

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

The Harris County Board of School Trustees met in regular session on October 18, 2023, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Andrea Duhon, Board President, called the meeting to order at 1:07 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; Richard Cantu; Danny Norris; Eric Dick

Board Members Absent: David Brown, Board Second Vice President; 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; Jessica Bermea, Executive Assistant Board of Trustees; Danielle Bartz, Chief of Staff; Joe Carreon, Director Construction; Lisa Caruthers, Senior Director CASE for Kids; Danielle Clark, Chief Communications Officer; Carie Crabb, Senior Director School-Related Therapy Services; 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; John Prestigiacomio, Director Facilities; 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; Courtney Waters, Principal Highpoint East

Visitors: None

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1. **Invocation** - Rich Vela, Executive Director of Facilities
2. **Pledge of Allegiance to the US flag** - Holly Shafer, Manager of School-Based Therapy Services
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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.
Richard Cantu arrived at the meeting at 1:08 p.m.*

5. **REPORTS AND PRESENTATIONS**

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

Natasha Truitt introduced the October HCDE Employee of the Month, Ronald Richard, Custodian, Fortis Academy. Communications showed a brief video regarding his role and impact.

- B. **Recognition of Principals Month** - Jonathan Parker, Assistant Superintendent for Academic Support Services

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

Mr. Colbert recognized the month of October as Principals' Month, noting that HCDE's campuses are thriving. Mr. Colbert also reported that the first ever Irvington Faculty Meeting was recently held, where attendees heard about the upcoming renovations to the Irvington Administration building. He noted that the Choice Partners Nutrition and Product Expo and Vendor Show was held October 18-19, 2023. Finally, Mr. Colbert reported that he, Ms. Bartz, and Mr. Parker would be attending an international equine conference, PATH, later this month.

- D. **Annual Division Update** - John Prestigiaco, Director of Maintenance

- E. **Annual Division Update** - Carie Crabb, Senior Director of School-Based Therapy Services

- 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.

Danny Norris acknowledged the transition of executive assistant to the Board, Venetia Baldwin, to another position within HCDE and welcome new assistant Jessica Bermea. Trustee Norris also reported that five board members attended the TASA/TASB Convention in Dallas. Trustee Norris also stated that he was a hole sponsor for the 5th Ward Chamber of Commerce Golf Tournament where he interacted with attendees who were praising HCDE.

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G. Report of Board Committees - Committee Chairs

None

H. Monthly Financial Reports through 09/30/2023 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

President Andrea Duhon and Eric Dick exited the board room at 1:57 p.m.

Eric Dick returned at 2:00 p.m.

Andrea Duhon returned at 2:05 p.m.

I. Presentation of Risk Assessment Report for Fiscal Year 2023 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

J. Summary of HCDE Small Business Report - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

Administration requested to remove item 6.B.1. and 6.B.2. to be considered at a future Board meeting.

Motion made by Richard Cantu, seconded by Danny Norris, to approve all items under the Consensus agenda with the exception of 6.B.1. And 6.B.2.

Motion passes with 5-0 voting to approve all items under the Consensus agenda except Items 6.B.1. and 6.B.2.

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 September 2023

Consider ratification/approval of the following Interlocal Contracts:

C.

1. **Approval of Interlocal (revenue) contract for Center for Safe and Secure Schools Division and Alief ISD** for Safety Audits in the aggregate amount of \$96,934, servicing 59 sites in three phases for the period of 10/18/2023 through 06/30/2026.
2. **Approval of Interlocal (revenue) contract for Center for Safe and Secure Schools Division and Goose Creek CISD** for Safety Audits in an amount not to exceed \$57,728, servicing 41 sites in three phases for the period of 10/18/2023 through 06/30/2026.
3. **Ratification of Interlocal (revenue) agreement between HCDE Records Management Division and Fort Bend County** to perform record management services, in the amount of \$100,000, for the period of 10/01/2023 through 09/30/2024.

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4. **Ratification of Interlocal (revenue) contract for Center for Safe and Secure Schools Division and Alief ISD** for 25 Professional Development Sessions in the amount not to exceed \$25,000 for the period of 10/10/2023 through 08/31/2024.
 5. **Ratification of Interlocal (revenue) contracts for FY 2024 for therapy services in the aggregate amount of \$12,265 with School-Based Therapy Services and the following districts:** AAMA/Sanchez Charter School (0 students served in FY23) in the amount of \$1,225; Varnett Public Schools (2 students served in FY23) in the amount of \$2,940; and Bellville ISD (0 students served in FY23) in the amount of \$8,100 for the period of 08/16/2023 through 08/15/2024.
 6. **Ratification of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$261,800 with ABS East and the following districts:** Amendment to the Annual Contract with Crosby ISD to increase the aggregate amount from \$95,200 to \$142,800 (an increase of \$47,600) for two (2) additional units for a total of six (6) units (in-county \$23,800 each); Annual Contracts with Channelview ISD for three (3) in-county annual contracts in the amount of \$71,400 (\$23,800 each); YES Prep Public Schools for two (2) in-county annual contracts in the amount of \$47,600 (\$23,800 each) for the contract period of 08/28/2023 through 06/03/2024.
 7. **Ratification of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$1,450,700 with Academic and Behavior School West with the following districts:** Amendments to the Annual Contract with El Campo ISD to increase the aggregate amount from \$27,500 to \$55,000 (an increase of \$27,500) for one (1) additional unit for a total of two (2) units (out-of-county \$27,500 each); Magnolia ISD to increase the aggregate amount from \$27,500 to \$55,000 (an increase of \$27,500) for one (1) additional unit for a total of two (2) units (out-of-county \$27,500 each); Annual Contracts with Alief ISD for thirty-eight (38) in-county annual contracts in the amount of \$904,400 (\$23,800 each), East Bernard ISD for one (1) out-of-county annual contract in the amount of \$27,500 (\$27,500 each), Fort Bend ISD for fourteen (14) out-of-county annual contracts in the amount of \$385,000 (\$27,500 each); Harmony Public Schools for one (1) in-county annual contract in the amount of \$23,800 (\$23,800 each) for the contract period of 08/28/2023 through 06/03/2024.
 8. **Ratification of Interlocal (non-monetary) agreement with Adult Education and Klein ISD** for classroom space, office and storage space for the HSE (High School Equivalency), ABE (Adult Basic Education), and ESL (English as a Second Language) classes for the period of 07/01/2023 through 06/30/2024.
 9. **Ratification of Interlocal (non-monetary) agreement with Adult Education and Pasadena ISD** for classroom space, office and storage space for the HSE (High School Equivalency), ABE (Adult Basic Education), and ESL (English as a Second Language) classes for the period of 10/01/2023 through 06/30/2024.
 10. **Ratification of Interlocal (non-monetary) agreement between HCDE and Alief Independent School District** for the provision of the High School Equivalency (HSE), Adult Basic Education (ABE) and English as a Second Language (ESL) classes for the period of 07/01/2023 through 06/30/2024.
- D. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:

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1. **Approval of the Contract Award for job no. 24/003MR for Pest/Lawn/Pool Chemicals Supplies and Services with the following vendors:** Copesan Services, Inc. dba Holder's Pest Solutions (24/003MR-01) and Rhino Pest Protection, LLC (24/003MR-02) for the period 10/18/2023 through 10/17/2024.
2. **Approval of HCDE Interlocal Agreements with:** Albany ISD, Albany, Texas; Aquilla ISD, Aquilla, Texas; China Spring ISD, China Spring, Texas; Coalition for Health and Family Services, Inc. Houston, Texas; Comal County, New Braunfels, Texas; Cuero ISD, Cuero, Texas; Hilton's Heart Foundation, DeSoto, Texas; Kelton ISD, Wheeler, Texas; McGregor ISD, McGregor, Texas; Region 16 Education Service Center, Amarillo, Texas.

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

1. **Approval of Contract Award for RFP #23/034IA-2 Advisors, Coaches, Consultants, Counselors, Speakers and Trainers to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal:** Admore Behavioral Therapy; Agular Systems, Inc.; Be Glad LLC; Children At Risk; edOpp Solutions; Forward Edge; Innovative Consulting LLC; Integrated Health Solutions; Lanier Consulting and Technology Service (RMLanier Enterprise, LLC); M.E.N. (Mentoring, Educating & Nurturing) Incorporated (MEN Inc); Namitzi Yoga (Mitzi Henderson); Optimum Nurse Aid Skills Training; Procuremate; Sylvia G. Zapata; and The National Literacy Professional Development Consortium, for the period of 11/01/2023 through 10/31/2028.
2. **Approval of Contract Award for RFP #23/047DR Software Services to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal:** Appdiction Studio, LLC; Carnegie Speech LLC; eReflect Inc.; Footsteps2Brilliance, Inc.; Informed K12; Istation (Imagination Stations, Inc.); Possip, Inc.; Test Out Corporation; and XanEdu Publishing, Inc., for the period of 10/18/2023 through 10/17/2028.

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

1. 09/20/2023 Audit Committee Meeting
2. 09/20/2023 Board Meeting

No action on 6.B.1. and 6.B.2.

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

1. **Consider approval of Change Order #2 to Contract for Barrett Station Early Head Start Center (CSP #22/059EJ) with Nash Industries, Inc.** for the site work, civil work, and related items and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute Change Order #2, extending Substantial Completion Date to 10/31/2023.

Motion made by Danny Norris, seconded by Amy Hinojosa, to approve Change Order #2 to Contract for Barrett Station Early Head Start Center (CSP #22/059EJ) with Nash Industries, Inc. for the site work, civil work, and related items and delegate authority to the Superintendent or his designee to negotiate, finalize and

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execute Change Order #2, extending Substantial Completion Date to 10/31/2023.

Motion passes with 5-0 voting to approve.

2. **Consider approval of granting of a 1,640 square foot Utility Easement to CenterPoint Energy** for the installation of utility poles at the new Coolwood Head Start Center located at 767 Coolwood Drive, Houston, Texas. (Project funded with federal Head Start funds.)

Motion made by Danny Norris, seconded by Richard Cantu to approve granting of a 1,640 square foot Utility Easement to CenterPoint Energy for the installation of utility poles at the new Coolwood Head Start Center, located at 767 Coolwood Drive, Houston, Texas.

Motion passes with 5-0 voting to approve.

3. **Consider approval of updated salary schedules for the Head Start program for the 2023-2024 school year.**

Motion made by Danny Norris, seconded by Amy Hinojosa to approve updated salary schedules for the Head Start program for the 2023-2024 school year.

Motion passes with 5-0 voting to approve.

The Board entered Executive Session at 2:30 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 employee
- B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.
- C. **Deliberate** the evaluation and duties of Trustee Position 4, Precinct 3.

Amy Hinojosa left the meeting at 3:09 p.m. and did not return.

9. *The Board entered Open Session at 3:10 p.m.*

Discussion and possible action regarding future agenda items.

None.

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

11. **INFORMATION ITEMS**

- A. **Human Resources**

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1. Personnel
 2. Employee Count

 - B. **Ratification of the non-monetary service agreement between HCDE Adult Education and MAREK Brothers System, Inc.** The contractor will provide educational and vocational classes for the period of 09/15/2023 through 06/30/2024.

 - C. **Ratification of the non-monetary service agreement between HCDE Adult Education and Covenant with Christ International** for the provision of the High School Equivalency (HSE), Adult Basic Education (ABE), and English as a Second Language (ESL) classes for the period of 07/01/2023 through 06/30/2024.

 - D. **Ratification of the non-monetary service agreement between HCDE Adult Education and Northwest Assistance Ministries** for the provision of the High School Equivalency (HSE), Adult Basic Education (ABE), English as Second Language (ESL) classes for the period of 09/01/2023 through 06/30/2023.

 - E. **Ratification of the non-monetary service agreement between HCDE Adult Education Division and 8 Million Stories** to provide Adult Education and Literacy Services for the period of 09/15/2023 through 06/30/2024.

 - F. **Submission of grant proposal to Texas Council for Developmental Disabilities in the amount of \$7,498** to support School-Based Therapy Services' training on Practical Social Thinking Strategies to Help Students with Emotional Dysregulation, Alexithymia and/or Challenging Behaviors. The training is scheduled for 11/02/2023, and will serve over 130 occupational therapists, general education and special education teachers, speech pathologists and other providers.
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, November 15, 2023, at 1:00 p.m.

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

Motion passes with 4-0 voting to adjourn.

Meeting adjourned at 3:10 p.m.



Andrea Duhon
Board President



Amy Hinojosa
Board First Vice President