

**Harris County Department of Education
Minutes of Regular Board Meeting
April 17, 2024**

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES OF HARRIS COUNTY
DEPARTMENT OF EDUCATION**

The Harris County Board of School Trustees met in regular session on April 17, 2024, in Conference Room 502, at 6300 Irvington Boulevard, Houston, Texas 77022. Andrea Duhon, Board President, called the meeting to order at 1:01 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, First Vice President, Richard Cantu, Eric Dick, John McGee and Erica Davis

Board Members Absent: David Brown, 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; 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; 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; Edna Johnson, Director Purchasing; Marcia Leiva, Chief Accounting Officer; Charles Ned, Senior Director Schools; Venetia Peacock, Senior Director Head Start; Yolanda Pyrtle, Director Research and Evaluation Institute, Lindsey Sanders, Director Communications and Creative Services; Andrea Seagraves, Senior Director Center for Educator Success; Tyrone Sylvester, Executive Director Human Resources; Trina Silva, Education Foundation Community Development Director; Dr. Michelle Willaims, Executive Director Facilities

Visitors: None

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1. **Invocation - Human Resources** - Dr. Tyrone Sylvester, Executive Director of Human Resources
2. **Pledge of Allegiance to the US flag** – Pamela Jones-Lee Education & Special Services Manager, Head Start
3. **Pledge of Allegiance to the Texas flag** - Pamela Jones-Lee Education & Special Services Manager, Head Start
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.
None.
5. **REPORTS AND PRESENTATIONS**
 - A. **Employee of the Month** - Dr. Tyrone Sylvester, Executive Director of Human Resources
Dr. Tyrone Sylvester introduced the April HCDE Employee of the Month, Melvin Meade, CASE Regional Site Coordinator. Communications showed a brief video regarding his role.
 - B. **Superintendent Monthly Report** - James Colbert, Jr.
Mr. Colbert shared important dates for upcoming events. The annual Picnic in the Parking Lot events are on April 12th for Head Start, April 19th at NPO, April 25th at Irvington and May 16th for Therapy Services at NPO. On April 26th, the 4th Floor Renovation Reveal will unveil the completed fourth-floor renovations to the Irvington building. The Annual Scholastic Regional Award Celebration will take place on May 7th & 8th, which is an opportunity to recognize and award students within Harris County who received Scholastic awards for art and writing. Finally, on May 23rd the Celebration of Excellence event recognizes Employees of the Year, Teachers of the Year and all of the employees of the month to close out the school year and prepare for the upcoming school year. The board members are invited to attend all of these events.
 - C. **Annual Division Update** - Human Resources
 - D. **Annual Division Update** - Head Start
 - 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.
Andrea Duhon reported that she and Lisa Caruthers attended a meeting with PAIR (Partnership for the Advancement and Immersion of Refugees) and discussed the CASE Division's work in after-school.
 - F. **Report of Board Committees** - Committee Chairs
None.

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6. ACTION ITEMS – CONSENSUS

Administration requested to remove item D.4. from the Consensus Agenda. Trustee Erica Davis removed items C.1 and C.6 from the Consensus Agenda.

Motion made by Trustee Hinojosa, seconded by Trustee Davis to approve all items under the Consensus Agenda except items C.1., C.6., and D.4.

A. Consider ratification/approval of the following Business Services items:

1. Disbursement Report
2. Budget Amendment Report
3. Monthly Investment Report for March 2024

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

1. February 28, 2024, Feasibility Committee Meeting Minutes
2. February 28, 2024, Regular Board Meeting Minutes
3. March 20, 2024, Special Called Board Meeting Minutes

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

2. **Ratification of amendment to Interlocal (revenue) Agreement for FY 2024 ABS East/West with Pasadena ISD in the amount of \$595,000** for second semester enrollment to be able to attend ABS West during the ABS East enrollment hold. Funds will not be transferred and will remain at ABS East for the contract period of 08/28/2023 through 06/03/2024.
3. **Ratification of amendment to Interlocal (revenue) Agreement for FY 2024 ABS West with Fort Bend ISD in the aggregate amount of \$385,000** to reflect invoice dates and corrected amounts per month. Annual contract amount will remain the same for the contract period of 08/28/2023 through 06/03/2024.
4. **Ratification of amendment to Interlocal (revenue) Agreement for FY 2024 ABS East with Splendora ISD in the amount of \$82,500 for the contract period of 08/28/2023 through 06/03/2024** for three (3) out-of-county annual seats (\$27,500 each).
5. **Ratification of Interlocal (revenue) monthly contracts for FY 2024, in the aggregate amount of \$12,900 with ABS West and Needville ISD for one (1) out-of-county monthly contract in the amount of \$12,900 (\$4,300 per month) for the contract period of 03/04/2024 through 06/03/2024.**
7. **Ratification of Interlocal (revenue) agreement with Center for Safe and Secure Schools Division and Avance-Houston for Emergency Operations Plan (EOP) Development for an amount not to exceed \$5,312 for the period of 3/26/2024 through 5/31/2024.**

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8. **Ratification of amendment Interlocal (expenditure) Agreement for FY 2024 CASE for Kids Partnership with Houston ISD in the amount of \$237,304**, (885 students served). This amendment revises the original amount of \$249,304 by \$12,000 to reflect grant award to Burnet Elementary for the period of 10/01/2023 through 07/31/2024.
 9. **Ratification of amendment Interlocal (expenditure) Agreement for FY 2024 CASE for Kids Project CASE Debates with Aldine ISD in the aggregate amount of \$21,400**. This amendment will include custodial services in the amount of \$1,400 for a total amount of \$21,400 (a maximum of 125 students served) for the period of 09/16/2023 through 08/31/24.
 10. **Approval of the Interlocal (expenditure) agreement for FY 2024 CASE for Kids Partnership grant in the amount of \$15,652 with Galena Park ISD (30 students served) for the period of 06/01/2024 through 07/31/2024.**
- D. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract award for Choice Partners job no. 24/007AK Vending Machines and Service for Beverages and Snacks for the period of 04/17/2024 through 04/16/2025 with the following vendor: Compass Group USA, Inc. (by and through its Canteen Division) (24/007AK-01).**
 2. **Approval of the Contract award for Choice Partners job no. 24/022AK Commodity Processing of USDA Foods for the period of 07/01/2024 through 06/30/2025 with the following vendors: Albie's Foods Products, LLC (24/022AK-01); Alpha Foods Co. (24/022AK-02); Asian Food Solutions (24/022AK-03); Prairie Mills Baking Company, LLC /dba Bake Crafters Food Company, LLC (24/022AK-04); Basic American, Inc. dba Basic American Foods (24/022AK-05); Bongards Creameries (24/022AK-06); Brookwood Farms, Inc. (24/022AK-07); Buena Vista Foods (24/022AK-08); Butterball, LLC (24/022AK-09); Cargill Kitchen Solutions, Inc. (24/022AK-10); Chef's Corner (24/022AK-11); Cherry Central Cooperative, Inc (24/022AK-12); ConAgra Brands, Inc (24/022AK-13); Del Monte Foods, Inc. (24/022AK-14); Goodman Food Products, Inc. dba Don Lee Farms (24/022AK-15); ES Foods (24/022AK-16); Foster Poultry Farms dba Foster Farms (24/022AK-17); Gold Creek Foods, LLC (24/022AK-18); High Liner Foods, Inc. USA (24/022AK-19); Hormel Foods Sales, LLC (24/022AK-20); Idahoan Foods, LLC (24/022AK-21); Let's Do Lunch, Inc. dba Integrated Food Service (24/022AK-22); JTM Provision (24/022AK-23); Kraft Heinz Foods Company (24/022AK-24); Land O Lakes, Inc. (24/022AK-25); McCain Foods USA, Inc. (24/022AK-26); M.C.I. Foods Inc (24/022AK-27); Michael Foods, Inc (24/022AK-28); Nardones Bros. Baking Company (24/022AK-29); National Food Group, Inc. (24/022AK-30); Out of the Shell, LLC dba Yang's 5th Taste (24/022AK-31); Peterson Farms Fresh, Inc. (24/022AK-32); Pilgrims Pride Corporation (24/022AK-33); Calfed Financial Corporation dba Red Gold LLC (24/022AK-34); Rich Chicks, LLC (24/022AK-35); Rich Holdings, Inc. dba Rich Products Corporation (24/022AK-36); Rodriguez Foods LTD (24/022AK-37); S.A. Piazza and Associates, LLC (24/022AK-38); Schwan's Food Service, Inc. (24/022AK-39); J.M Smuckers Foodservice (24/022AK-40); Tabatchnick Fine Foods, Inc. (24/022AK-41); Tasty Brands, LLC (24/022AK-42); Trident Seafoods Corporation (24/022AK-43), and Tyson Prepared Foods, Inc. (24/022AK-44)**

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3. **Approval of the Contract award for job no. 24/027AK for Smallwares, Preventative Maintenance, and Repairs for Food Service for the period 04/17/2024 through 04/16/2025 with the following vendors:** 1st Choice Restaurant Equipment & Supply, LLC (#24/027AK-01); Ace Mart Restaurant Supply Company, Inc. (#24/027AK-02); Arnold Refrigeration Inc. (#24/027AK-03); A-Tex Restaurant Supply (#24/027AK-04); Greenwich Inc. dba Commercial Kitchen Parts and Service (#24/027AK-05); ISI Commercial Refrigeration, INC. (#24/027AK-07); Terry Woodard Enterprises, LLC dba Commercial Kitchens (#24/027AK-8); Gateway Printing & Office Supply, Inc. dba Liberty Office Products (#24/027AK-9), and Pasco Brokerage Inc. (#24/027AK-10).

 5. Approval of HCDE Interlocal Agreements with: City of Bunker Hill Village, Houston, Texas; City of Conroe, Conroe, Texas; City of Kaufman, Kaufman, Texas; City of Saginaw, Saginaw, Texas; District School Board of Pasco County, Land O Lakes, Florida; Every Child Counts Foundation, Tyler, Texas; George Mason University, Fairfax, Virginia; Holdingford Public Schools, Holdingford, Minnesota; James Madison University, Harrisonburg, Virginia; Massie Greater Good Foundation, Corsicana, Texas; Texas A&M International University, Laredo, Texas; Tri County Tech, Bartlesville, Oklahoma, and Village of Schaumburg, Schaumburg, Illinois.
- E. Consider ratification/approval of the following items for Internal Purchasing:
1. **Approval to amend CH Local FY 2024 to increase Harris County Appraisal District to \$300,000 for increased property appraisal values; Amazon Business (Job 22/045KN-01) for a total of \$200,000 for department-wide online marketplace; DataVox, Inc (Job # 22/041KN) for a total of \$1,200,000 for technology purchases; KQC Investors, LLC (Job #'s 15/064YR, 16/013YR, 10/059JG, 09/058JG) to \$1,100,000 for prepayments; Monarch Academy (Job # 23/006IA-4) to \$135,000 and add After School To Achieve, (Job # 23/048IA) for a total of \$95,000; CollegeCommunityCareer, (Job # 22/012IA-2) for a total of \$80,000; Consumer Energy Education Foundation, (Job # 22/012IA-2) for a total of \$80,000; Diaz Music Institute, (Job # 22/012IA-2) for a total of \$95,000; Gordon Education Initiatives for the Performing Arts, (Job # 23/006IA) for a total of \$95,000; Houston Grand Opera (Houston Grand Opera Association, Inc.), (Job # 23/006IA-4) for a total of \$85,000; Jump Bunch, (Job # 23/048IA) for a total of \$95,000; Legends Do Live, (Job # 19/013IA-2) for a total of \$120,000; The Woods Project (The Woods Project, Inc), (Job # 22/012IA-2) for a total of \$80,000; TWST4Girls, (Job # 22/012IA-2) for a total of \$80,000; World Youth Foundation, (Job # 23/048IA) for a total of \$95,000; YMCA of Greater Houston, (Job # 22/012IA-3) for a total of \$95,000; and Young Audiences, Inc. of Houston, (Job # 23/006IA-4) for a total of \$95,000 to establish contracts for comprehensive after school programs funded by 21st Century Cycle 11, Cycle 12, Partnership and grant recipients of City Connections and/or County Connections.**

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2. **Approval of Contract Award for RFP #23/034IA-3 Advisors, Coaches, Consultants, Counselors, Speakers and Trainers, for the period of 04/01/2024 through 03/31/2029 to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal:**FIB Investments, LLC; Connecting the Dots; Legacy State of Mind Consulting; Susan M. Catlett, Ph. D., BCBA-D; and Total Transformation Consulting and Career Services, LLC (Total Transformation Consulting and Career Services, LLC).

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

1. **Approval of Service Agreement (revenue) with United Way of Greater Houston for CASE for Kids in the amount of \$75,000 for the period of 04/18/2024 through 3/31/2025.**

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

- C1. **Approval of amendment #2 to Interlocal (revenue) Agreement between CASE for Kids and Harris County for the County Connections Youth Summer Programs Initiative in the amount up to \$7,100,000 for the period of date of countersignature by the Harris County Judge through 12/31/2026,** to provide after-school programs and/or out-of-school activities and projects. The amendment allows for unexpected funds to roll forward and budget modifications.

Motion made by Trustee Hinojosa, seconded by Trustee Cantu to approve the amendment#2 to Interlocal (revenue) Agreement between CASE for Kids and Harris County for the County Connections Youth Summer Programs Initiative in the amount of \$7,100,000 for the period of date of countersignature by the Harris County Judge through 12/31/2026.

Motion passes with 6-0 voting to approve.

- C6. **Approval of the Interlocal (revenue) agreement for HCDE Records Management with Navasota ISD in the amount of \$15,000 for the contract period of 09/01/2024 through 08/30/2025.**

Motion made by Trustee Hinojosa, seconded by Trustee Davis to approve the Interlocal (revenue) agreement for HCDE Records Management with Navasota ISD in the amount of \$15,000.

Motion passes with 6-0 voting to approve.

- D4. **Approval of the Contract Award for job no. 24/023TC Maintenance, Repair & Operations (MRO) Parts, Equipment, and Related Services for the period 4/17/2024 through 4/16/2025 with the following vendors:**Acme Architectural Hardware (24/023TC-01); Ambrit, LLC dba Gaskets First (24/023TC-02); Blades Group, LLC dba Road Rescue (24/023TC-03); Capsuletek, LLC (24/023TC-04); Competitive Choice, Inc. (24/023TC-06); Complete Supply Inc. (24/023TC-07); Eagle Flag Products, Inc. dba Eagle Mountain Flag & Flagpole (24/023TC-09); Gardner, Inc. (24/023TC-11); Haastech, Inc., dba Heavy Duty HQ, (24/023TC-12); HDP Ltd., dba Hunton Distribution (24/023TC-13); JHouston Holdings, LLC, dba LSM Outdoor Power (24/023TC-16); KeyWarden Systems Partners, LLP

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(24/023TC-17); Lawson Products, Inc. (24/023TC-18); Lone Star Fire & Safety, LLC (24/023TC-19); Mechanical Materials, LLC (24/023TC-21); NCH Corporation, dba Chemsearch FE (24-023TC-22); Pelco Parts Corp. (24/023TC-24); ~~RAE Security Inc. (24/023TC-26)~~; Reliant Elevator Inspections, LLC (24/023TC-27).

Motion made by Trustee McGee, seconded by Trustee Hinojosa to approve the contract award for job no 24/023TC Maintenance, Repair & Operations (MRO) Parts, Equipment, and Related Services for the period 4/17/2024 through 4/16/2025 with the exception of vendor RAE Security Inc. (24/023TC-26). Motion passes with 6-0 voting to approve.

1. **Possible action relating to potential HCDE's education campaign concerning destigmatizing addiction, including possible budget amendment.**
Motion made by Trustee Hinojosa, seconded by Trustee Davis to approve HCDE's education campaign concerning destigmatizing addiction, including possible budget amendment.

Motion passes with 6-0 voting to approve.

2. **Consider approval of the 2024 - 2025 HCDE Work / Holiday Calendar**

Motion made by Trustee Hinojosa, seconded by Trustee John McGee to approve the 2024-2025 HCDE Work/Holiday calendar.

Motion passes with 6-0 voting to approve.

3. **Consider approval of the Harris County Department of Education Head Start/Early Head Start Student Selection Criteria for the 2024-2025 school year.**

Motion made by Trustee McGee, seconded by Trustee Hinojosa to approve the HCDE Head Start/Early Head Start Student Selection Criteria for the 2024-2025 school year.

Motion passes with 6-0 voting to approve.

4. **Ratification of Memorandum of Understanding between HCDE and the Education Foundation of Harris County providing \$200,000 for Partners in Education project, Tools for Teachers Program, and other Foundation activities for the term of 09/01/2023 through 08/31/2024. The FY 23-24 budget will be adjusted to reflect these amounts.**

Motion made by Trustee Hinojosa, seconded by Trustee McGee to approve the MOU between HCDE and Education Foundation of Harris County, HCDE to provide \$200,000 for Partners in Education project Tools for Teachers Program, and other Foundation activities for the term of 09/01/2023 through 08/31/2024.

Motion passes with 6-0 voting to approve.

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5. **Approval of amendment contract number 212-24 between HGAC and HCDE Adult Education to increase funding by \$99,592 from \$4,520,816 to \$4,620,408 for the period of 07/01/2023 through 06/30/2024.**

*Motion made by Trustee Richard Cantu, seconded by Trustee Hinojosa to approve the amendment contract number 212-24 between HGAC and HCDE Adult Education to increase funding by \$99,592 for the period of 07/01/2023 through 06/30/2024.
Motion passes with 6-0 voting to approve.*

6. **Approval for Information Technology Services to purchase a 3-year subscription agreement with DocuNav Solutions (Contract # DIR-CPO-4449) in the amount of \$130,478.59 for the period of 06/30/2024 through 06/27/2027.**

*Motion made by Trustee Hinojosa, seconded by Trustee McGee to approve Information Technology Services to purchase a 3-year subscription agreement with DocuNav Solutions (Contract#DIR-CPO-4449) in the amount of \$130,478.59.
Motion passes with 6-0 voting to approve.*

7. **Approval of Agreement (Expenditure) with Kaplan Early Learning Company (TIPS RFP 210702) for Playground Equipment & Installation for the Barrett Station Head Start Campus in the amount not to exceed \$101,985 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, execute, and amend the Agreement for the period of 4/18/2024 through 8/1/2024 (funds available from Local Head Start funds).**

*Motion made by Trustee Davis, seconded by Trustee Hinojosa to approve the agreement (Expenditure) with Kaplan Early Learning Company (TIPS RFP 210702) for Playground Equipment & Installation for the Barrett Station Head Start Campus in the amount not to exceed \$101,985.
Motion passes with 6-0 voting to approve*

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The Board entered Executive Session at 2:20 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 evaluation and duties of Trustee Position 4, Precinct 3**
 - B. **Obtain legal advice regarding HCDE recognition events**
 - C. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees**
 - D. **Deliberate the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.**

The Board re-entered Open Session at 3:16 p.m.

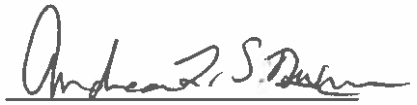
9. **RECONVENE** for possible action on items discussed in executive session
 - A. Possible action regarding HCDE recognition events.
No action taken.
10. **Discussion and possible action regarding future agenda items**
None.
11. **INFORMATION ITEMS**
 1. **Submission of grant proposal to CenterPoint Energy Foundation in the amount of \$10,000 via the Education Foundation of Harris County to support CASE for Kids' All-Earth Ecobot Challenge.** Requested funds will support a robotics project for 350 students in the 4th-8th-grades.
 2. **Submission of grant proposal to Dollar General Literacy Foundation in the amount of \$3,000 via the Education Foundation of Harris County for the summer reading program at ABS-East and West.** Requested funds will cover expenses to purchase instructional materials, leveled books for classroom libraries, and incentives for 103 students.
 3. **Acceptance of a grant award from the Education Foundation of Harris County to CASE for Kids in the amount of \$572 for the period of December 2023 through April 2024**to implement the All-Earth Ecobot Challenge from Wood.
 4. **Consider acceptance of the Office of Head Start (OHS) Program Performance Summary Report - Grant No. 06CH011535 of the Harris County Department of Education Head Start Program.**

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5. Consider approval of a grant request to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start to expand access to high-quality, comprehensive early learning services for low-income infants, toddlers, preschool-age children, and their families in Harris County through a combination of Head Start Expansion, Early Head Start Expansion, and Early Head Start-Child Care Partnership Expansion.

 6. Notification of open competition for Head Start Grant, Grant No. 06CH011535.
- A. Human Resources
1. Personnel
 2. Employee Count
12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, May 15, 2024, at 1:00 p.m.

*Motion made by Trustee Hinojosa, seconded by Trustee McGee to adjourn.
Motion passes with 6-0 voting to adjourn.
Meeting adjourned at 3:17 p.m.*



Andrea Duhon
Board President



Amy Hinojosa
Board First Vice President