

**Harris County Department of Education  
Minutes of Regular Board Meeting  
August 21, 2024**

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The Harris County Board of School Trustees met in regular session on August 21, 2024, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Amy Hinojosa, Board President, called the meeting to order at 1:04 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:** Amy Hinojosa, Board President; Andrea Duhon, Richard Cantu, Eric Dick, and John McGee

**Board Members Absent:** David Brown, Board First Vice President, and Erica Davis, 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; 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; 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; Venetia Peacock, Senior Director Head Start; John Prestigiacomo, Director Facilities; Lindsey Sanders, Director Communications and Creative Services; 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** - Robert L. Bell, IT Systems Engineer
2. **Pledge of Allegiance to the US flag** - Taneeka Henderson, IT Project Manager
3. **Pledge of Allegiance to the Texas flag** - Taneeka Henderson, IT Project Manager
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.
5. **REPORTS AND PRESENTATIONS**

A. **Employee of the Month** - Dr. Tyrone Sylvester, Executive Director of Human Resources

*Dr. Tyrone Sylvester introduced the August HCDE Employee of the Month, Sebastian Velasquez, Utility Craftsman II, Facilities. Communications showed a brief video regarding his role and impact.*

*Trustee Richard Cantu entered the board meeting at 1:07 p.m.*

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

*Superintendent Mr. James Colbert shared he was happy to be back from attending the Olympics in Paris. Mr. Colbert expressed the most impactful part of attending the Olympics was witnessing the diversity of the attendees from all over the world getting along, pridefully representing their countries and celebrating together. Over the past week, Mr. Colbert and Assistant Superintendent, Jonathan Parker, toured all four HCDE campuses to ensure they are prepared for the start of classes on Monday, August 26th. Superintendent Colbert also spoke about the extensive Professional Development HCDE teachers have begun in preparation for the new school year, including: from July 6<sup>th</sup> through August 12<sup>th</sup> Annual Review of Expectations Online; July 6<sup>th</sup> through September 27<sup>th</sup> Reviewing Annual Compliances Online; August 8<sup>th</sup> and August 9<sup>th</sup> New Teacher Bootcamp; August 13<sup>th</sup> New Hire Orientation; August 14<sup>th</sup> Edgenuity Fundamentals; August 15<sup>th</sup> PowerSchool Curriculum Instruction; August 16<sup>th</sup> Linking Literacy to Life in addition to receiving legal updates; August 19<sup>th</sup> IEP & BIP Implementation; August 20<sup>th</sup> Making Content Connections; August 21<sup>st</sup> and 22<sup>nd</sup> teachers will have an opportunity to work and prepare their classrooms; August 23<sup>rd</sup> CPI (Crisis Prevention Intervention) and August 26<sup>th</sup> is the first day of school. Mr. Colbert commended Mr. Parker, Senior Director of Schools, Dr. Charles Ned and the principals for all the work they have done to prepare for the new school year.*

C. **Annual Division Update** - Christian Hoesel, Director, Technology

- 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.
- None.*

E. **Report of Board Committees - Committee Chairs**

*None.*

*Trustee Andrea Duhon exited the board meeting at 1:20 p.m.*

F. **Monthly Financial Reports through 07/31/2024 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**

6. **ACTION ITEMS – CONSENSUS**

*Trustee Duhon returned to the board room at 1:27 p.m.*

*Motion made by Trustee John McGee, seconded by Trustee Eric Dick to approve all items under the Consensus Agenda. A friendly amendment to the motion was agreed to by Trustee John McGee, and Trustee Eric Dick to reflect Barbers Hill ISD to be removed from item E.4 and placed under item E.5.*

*Motion passes with a 5-0 voting to approve all consensus agenda items.*

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

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

B. Consider approval of the July 29, 2024, Board Meeting Minutes:

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

1. **Approval to submit a continuation application for grant 06CH011535 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS), in the amount of \$14,045,792 for continued funding of Harris County Department of Education Head Start and Early Head Start for the 01/01/2025 through 06/30/2025 budget period.**
2. **Approval of grant application to the Texas Council for Developmental Disabilities in an amount not to exceed \$7,500 to support School-Based Therapy Services' training on Every Move Counts, a sensory-based approach to communication and assistive technology for individuals with significant sensory motor differences, developmental differences and autism. The training is scheduled for 11/19/2024 and will serve over 170 occupational, physical, and music therapists.**

D. Consider acceptance of the following grant awards:

1. **Approval of the Notice of Award (NOA) 06HP000559 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) granting Early Head Start Child Care Partnership operations, training and technical assistance funds in the amount of \$5,391,585.**
2. **Ratification of the Notice of Grant Award from Houston Endowment for Project Support to Increase the Number of District of Innovation Teachers Being Certified for Partner Districts to the Center for Educator Success of the Harris County Department of Education in the amount of \$350,000 for the budget period of 06/30/2024 through 08/31/2026.**

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

1. **Ratification of Interlocal agreement (Expenditure) for Adult Education Division with Lee College for the period of 07/01/2024 through 06/30/2025 for the provision of the HSE (High School Equivalency), Adult Basic Education (ABE) and English as a Second Language (ESL) classes. In addition, AED will provide financial support not to exceed \$1,200 per fiscal year for utilities and classroom space.**
2. **Ratification of Interlocal agreements (Non-Monetary) for Adult Education for the period of 07/01/2024 through 06/30/2025 with the following school districts: Alief ISD; Cleveland ISD; Cy-Fair ISD; Klein ISD; Pasadena ISD; and Sheldon ISD for the provision of the HSE (High School Equivalency), ABE (Adult Basic Education), and ESL (English as a Second Language) classes.**
3. **Ratification of Interlocal agreement (Expenditure) for Adult Education with Lee College-Huntsville for the period of 07/01/2024 through 06/30/2025 for the provision of vocational certification programs and integrated basic education training in the amount not to exceed \$50,000.**
4. **Approval of Interlocal (Revenue) agreements for FY 2025, for the period of 08/26/2024 through 06/05/2025 in the aggregate amount of \$805,350 with Academic and Behavior School West and the following districts: Angleton ISD for one (1) out-of-county annual contract in the amount of \$28,875 (\$28,875 each); Lamar CISD for eleven (11) out-of-county annual contracts in the amount of \$317,625 (\$28,875 each); Spring ISD for twelve (12) in-county annual contracts in the amount of \$285,600 (\$23,800 each); and Willis ISD for four (4) out-of-county annual contracts in the amount of \$115,500 (\$28,875 each).**
5. **Approval of Interlocal (Revenue) agreements for FY 2025, for the period of 08/26/2024 through 06/05/2025 in the aggregate amount of \$181,825 for Academic and Behavior School East with the following districts: Deer Park ISD for four (4) in-county annual contracts in the amount of \$95,200 (\$23,800 each); Shepherd ISD for two (2) out of-county annual contracts in the amount of \$57,750 (\$28,875 each); and Tarkington ISD for one (1) out of-county annual contract in the amount of \$28,875 (\$28,875 each) and Barbers Hill ISD for two (2) out-of-county annual contracts in the amount of \$57,750 (\$28,875 each).**

6. **Approval of Interlocal (Revenue) agreement for FY 2025, for the period of 08/26/2024 through 06/05/2025 in the aggregate amount of \$66,500 with Highpoint School East with the following district: Barbers Hill ISD for five (5) out-of-county annual contracts in the amount of \$66,500 (\$13,300 each).**
  7. **Approval of Amendment to Interlocal agreement and Renewal Agreement (Revenue) between HCDE Records Management Division and Fort Bend County in the amount of \$60,000 for the period of 09/01/2024 through 09/30/2025.**
  8. **Approval of Interlocal (Revenue) agreement for FY 2025 for the period of 08/26/2024 through 06/05/2025 in the aggregate amount of \$23,940 for Fortis Academy with the following district: Barbers Hill ISD for three (3) out-of-county annual contracts in the amount of \$23,940 (\$7,980 each).**
  9. **Approval of Interlocal (Revenue) agreement for School-Based Therapy Services FY 2025 in the aggregate amount of \$7,725 with Raul Yzaguirre Schools for Success (0 students served in FY2023) in the amount of \$7,725 to provide therapy services.**
- F. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of Service Agreement for job no. 23/0341A-02 for Choice Partners Contracted Services with the following vendor: RGV Consulting, LLC not to exceed \$101,952 including reimbursable expenses for the period of 09/01/2024 through 08/31/2025.**
  2. **Approval of the Contract Award for job no. 24/049MR for Cleaning of Parking Lots, Exterior Buildings, Environmental Solutions, and Related Services for the period 08/21/2024 through 08/20/2025 with the following vendors: A1 Mobil Fleet Wash & Detail Service, Inc. (24/049MR-01); Richard Davis dba Ameri-Clean (24/049MR-02); Bella Luna Engineering & Building Maintenance (24/049MR-03); Kept Companies, Inc. dba GreasePro (24/049MR-04); Pressure Washing America, LLC (24/049MR-05); Russell Lance Kelly II dba Southern Brothers Properties, LLC (24/049MR-06); Satco Services dba Southern Care Sweeping and Paving Company (24/049MR-07); Texas Power Equipment, Inc. (24/049MR-08); and Xtreme Kleen Pressure Washing, LLP (24/049MR-09).**
  3. **Approval of the Contract Award for job no. 24/050MR for Fire, Safety, Security, and Surveillance Equipment, Installation, Inspection Services, Maintenance Component & Single Trade Job Order Contracting for the period 08/21/2024 through 08/20/2025 with following vendors: Accutek Technologies, Inc. (24/050MR-01); Active Campus, LLC dba All Campus Security (24/050MR-02); American Fire Systems, Inc. (24/050MR-03); Design Security Controls, Inc. dba DSC (24/050MR-04); Digital Air Control, Inc. dba DAC, Inc. (24/050MR-05); Flip Lok, LLC (24/050MR-06); QSS, L.C. dba Quality Security Systems (24/050MR-07), and Rescue Cooling, LLC (24/050MR-08).**

4. **Approval of the Contract Award for job no. 24/053TC for Third Party Code Inspection Services for the period 08/21/2024 through 08/20/2025 with the following vendors:** Bureau Veritas North America, Inc. (24/053TC-01) and Willdan Engineering (24/053TC-02).
  5. **Approval of HCDE Interlocal Agreements with:** The Evergreen State College, Olympia, Washington; Olympic College, Bremerton, Washington, and Wylie ISD, Abilene, Texas.
- G. Consider approval of the following items for Internal Purchasing:
1. **Approval of Contract Award for job no. 23/047DR-3 Software Services, to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal for the period 09/01/2024 through 08/31/2029:** Accutek Technologies Inc.; BeeReaders Inc; Catalyst Consulting Group, Inc.; LifeScience Technologies, LLC; GitFitCode LLC; JRW Creative Group, LLC; Kishmorr Productions, LLC; Toptalent Learning, LLC; and Enrichly.
  2. **Approval of Contract Award for job no. 23/048IA-2 for CASE for Kids Youth Services for Afterschool and Summer for the period of 09/01/2024 through 08/31/2029 with the following vendors:** American Robotics Academy (Animation Station Inc); B.O.S.S. Web + Graphic Design; Bot Shop; BrainBuzzed Tutoring INC; C&D Divine Designs, LLC dba Abrakadoodle; Children Come Click Education & Technology; Collaborate With Christina; Community Cultivation, Inc.; Credible Messengers United (Penitents Grace); Dinky Drum Company, LLC; DiscoverU; DK High Steppers (Doris Keener); Dream to Vision Education, Inc.; From Dreams 2 Reality; Kidz Knect Resource Center; MindWorks Resources; Mission Squash; One Church at Bethel's Family (Bethel's Family Baptist Church); Reaching Houston (Reaching Houston); Recipe for Success Foundation; Resources Inspiring Success and Empowering; Right At School; Soccer Stars of NW Houston (SKIE Soccer LLC); South Region Driving School LLC; Spectrum Linx Foundation, Inc.; STEMfinity LLC; Sterling Empowerment (Sterling Empowerment); The H.E.A.R.T. Program (Educational Programs Inspiring Communities); The Village Education Solutions; TXRX Labs (Transmit Receive Labs Inc.); World Youth Foundation, Inc.; Writers in the Schools; and Young Audiences, Inc. of Houston.
7. ACTION ITEMS - NON-CONSENSUS
1. **Consider ratification of the Service Agreement between Adult Education and Launch Point CDC, Inc. (Job # 21/056YR) in the amount not to exceed \$113,000 for the period of 07/01/2024, through 06/30/2025.** The contractor will prepare and deliver certificate programs for Certified Nurse Assistant; EKG Technician; and Phlebotomy Technician and Core Construction (NCCER).

*Motion made by Trustee Dick, seconded by Trustee Cantu to ratify the Service Agreement between Adult Education and Launch Point CDC, Inc. (Job #21/056YR) in the amount not to exceed \$113,000 for the period of 07/01/2024 through 06/30/2025.*

*Motion passes with 5-0 voting to ratify.*

2. **Consider ratification of the Service Agreement (Expenditure) between Adult Education and Burlington English (Job # 22/044KN-01) in the amount not to exceed \$107,328 for the period of 07/01/2024, through 06/30/2025.** The contractor will provide educational software and training for teaching and learning the English language.

*Motion made by Trustee Dick, seconded by Trustee Cantu to ratify the Service Agreement between Adult Education and Burlington English (Job# 22/044kn-01) in the amount not to exceed \$107,328 for the period of 07/01/2024, through 06/30/2025.*

*Motion passes with 5-0 voting to ratify.*

3. **Consider approval of (Renewal) insurance premium for Property and Casualty Insurance with McGriff, Seibels & Williams of Texas, Inc. (RFP #21/067IA) for a total premium amount of \$1,077,687 for the period of 10/01/2024 through 10/01/2025.**

*Motion made by Trustee John McGee, seconded by Trustee Dick to approve the (Renewal) insurance premium for Property and Casualty Insurance with McGriff, Seibels & Williams of Texas, Inc. (RFP #21/067IA) for a total premium amount of \$1,077,687 for the period of 10/01/2024 through 10/01/2025.*

*Motion passes with 5-0 voting to approve.*

4. **Consider approval of the service agreement (Expenditure) between Facilities and Blue Knight Security, LLC (job# 22/047MR-01) for security services at the HCDE Administration and North Post Oak buildings, for the period of 09/01/2024 through 08/31/2025, in the amount not to exceed \$250,000**

*Motion made by Trustee Dick, seconded by Trustee Cantu to approve the service agreement (Expenditure) between Facilities and Blue Knight Security, LLC (job#22/47MR-01) for security services at the HCDE Administration and North Post Oak buildings. Motion was withdrawn by Trustee Dick, seconded by Trustee Cantu to discuss during Executive Session.*

5. **Consider approval to purchase two (2) new trucks, International 2025 MV607 4x2 WITH 26' VAN & International 2025 MV607 4x2 WITH 20' VAN from Santex Truck Center, LTD (HGAC Contract Number: HT06-20) for the HCDE Records Management Division in an amount not to exceed \$219,078.**

*Motion made by Trustee Dick, seconded by Trustee Cantu to approve the purchase two (2) new trucks, International 2025 MV607 4x2 WITH 26' VAN & International 2025 MV607 4x2 WITH 20' VAN from Santex Truck Center, LTD (HGAC Contract Number: HT06-20).*

*Motion passes with 5-0 voting to approve.*

6. **Consider approval of an agreement (Expenditure) between the Schools Division and Imagine Learning, Inc., (BuyBoard 653-21) in the aggregate amount of \$139,453 for the contract period of 09/01/2024 through 08/31/2027.** Imagine Learning (Edgenuity 6-12) is a student learning management software: Year one (1) \$69,727, Year 2 \$34,863, Year 3 \$34,863.

*Motion made by Trustee Dick, seconded by Trustee McGee to approve the agreement (Expenditure) between the Schools Division and Imagine Learning, Inc., (BuyBoard 653-21) in the aggregate amount of \$139,453 for the contract period of 09/01/2024 through 08/31/2027.*

*Motion passes with 5-0 voting to approve.*

7. **Consider approval of the agreement (Expenditure) between CASE for Kids and Cypress Fairbanks Independent School District's Richard E. Berry Educational Support Center in the aggregate amount of \$95,138 for the period 09/26/2024 through 09/28/2024.** This agreement outlines the rental space, food, and technology costs that will be expended for the CASE Out-of-School Time 3-day Conference to serve 300 professionals.

*Motion made by Trustee Dick, seconded by Trustee Cantu to approve the agreement (Expenditure) between CASE for Kids and Cypress Fairbanks Independent School District's Richard E. Berry Educational Support Center in the aggregate amount of \$95,138 for the period 09/26/2024 through 09/28/2024.*

*Motion passes with 5-0 voting to approve.*

8. **Pursuant to Board Policy FO (Legal), consider approval to the HCDE Schools Division - Student Code of Conduct for school year 2024-2025**

*Motion made by Trustee Dick, seconded by Trustee McGee to approve the HCDE Schools Division – Student Code of Conduct for school year 2024-2025.*

*Motion passes 5-0 voting to approve.*

9. **Consider electing a Board delegate and an alternate to the 2024 TASB Delegate Assembly.**

*Motion made by Trustee Duhon to elect Board President Hinojosa as the 2024 TASB Delegate and Trustee Cantu as the alternate 2024 TASB Delegate for the 2024 TASB Delegate Assembly, seconded by Trustee Dick.*

*Motion passes with 5-0 voting to elect Board President Amy Hinojosa as the 2024 TASB Delegate and Trustee Cantu as the alternate 2024 TASB Delegate for the 2024 TASB Delegate Assembly.*

10. **Consider approval of revised HCDE calendar for 2024-2025.**

*Motion made by Trustee Duhon, seconded by Trustee Cantu to approve the revised HCDE Calendar for 2024-2025.*

*Motion passes 5-0 voting to approve.*



*Board of Trustees entered executive session at 2:07 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
    1. Deliberate whether Chapter 21 term contract teacher at ABS West (Courtney Dixon) failed, without good cause, to comply with the resignation requirements of the Texas Education Code and abandoned her contract with HCDE; obtain legal advice regarding same.
    2. Deliberate Superintendent's recommendation to propose termination of Chapter 21 term contract of ABS West teacher (Courtney Dixon), for good cause as determined by the Board; obtain legal advice regarding same.
  - B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.

*Board of Trustees returned to open session at 2:59 p.m.*

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

**7.4. Consider approval of the service agreement (Expenditure) between Facilities and Blue Knight Security, LLC (job# 22/047MR-01) for security services at the HCDE Administration and North Post Oak buildings, for the period of 09/01/2024 through 08/31/2025, in the amount not to exceed \$250,000.**

*Motion made by Trustee Cantu, seconded by Trustee Duhon to approve the service agreement (Expenditure) between Facilities and Blue Knight Security, LLC (job# 22/047MR-01) for security services at the HCDE Administration and North Post Oak buildings*

*Motion passes 5-0 voting to approve*

- A. Consider possible action whether Chapter 21 term contract teacher at ABS West (Courtney Dixon) failed, without good cause, to comply with the resignation requirements of the Texas Education Code and abandoned her contract with HCDE

*Motion made by Trustee McGee, seconded by Trustee Cantu that the Resolution finding that Courtney Dixon failed, without good cause, to comply with the resignation requirements of the Texas Education Code, and abandoned her Chapter 21 term employment contract, and to authorize the Superintendent or his designee to file a complaint with TEA/SBEC regarding the same, seconded by Trustee Cantu.*

*Resolution passes with 5-0 voting to approve.*

- B. Consider possible action regarding Superintendent's recommendation to propose termination of Chapter 21 term contract of ABS West teacher (Courtney Dixon), for good cause as determined by the Board.

*No action taken on this item.*

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

*None.*

11. **INFORMATION ITEMS**

- A. **A school district that enters into a purchasing contract valued at \$25,000 or more under Education Code 44.031(a) (5) (interlocal contract), under Local Government Code Chapter 271, Subchapter F (cooperative purchasing program), or under any other cooperative purchasing program authorized for school districts by law shall document any contract-related fee, including any management fee, and the purpose of each fee under the contract.**

The amount, purpose, and disposition of any fee described above must be presented in a written report and submitted annually in an open meeting of the board. The written report must appear as an agenda item.

HCDE paid fees to the Cooperative purchasing programs listed below; the cooperative, the fees, and the purpose and disposition of the fees are listed below.

**Texas Comptroller of Public Accounts (TPASS) \$100 Annual Membership Fee**

- B. **Vendor Complete Book & Media Supply, LLC was awarded under RFP 24/028SG for Textbooks, Library Books, Printed Instruction Resources, and Related Items at the 07/29/2024 Board meeting.** The vendor's contract number was inaccurately listed as 24/028SG-01. The correct contract number is 24/028SG-02.

- C. **iPASS (Internal Procurement Annual Supplier Showcase) Small Business Edition, Friday, September 13, 2024 (9 a.m. - 2 p.m).** Located at 6300 Irvington Blvd. Fifth Floor Conference Center, Houston, Texas, 77022. **iPASS** provides valuable insights through informative presentations on financial services, K-12 procurement, and contract acquisition.

- D. **Human Resources**

- 1. Personnel
- 2. Employee Count

- 12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, September 18, 2024, at 1:00 p.m.

*Motion made by Trustee Dick, seconded by Trustee Cantu to adjourn the meeting.*

*Motion passes with 5-0 voting to adjourn.*

*Meeting adjourned at 3:01 p.m.*



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Amy Flores Hinojosa  
Board President



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David Brown  
First Vice President