

**Harris County Department of Education
Minutes of Regular Board Meeting
January 18, 2023**

The Harris County Board of School Trustees met in regular session on January 18, 2023, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Richard Cantu, Board President, called the meeting to order at 1:20 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; Danny Norris; Eric Dick; Erica Davis; and David Brown

Board Members Absent: Amy Hinojosa, Board Second Vice President

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, Senior Director Center for Educator Success; Joe Carreon, Director Construction; Danielle Clark, Chief Communications Officer; Carie Crabb, Senior Director School-Related Therapy Services; Curtis Davis, Director Records Management; Stephanie De Los Santos, Director Client Engagement; Jeff Drury, Director Choice Partners Cooperative; Dave Einsel, Director Communications and Creative Services; Chris Hoesel, Director Information Technology; 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; Yolanda Pyrtle, Director Research and Evaluation Institute; Cindy Tan, Education Foundation Community Development Director; 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** - Illiana Gonzalez, Center for Grants Development
2. **Pledge of Allegiance to the US flag** - Sharvon Pipkins Kamaya, Center for Grants Development
3. **Pledge of Allegiance to the Texas flag** - Sharvon Pipkins Kamaya, Center for Grants Development

4. **Public Hearing on the Annual Financial Management Report for FY 2022**

Dr. Amezcua presented the Annual Financial management Report for FY 2022. President Cantu asked if any member of the public requested to address the Board during the Public Hearing. No one from the public requested to speak during the Public Hearing.

5. **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.

8.1. Consider approval of the 2021-2022 Annual Financial Audit (including required annual single audit report). The fund balance categories and amounts as presented in the report and in the attached resolution for committed fund balance. The audit was conducted by Whitley Penn LLP.

Celina Cereceres of Whitley Penn LLP presented the 2021-2022 Annual Financial Audit.

Motion made by David Brown, seconded by Danny Norris, to approve the 2021-2022 Annual Financial Audit (including required annual single audit report). The fund balance categories and amounts as presented in the report and in the attached resolution for committed fund balance. The audit was conducted by Whitley Penn LLP.

Motion passes with 6-0 voting to approve.

6. **REPORTS AND PRESENTATIONS**

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

Natasha Truitt introduced the January 2023 HCDE Employee of the Month, Lloyd Compton, Maintenance Technician. HCDE Communications showed a brief video about Mr. Compton's role and impact.

Trustee Dick left the room at 2:01 p.m. and returned at 2:04 p.m.

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

Superintendent Colbert recognized that January is School Board Appreciation month and recognized and thanked the Board of Trustees for support of HCDE's leadership and their dedication to its mission.

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Mr. Colbert reminded attendees that the next HCDE Board Meeting will be Friday, February 24, 2023, at 1 p.m. Mr. Colbert will be away at a conference, where he will present, which made it necessary to change the Board meeting date.

The 37th annual R.T. Garcia Early Childhood Winter Conference will be held Saturday, January 28, 2023, at Kingdom Builders Center in Houston, Texas. The conference is one of the largest gatherings of educators in Texas, with 800-1,000 anticipated attendees. Superintendent Colbert will give the Welcome.

The 2023 Texas Association of School Administrators (TASA) Midwinter Conference will be held January 29-February 1, 2023 in Austin, Texas. It is the largest annual conference for educators in Texas. Several HCDE divisions will present at the conference.

Superintendent Colbert congratulated Trustee Norris on receiving the 2023 Houston Area Alliance of Black School Educators (HAABSE) Trustee of the Year Award. The award ceremony will take place Thursday, February 9, 2023, at the Bayou City Event Center in Houston, Texas.

Mr. Colbert acknowledged Trustees Duhon and Hinojosa on their recent Board elections and Trustee Dick on his HCDE Board appointment.

C. Annual Division Update - Center for Grants Development

Trustee Brown left the room at 2:10 p.m. and returned at 2:14 pm.

Trustee Cantu left the room at 2:14 pm and returned at 2:19 pm.

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 Norris announced that he recently received Federal Student Aid (FSA) Student Loan Forgiveness, due to his many years of public service employment and encouraged employees to consult HCDE's Human Resources to apply for the program.

Trustee Brown summarized items from the Head Start Policy Council Meeting on Tuesday, January 17, 2023. Some issues addressed were staff training, mental health resources, and increasing positivity. He also commended Head Start for their performance during federal reviews; there were no findings after extensive outreach, interviews, meetings and campus visits.

E. Report of Board Committees - Committee Chairs

There were no reports.

F. Monthly Financial Reports through 12/31/2022 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

Trustee Norris requested that HCDE Business Services provide a summary report of current HCDE Small Business Program projects, to encourage various community members to participate in HCDE's capital projects and to share with the public and governmental entities. Trustee Cantu also supported the creation and distribution of this report.

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- G. **Announcement of awards from the Government Finance Officers Association (GFOA) for the HCDE Budget for Fiscal Year 2022-2023** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services
- H. **Presentation to the Board of the Meritorious Budget Award to HCDE** for excellence in the preparation and issuance of its budget for the Fiscal Year 2022-2023 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services
- I. **Presentation on the Certificate of Excellence Award from the Government Finance Officers Association (GFOA)** for the Fiscal Year 2020-2021 Comprehensive Annual Financial Report (CAFR) - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

*President Cantu requested to remove item E.2. from the consensus agenda.
Motion made by Erica Davis, seconded by Danny Norris, to approve all items under the consensus agenda except E.2.*

Motion passes with 6-0 voting to approve all items under the consensus agenda, except E.2.

7. 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 December 2022

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

- 1. 12/14/2022 Board Meeting

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

- 1. **Approval to submit a Low-Cost Extension application 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. This will extend the project to 12/31/2023.

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

- 1. **Ratification and Approval of Interlocal (revenue) contracts for FY 2023 in the aggregate amount of \$43,270 with Academic and Behavior School East with the following district:** Humble ISD for two (2) in-county annual contracts in the amount of \$43,270 (\$21,635 each) for the contract period of 10/27/2022 through 06/05/2023.

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2. **Ratification and Approval of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$23,450 with Academic and Behavior School West with the following district:** Tomball ISD for one (1) in-county monthly contract in the amount of \$23,450 (\$3,350 each) for the contract period of 10/31/2022 through 06/05/2023.
 3. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 10, Year 5 grant, in the aggregate amount of \$122,000 with the following entity:** BakerRipley Charter for Promise Community School (85 students served).
 4. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 10, Year 5 grant, in the aggregate amount of \$122,000 with the following entity:** Association for the Advancement of Mexican Americans (AAMA - Charter) in the amount of \$122,000 (85 students served).
 5. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 10, Year 5 grant, in the aggregate amount of \$122,000 with the following entity:** Raul Yzaguirre School for Success (Charter) (85 students served).
 6. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 10, Year 5 grant, in the aggregate amount of \$373,500 with the following entity:** Sheldon Independent School District (280 students served).
- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 23/012SG for Graduation Items, Yearbooks, and Commemorative Items with the following vendors:** Commemorative Brands, Inc. dba Balfour (23/012SG-01); Dilly Letter Jackets (23/012SG-02); Herff Jones, LLC (23/012SG-03); Jostens, Inc. (23/012SG-04); Pride and Recognition, Inc. (23/012SG-05); and Walsworth Publishing Company from 01/18/2023 through 01/17/2024.
- F. Consider ratification/approval of the following items for Internal Purchasing:
1. **Approval of Contract Award for job no. 23/0061A for CASE for Kids Youth Services for Afterschool and Summer with the following vendors:** Adesuwa Omoruyi; American Institute of Martial Arts; American Robotics Academy (Animation Station Inc.); Artist Boat; Axiom Learning, Inc.; Bayou City Fencing Academy; Braintrust Tutors Inc.; Da Camera Society of Texas; Engaged Minds Academy (Engaged Minds Academy LLC); Evelyn Rubenstein JCC; EZLeadership LLC; FamilyPoint Resources; GameSalad, Inc. (GameSalad); Gordon Education Initiatives for the Performing Arts (Gordon Education Initiatives for the Performing Arts); Greater Emmanuel Family Worship Center (Greater Emmanuel Family Worship Center); H.E.A.R.T (Houston Economy Arts Recreations and Technology); Healing Species of Texas; HeyTutor, Inc.; HITS Theatre; Houston Healthy Hip-Hop (Chris Cortez); Houston Marathon Foundation; iMar Learning Solutions LLC (Seedlyng Financial Education); Invest in Yourself LLC; Judi Stallings; Julia C Hester House; JumpBunch Houston (EKM Activities, LLC); Just Right Reader, Inc.; KEW Learning

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Academy; Kidz Knect Resource Center; Lyceum (Institute for Civic Education in Vietnam); Mad Science of Houston (Little Scientists Inc.); MoonLyte Treats LLC; MTF Childcare dba Flex Academies; National College Readiness Institute; National Inventors Hall of Fame (National Inventors Hall of Fame); Overtime Athletics (EO Athletics); Play-well Teknologies (Tennessee Dana Bowen); Promoters of Education, Awareness & Community Engagement (PEACE); Pure Tennis LLC; Purpose Kids (Fellowship of Purpose Early Childhood Learning Center); Quest Learning Institute; Sewa International Houston; Sons of Sophistication; Space City Fencing Academy, Inc.; Spirit of Youth Fencing Foundation; SpringSpirit (SpringSpirit Inc.); St. Martha Catholic School; STEM Urban Perspective (Science, Technology, Engineering with an Urban Perspective); Texas Tutors (Texas Tutors); The Rhodes School; Today's Youth (My Brother's and Sister's Restoration: DBA Today's Youth); True Ringleaders; TWST4Girls; Vessel Support Services (Vessel Support Services); WorkED Inc.; Young Audiences, Inc. of Houston; Young People In Action; and Youth Enrichments (Chicks with Class LLC) for the period 02/01/2023 through 01/31/2028.

2. **Approval of Contract Award for RFP #23/008EJ Advisors, Coaches, Consultants, Counselors, Speakers and Trainers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Healthy Boundaries LLC; Lakeshore Learning Materials, LLC; Lauren Calderera dba Projects-Matter; The Forum for Youth Investment; The Unalome Project dba Education My Way; and Toni Candis dba Candis Consulting, LLC for the period of 01/18/2023 through 01/17/2028.

E.2. Approval of HCDE Interlocal Agreements with: Corsicana Independent School District, Corsicana Texas; Gulf Coast Transit District, Texas City Texas; IDEA Greater Cincinnati, Inc. Cincinnati Ohio; and IDEA Public Schools Texas, Weslaco Texas.

Motion made by Danny Norris, seconded by Erica Davis, to approve HCDE Interlocal Agreements with Corsicana Independent School District, Corsicana Texas; Gulf Coast Transit District, Texas City Texas; IDEA Greater Cincinnati, Inc. Cincinnati Ohio; and IDEA Public Schools Texas, Weslaco Texas.

Motion passes with 6-0 voting to approve.

8. **ACTION ITEMS - NON-CONSENSUS**

1. **Consider award of CSP 23/010KJ Construction Manager-At-Risk Services for the Irvington Renovation Project to Durotech, Inc. and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a construction contract. (Funding is available in the Irvington Renovation Project.)**

Motion made by Danny Norris, seconded by Eric Dick, to award RFP 23/010KJ Construction Manager-At-Risk Services for the Irvington Renovation Project to Durotech, Inc. and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a construction contract. (Funding is available in the Irvington Renovation Project.)

Motion passes with 6-0 voting to award and delegate authority.

Trustee Davis left the room at 2:50 p.m. and did not return.

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2. **Consider approval of the project delivery/contract delivery method of Job Order Contracting and approval of JOC contract with Quality Security Systems (Choice Partners RFP 21/021MJ-31) for Delay Egress at ABS West in an amount not to exceed \$138,949 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a JOC contract and Job Order. (Funding will be used from a BA to fund balance.)**

Motion made by Danny Norris, seconded by Eric Dick, to approve the project delivery/contract delivery method of Job Order Contracting and approval of JOC contract with Quality Security Systems (Choice Partners RFP 21/021MJ-31) for Delay Egress at ABS West in an amount not to exceed \$138,949 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a JOC contract and Job Order. (Funding will be used from a BA to fund balance.)

Motion passes with 5-0 voting to approve and delegate authority.

3. **Consider approval of Change Order #1 to job order contract with Quality Security Systems for Humble Head Start Center Access Control, Fire Alarm, Security, and Camera Equipment Project and delegate authority to the Superintendent or his designee to negotiate, finalize and execute Change Order #1.**

Motion made by David Brown, seconded by Danny Norris, to approve Change Order #1 to job order contract with Quality Security Systems for Humble Head Start Center Access Control, Fire Alarm, Security, and Camera Equipment Project and delegate authority to the Superintendent or his designee to negotiate, finalize and execute Change Order #1.

Motion passes with 5-0 voting to approve and delegate authority.

The Board entered into Executive Session at 2:53 p.m.

9. **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 Sovereign Builders, Inc. dba Construction, Ltd. for ABS East Campus Project.
- D. **Obtain** legal advice regarding pending litigation against HCDE.

The Board entered into Open Session at 3:32 p.m.

10. **RECONVENE** for possible action on items discussed in executive session.

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- A. **Consider approval of Change Order #1 to contract with Sovereign Builders, Inc. dba Construction, Ltd.** for ABS East Campus 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 Andrea Duhon, to approve Change Order #1 to contract with Sovereign Builders, Inc. dba Construction, Ltd. for ABS East Campus Project and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute Change Order #1.

Motion passes with 5-0 voting to approve and delegate authority.

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

Trustee Duhon congratulated awardees of the CASE for Kids youth, summer and afterschool programs.

12. **INFORMATION ITEMS**

- A. **Human Resources**

1. Personnel
2. Employee Count

- B. **Submission of grant proposal to Panera Bread Foundation via the Education Foundation of Harris County** in the amount of \$25,000 to support Highpoint East's Building Exceptional Character (BEC) Program. The program will serve up to 500 students.

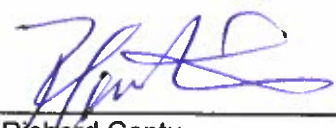
- C. **Presentation of the results of the Fiscal Year 2022 Risk Awareness / Assessment - Dr. Jesus Amezcua**, Assistant Superintendent for Business Services

13. **ADJOURN** - Next regular meeting is scheduled for Friday, February 24, 2023, at 1:00 p.m.

Motion made by Danny Norris, seconded by David Brown, to adjourn.

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

The meeting adjourned at 3:34 p.m.


Richard Cantu
Board President


Andrea Duhon
Board First Vice President