

**Harris County Department of Education
Minutes of Regular Board Meeting
June 26, 2024**

The Harris County Board of School Trustees met in regular session on June, 26, 2024, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Amy Hinojosa, Board President, called the meeting to order at 1:03 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; Erica Davis, Second Vice President; Andrea Duhon, Richard Cantu, Eric Dick, and John McGee

Board Members Absent: David Brown, Board First 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; 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; Jeff Drury, Director Choice Partners Cooperative; 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; 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: Allen Provost

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1. **Invocation** - Donald Mims, Records Center Technician, Records Management
2. **Pledge of Allegiance to the US flag** - Brandy Dean, Administrative Assistant, Choice Partners
3. **Pledge of Allegiance to the Texas flag** - Brandy Dean, Administrative Assistant, Choice Partners
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. **Superintendent Monthly Report** - James Colbert, Jr.

Superintendent James Colbert updated the board on the completion of the Scholastic Art and Writing Awards Ceremony; HCDE is the second largest regional affiliate in the country for this prestigious award program. HCDE had 13,000 entries for the Houston region and forwarded more than 1,000 of the entries to the national competition for an opportunity of becoming a Golden Key winner. This year 134 students won national medals for their art and writing submissions out of 110,000 entries. Mr. Colbert recognized Trustee John McGee for attending the Adult Education Graduation ceremony the prior week. The GED program had 164 graduates, more than 80 graduates attended the ceremony, and there were 300 ceremony guests in attendance. Mr. Colbert encouraged others to attend the graduation ceremony to witness the wide age range of HCDE graduates and to hear inspirational stories. Mr. Colbert shared he will be traveling to attend the Association of Recovery Higher Education (ARHE) conference. This conference has been attended in the past and is what inspired and helped formulate the strategy in the development of Fortis Academy. Fortis Academy Principal Travita Godfrey will be presenting, but attendance will also be to do some reconnaissance to perceive HCDE's position in the country with our recovery program and generate some new ideas to move forward. Lastly, Mr. Colbert will attend the National School Public Relations Association (NSPRA) conference, July 14th – 17th. Chief Communications Officer Danielle Clark and Mr. Colbert will be presenting, "The Secret Sauce of Success for a Superintendent and a School Communication Professional." Mr. Colbert and Mrs. Clark have presented before at the Texas conference and were invited to present at the national conference. They get to share strategies for success in working together. Mr. Colbert looks forward to sharing his experiences when he returns.

B. **Annual Division Update** - Records Management

Trustee Erica Davis arrived at 1:19 p.m.

C. **Annual Division Update** - Choice Partners

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.

Trustee John McGee shared his first-time experience at the TASB Summer Leadership Institute, and stated that he is grateful for the opportunity to attend the conference and be a part of the HCDE board. Dr. McGee also acknowledged Assistant Superintendent Jonathan Parker as the keynote speaker at the Adult Education Graduation ceremony. Board President Amy Hinojosa expressed her gratitude to HCDE during her recent bereavement.

E. Report of Board Committees - Committee Chairs

None.

F. Monthly Financial Reports through 05/31/2024 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

6. ACTION ITEMS – CONSENSUS

*Motion made by Trustee Andrea Duhon, seconded by Trustee John McGee to approve all items under the Consensus Agenda
Motion passes with 6-0 voting to approve all consensus agenda items.*

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

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

B. Consider approval of the Board Meeting Minutes for May 15, 2024 Regular Board Meeting

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

1. **Acceptance of the Notice of Award (NOA) 06CH011535-05-01 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) for grant 06CH011535-05-01 for the balance of funds for Early Head Start and Head Start operation and recaptures unobligated Head Start training and technical assistance funds from Program Year 02 to Program Year 05 in the amount of \$6,863,116.**
2. **Consider approval to submit a carryover grant request for the purchase of LAP-D Birth to Kindergarten Kits for screening and ongoing assessment and replacement of playgrounds at La Porte and Tidwell Head Start in the amount not to exceed \$963,673.**
3. **Consider approval to submit a budget revision request to Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) for grant 06CH011535, covering the period from 01/01/2023 to 12/31/2023 (Year 4). This budget revision will allow the reallocation of funds for use in the subsequent period, 01/01/2024 to 12/31/2024 (Year 5) in an amount not to exceed \$963,673.**

4. **Consider approval of the contract between the Adult Education Division of Harris County Department of Education and the Texas Workforce Commission (TWC) for the provision of adult education and literacy services in Harris and Liberty counties for TWC Award # 2924ALA016 in the amount of \$5,262,277 and TWC Award # 2924ALA042 in the amount of \$997,791 for an aggregate amount of \$6,260,068 for the period of 7/1/2024 through 6/30/2025.**
- D. Consider ratification/approval of the following Interlocal Contracts:
1. **Approval of Interlocal (Revenue) ESY (Extended School Year) contracts for FY 2024 in the aggregate amount of \$107,200 with Academic and Behavior School West with the following districts:** Fort Bend ISD for ten (10) out-of-county ESY contract in the amount of \$67,000 (\$6,700 each); Lamar CISD for six (6) out-of-county ESY contracts in the amount of \$40,200 (\$6,700 each) for the contract period of 06/05/2024 through 07/11/2024.
 2. **Ratification of Interlocal (Revenue) ESY (Extended School Year) contracts for FY 2024 in the aggregate amount of \$18,000 for Academic and Behavior School West with the following district:** Goose Creek CISD for three (3) in-county ESY contracts (\$6,000 each) for the period of 06/05/2024 through 07/11/2024.
 3. **Ratification of Interlocal (Revenue) Monthly contracts for FY 2024 in the aggregate amount of \$6,450 with Academic and Behavior School West with the following district:** Navasota ISD for one (1) out-of-county monthly contract in the amount of \$6,450 (\$4,300 per month) for the contract period of 04/26/2024 through 06/03/2024.
 4. **Approval of the School-Based Therapy Services Interlocal (Revenue) Agreements for FY 2025 in the aggregate amount of \$3,636,165 with the following districts:** Brazosport ISD (0 students served in FY2023) in the amount of \$122,505; Greater Gulf Coast Cooperative (92 students served in FY2023) in the amount of \$131,470; and Katy ISD (1794 students served in FY2023) in the amount of \$3,382,190 to provide therapy services.
 5. **Approval of Interlocal (Revenue) contracts for FY 2025 in the aggregate amount of \$458,850 for Academic and Behavior School East with the following districts:** Danbury ISD for one (1) out-of-county annual contract in the amount of \$28,875 (\$28,875 each); Hull Daisetta ISD for one (1) out-of-county annual contract in the amount of \$28,875 (\$28,875 each); La Porte ISD for twelve (12) in-county annual contracts in the amount of \$285,600 (\$23,800 each); Liberty ISD for four (4) out-of-county annual contracts in the amount of \$115,500 (\$28,875 each) for the contract period of 08/26/2024 through 06/05/2025.
 6. **Approval of Interlocal (Revenue) contracts for FY 2025 in the aggregate amount of \$200,550 with Academic and Behavior School West and the following districts:** Bellville ISD for two (2) out-of-county annual contracts in the amount of \$57,750 (\$28,875 each); Katy ISD for six (6) in-county annual contracts in the amount of \$142,800 (\$23,800 each); for the contract period of 08/26/2024 through 06/05/2025.
 7. **Ratification of the School-Based Therapy Services Interlocal (Revenue) Agreements for FY 2025 in the aggregate amount of \$62,135 with the following districts:** Barbers Hill ISD (2 students served in FY2023) in the amount of \$10,735; KIPP Texas, Inc (82 students served in FY2023) in the amount of \$51,400 to provide therapy services.

- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 24/023TC for Maintenance, Repair & Operations (MRO) Parts, Equipment, and Related Services for the period of 06/19/2024 through 04/16/2025 with the following vendors:** Charles F. Pena dba Kleen Supply Company (24/023TC-05); Design Security Controls, LLC (24/023TC-08); Highlights of Houston, Inc., dba Highlights Electrical Mechanical (24/023TC-14); Playground Solutions of Texas, Inc. (24/023C-25), and RAE Security, Inc. (24/023TC-26).
 2. **Approval of the Contract award for job no. 24/027AK for Smallwares, Preventative Maintenance, and Repairs for Food Service for the period 06/19/2024 through 04/16/2025 with the following vendor:** ITW Food Equipment Group LLC dba Hobart Service (24/027AK-06).
 3. **Approval of the Contract Award for job no. 24/028SG for Textbooks, Library Books, Printed Instructional Resources, and Related Items for the period 06/19/2024 through 06/18/2025 with the following vendors:** Celebrate Successful Early Learning, LLC (24/028SG-01); Central Programs, Inc. dba Gumdrop Books (24/028SG-03); Lerner Publishing Group (24/028SG-04); Perfection Learning Corporation (24/028SG-05); Hertzberg-New Method, Inc. dba Perma-Bound Books (24/028SG-06), and The Rosen Publishing Group, Inc. dba Rosen Classroom/ Rosen Digital/ Power Kids Press/ Jackdaw Publications (24/028SG-07).
 4. **Approval of the Contract Award for job no. 24/029SG for Curriculum, Instructional Programs, Assessment Resources, and Related Items for the period of 06/19/2024 through 06/18/2025 with the following vendors:** 10story Learning, LLC dba 10storymath / IDL Workshop, LLC (24/029SG-01); EDU Solutions, LLC (24/029SG-03); Hive Class, Inc. (24/029SG-04); Imagination Station, Inc. dba Istation (24/029SG-05); Just Right Reader, Inc. (24/029SG-06); Kesler Science, LLC (24/029SG-07); Virtual Education Station dba Little Stem Academy (24/029SG-08); Okapi Educational Publishing, Inc. (24/029SG-10); Leticia Smith dba Risas y Sonrisas, LLC (24/029SG-11); STEMfinity, LLC (24/029SG-12); American Eagle Co., Inc. dba Teacher's Discovery (24/029SG-13); TechTerra Education, LLC dba TechTerra Education (24/029SG-14); The Computing Technology Industry Association, Inc. (24/029SG-15), and Wilson Language Training Corporation (24/029SG-16).
 5. **Approval of HCDE Interlocal Agreements with:** Anne Arundel County, Millersville, Maryland; Cumberland County Improvement Authority, Millville, New Jersey; Ethereal Stem Community Partners, Houston, Texas; Frostburg State University, Frostburg, Maryland; City of McAllen, McAllen, Texas; Ocean County Vocational Technical School, Toms River, New Jersey; Phoenix Union High School District #210, Phoenix, Arizona, University of Arkansas, Little Rock, Arkansas; and Valley Initiative for Development and Advancement (VIDA), Mercedes, Texas.

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

1. **Approval to Amend CH Local FY 2024 to increase CollegeCommunityCareer, (Job # 22/012IA-2) by \$40,000 for a total of \$120,000; and The Woods Project (The Woods Project, Inc), (Job # 22/012IA-2) by \$40,000 for a total of \$120,000 to provide comprehensive after school programs funded by 21st Century Cycle 11, Cycle 12, Partnership and grant recipients of City Connects and/or County Connections.**
2. **Ratification of Approval of Interlocal Agreement for Business Service with OMNIA Partners to participate in the cooperative to purchase goods/services not available through HCDE's Choice Partners cooperative program.**

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

- A. **Consider Approval of Amendment #2 for contract number 212-24 between HGAC and HCDE Adult Education Division to increase funding by \$99,542 from \$4,620,458 to \$4,720,000 for the period of 07/01/2023 through 06/30/2024.**

Motion made by Trustee Eric Dick, seconded by Trustee John McGee to approve the amendment #2 for contract number 212-24 between HGAC and HCDE Adult Education Division to increase funding by \$99,542 from \$4,620,458 to \$4,720,000 for the period of 07/01/2023 through 06/30/2024.

Motion passes with 6-0 voting to approve.

- B. **Discussion and possible action to adopt an order to increase the Over 65 & Disabled Homestead Exemption from \$275,000 to \$320,000 for Tax Year 2024.**

Motion made by Trustee Andrea Duhon, seconded by Trustee Eric Dick to adopt an order to increase the Over 65 & Disabled Homestead Exemption from \$275,000 to \$320,000 for Tax Year 2024.

Motion passes with 6-0 voting to approve.

- C. **Consider Ratification of Amendment to the Information Technology Services agreement with DocuNav Solutions (Contract #DIR-CPO-4449) to increase the amount by \$150,112 for an aggregate total of \$280,591 for the period of 06/30/2024 through 06/27/2027.**

Motion made by Trustee Eric Dick, seconded by Trustee Richard Cantu to ratify amendment to the Information Technology Services agreement with DocuNav Solutions (Contract#DIR-CPO-4449) to increase the amount by \$150,112 for an aggregate total of \$280,591 for the period of 06/30/2024 through 06/27/2027.

Trustee Eric Dick and, Trustee Richard Cantu withdrew their motion so that the item may be considered after executive session.

- D. **Consider adoption of resolution concerning emergency administrative leave with pay for HCDE staff in accordance with Policy DEA (Local) associated with severe weather on May 17, 2024.**

Motion made by Trustee John McGee, seconded by Trustee Andrea Duhon to approve resolution concerning emergency administrative leave with pay for HCDE staff in accordance with Policy DEA (Local) associated with severe weather on May 17, 2024. Motion passes with 6-0 voting to approve.

Board of Trustees entered executive session at 2:05 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.

Board of Trustees returned at 2:52 p.m.

9. **RECONVENE** for possible action on items discussed in executive session
 7. C. **Consider Ratification of Amendment to the Information Technology Services agreement with DocuNav Solutions (Contract #DIR-CPO-4449) to increase the amount by \$150,112 for an aggregate total of \$280,591 for the period of 06/30/2024 through 06/27/2027.**

Motion made by Trustee Eric Dick, seconded by Trustee Cantu to ratify the amendment to the Information Technology Services agreement with DocuNav Solutions (Contract# DIR-CPO-4449) to increase the amount to \$141,112.40 for the aggregate total of \$271,590.99 for the period of 06/30/2024 through 06/27/2027. Motion passes with 6-0 voting to ratify

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

Trustee Richard Cantu requested an update from the Education Foundation and would like to see more scholarship opportunities for our community.

Trustee Eric Dick suggested HCDE explore the process for nomination of trustees to participate in future Harris County Appraisal District elections, Trustee Eric Dick also stated he will donate Houston Astros tickets to the Education Foundation luncheon auction.

11. **INFORMATION ITEMS**

- A. **Submission of grant proposal to the U.S. Department of Health and Human Services, Administration for Children and Families, in the amount of \$3,206,339 to support HCDE's Early Head Start Expansion project in the 2024-2025 school year. This funding would expand access to Early Head Start services for 64 children and families in Harris County, Texas.**
- B. **Acceptance of grant awards from the Education Foundation of Harris County for CASE for Kids to implement the All-Earth Ecobot Challenge from the Henderson**

Foundation in the amount of \$5,000 and CenterPoint Energy Foundation in the amount of \$10,000.

- C. **Memorandum of Understanding Contracts (non-monetary) for the CASE for Kids After-school Strategic Investment (ASI) program:** CASE for Kids certifies after-school investments of public funds through collaborators as part of our Houston-Galveston Area Council contract.

D. **Human Resources**

1. Personnel
2. Employee Count

12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, July 24, 2024, at 1:00 p.m.

Motion made by Erica Davis, seconded by Trustee John McGee to adjourn the meeting.

Motion passes with 6-0 voting to adjourn.

Meeting adjourned at 2:55 p.m.



Amy Flores Hinojosa
Board President



David Brown
Second Vice President