

**Harris County Department of Education
Minutes of Regular Board Meeting
November 15, 2023**

The Harris County Board of School Trustees met in regular session on November 15, 2023, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Andrea Duhon, 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:**

Andrea Duhon, Board President; Amy Hinojosa, Board First Vice President; David Brown, Board Second Vice President; Richard Cantu; Danny Norris; Eric Dick, Erica Davis

**Board Members
Absent:**

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; Curtis Davis, Director Records Management; Stephanie De Los Santos, Director Client Engagement; Chris Hoesel, Director Information Technology; Eduardo Honold, Senior Director Adult Education; 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; Yolanda Pyrtle, Director Research and Evaluation Institute; Andrea Seagraves, Senior Director Center for Educator Success; Cindy Tan, Education Foundation Community Development Director; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities

Visitors:

None

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1. **Invocation** - Dr. Jesus Campos, Coordinator, Research and Evaluation Institute
2. **Pledge of Allegiance to the US flag** - Jonathan Khandaker, Coordinator, Research and Evaluation Institute
3. **Pledge of Allegiance to the Texas flag** - Jonathan Khandaker, Coordinator, Research and Evaluation Institute
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.
Trustee Cantu entered in at 1:17 p.m.*

5. **REPORTS AND PRESENTATIONS**

- A. **Employee of the Month** - Natasha Truitt, Executive Director of Human Resources
Natasha Truitt introduced the November HCDE Employee of the Month, Debra Sanchez-Treese, Multimedia Production Manager, Communications Division. Communications showed a brief video regarding her role and impact.
- B. **Superintendent Monthly Report** - James Colbert, Jr.
*On December 14, 2023, 25th Annual Bates Collision hosted at Harris County Department of Education Irvington Awareness campaign circulating in the mail.
Holiday Receptions – December 6, 2023, at NPO and on December 13, 2023, at Irvington Irvington Renovation, beginning in December Board meetings will be held in the Conference Center*
- C. **Annual Division Update** - Research and Evaluation Institute, Yolanda Pyrtle, Director
- 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.

Board members recognized Trustee Richard Cantu and Danny Norris for their service as Board of Trustees at Harris County Department of Education. As they both transition to City Council and State Representative.
- E. **Report of Board Committees** - Committee Chairs
No committee updates were given.
- F. **Monthly Financial Reports through 10/31/2023** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services
Dr. Amezcua requested the Conflict-of-Interest form for the Public Hearing to be completed by the board members.

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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 October 2023

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

1. 09/20/2023 Audit Committee Meeting
2. 09/20/2023 Board Meeting
3. 10/18/2023 Feasibility Committee Meeting
4. 10/18/2023 Board Meeting

C. Consider acceptance / ratification of the following grant awards:

1. **Ratification of funds totaling \$2,000,000 from the Texas Education Agency for CASE for Kids' Nita M. Lowey 21st Century Community Learning Center(s) Cycle 12, Year 1 grant for the period 08/1/2023 through 07/31/2024. CASE for Kids anticipates serving 750 students with these funds.**
2. **Ratification 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 3 grant for the period 08/01/2023 through 07/31/2024. CASE for Kids anticipates serving 1,046 students.**

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

1. **Approval of interlocal (revenue) contract with Houston Police Burial Fund for Records Management Services in the amount of \$3,492 for the contract period of 11/20/2023 through 11/20/2024.**
2. **Approval of Interlocal (revenue) contract for Center for Safe and Secure Schools with Alief ISD in the amount of \$14,875 for the SERIES Package (Corrective Action from Audit Cycle - NIMS/ICS and Campus Safety Response Training) sessions for the period of 12/01/2023 through 07/31/2024**

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3. **Ratification of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$111,000 with ABS West with the following district:** Houston ISD for twenty (20) in-county ESY contracts in the amount of \$111,000 (\$5,550 each) for the contract period of 06/07/2023 through 07/13/2023.
 4. **Ratification of Interlocal (revenue) contract for ABS East in the aggregate amount of \$49,950 for FY 2023 with the following district:** Houston ISD for nine (9) in-county ESY contracts in the amount of \$49,650 (5,550 each) for the contract period of 06/07/2023 through 07/13/2023.
 5. **Ratification of Interlocal (revenue) contracts for ABS West in the aggregate amount of \$287,700 for FY 2024 with the following districts:** Amendment #2 to the Annual Contract with Magnolia ISD to increase the aggregate amount from \$55,000 to \$82,500 (an increase of \$27,500) for one (1) additional unit for a total of three (3) units (out-of-county \$27,500 each); Amendment #1 to the Annual Contract with Willis ISD to increase the aggregate amount from \$55,000 to \$110,000 (an increase of \$55,000) for two (2) additional units for a total of four (4) units (out-of-county \$27,500 each); and Annual Contract with Tomball ISD for four (4) in-county annual contracts in the amount of \$95,200 (\$23,800 each) for the contract period of 08/28/2023 through 06/03/2024.
 6. **Ratification of Interlocal (revenue) contract amendment for School-Based Therapy Services in the aggregate increased amount of \$47,130 for FY 2024 with YES PREP Public Schools.** The aggregate amount is proposed to be amended from \$43,120 to \$47,310 (a \$4,190 increase) to add additional days of therapy services for the period of 08/16/2023 through 08/15/2024.
 7. **Ratification of Interlocal (revenue) contract with School-Based Therapy Services in the aggregate amount of \$17,395 for FY 2024 therapy services with the following district:** Stafford MSD (22 students served in FY23) in the amount of \$17,395 for the period of 09/01/2023 through 08/31/2024.
- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
- Trustee Hinojosa requested items E1., E2., and E3. to be removed from the non-Consensus vote and voted on separately.*
- Hinojosa requested an explanation for items being rescinded. Per Dr. Jesus Amezcua terms and conditions associated being able to meet minimum standard. Another RFP (Request for Proposal) will be submitted to make sure there is adequate coverage in these areas.*
1. **Approval to rescind Contract Award No. 23/008EJ Advisors, Coaches, Counselors, Speakers and Trainers and Contract Award No. 21/056YR-03 Short term Vocational Programs for Adult Education to Healthy Boundaries effective 11/08/2023.**
 2. **Approval to rescind Contract Award No. 23/026KN-01 for Health, Medical, Veterinary Supplies, and Related Items to Henry Schein Medical a division of Henry Schein, Inc., effective 06/21/2023.**

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3. **Approval to rescind Contract Award No. 23/029SG-12 for STEM and CTE Materials and Related Items to Patterson Dental Supply Inc., effective 06/21/2023.**

Motion made by Norris, seconded by Hinojosa for approval to rescind items E1., E2., and E3.

Vote 7-0

4. **Approval of the Contract Award for job no. 24/004TC for Auctioneer Services and Related Solutions with the following vendors: Auctions International, Inc. (24/004TC-01) and Lemons Auctioneers dba Online Pros (24/004TC-02) for the period 11/15/2023 through 11/14/2024.**

5. **Approval of HCDE Interlocal Agreements with: Blanco ISD, Blanco, Texas; Boyd ISD, Boyd, Texas; Eastland ISD, Eastland, Texas; Education Service Center Region 15, San Angelo, Texas; Peaster ISD, Weatherford, Texas; Robinson ISD, Robinson, Texas, and Southwest Key Programs, Austin, Texas.**

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

1. **Approval of Contract Award for job no. 23/048IA for CASE for Kids Youth Services for Afterschool and Summer with the following vendors:** After School to Achieve, American Robotics Academy (Animation Station Inc), Be A Champion, Inc., Boys and Girls Clubs of Greater Houston, Bricks Foundation, Comp-U-Dopt, DiscoverU, Good News Church, Harris County Cultural Arts Center (Harris County Cultural Arts Council), Houston Healthy Hip-Hop (Chris Cortez), Houston Marathon Foundation, HTX Art LLC, iCook After School, Innovation Learning LLC, JumpBunch Houston (EKM Activities, LLC), Kidz Knect Resource Center, Level UP Enrichment, Little Learners LLC, Mad Science of Houston (Little Scientists Inc.), Making it Better, Math-A-Matics Tutoring, LLC, Meagan Copelin Global Management Consultants, Monica Lewis School of Etiquette, Namitzi Yoga (Mitzi Henderson), OnPurpose Enrichment, Inc., Passion to Purpose (J. Brielle Handmade Goods), PCS Edventures (PCS Education Systems, Inc.), Purpose Kids (Fellowship of Purpose Early Childhood Learning Center), PurposeFull Brands + Strategies (PurposeFull Brands and Strategies Holdings LLC), RaRa Foundation Inc., Shaolin Temple Kungfu Center LLC, Sisters Empowering S.I.S.T.A.S., Inc., Soccer Stars of Central Houston (Lucky Stars Texas LLC), Soccer Stars of North Houston (Goal Geeks, LLC), Sterling Empowerment, The Center for Pursuit, The Ensemble Theatre, The Sanders Hand, Touch of Keys Music Fine Arts, Tutorfly (Tutorfly Holdings Inc.), World Youth Foundation, Inc., Writers in the Schools, and YMCA of Greater Houston for the period of 12/01/2023 through 11/30/2028.

2. **Approval of Contract Award for job no. 24/006YR for Local Food and Catering Services** to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal: CJS Subs, LLC dba Lenny Grill & Subs 268; HZ LM Casual Foods, LLC dba la Madeleine French Cafe, and Panera Bread Company dba Panera Bread for the period of 11/15/2023 through 11/14/2028.

Motion made by Norris, seconded by Cantu to approve Consensus items with the exception of items E1., E2., and E3.

Vote 7-0

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7. ACTION ITEMS – NON-CONSENSUS

1. **Approval of Guaranteed Maximum Price Amendment for Irvington Renovation Project with Durotech, Inc. CMAR Work Package #2 (RFP #23/010KJ) in the amount of \$11,800,205** and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute a GMP Amendment. A budget amendment is proposed to fund this project.

Motion made by Hinojosa, seconded by Cantu to approve Guaranteed Maximum Price Amendment for Irvington Renovation Project with Durotech, Inc. CMAR Work Package #2 (RFP #23/010KJ) in the amount of \$11,800,205 was moved to Executive session.

Vote 7-0

2. **Approval of the Job Order Contracting project delivery method and JOC contract with Quality Security Systems (RFP 21/021MJ-31) in the aggregate amount \$220,463** for access and security services for HCDE's Administration Building at 6300 Irvington Blvd. and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute JOC Contract. A budget amendment is proposed to fund this project.

Motion made by Norris, seconded by Hinojosa to approve Job Order Contracting project delivery method and JOC contract with Quality Security Systems (RFP 21/021MJ-31) in the aggregate amount \$220,463

Vote to approve 7-0

3. **Ratification of Service Agreement with Pioneer (Job no. 21/042MJ-03) in the amount of \$136,732** to provide moving services for the Irvington Renovation Project for the contract period of 10/31/2023 through 08/31/2024.

Motion made by Norris, seconded by Hinojosa to approve the ratification of the service agreement with Pioneer in the amount of \$136,732.

Vote to approve 7-0

The Board entered Executive Session at 2:13 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.

B. **Deliberate** the purchase, exchange, sale and/or value of real property(ies) and obtain legal advice regarding the same.

C. **Obtain** legal advice regarding filling vacant HCDE Trustee seat: Position 6, Precinct 1

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The Board entered Open Session at 3:14 p.m.

9. **RECONVENE** for possible action on items discussed in executive session
- A. **Discussion and possible action** regarding filling vacant HCDE Trustee seat: Position 6, Precinct 1
Danny Norris moved that the Board call for resumes and a completed affidavit of eligibility for individuals who are interested in being appointed to fill the vacant HCDE Trustee seat Position 6, Precinct 1. Individuals should submit their information no later than noon on November 28, 2023, in anticipation of a called Board meeting on or about November 29, 2023 at noon to appoint an individual to fill the vacancy.
- Motioned made by Norris, seconded by Hinojosa.
Vote 7-0*
10. **Discussion and possible action regarding future agenda items**
11. **INFORMATION ITEMS**
- A. **Human Resources**
1. Personnel
2. Employee Count
- B. **In collaboration with Education Foundation of Harris County, the Center for Grants Development submitted a product request to H-E-B** to support the Center for Educators Success' 38th Annual R.T. Garcia Early Childhood Winter Conference scheduled for 01/27/2024.
- C. **In collaboration with Education Foundation of Harris County, the Center for Grants Development submitted a proposal to Nordstrom Cares** in the amount of \$20,000 to support CASE for Kids' LevelUp Houston! Requested funds will serve 1,500 youth.
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, December 13, 2023, at 1:00 p.m.

Motion made by Erica Davis, seconded by Amy Hinojosa to adjourn.

Motion passes with 7-0 voting to adjourn.

Meeting adjourned at 3:17 p.m.



Andrea Duhon
Board President



Amy Hinojosa
Board First Vice President