

**Harris County Department of Education
Minutes of Regular Board Meeting
May 17, 2023**

The Harris County Board of School Trustees met in regular session on May 17, 2023, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Richard Cantu, Board President, called the meeting to order at 1:12 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; David Brown; and Eric Dick

Board Members Absent: Amy Hinojosa, Board Second Vice President; 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; Venetia Baldwin, Executive Assistant Board of Trustees; Danielle Bartz, Chief of Staff; Lesley Guilmart, Officer of Secondary Education Center for Educator Success; Joe Carreon, Director Construction; Lisa Caruthers, Senior Director CASE for Kids; 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; Lisa Fehoko, Director Adult Education; Travita Godfrey, Principal Fortis Academy; Chris Hoesel, Director Information Technology; Kendra Jackson, Director Purchasing; Marcia Leiva, Chief Accounting Officer; Charles Ned, Senior Director of Schools; Venetia Peacock, Senior Director Head Start; 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

Visitors: None

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1. **Invocation** - Donald Mimms, Records Management
2. **Pledge of Allegiance to the US flag** - Jasmine Booker, Center for Educator Success
3. **Pledge of Allegiance to the Texas flag** - Jasmine Booker, Center for Educator Success
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 May 2023 HCDE Employee of the Month, Hicham Al-Hazbari, Help Desk Analyst II for HCDE Information Technology Services. HCDE Communications showed a brief video about Mr. Al-Hazbari's role and impact.
 - B. **HCDE Teacher & Educational Aide of the Year Recognition: LaToya Duckworth (Teacher, ABS East) and Martha Ruiz (Educational Aide, ABS East)** - Jonathan Parker, Assistant Superintendent for Academic Support Services
Jonathan Parker and Dr. Charles Ned, Senior Director of Schools, celebrated winners of the 2023 HCDE Teacher of the Year and 2023 Educational Aide of the Year awards. HCDE Communications showed a video about the award recipients and their accomplishments.
 - C. **Superintendent Monthly Report** - James Colbert, Jr.
Mr. Colbert recognized Dr. Rodgers, Danielle Clark and Andrea Seagraves for their contributions to the annual HCDE Scholastic Awards event. He also thanked Trustee Danny Norris for his attendance at the event.
Mr. Colbert also mentioned the 2023 Board Walks, a tour of ongoing construction projects for Head Start and Schools Divisions, by HCDE Trustees. The Walks were held on Wednesday, May 10, 2023 and Friday, May 12, 2023. Trustees Danny Norris, Andrea Duhon and Richard Cantu participated.
Superintendent Colbert discussed the 2023 HCDE Celebration of Excellence Dinner, scheduled for Wednesday, May 24, 2023 at 5 p.m. at the HCDE Conference Center. The first-ever annual event honors exceptional educators and support staff
Mr. Colbert also gave dates for upcoming HCDE graduation ceremonies: Fortis Academy (5/26, noon), Academic and Behavior School West (6/2, 1 p.m.), Adult Education (6/24, 11 a.m.), and Academic and Behavior School East (5/18).
 - D. **Annual Division Update** - Curtis Davis, Director of Records Management
 - E. **Annual Division Update** - Lesley Guilmart, Officer of Secondary Education, Center for Educator Success

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- F. **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 reflected on his recent attendance at the HCDE Scholastic Awards event, held May 3, 2023 at The Wortham Center, and commended the student art and writing entries and their teachers.

Trustee Norris recently met Dr. Quianta Moore, an expert in health and public policy. Dr. Moore informed Trustee Norris of the following initiatives: 1) Texas Child Health Access Through Telemedicine (TCHAT) – Operated by the Texas Child Mental Health Care Consortium, TCHAT provides telemedicine or telehealth programs to school districts to help identify and assess the behavioral health needs of children and adolescents and provide access to mental health services, and 2) Communities in Schools of Houston – A program with a mission to surround students with a community of support, empowering them to stay in school and achieve in life. Trustee Norris hopes HCDE's Center for Safe and Secure Schools (CSSS) and Head Start can connect with these programs (respectively).

Trustee Cantu asked if HCDE's Center for Educator Success (CES) could reach out to all public schools, in addition to private schools, to participate more fully in the annual HCDE Scholastic Art and Writing Awards. Andrea Seagraves (CES) reported that both public and private schools are actively encouraged to participate in the event, and she will provide specific data at a future meeting. Trustee Cantu also volunteered to connect CES with the Houston Arts Alliance, as a possible venue for exhibiting student artwork.

Trustee Cantu recently participated in Houston's annual Cinco de Mayo parade. He encouraged all HCDE divisions to get involved in community events—including the City of Houston's upcoming annual Juneteenth Parade—and engage on a citywide level.

- G. **Report of Board Committees - Committee Chairs**
There were no reports.

- H. **Monthly Financial Reports through 04/30/2023 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**

Andrea Duhon exited the room at 2:14 p.m. and returned at 2:17 p.m.

Motion made by Danny Norris, seconded by Andrea Duhon, to approve all items under consensus agenda.

Motion passes with 5-0 voting to approve all items under the consensus agenda.

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 April 2023

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

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1. 04/12/2023 Policy Committee Meeting
 2. 04/19/2023 Special Schools Committee Meeting
 3. 04/19/2023 Governmental Relations Committee Meeting
 4. 04/19/2023 Board Meeting
- C. Consider acceptance of the following grant awards:
1. **Acceptance of a donation from the U.S. Apple Association for the healthy snack initiative at Fortis Academy** in the amount of \$5,000 for the 2022-2023 Fiscal Year (\$5,000 to provide students with ways to learn to develop healthy eating habits/snack pantry program) for the 05/05/2023 through 08/31/2023 period.
- D. Consider ratification/approval of the following grant proposals:
1. **Approval for HCDE Head Start to submit a grant request to the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Head Start (OHS) for the 2023 Early Head Start** in the amount of \$4,915,478 for continued funding of HCDE Early Head Start and EHS Child Care Partnerships program.
 2. **Approval for HCDE Head Start to submit a grant request to the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Head Start (OHS) for the 2023 Cost-of-Living Adjustment (COLA) and Quality Improvement (QI) Funds** in the amount of \$355,112, for the project period of 09/01/2023 through 08/31/2024.
 3. **Approval to submit a grant budget revision to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS) for the American Rescue Plan One Time Funds (06HE000969) awarded in the 04/01/2021 to 03/31/2023 budget period.**
 4. **Approval to submit an application for a Low-Cost Extension for the American Rescue Plan One Time Funds (06HE000969) to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS).**
- E. Consider ratification/approval of the following Interlocal Contracts:
1. **Approval of Interlocal (revenue) contracts for FY 2024 for Therapy Services in the aggregate amount of \$26,080 with School-Based Therapy Services and the following districts:** Conroe ISD (5 students served in FY22) in the amount of \$6,480; and Brazos ISD (8 students served in FY22) in the amount of \$19,600.
 2. **Approval of Amendment #1 to Interlocal Agreement between HCDE Adult Education and Lee College-Huntsville to increase but not to exceed amount from \$30,000 to \$42,000.** The contractor will prepare and deliver vocational certification programs and integrated basic education training.

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

- 1. Approval of the Contract Award for job no. 23/023SG for Drug and Alcohol Testing with the following vendor: PWR Holdings Corp dba Fastest Labs of Central Houston (23/023SG-05) for the period of 05/17/2023 through 05/16/2024.**
- 2. Approval of the Contract Award for job no. 23/025SG for Musical Instruments and Related Items with the following vendors: Universal Melody Services, LLC dba Brook Mays Music / H & H Music / Fishburn Violin Shop (23/025SG-01); Jason Browne dba JB's Music School (23/025SG-02); Music in Motion, Inc. (23/025SG-03); The Mariachi Connection, Inc. (23/025SG-04); and West Music Company (23/025SG-05) for the period 05/17/2023 through 05/16/2024.**
- 3. Approval of the Contract Award for job no. 23/027MF for Disaster Recovery Consultants with the following vendors: Disaster Recovery Services, LLC (23/027MF-01); Innovative Emergency Management, Inc. (23/027MF-02); Integrated Solutions Consulting Corporation (23/027MF-03); and The Sulzer Group, LLC (23/027MF-04) for the period 05/17/2023 through 05/16/2024.**
- 4. Approval of HCDE Interlocal Agreements with: City of Navasota, Navasota, Texas; Discovering Healthy Foods, Houston, Texas; Goliad Independent School District, Goliad, Texas (signature update); IEIT - Darul Arqam North, Houston, Texas; Jumpstart Healthy Meals, Houston, Texas; North Colonie Central School District, Latham, New York; Residential Nutrition Services, Houston, Texas; and University of North Carolina at Charlotte, Charlotte, North Carolina.**

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

- 1. Approval of RFP #23/021EJ CASE for Kids 2023-2024 Partnership Project to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal: Alief ISD; Academy of Accelerated Learning; Galena Park ISD; Houston ISD; and Pasadena ISD for the period of 10/01/2023 through 07/31/2024**

H. Consider ratification/approval of the following Revenue Agreements:

- 1. Approval of School-Based Therapy Services Revenue Contract amendment with YES PREP Public Schools for FY 2023. The aggregate amount is proposed to be amended from \$29,380 to \$38,710 (a \$9,330 increase) to add additional days of therapy service.**
- 2. Ratification and approval 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.**
- 3. Ratification and approval of Service Agreement (revenue) with United Way of Greater Houston for CASE for KIDS to provide quality support and training services on**

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Youth Program Quality Intervention (YPQI) for the Out 2 Learn Network of after-school programs in Harris County for the period of 04/01/2023 through 03/31/2024 in an amount of \$97,000.

4. **Ratification of (revenue) Interlocal Agreement with Amigos Por Vida, Inc., in an amount not to exceed of \$19,400**, for HCDE's Business Services to conduct a business office review and assessment and make recommendations for streamlining processes from 04/24/2023 to 08/21/2023.

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

1. **Consider ratification of Change Order #2 for the Conference Center Upgrades** contract with Nash Industries and delegate authority to the Superintendent or his designee to negotiate, finalize and execute Change Order #2 extending the Final Completion date to 10/31/2022. Funds available in Irvington Renovation Project.

Motion made by Danny Norris, seconded by Andrea Duhon, to ratify Change Order #2 for the Conference Center Upgrades contract with Nash Industries and delegate authority to the Superintendent or his designee to negotiate, finalize and execute Change Order #2 extending the Final Completion date to 10/31/2022. Funds available in Irvington Renovation Project.

Motion passes with 5-0 voting to ratify.

2. **Consider approval of CMAR Work Package #1 with Durotech in the amount of \$527,088** and delegate authority to HCDE Superintendent or his designee to negotiate, finalize and execute a Guaranteed Maximum Price Amendment. Funds available in Irvington Renovation Project.

Motion made by Andrea Duhon, seconded by Eric Dick, to approve CMAR Work Package #1 with Durotech in the amount of \$527,088 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize and execute a Guaranteed Maximum Price Amendment. Funds available in Irvington Renovation Project.

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

3. **Consider approval of Change Order #2 for C.A. Walker Construction for the High Point East proposed Gym Divider totaling \$134,147** and delegate authority to HCDE Superintendent or his designee to negotiate, finalize and execute Change Order #2 and approval of Budget Amendment to move funds from AB East Project.

Motion made by Danny Norris, seconded by Andrea Duhon, to approve Change Order #2 for C.A. Walker Construction for the High Point East proposed Gym Divider totaling \$134,147 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize and execute Change Order #2 and approval of Budget Amendment to move funds from AB East Project.

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

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4. **Consider approval of Change Order #1 with Aries Building Systems, LLC (#22/051MR-01) for the delivery and installation of the Modular Building for Barrett Station and delegate authority to his designee to negotiate, finalize and execute Change Order #1 extending the Substantial Completion date to 08/31/2023. Funds available in Head Start grant.**

Motion made by David Brown, seconded by Danny Norris, to approve Change Order #1 with Aries Building Systems, LLC (#22/051MR-01) for the delivery and installation of the Modular Building for Barrett Station and delegate authority to his designee to negotiate, finalize and execute Change Order #1 extending the Substantial Completion date to 08/31/2023. Funds available in Head Start grant.

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

5. **Consider second reading and final approval of the following revised local policies:**

- a. CPC (Local)
- b. DMA (Local)
- c. EHB (Local)
- d. FFBA (Local)
- e. FFH (Local)
- f. CB (Local)
- g. CKC (Local)
- h. FNG (Local)
- i. FO (Local)

Motion made by Andrea Duhon, seconded by Eric Dick, to approve the following revised policies:

- a. CPC (Local)
- b. DMA (Local)
- c. EHB (Local)
- d. FFBA (Local)
- e. FFH (Local)
- f. CB (Local)
- g. CKC (Local)
- h. FNG (Local)
- i. FO (Local)

Motion passes with 5-0 voting to approve.

6. **Consider approval of Contract Award for Choice Partners job no. 23/036SG for Computers, Hardware, Technology Devices, Maintenance and Related Services to the proposers offering the best value to HCDE and Choice Partners members for the period 05/17/2023 through 05/16/2024 and delegate authority to the Superintendent and his designee to negotiate, finalize, and execute contract(s) with the awarded vendor(s).**

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Motion made by Eric Dick, seconded by Danny Norris, to approve Contract Award for Choice Partners job no. 23/036SG for Computers, Hardware, Technology Devices, Maintenance and Related Services to the proposers offering the best value to HCDE and Choice Partners members for the period 05/17/2023 through 05/16/2024 and delegate authority to the Superintendent and his designee to negotiate, finalize, and execute contracts with the awarded vendors.

Friendly amendment to the motion by Eric Dick and Danny Norris to approve Contract Award for Choice Partners job no. 23/036SG for Computers, Hardware, Technology Devices, Maintenance and Related Services with the following vendors: Apple, Inc.; Bass Computers, Inc.; Conference Technologies, Inc. dba CTI; HPI International, Inc.; Jae Youn S. Neyman dba Waypoint Government Solutions, LLC; Kajeet, Inc.; LyncVerse Technologies, Inc.; Micro Integration & Programming Solutions, Inc.; San Dune Ventures, Inc. dba TabletKiosk; and Waypoint Business Solutions, LLC, for the period 05/17/2023 through 05/16/2024 and delegate authority to the Superintendent and his designee to negotiate, finalize, and execute contracts with the awarded vendors for the period 05/17/2023 through 05/16/2024 and delegate authority to the Superintendent and his designee to negotiate, finalize, and execute contracts with the awarded vendors..

Amended motion passes with 5-0 voting to approve and to delegate.

The Board entered Executive Session at 2:50 p.m.

5.I. Report of HCDE's Small Business Program for FY2022 (09/01/2021 through 08/31/2022) - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

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. **Deliberate** Superintendent's recommendation to propose nonrenewal of a Highpoint School East teacher's Chapter 21 term employment contract for one or more reasons outlined in Policy DFBB (Local) and determine whether any requested hearing on the proposed nonrenewal will be conducted by the Board or by an independent hearing examiner; obtain legal advice regarding same.

The Board entered Open Session 4:18 p.m.

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

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- A. **Consider proposing nonrenewal of a Highpoint School East teacher's Chapter 21 term employment contract for one or more reasons outlined in Policy DFBB (Local) and determining whether any requested hearing on the proposed nonrenewal will be conducted by the Board or by an independent hearing examiner.**

No action taken on agenda item 9.A.

7.7. Consider election of President and one or more Vice Presidents of HCDE Board of Trustees.

Motion made by Richard Cantu, seconded by Danny Norris, to nominate and elect Trustee Andrea Duhon as President, Trustee Amy Hinojosa as First Vice President, and Trustee David Brown as Second Vice President.

Motion passes with 5-0 voting to elect.

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

None.

11. **INFORMATION ITEMS**

A. **Human Resources**

1. Personnel
2. Employee Count
3. Chapter 21 Contracts for 2023-2024
4. Non-Chapter 21 Contracts for 2023-2024

- B. **Submission of grant proposal to Oliver Foundation** in the amount of \$3,000 for a Healthy Choices Grant to support HCDE Area I Head Start's Healthy Living Garden Project at the Compton campus. Funding would benefit 111 unduplicated students and their families.

- C. **Submission of grant proposal to Babies in Baytown** in the amount of \$2,000 to support HCDE Baytown Early Head Start's safety event titled, "Toot, Toot, Beep, Beep... Come Be Safe with Me!" in May 2024 at the Baytown Community Center. Funding would benefit 100 unduplicated students and their families.

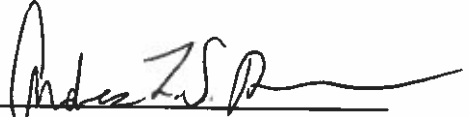
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, June 21, 2023, at 1:00 p.m.

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


Motion passes with 5-0 voting to adjourn.

Meeting adjourned at 4:23 p.m.

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Andrea Duhon
Board President



Amy Hinojosa
Board First Vice President