

**Harris County Department of Education  
Minutes of Regular Board Meeting  
May 15, 2024**

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The Harris County Board of School Trustees met in regular session on May 15, 2024, in the Board Room, 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.

<b>Board Members Present:</b>	Amy Flores Hinojosa, Board President, David Brown, First Vice President, Erica Davis, Second Vice President, Andrea Duhon, Richard Cantu, Eric Dick, and John McGee
<b>Board Members Absent:</b>	None
<b>Board Attorney:</b>	Sarah Langlois
<b>Administration:</b>	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; 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; Travita Godfrey, Principal Fortis Academy; 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; John Prestigiacomo, Director Facilities; 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
<b>Visitors:</b>	None

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1. **Invocation - Lanette Gonzales-Tonsul, Coordinator, Communications and Client Engagement**
2. **Pledge of Allegiance to the US flag - Jasmine Booker, Officer of Education Advancement, CES**
3. **Pledge of Allegiance to the Texas flag - Jasmine Booker, Officer of Education Advancement, CES**
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. **Recognition of Asian American, Native Hawaiian & Pacific Islander Heritage Month**  
- Presentation by Communications, Danielle Clark, Chief Communications Officer

*A video presentation was shown by Communications for Asian American, Native Hawaiian & Pacific Islander Heritage Month*

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

*Dr. Tyrone Sylvester introduced the May HCDE Employee of the Month, Julie Carson, Facilities Operation Coordinator, Facilities. Communications showed a brief video regarding her role and impact.*

- C. **Superintendent Monthly Report - Superintendent James Colbert, Jr. opened by extending his appreciation to the Board of Trustees for trustees' support and trust in him and his leadership during the Irvington building renovation project. Mr. Colbert reported that the Irvington renovation project is going well and his desire is for the building to be symbolic of the talent within the building. Mr. Colbert also thanked staff for their patience during the renovation process and acknowledged the hard work of the Facilities Division. Mr. Colbert provided an update on the Budget meetings that took place the week before with the divisions and ELT in preparation to present the budget to the Board, stating that more than 20 meetings had been held. Mr. Colbert also informed the board of upcoming events. On May 17, 2024, Signing Day for Adult Education will occur, during which students will sign contracts with the organizations with whom they will be working. June 4, 2024, the last day of school for HCDE campuses. On June 22, 2024, the Adult Education Graduation will take place. On May 16, 2024, ABS East will be holding its Graduation, and on May 30, 2024, ABS West will hold its Graduation. Finally on May 23, 2024 HCDE will host the Celebration of Excellence awards ceremony. HCDE is preparing to close out the school year and is looking forward to summer conferences.**

- D. **Annual Division Update - Communications and Client Engagement**

- E. **Annual Division Update - Center for Educator Success (CES)**

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- 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.

*Trustee Richard Cantu recognized Trustee Andrea Duhon's recent graduation from the University of Houston with her Master's of Public Administration degree. Trustee Andrea Duhon attended the East Side Chamber of Commerce with the Education Foundation of Harris County and acknowledged new HCDE employee Lynette Gonzales-Tonsul, who did an excellent job at the HCDE booth at the event.*

- G. **Report of Board Committees - Committee Chairs**  
*None.*

- H. **Monthly Financial Reports through 04/30/2024** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

6. **ACTION ITEMS – CONSENSUS**

*Trustee Erica Davis requested to pull item 6.C.1 from the Consensus Agenda. HCDE Administration requested to pull item 6.E.4 from the Consensus Agenda.*

*Motion made by Trustee David Brown and seconded by Trustee Amy Hinojosa to approve Consensus agenda items except items 6.C.1 and 6.E.4.  
Motion passes with 7-0 voting to approve.*

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

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

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

1. April 17, 2024 Feasibility Committee Minutes
2. April 17, 2024 Policy Committee Minutes
3. April 17, 2024 Regular Board Meeting Minutes

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

1. **Approval of the School-Based Therapy Services Interlocal (Revenue) Agreements for FY 2025 in the aggregate amount of \$131,345 with the following districts:** Columbia-Brazoria ISD (91 students served in FY2023) in the amount of \$119,780; Montgomery ISD (4 students served in FY2023) in the amount of \$8,475; and Varnett Charter School (2 students served in FY2023) in the amount of \$3,090 to provide therapy services.

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2. **Approval of Interlocal (Revenue) ESY (Extended School Year) contract for FY 2024 in the aggregate amount of \$54,700 with ABS West with the following districts:** Bellville ISD for one (1) out-of-county ESY contract in the amount of \$6,700 (\$6,700 each); Katy ISD for six (6) in-county ESY contracts in the amount of \$36,000 (\$6,000 each); Spring Branch ISD for two (2) in-county ESY contracts in the amount of \$12,000 (\$6,000 each) for the contract period of 06/05/2024 through 07/11/2024.
  3. **Approval of the Research and Evaluation Institute Interlocal (Revenue) Agreement with AVANCE-Houston for the Head Start Community Assessment in the amount of \$17,188 for the period of 06/01/2024 through 01/31/2026.**
  4. **Approval of amendment to the School-Based Therapy Services (Revenue) Contract with Greater Gulf Coast Cooperative for FY 2024.** The aggregate amount is proposed to be amended from \$114,780 to \$119,100 (a \$4,320 increase) to add additional days of therapy services.
  5. **Ratification of amendment to the ABS West Interlocal (Revenue) Agreement for FY 2024, in the aggregate amount of \$95,200 with Crosby ISD** to reflect the campus change from ABS East to ABS East/ABS West. Annual contract amount will remain the same for contract beginning 08/28/2023 through 06/03/2024.
  6. **Ratification of amendment to the School-Based Therapy Services Interlocal (Revenue) Contract with Dayton ISD for FY2024 in the aggregate amount of \$83,265,** to reduce the number of days and add an occupational therapy assistant.
  7. **Ratification of amendment to the Interlocal (Revenue) Agreement for Center for Safe and Secure Schools with Alief ISD in the amount of \$32,500 for the period of 10/10/2023 through 08/31/2024** for the Professional Development Sessions Package.
  8. **Ratification of amendment to the Center for Safe and Secure Schools Interlocal (Revenue) Agreement with Alief ISD in the amount of \$19,125 for the period of 12/01/2023 through 07/31/2024** for the SERIES Package (Corrective Action from Audit Cycle - NIM/ICS and Campus Safety Response Training) sessions.
  9. **Ratification of the ABS West Interlocal (Revenue) monthly contracts with Dayton ISD for FY 2024, for one (1) in-county monthly contract in the aggregate amount of \$7,400 (\$3,700 per month) for the period of 04/23/2024 through 06/03/2024.**
- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 24/012MF Educational/Instructional Software and Related Items for the period of 05/15/2024 through 02/27/2025 with the following vendor: Creative Empire, LLC dba Mango Languages (24/012MF-04).**

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2. **Approval of the Contract Award for job no. 24/038MF for Event Space Scheduling System for the period of 05/15/2024 through 05/14/2025 with the following vendor: FM Systems Group, LLC (24/038MF-01).**
3. **Approval of the Contract Award for job no. 24/025SG for Human Resources Support Software and Services for the period of 05/15/2024 through 05/14/2025 with the following vendors: Agular Systems, Inc. (24/025SG-01) and Jordan Gilmore Inc., dba KeldairHR (24/025SG-03).**
4. **Approval of the Contract Award for job no. 24/023TC for Maintenance, Repair & Operations (MRO) Parts, Equipment, and Related Services for the period of 05/15/2024 through 04/16/2025 with the following vendors: Flip Lok, LLC (24/023TC-10); Lyncverse Technologies (24/023TC-20); PartsTown, LLC (24/023TC-23); and Signage One (24/023TC-28).**
5. **Approval of the Contract Award for job no. 24/031TP for Commercial Food Distributor for the period of 08/01/2024 through 07/31/2025 with the following vendors: Gordon Food Service, Inc. (24/031TP-01) and Labatt Food Service, LLC (24/031TP-02).**
6. **Approval of HCDE Interlocal Agreements with: Center Point Independent School District, Center Point, Texas; Connally Independent School District, Waco, Texas; Flour Bluff Independent School District, Corpus Christi, Texas; Mayes County, Mayes County, Oklahoma; Morgan State University, Baltimore, Maryland; Navarro County, Corsicana Texas; Palos Heights School District #128, Palos Heights, Illinois, and The University of Texas Health Science Center at San Antonio, San Antonio, Texas.**

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

1. **Approval of the Contract Award for Job No. 24/006YR-03, for Local Food and Catering Services, for the period of 05/15/2024 through 05/14/2029, to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal: Boot Texan Kitchen.**
2. **Approval of Contract Award for RFP No. 24/037DR Advisors, Coaches, Consultants, Counselors, Speakers and Trainers, for the period of 06/01/2024 through 05/31/2029 to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal: Amanda Morgan: Not Just Cute LLC; Cortez Services; Brighter Futures Counseling and Consulting; Comrades Consulting; First3Years; ITEXperience, Inc; Lit for Life, LLC; Nieto Technology Partner; Sterling Empowerment; Top Notch Professional Consultants; Untapped Genius; and Yawp Records, LLC**

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

1. **Ratification of amendment to the Business Services (Revenue) Service Agreement with Stafford Municipal School District** to the amount of \$81,600 (increase from \$49,800), for the period of 09/01/2023 through 08/31/2024. This agreement is for continued procurement support and streamline processes.
2. **Ratification of (Revenue) Service Agreement for Business Services with Stafford Municipal School District in the amount of \$94,592** for HCDE's Business Services to perform duties related to Budget Preparation and Calculations, HR Review and Budget Preparation, Grant Review and Preparation during the period of 04/15/2024 through 08/31/2024.

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

C1. Consider approval of the following grant application:

**Approval to submit an application for grant 06HP000311 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS), in the amount of \$5,270,590** for continued funding of Harris County Department of Education Early Head Start-Child Care Partnerships for the 09/01/2024 through 08/31/2025 budget period.

*Motion made by Trustee Erica Davis, seconded by Trustee Brown to approve the submission of an application for grant 06HP000311 to the U.S. Department of Health and Human Services (HHS), Office of Head Start (OHS), in the amount of \$5,270,590 for continued funding of Harris County Department of Education Early Head Start-Child Care Partnerships for the 09/01/2024 through 08/31/2025 budget period.*

*Motion passes with 7-0 voting to approve.*

1. **Approval of Change Order #1 for the Service Agreement with Indeco Sales, Inc. (Choice Partners RFP 23/022MF-08) for Furniture, Fixtures, & Equipment for the Administrative Building Renovation Project in an amount not to exceed \$167,571.08** and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute the Change Order.

*Motion made by Trustee Amy Hinojosa, seconded by Trustee David Brown to approve change order #1 for the Service Agreement with Indeco Sales, Inc. (Choice Partners RFP 23/022MF-08) for Furniture, Fixtures, & Equipment for the Administrative Building Renovation Project in an amount not to exceed \$167,571.08 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize, and execute the Change Order.*

*Motion passes with 7-0 voting to approve.*

2. **Ratification of the Memorandum of Understanding Contract for FY2024 with Schools Division and Prairie View A&M University for the period of 11/14/2023 through 09/01/2028** to facilitate a learning-centered partnership for teachers (LEADERS: Leading Equity Across Diverse Environments with Revolutionary Synergy).

*Motion made by Trustee Amy Hinojosa, seconded by Trustee David Brown to approve the ratification of the Memorandum of Understanding Contract for FY2024 with Schools Division*

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*and Prairie View A&M University for the period of 11/14/2023 through 09/01/2028 to facilitate a learning-centered partnership for teachers (LEADERS: Leading Equity Across Diverse Environments with Revolutionary Synergy).*

*Motion passes with 7-0 voting to approve.*

**3. Consider second reading and final approval of the following revised local policies:**

1. CCGB (Local)
2. CFB(Local)
3. CKE (Local)
4. CKED (Local)
5. CLB (Local)
6. CQB (Local)
7. CSA (Local)
8. DC (Local)
9. DEA (Local)
10. DEC (Local)
11. EHB (Local)
12. EHBCA (Local)
13. FD (Local)
14. FFAC (Local)
15. FFB (Local)
16. FFI (Local)
17. FL (Local)

*Motion made by Trustee Amy Hinojosa, seconded by Trustee David Brown to approve second reading and final approval of the revised local policies:*

*Motion passes with 7-0 voting to approve.*

**4. Consider moving date of July 2024 regular Board meeting.**

*Motion made by Trustee John McGee, seconded by Trustee Amy Hinojosa to approve moving the July 2024 regular Board meeting date to July 24, 2024.*

*Motion passes with 7-0 voting to approve.*

**5. Consider election of President and one or more Vice Presidents of HCDE Board of Trustees.**

*Motion made by Trustee Andrea Duhon, seconded by Trustee Richard Cantu to elect Trustee Amy Hinojosa as Board President, Trustee David Brown as First Vice President and Trustee Erica Davis as Second Vice President.*

*Motion passes with 7-0 voting to elect.*

**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

*The board entered into Executive Session at 2:39 p.m.*

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- A. **Deliberate** the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees and Board members and obtain legal advice regarding the same.
- B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.
- C. Deliberate Superintendent's recommendation to terminate CES Manager's Chapter 21 probationary employment contract at the end of the contract period in the best interests of the Department; obtain legal advice regarding the same.

*The Board re-entered Open Session at 3:49 p.m.*

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

- 6.E.4 **Approval of the Contract Award for job no. 24/026SG Insurance and Third Party Administration Services for the period of 05/15/2024 through 05/14/2025 with the following vendors:** Brown & Brown Lone Star Insurance Services Inc.(24/026SG-02); Covergame USA Inc. dba Player's Health (24/026SG-03); FBS-HIA, LLC dba Financial Benefit Services, dba Higginbotham Public Sector (24/026SG-04); First Financial Administrators, Inc. (24/026SG-05); Truist Insurance Holdings, LLC dba McGriff Insurance Services, LLC (24/026SG-06); Kean Financial Services Inc. dba U.S. Employee Benefits Service Group (24/026SG-07); and Risk Assessment & Insurance Services, L.L.C. dba Zynera (24/026SG-08).

*Motion made by First Vice President David Brown, seconded by Second Vice President Erica Davis to approve the contract award for job no. 24/026SG Insurance and Third Party Administration Services for the period of 05/15/2024 through 05/14/2025 with the following vendors: Brown & Brown Lone Star Insurance Services Inc.(24/026SG-02); Covergame USA Inc. dba Player's Health (24/026SG-03); FBS-HIA, LLC dba Financial Benefit Services, dba Higginbotham Public Sector (24/026SG-04); First Financial Administrators, Inc. (24/026SG-05); Truist Insurance Holdings, LLC dba McGriff Insurance Services, LLC (24/026SG-06); Kean Financial Services Inc. dba U.S. Employee Benefits Service Group (24/026SG-07); and Risk Assessment & Insurance Services, L.L.C. dba Zynera (24/026SG-08).*

*Motion passes with 7-0 voting to approve.*

- A. Consider terminating CES Manager's Chapter 21 probationary employment contract at the end of the contract period in the best interests of the Department.

*Motion made by Trustee John McGee, seconded by First Vice President David Brown to terminate Maria Chavez's Chapter 21 probationary employment contract at the end of the contract period in the best interests of the Department, and to authorize the Superintendent or his designee to inform Ms. Chavez of this action as required by applicable law and policy.*

*Motion passes with 7-0 voting*



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

11. **INFORMATION ITEMS**

1. Memorandum of Understanding (MOU) between the Harris County Department of Education (HCDE) and Abilene Christian University (ACU) to explore partnership program offerings. Specifically, HCDE wants to explore ACU's **Level UP program**, which is a non-traditional teacher pathway program for existing HCDE paraprofessionals and non-credentialed staff that provides academic programming that leads to a bachelor's, masters, or doctoral level degree and certification. The MOU would be for a term of five (5) years from the effective date of June 1, 2024.

A. **Human Resources**

1. Employee Count
2. Personnel
3. **Chapter 21 and Non-Chapter 21 Contracts for 2024 - 2025.**

12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, June 19, 2024, at 1:00 p.m.

*Motion made by Second Vice President Erica Davis, seconded by First Vice President David Brown to adjourn.*

*Motion passes with 7-0 voting to adjourn.*

*Meeting adjourned at 3:52 p.m.*

  
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Amy Flores Hinojosa  
Board President

  
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David Brown  
Board First Vice President