

**Harris County Department of Education  
Minutes of Regular Board Meeting  
September 21, 2022**

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The Harris County Board of School Trustees met in regular session on September 21, 2022, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Richard Cantu, Board President, called the meeting to order at 1:04 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; David Brown; Erica Davis; Eric Dick; and Danny Norris

**Board Members Absent:** Amy Hinojosa

**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; Danielle Bartz, Chief of Staff; Cindy Brunswick, Center for Educator Success; Joe Carreon, Director Construction; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Carie Crabb, Senior Director School-Related Therapy Services; Jeff Drury, Director Choice Partners Cooperative; Dave Einsel, Director Communications and Creative Services; Travita Godfrey, Principal Fortis Academy; Kendra Jackson, Director Purchasing; Victor Keys, Principal Academic Behavior School West; Marcia Leiva, Chief Accounting Officer; Charles Ned, Senior Director of Schools; Venetia Peacock, Director Head Start; 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** - Nkechi Washington, Schools
2. **Pledge of Allegiance to the US flag** - Michelle Rayson, Schools
3. **Pledge of Allegiance to the Texas flag** - Michelle Rayson, 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.

5. **REPORTS AND PRESENTATIONS**

- A. **Employee of the Month** - Natasha Truitt, Executive Director of Human Resources  
*Marcela Forero, Family Services Provider at Pugh Head Start. HCDE Communications showed a brief video about Ms. Forero's role and impact.*

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

*Superintendent Colbert stated that the Tools for Teachers program filled 1,480 orders.*

*Mr. Colbert also recognized Hispanic Heritage Month, followed by a brief video from Communications highlighting its significance.*

*Trustee Davis exited the room at 1:21 p.m. and returned at 1:22 p.m.*

- C. **Annual Division Update** - Dr. Charles Ned, Senior Director of Schools

*Trustee Norris exited the room at 1:33 p.m.*

- D. **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 praised HCDE Communications on their recent videos.*

*Trustee Cantu, who attended the first Harris County Violence Prevention Conference on August 30, 2022, acknowledged Julia Andrews, HCDE Director of the Center for Safe and Secure Schools (CSSS), and applauded the work of the CSSS.*

*Mr. Cantu mentioned that as a result of the Conference, Deputy sheriffs in Aldine will now schedule monthly, informal lunch meetings with Aldine ISD students to build a community partnership with law enforcement.*

*Trustee Cantu also commended Communications on the video highlighting Hispanic Heritage Month.*

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

*Trustee Davis mentioned that the Special Schools and Governmental Relations Committees met immediately before the Board meeting, and she is pleased with the progress of both committees.*

**F. Monthly Financial Reports through 08/31/2022 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**

*Trustee Norris returned to the meeting at 1:50 p.m.*

*HCDE Administration requested to remove Item 6.A.2. from the consensus agenda.*

*Motion made by Danny Norris, seconded by Andrea Duhon, to approve all items under the consensus agenda except Item 6.A.2.*

*Motion passes with 6-0 voting to approve all items under the consensus agenda except Item 6.A.2.*

**6. ACTION ITEMS - CONSENSUS**

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

1. Disbursement Report
3. Monthly Investment Report for August 2022

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

1. 08/17/2022 Board Meeting

**C. Consider acceptance of the following grant awards:**

1. **Acceptance of the Notice of Award (NOA) 06HP000311-04-00 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for the Head Start Division (Early Head Start Child Care Partnership) in the amount of \$4,792,502 (\$4,682,258 for operations and \$110,244 for training and technical assistance) for the 09/01/2022 through 08/31/2023 budget period.**
2. **Acceptance of the Notice of Award (NOA) 06HP000311-04-01 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for the Head Start Division (Early Head Start Child Care Partnership) for the cost of living adjustment (COLA) and Quality Improvement increases for program operations in the amount of \$122,976 for the budget period of 09/01/2022 through 08/31/2023.**
3. **Acceptance of the Family Math Literacy Initiative Grant between Harris County Department of Education and Texas Workforce Commission (Award Number 2923AEL003) in the amount not to exceed \$476,547 for the period of 10/1/2022 through 09/30/2023.**

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4. **Acceptance of funds totaling \$1,700,000 from the Texas Education Agency for CASE for Kids' Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 2 grant for the period 08/01/2022 through 07/31/2023; CASE for Kids anticipates serving 1,046 students.**
- D. Consider ratification/approval of the following grant proposals:
1. **Approval to submit the HCDE Head Start 2023 Continuation Grant request, to the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) in the amount of \$12,711,557 for the period of 01/01/2023 through 12/31/2023. This grant request includes \$11,266,809 for Head Start Program Operations, \$1,316,624 for Early Head Start Program Operations, \$97,713 for Head Start Training and Technical Assistance, and \$30,411 for Early Head Start Training and Technical Assistance.**
- E. Consider ratification/approval of the following Interlocal Contracts:
1. **Ratification of increase 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 \$105,400 with the following entity: Humble Independent School District in the amount of \$105,400 (220 students served). Original Interlocal was in the amount of \$85,500.**
  2. **Ratification of Interlocal (revenue) contracts for FY 2022 in the aggregate amount of \$11,612 with Academic and Behavior School East with the following district: Splendora ISD for two (2) out-of-county FY22 ESY contracts in the amount of \$11,612 (\$5,806 each) for the contract period of 06/07/2022 through 07/14/2022.**
  3. **Approval of Interlocal (revenue) contracts for FY 2023 in the aggregate amount of \$356,405 with Academic and Behavior School East with the following districts: Deer Park ISD for six (6) in-county annual contracts in the amount of \$129,810 (\$21,635 each); Galena Park ISD for five (5) in-county annual contracts in the amount of \$108,175 (\$21,635 each); Huffman ISD for two (2) in-county annual contracts in the amount of \$43,270 (\$21,635 each); Splendora ISD for three (3) out-of-county annual contracts in the amount of \$75,150 (\$25,050 each) for the contract period of 08/22/2022 through 06/05/2023.**
  4. **Approval of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$740,130 with Academic and Behavior School West with the following districts: Aldine ISD for eight (8) in-county annual contracts in the amount of \$173,080 (\$21,635 each); Cypress Fairbanks ISD for five (5) in-county annual contracts in the amount of \$108,175 (\$21,635 each); Fort Bend ISD for fourteen (14) out-of-county annual contracts in the amount of \$350,700 (\$25,050 each); Tomball ISD for two (2) in-county annual contracts in the amount of \$43,270 (\$21,635 each); Waller ISD for three (3) in-county contracts in the amount of \$64,905 (\$21,635 each) for the contract period of 08/22/2022 through 06/05/2023.**
  5. **Approval of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$351,900 with Highpoint School East with the following district: Humble ISD for thirty-four (34) in-county annual contracts in the amount of \$351,900 (\$10,350 each) for the contract period of 08/22/2022 through 06/05/2023.**

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6. **Approval of Interlocal (revenue) contract for FY 2023 for Therapy Services in the aggregate amount of \$17,395 with School-Based Therapy Services and the following district: Stafford MSD (6 students served in FY21) in the amount of \$17,395 for the period of 09/01/2022 through 08/31/2023.**
  7. **Approval of Interlocal (revenue) contract for FY 2023 for Therapy Services in the aggregate amount of \$96,120 with School-Based Therapy Services and the following district: Angleton ISD (40 students served in FY21) in the amount of \$96,120 for FY23.**
  8. **Ratification of Interlocal (revenue) contracts for FY 2023 for Therapy Services in the aggregate amount of \$92,980 with School-Based Therapy Services and the following districts: Barbers Hill ISD (77 students served in FY21) in the amount of \$10,260; Houston ISD (1714 students served in FY21) in the amount of \$4,750; Humble ISD (9 students served in FY21) in the amount of \$20,090; Sam Houston Charter School (3 students served in FY21) in the amount of \$10,090; Sweeny ISD (8 students served in FY21) in the amount of \$8,100; Waller ISD (26 students served in FY21) in the amount of \$39,690 for the period 08/16/2022 through 08/15/2023.**
  9. **Approval of Interlocal (revenue) contracts for FY 2023 for Therapy Services in the aggregate amount of \$195,020 with School-Based Therapy Services and the following districts: Tomball ISD (19 students served in FY21) in the amount of \$111,720; Dayton ISD (48 students served in FY21) in the amount of \$83,300 for FY23.**
  10. **Ratification of Non-Monetary interlocal Agreement between HCDE and Harris County for the performance of services relating to the County Connections Grantee Recognition Event for Precinct One at Tom Bass Park Community Center. County Connections funding covers all expenditures for this event. This non-monetary interlocal agreement outlines responsibilities of CASE for Kids that include logistics coordination and costs of T-shirts, oversized checks, and small items for grantee program staff. Precinct provides event space, tables, chairs and set up for the event.**
- F. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 22/049MF for Trade Job Order Contracting (JOC) with the following vendors: Aeon Electrical, LLC (#22/049MF-01); Ballew Construction, LLC (#22/049MF-02); Brazos Urethane, Inc. (#22/049MF-03); Cary Services, Inc. (#22/049MF-04); CFI Mechanical, Inc. (#22/049MF-05); CS Advantage USAA, Inc. (#22/049MF-06); D3 Painting Services, LLC (#22/049MF-07); Dura Pier Facilities Services, Ltd dba Facilities Sources (#22/049MF-08); Floor-Tex Commercial Flooring, LLC (#22/049MF-09); Gowan/Garrett, Inc. (#22/049MF-10); HVAC Mechanical Services of Texas Ltd dba Hunton Services (#22/049MF-11); John A. Walker Roofing Co., Inc. (#22/049MF-12); MLN Service Company (#22/049MF-13); Prestige Building Group, LLC (#22/049MF-14); and The Brandt Companies, LLC (22/049MF-15) from 09/21/2022 through 09/20/2023.**
  2. **Approval of the Contract Award for job no. 22/050MR for Vehicle Charging Stations Job Order Contract (JOC) with the following vendors: E Contractors USA, LLC (#22/050MR-01) and Westco Ventures, LLC (#22/050MR-02) from 09/21/2022 through 09/20/2023.**

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3. **Approval of the Contract Award for job no. 22/052SG for Industrial Equipment for Rent, Lease or Purchase with the following vendors:** Air Scrubbers International Environmental Technologies, Inc. dba ASIET, Inc. (#22/052SG-01); HVAC Mechanical Services of Texas Ltd dba Hunton Services (#22/052SG-02); and United Rentals (North America), Inc. (#22/052SG-03) from 09/21/2022 through 09/20/2023.
  4. **Approval of Contract Award for job 22/053KN for Custodial Supplies and Services with the following vendors:** Ambassador Services, LLC (#22/053KN-01); Auto-Chlor Services, LLC (#22/053KN-02); Buckeye International, Inc. dba Buckeye Cleaning Center-Houston (#22/053KN-03); Healthy School Supply, LLC (#22/053KN-04); Western-FRW Paper Company, Inc. dba Ovol USA fka JP Gould aka Baxter, Bosworth Papers, High Point (#22/053KN-05); Charles E. Peña dba Kleen Supply Company (#22/053KN-06); and Cordell Incorporated dba Ridley's Vacuum & Janitorial Supply (#22/053KN-07) from 09/21/2022 through 09/20/2023.
  5. **Approval of HCDE Interlocal Agreements with:** Angelina College, Lufkin Texas; Crawford County, Meadville Pennsylvania; La Porte Texas; Lewisville New Hope Learning Center, Lewisville Texas; Shackelford County, Albany Texas; Westerly Public Schools, Westerly Rhode Island, and Wood County Schools, Parkersburg West Virginia.
- G. Consider ratification/approval of the following items for Internal Purchasing:
1. **Approval of (renewal) insurance premium for Property and Casualty Insurance with the following vendor:** McGriff, Seibels & Williams of Texas, Inc. (RFP #21/0671A) for the period of 10/01/2022 through 10/01/2023 for a total premium amount of \$684,479.
  2. **Approval of RFP #22/033EJ CASE for Kids 2022-2023 Partnership Project** to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal: Academy of Accelerated Learning and Houston ISD for the period of 10/01/2022 through 07/31/2023.
  3. **Approval of contract award for job no. 22/054DR for Disabilities Consulting Services** for Harris County Department of Education to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: Customized Staffing Solutions, LLC for the period of 10/01/2022 through 9/30/2027.
- H. Consider ratification/approval of the following Revenue Agreements:
1. **Approval of Certification Contribution Agreement (Revenue Agreement) between the HCDE CASE for Kids Division and the Gulf Coast Workforce Board** for the period of 10/01/2022 through 09/30/2023. HCDE will certify \$1,500,000 to receive matching funds from the Gulf Coast Workforce Board for the CASE Partnership Project in the amount of \$1,753,386.
7. **ACTION ITEMS - NON-CONSENSUS**
1. **Rejection of all proposals received in response to Request for Competitive Sealed Proposals Job #22/0551A** for the construction of a new Coolwood Head Start Center and authorize HCDE Administration to issue a new Request for Competitive Sealed Proposals for

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this project.

*Motion made by Danny Norris, seconded by Andrea Duhon, to reject all proposals received in response to Request for Competitive Sealed Proposals Job #22/0551A for the construction of a new Coolwood Head Start Center and authorize HCDE Administration to issue a new Request for Competitive Sealed Proposals for this project.*

*Motion passes with 6-0 voting to reject and to authorize.*

2. **Approval of project delivery/contract method of Construction Manager-at-Risk (CMAR) to serve as the general contractor and to provide consultation during the design and rehabilitation of the existing HCDE Administration Building at 6300 Irvington Boulevard.**

*Motion made by Danny Norris, seconded by Andrea Duhon, to approve the project delivery/contract method of Construction Manager-at-Risk (CMAR) to serve as the general contractor and to provide consultation during the design and rehabilitation of the existing HCDE Administration Building at 6300 Irvington Boulevard.*

*Motion passes with 6-0 voting to approve.*

3. **Approval of Resolution adopting Prevailing Wage Rates for HCDE public works/construction facilities projects.**

*Motion made by Danny Norris, seconded by Andrea Duhon, to approve a Resolution adopting Prevailing Wage Rates for HCDE public works/construction facilities projects.*

*Motion passes with 6-0 voting to approve.*

4. **Approval of the project delivery/contract method of job order contracting and approval of job order contract for the Fire Alarm/Security Alarm/Security Cameras/Access Controls at the new Barrett Station Early Head Start campus with Quality Security Systems (Choice Partners Job No. 21/021MJ-31) in the total amount of \$128,189.**

*Motion made by Danny Norris, seconded by David Brown, to approve the project delivery/contract method of job order contracting and approval of job order contract for the Fire Alarm/Security Alarm/Security Cameras/Access Controls at the new Barrett Station Early Head Start campus with Quality Security Systems (Choice Partners Job No. 21/021MJ-31) in the total amount of \$128,189.*

*Motion passes with 6-0 voting to approve.*

5. **Approval of selection of Kirksey Architecture, Inc. for the Equine Enrichment Center Project based on demonstrated competence and qualifications from the pool of architects under RFQ# 20/0431A for the fair and reasonable price of \$1,368,000 and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute the contract. This project will be funded through capital improvement project bond and maintenance notes. (A budget amendment is proposed to create this project.)**

*Administration removed this item.*

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6. **Approval of Order Authorizing Publication of Notice of Intention to Enter into a Contract for the Acquisition, Improvement, and Equipment of Real Property.**

*Administration removed this item.*

7. **Approval of 3.4 additional full-time equivalent (FTE) positions for the School-Based Therapy Services Division for the school year 2022-2023 to fill additional occupational therapy position requests from current client districts.** Waller ISD requests an additional 1.4 OT FTEs; Columbia-Brazoria ISD requests .8 OT FTE; Cypress Fairbanks ISD requests an additional 1.0 FTE, and, Sweeney ISD requests .2 OT FTE. Funds for these positions will come from revenue received from districts for services provided. (A budget amendment is proposed to adjust the division budget.)

*Motion made by Andrea Duhon, seconded by Eric Dick, to approve 3.4 additional full-time equivalent (FTE) positions for the School-Based Therapy Services Division for the school year 2022-2023 to fill additional occupational therapy position requests from current client districts. Waller ISD requests an additional 1.4 OT FTEs; Columbia-Brazoria ISD requests .8 OT FTE; Cypress Fairbanks ISD requests an additional 1.0 FTE, and, Sweeney ISD requests .2 OT FTE. Funds for these positions will come from revenue received from districts for services provided. (A budget amendment is proposed to adjust the division budget.)*

*Motion passes with 6-0 voting to approve.*

8. **Approval of (1) the revised 2022 Certified Property Values and (2) the submission of the revised no-new-revenue tax rate and voter-approval tax rate using the certified estimate of taxable value by Harris County and (3) a proposed plan to adopt tax rate of \$.004900 for Tax Year 2022 in accordance with the Truth in Taxation laws codified in Chapter 26 and amended by the 87th Legislature.**

*Motion made by Danny Norris, seconded by Andrea Duhon, to approve (1) the revised 2022 Certified Property Values and (2) the submission of the revised no-new-revenue tax rate and voter-approval tax rate using the certified estimate of taxable value by Harris County and (3) a proposed plan to adopt tax rate of \$.004900 for Tax Year 2022 in accordance with the Truth in Taxation laws codified in Chapter 26 and amended by the 87th Legislature.*

*Motion passes with 6-0 voting to approve.*

9. **Consider rescheduling the regular February 2023 board meeting from February 22 to February 24, 2023.**

*Motion made by Danny Norris, seconded by David Brown, to reschedule the regular February 2023 board meeting from February 22 to February 24, 2023.*

*Motion passes with 6-0 voting to reschedule.*

10. **Adoption of resolution concerning emergency administrative leave with pay in accordance with Policy DEA (Local) associated with City of Houston's shutting off water supply to HCDE's North Post Oak facility on 09/09/2022.**



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*Motion made by Andrea Duhon, seconded by David Brown, to adopt a resolution concerning emergency administrative leave with pay in accordance with Policy DEA (Local) associated with City of Houston's shutting off water supply to HCDE's North Post Oak facility on 09/09/2022.*

*Motion passes with 6-0 voting to adopt.*

11. **Approval of amended resolution regarding Child Care Relief Funding Incentives for Head Start staff.** This item is fully funded by Head Start Child Care Relief funds.

*Motion made by Eric Dick, seconded by Danny Norris, to approve an amended resolution regarding Child Care Relief Funding Incentives for Head Start staff. This item is fully funded by Head Start Child Care Relief funds.*

*Motion passes with 6-0 voting to approve.*

*The Board entered into Executive Session at 2:22 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.
- C. **Obtain legal advice** regarding Change Order #1 to contract with C.A. Walker Construction for Highpoint East Middle School Project.

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

9. **RECONVENE** for possible action on items discussed in executive session
10. **Consider approval of Change Order #1 to contract with C.A. Walker Construction for Highpoint East Middle School Project** and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute Change Order #1.

*Motion made by Danny Norris, seconded by David Brown, to approve Change Order #1 to contract with C.A. Walker Construction for Highpoint East Middle School Project and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute Change Order #1.*

*Motion passes with 6-0 voting to approve and to delegate.*

**6.A.2. Budget Amendment Report**

*Motion made by Danny Norris, seconded by Erica Davis, to approve Budget Amendment Report.*

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*Motion passes with 6-0 voting to approve.*

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

*None.*

**12. INFORMATION ITEMS**

**A. Human Resources**

1. Employee Count

2. Personnel

**B. The target is 15% of the total amount for the Construction Small Business Program. The following targets were met:**

<b>Project</b>	<b>Total amount of project</b>	<b>Total SBE</b>	<b>%</b>
ABS East School	\$11,400,000	\$1,917,520	16.82
Adult Ed	\$14,840,000	\$5,064,578	34.12
Highpoint East	\$5,971,786	\$2,453,225	41.08

**C. Submission of grant proposal to U.S. Department of Homeland Security in the amount of \$196,736 for Adult Education (AE) division to implement the AE Strategic Citizenship Innovations Program (AE-SCIP). The program will serve 140 participants.**

**D. Submission of a grant proposal to The Astros Foundation in the amount of \$9,972 via The Education Foundation of Harris County to support Area I Head Start's Read Excel Achieve Lead (REAL) SuperMENTors Read Program. Funding would benefit 277 unduplicated students.**

**E. Non-monetary contracts for FY 2023**

- Between School-Based Therapy Services and The University of Texas Medical Branch at Galveston UTMB - Administration of the clinical education experience for occupational therapy and physical therapy students

**13. ADJOURN** - Next regular meeting is scheduled for Wednesday, October 19, 2022, at 1:00 p.m.

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

*Motion passes with 6-0 voting to adjourn the meeting.*

*The meeting adjourned at 3:19 p.m.*

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Richard Cantu  
Board President



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Andrea Duhon  
Board First Vice President