

**Harris County Department of Education
Minutes of Regular Board Meeting
December 13, 2023**

The Harris County Board of School Trustees met in regular session on December 13, 2023, in Conference Room 502, at 6300 Irvington Boulevard, Houston, Texas 77022. Andrea Duhon, Board President, called the meeting to order at 1:03 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: Andrea Duhon, Board President; Amy Hinojosa, Board First Vice President; David Brown, Board Second Vice President; Richard Cantu; Eric Dick; and John McGee

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; Joyce Akins, Director Center for Grants Development; Danielle Bartz, Chief of Staff; Jessica Bermea, Executive Assistant Board to Trustees; Joe Carreon, Director Construction; Lisa Caruthers, Senior Director CASE for Kids; Danielle Clark, Chief Communications Officer; Carie Crabb, Senior Director School-Related Therapy Services; Stephanie De Los Santos, Director Client Engagement; Jeff Drury, Director Choice Partners Cooperative; Leslie Edwards-Ethridge, Director Center for Safe and Secure Schools; Chris Hoesel, Director Information Technology; Eduardo Honold, Senior Director Adult Education; Jatata Hutton, Principal Academic Behavior School West; Edna Johnson, Director Purchasing; Marcia Leiva, Chief Accounting Officer; Charles Ned, Senior Director Schools; Margaret Patton, Director Compliance and Curriculum Services; Venetia Peacock, Senior Director Head Start; Lindsey Sanders, Director Communications and Creative Services; Andrea Seagraves, Senior Director Center for Educator Success; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities

Visitors: Phaedra McGee

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1. **Invocation** - Janice Owolabi, Specialist School Safety and Security, Center for Safe and Secure Schools
2. **Pledge of Allegiance to the US flag** - Austen Yorke, Site Coordinator, CASE for Kids
3. **Pledge of Allegiance to the Texas flag** - Austen Yorke, Site Coordinator, CASE for Kids
4. **Open Forum** - Gov't Code 551.007 - 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 member of the public requested to address the Board.

5. **REPORTS AND PRESENTATIONS**

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

Natasha Truitt introduced the December HCDE Employee of the Month, Nancy Argueta, Administrative Assistant, Head Start Division. Communications showed a brief video regarding her role and impact.

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

Superintendent James Colbert shared a reminder about the 25th Annual Bates Collision Head Start Responsible Parenting Award hosted at HCDE's Irvington Administration Building on Thursday, December 14, 2023, at 10 a.m. Mr. Colbert also reported that January is Board Appreciation month, and on January 17, 2024, at 11:30 a.m., HCDE will recognize the Board with a Board Appreciation celebration. Mr. Colbert expressed his appreciative thoughts to the board for attending the Irvington Holiday Luncheons and wished everyone a wonderful holiday season.

- C. **Annual Division Update** - Center for Safe and Secure Schools, Leslie Edwards-Ethridge

- D. **Annual Division Update** - CASE for Kids, Lisa Caruthers, 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.

No reports were given.

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

No committee updates were given.

- G. **Monthly Financial Reports through 11/30/2023** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

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Erick Dick exited the meeting at 2:11 p.m.

Erick Dick returned at 2:13 p.m.

HCDE Administration removed item 6.D.8. from the Consensus Agenda.

Trustee Hinojosa requested to remove items 6.D.1. and 6.F.3. from the Consensus Agenda.

Motion made by Trustee Hinojosa, seconded by Trustee McGee to approve all items on the Consensus Agenda except items 6.D.8., 6.D.1. and 6.F.3.

Motion passes with 6-0 voting to approve.

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 November 2023
4. Approval of the proposed Annual Budget Calendar for Fiscal Year 2024-2025.

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

1. November 15, 2023, Regular Board Meeting Minutes
2. November 29, 2023, Called Board Meeting Minutes

C. Consider acceptance of the following grant awards:

1. **Acceptance of a grant award from the Education Foundation of Harris County CASE for Kids in the amount of \$2,000 for the period of December 2023 through April 2024 to implement the All-Earth Ecobot Challenge from Wood.**
2. **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).**

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

4. **Ratification of the Interlocal (expenditure) contract for FY 2024 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 12, Year 1 grant for the period 08/01/2023 - 07/31/2024 in the amount of \$187,200, with the following entity: Houston Independent School District (150 students served).**
5. **Ratification of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$57,750 with ABS West and the following districts: Navasota ISD for one (1) out of county annual contract in the amount of \$28,875 (\$28,875 each) for the contract period of 10/20/2023 through 06/03/2024, and Needville ISD for one (1) out of county annual**

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contract in the amount of \$28,875 (\$28,875 each) for the contract period of 11/13/2023 through 06/03/2024.

6. **Ratification of Interlocal (expenditure) contract for FY 2024 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 3 grant, in the aggregate amount of \$45,000 for the period of 08/01/2023 through 07/31/2024 with the following entity: Houston Independent School District (92 students served) in the amount of \$45,000.**
 7. **Ratification for Memorandum of Understanding (non-monetary) Contract for FY2024 with Highpoint School East and Unlimited Visions Aftercare, Inc. for project toward no drug use from 10/1/2023 through 08/31/2024**
- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 24/005MR for Fleet Leasing and Management Services with the following vendor: Commercial Vehicle Leasing, LLC dba D& M Leasing (24/005MR-01) for the period of 12/13/2023 through 12/12/2024.**
 2. **Approval of HCDE Interlocal Agreements with: City of Lufkin, Lufkin, Texas; City of Navasota, Navasota, Texas; Cy-Hope, Cypress, Texas; Ganado ISD, Ganado, Texas; Gonzales ISD, Gonzales, Texas; Little Keepers Healthy Eaters, Inc.; Spring, Texas; Port of Corpus Christi Authority of Nueces County, Corpus Christi, Texas; Princeton ISD, Princeton, Texas; Shallowater ISD, Shallowater, Texas; Teague ISD, Teague, Texas, and University of North Carolina, Charlotte, North Carolina.**
- F. Consider ratification/approval of the following Revenue Agreements:
1. **Approval of Interlocal (revenue) contract amendment for School-Based Therapy Services in the amount of \$137,100 for FY 2024 with YES PREP Public Schools for the period of 08/16/2023 through 08/15/2024. The contract amount is proposed to be amended from \$135,140 to \$137,100 (a \$1,960 increase) to add additional days of therapy services.**
 2. **Ratification of (revenue) Services Agreement with Tejano Center for Community Concerns, in the amount of \$160,700 for the period of 09/01/2023 through 01/31/2024 for HCDE's Business Services to provide ongoing procurement support and streamline processes.**

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- 6.D.1. Consider ratification/approval of the following Interlocal Contracts: Approval to amend CASE for Kids (revenue agreement) with Harris County to update any and all references from the Harris County Office of County Administration to the Department of Economic Equity and Opportunity in the amount up to \$7,100,000 for CASE for Kids to provide after-school programs and/or out-of-school activities and projects. The term is from 04/25/2023 through 12/31/2026.**

Motion made by Trustee Hinojosa, seconded by Trustee Cantu to approve to amend the CASE for Kids (revenue agreement) with Harris County to update any and all references from the Harris County Office of County Administration to the Department of Economic Equity and Opportunity in the amount of \$7,100,000 for CASE for Kids to provide after-school programs and/or out-of-school activities and projects.

Motion passes with 6-0 voting to approve.

- 6.D.8. Consider ratification/approval of the following Interlocal Contracts: Ratification of Memorandum of Understanding (non-monetary) Contract for FY2024 with Schools Division and Prairie View A&M University to facilitate a learning-centered partnership for teachers (LEADERS: Leading Equity Across Diverse Environments with Revolutionary Synergy) from 11/14/2023 through 08/31/2024.**

HCDE Administration removed item 6.D.8. from the Consensus Agenda. No action was taken on this item.

- 6.F.3. Consider ratification/approval of the following Revenue Agreements: Ratification of (revenue) Services Agreement with Amigos Por Vida, Inc., for an amount not to exceed \$76,800 for the period of 09/01/2023 through 01/31/2024 for HCDE's Business Services to provide ongoing Procurement support and streamline processes.**

Motion made by Trustee Hinojosa, seconded by Trustee Cantu to approve the ratification of the (revenue) Service Agreement with Amigos Por Vida, Inc., for an amount not to exceed \$76,800 for the period of 09/01/2023 through 01/31/2024 for HCDE's Business Services to provide ongoing Procurement support and streamline processes.

Motion passes with 6-0 voting to approve.

7. ACTION ITEMS - NON-CONSENSUS

- 1. Consider first reading, waiving second reading, and final approval of revised Policy BBG (Local)**

Motion made by Trustee Hinojosa, seconded by Trustee Dick to waive second reading and approve revised Policy BBG (Local).

Motion passes with 6-0 voting to waive and to approve.

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2. **Approval of Contract with Indeco Sales, Inc. (job no. 23/022MF-08) for an amount not to exceed \$1,516,131 for the term of 12/14/2023 through 08/31/2025 for Furniture, Fixtures, and Equipment for the Administration Building Renovation Project and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute the Contract.**

Motion made by Trustee Hinojosa, seconded by Trustee Brown to approve contract with Indeco Sales, Inc. (job no. 23/022MF-08) for an amount not to exceed \$1,516,131 for the term of 12/14/2023 through 08/31/2025 for furniture, fixtures and equipment for the Administration Building Renovation Project and delegate authority to HCDE Superintendent or his designed to negotiate, finalize and execute the contract.

Motion passes with 6-0 voting to approve.

3. **Approval for Technology Services to purchase Microsoft campus licenses in the amount of \$275,198 from CDW-G (Job No.21/031KN-13) for the period of 02/01/2024 through 01/31/2025.**

Motion made by Trustee Hinojosa, seconded by Trustee Cantu to approve Technology Services to purchase Microsoft campus licenses in the amount of \$275,198 from CDW-G (Job No.21/031KN-13) for the period of 02/01/2024 through 01/31/2025.

Motion passes with 6-0 voting to approve.

4. **Approval of Service Agreement (expenditure) for Head Start/Early Head Start with Imagine Learning, Inc. (BuyBoard #653-21) for student licenses in an amount \$236,250 for the contract period of 12/17/2023 through 12/16/2026.**

Motion made by Trustee McGee, seconded by Trustee Cantu to approve the service agreement (expenditure) for Head Start/Early Head Start with Imagine Learning, Inc. (BuyBoard #653-21) for student licenses in an amount of \$236,250 for the contract period of 12/17/2023 through 12/16/2026.

Motion passes with 6-0 voting to approve.

5. **Ratification of Service Agreement for Business Services with Informed K12 (Job no. 23/047DR) to provide software services (workflow forms) in the amount not to exceed \$150,000 for the contract period of 10/18/2023 through 10/17/2028.**

Motion made by Trustee Hinojosa, seconded by Trustee Cantu to approve the ratification of service agreement for Business Services with Informed K12 (Job no. 23/047DR) to provide software services (workflow forms) in the amount not to exceed \$150,000 for the contract period of 10/18/2023 through 10/17/2028.

Motion passes with 6-0 voting to approve.

6. **Approval of Service Agreement (expenditure) for Technology Services with LinkedIn Learning from Carasoft Technology Corp (DIR Contract No. DIR-TSO-4288) in an amount not to exceed \$121,309 for the contract period of 12/26/2023 through 12/25/2026.**

Motion made by Trustee Brown, seconded by Trustee Hinojosa to approve the service agreement (expenditure) for Technology Services with LinkedIn

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Learning from Carasoft Technology Corp (DIR Contract No. DIR-TSO-4288) in an amount not to exceed \$121,309 for the contract period of 12/26/2023 through 12/25/2026.

Motion passes with 6-0 voting to approve.

The Board entered Executive Session at 2:26 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, including, but not limited to, Superintendent's evaluation and contract.
 - B. **Deliberate** the purchase, exchange, sale and/or value of real property(ies) and obtain legal advice regarding the same.
 - C. If necessary, obtain legal advice regarding filling vacant HCDE Trustee seat: Position 3, At-Large

Trustee Hinojosa left the meeting at 4:20 p.m. and did not return.

The Board reconvened in Open Session at 4:26 p.m.

9. **RECONVENE** for possible action on items discussed in executive session.
- A. Possible action regarding Superintendent's Contract
- Motion made by President Duhon, seconded by Trustee Brown to approve the Tenth Amendment to the Superintendent's employment contract as discussed in Executive Session. Motion passes with 5-0 voting to approve.*
- B. If necessary, obtain legal advice regarding filling vacant HCDE Trustee seat: Position 3, At-Large

No action taken on this item.

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10. **INFORMATION ITEMS**

1. **Acceptance of receipt of the HCDE Head Start Incident Monitoring Review reports and notifications dated 09/28/2023.**

A. **Human Resources**

1. Personnel
2. Employee Count

11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, January 17, 2024, at 1:00 p.m.

Motion made by Trustee Brown, seconded by Trustee McGee to adjourn.

Motion passes with 5-0 voting to adjourn.

Meeting adjourned at 4:27 p.m.



Andrea Duhon
Board President



Amy Hinojosa
Board First Vice President