor in the amount of \$1,991,803** for Adult Education (AE) division to implement the AE Growth Opportunities Program (AE-GOP), which will serve 70 participants.

- C. **Vendor Connecting the Dots Developmental Institute was awarded at the 10/19/2022 Board meeting under job no. 23/002DR for Mental Wellness Services for Harris County Department of Education.** The vendor's name appeared on the agenda item as Connecting the Dots which was incorrect. The correct name is Connecting the Dots Developmental Institute.

- 12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, December 14, 2022, at 1:00 p.m.

Motion made by Danny Norris, seconded by Eric Dick, to adjourn.

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

The meeting adjourned at 3:12 p.m.



Richard Cantu
Board President



Andrea Duhon
Board First Vice President