

**Harris County Department of Education
Minutes of Regular Board Meeting
September 18, 2024**

The Harris County Board of School Trustees met in regular session on September 18, 2024, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Amy Hinojosa, 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: Amy Hinojosa, Board President; David Brown, Board First Vice President; Erica Davis, Second Vice President; Andrea Duhon, Richard Cantu, Eric Dick, and John McGee

Board Members Absent: None.

Board Attorney: Sarah Langlois

Administration: James Colbert, Jr., County School Superintendent; Jesus Amezcua, Assistant Superintendent for Business Services (virtually); 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; 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; Edna Johnson, Director Purchasing; Charles Ned, Senior Director Schools; Margaret Patton, Director Compliance and Curriculum Services; Venetia Peacock, Senior Director Head Start; 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** - Dr. Margaret Patton, Director of Curriculum and Special Services, Schools Division
2. **Pledge of Allegiance to the US flag** - Catalina Ramos, Parent Engagement Liaison, Schools Division
3. **Pledge of Allegiance to the Texas flag** - Catalina Ramos, Parent Engagement Liaison, Schools Division
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. **Consider approval of:** (1) certification of the anticipated tax collection rate, (2) the anticipated debt collection rate for excess debt collections, (3) calculation of the no-new-revenue rate and voter-approved rates by the Harris County Tax Assessor/Collector, (4) 2024 Certified Property Values and the submission of the no-new-revenue tax rate and voter-approval tax rate using the certified estimate of taxable value, and (5) a plan to adopt a tax rate of \$0.004799 for Tax Year 2024 in accordance with the Truth in Taxation laws codified in Chapter 26 of the Texas Tax Code as amended by the 88th Legislature.

Motion made by Trustee John McGee, seconded by Trustee Richard Cantu to approve (1) certification of the anticipated tax collection rate, (2) the anticipated debt collection rate for excess debt collections, (3) calculation of the no-new-revenue rate and voter-approved rates by the Harris County Tax Assessor/Collector, (4) 2024 Certified Property Values and the submission of the no-new-revenue tax rate and voter-approval tax rate using the certified estimate of taxable value, and (5) a plan to adopt a tax rate of \$0.004799 for Tax Year 2024 in accordance with the Truth in Taxation laws codified in Chapter 26 of the Texas Tax Code as amended by the 88th Legislature.

Motion passes with 7-0 voting to approve.

6. **REPORTS AND PRESENTATIONS**

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

Dr. Tyrone Sylvester introduced the September Employee of the Month, Ashley Barker, HR Compensation Analyst, Human Resources. Communications showed a brief video regarding her role and impact.

B. **Superintendent Monthly Report** - James Colbert, Jr.
Superintendent Colbert announced HCDE is the recipient of another Transparency Star Award for Open Government and Compliance given by the Texas Comptroller; Mr. Colbert recognized Business Services and Purchasing for winning the award. Secondly, Mr. Colbert revealed the folder of numerous brochures on which he and the Communications Division have been working. The brochures articulate various HCDE divisions, the Cost Savings Report, and the five main pillars of HCDE: Therapy Services, Special Schools, Head Start, CASE for Kids, and Adult Education. The materials were created to provide information about HCDE. There will be similar material created about Choice Partners in the future. Lastly Mr. Colbert acknowledged Hispanic Heritage Month, and Chief Communications Officer Danielle Clark, presented a video celebrating the diverse Hispanic backgrounds of HCDE employees.

C. **Annual Division Update** - Dr. Charles Ned, Senior Director, Schools Division

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.

F. **Information on: Monthly Financial Reports through 08/31/2024** - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

Motion made by Trustee Davis, seconded by Trustee Dick to approve all items under the Consensus Agenda.

Motion passes with 7-0 voting to approve all consensus agenda items.

7. **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 August 2024

B. Consider approval of the August 21, 2024, Board Meeting Minutes:

C. Consider acceptance of the following grant award:

1. **Approval of a grant award from the Education Foundation of Harris County for CASE for Kids in the amount of \$11,300 to implement the Kid's Day Entrepreneurship project serving over 100 youth.**

D. Consider approval of the following grant proposal/agreement:

1. **Approval of the Certification Contribution Agreement (Revenue) between the HCDE CASE for Kids Division and the Gulf Coast Workforce Board for the period of 10/01/2024 through 09/30/2025.** HCDE will certify \$1,700,000 to receive matching funds from the Gulf Coast Workforce Board for the CASE Partnership Project in the amount of \$1,987,171.

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

1. **Ratification of Interlocal (Revenue) contracts for FY 2025 in the aggregate amount of \$683,200 with ABS East and the following districts:** Amendment to the Annual Contract - Dickinson ISD to decrease the aggregate amount from \$115,500 to \$57,750 (a decrease of \$57,750 for two (2) units) a total of two out-of-county units will remain (\$28,875 each); Annual Contracts-Clear Creek ISD for eighteen (18) in-county annual contracts in the amount of \$428,400 (\$23,800 each); Huffman ISD for one (1) in-county annual contracts in the amount of \$23,800 (\$23,800 each); and Texas City ISD for six (6) out-of-county annual contracts in the amount of \$173,250 (\$28,875 each) contract period of 08/26/2024 through 06/05/2025.
2. **Ratification of Interlocal (Revenue) contracts for FY 2025 in the aggregate amount of \$565,775 with ABS West and the following districts:** Aldine ISD for eight (8) in-county annual contracts in the amount of \$190,400 (\$23,800 each); East Bernard ISD for one (1) out-of-county annual contract in the amount of \$28,875 (\$28,875 each); Lamar Consolidated ISD for eleven (11) out-of-county annual contracts in the amount of \$317,625 (\$28,875 each), and Magnolia ISD for one (1) out-of-county annual contract in the amount of \$28,875 (\$28,875 each) for the contract period of 08/26/2024 through 06/05/2025.
3. **Ratification of Interlocal (expenditure) agreement for FY 2025 between HCDE Schools Division (ABS East and ABS West) and Houston ISD Food Services for the period of 08/21/2024 through 08/20/2025, for an amount not to exceed \$300,000 to provide breakfast and lunch.**
4. **Ratification of Interlocal (Revenue) agreement for FY 2025, for the period of 08/26/2024 through 06/05/2025 in the aggregate amount of \$285,000 with Highpoint School East with the following district:** Channelview ISD for twenty-five (25) in-county annual contracts in the amount of \$285,000 (\$11,400 each).
5. **Ratification of Interlocal (Revenue) agreements for FY 2025 for the period of 08/26/2024 through 06/05/2025 in the aggregate amount of \$75,625 for Fortis Academy with the following districts:** Channelview ISD for five (5) in-county annual contracts in the amount of \$34,375 (\$6,875 each); and Goose Creek CISD for six (6) in-county annual contracts in the amount of \$41,250 (\$6,875 each).
6. **Ratification of the School-Based Therapy Services Interlocal (Revenue) Agreements for the period of 08/16/2024 through 08/15/2025 in the aggregate amount of \$326,340 with the following districts:** The Association for the Advancement of Mexican Americans (AAMA)/Sanchez Charter School (0 students served in FY2023) in the amount of \$2,060; Tomball ISD (35 students served in FY2023) in the amount of \$106,605; Waller ISD (104 students served in FY2023) in the amount of \$167,890; and YES Prep Public Schools (27 students served in FY2023) in the amount of \$49,785 to provide therapy services.

7. **Ratification of Interlocal (Revenue) contract for Center for Safe and Secure Schools with Tejano Community Center/Raul Yzaguirre School for Success (RYSS) in an amount not to exceed \$1,250 for one session of Professional Development held on 09/04/2024.**
 8. **Approval of Interlocal (Revenue) contract for Center for Safe and Secure Schools with Alief ISD in the amount not to exceed \$20,000 for the period of 10/14/2024 through 08/31/2025 for 16 Professional Development Sessions.**
 9. **Approval of amendment to Interlocal (Revenue) between CASE for Kids and the City of Houston for the period of date of countersignature by the City Controller through 06/30/2025 in the amount up to \$770,000 for CASE for Kids to amend the program administrative cost to administer funding to provide after-school programs and/or out-of-school activities and projects.**
 10. **Approval of Interlocal Contract for HCDE Business Services with Sourcewell to participate in the Sourcewell cooperative to purchase goods/services not available through HCDE's Choice Partners cooperative program.**
- F. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 24/045MF for College Readiness Test Software & Materials for the period 09/18/2024 through 07/28/2025 with the following vendor: The Academic Approach, LLC (24/045MF-01).**
 2. **Approval of the Contract Award for job no. 24/054MF for Playground Equipment Systems, Furnishings, Surfaces, Maintenance, and for Single Trade Job Order Contracting for the period of 09/18/2024 through 09/17/2025 with the following vendors: Adventure Playground Systems, Inc. (24/054MF-01); ERC Environmental & Construction Services, Inc. dba ERC (24/054MF-02); Foster Fence LTD (24/054MF-03); and The Playwell Group Inc. (24/054MF-04).**
 3. **Approval of the Contract Award for job no. 24/030SG for Digital/Internet Instructional Applications, Platforms, Content, and Related Items for the period 09/18/2024 through 07/28/2025 with the following vendor: EDpuzzle, Inc. (24/030SG-04).**
 4. **Approval of the Contract Award for job no. 24/047TC for Maintenance (All Trades) and Job Order Contracting (JOC_IDIQ) Single Trade Component for the period of 09/18/2024 through 09/17/2025 with the following vendors: Accutek Technologies, Inc. (24/047TC-01); Ally Roofing Services, LLC (24/047TC-02); American Fire Systems, Inc. (24/047TC-03); American Mechanical Services of Houston, LLC dba AMS of Houston, LLC (24/047TC-04); Automated Logic Contracting Services, Inc. (24/047TC-05); Axiom Division 7, Inc. (24/047TC-06); Binswanger Holding Corporation dba Binswanger Enterprises, LLC dba Binswanger Glass (24/047TC-09); CEC Facilities Group, LLC (24/047TC-11); Dependable Comfort Air Conditioning & Heating, Inc. (24/047TC-13); Ezzi Signs, Inc. (24/047TC-16); Flip Lok, LLC (24/047TC-17); Foster Fence, Ltd (24/047TC-18); Harvest Innovative Solutions, LLC (24/047TC-19); Heritage Air Services, LLC (24/047TC-20); Pfeiffer & Son, Ltd (24/047TC-22); Sea-Breeze Roofing, Inc. (24/047TC-24); Signs and More, LLC (24/047TC-25); Skilled Construction Subs Unlimited, LLC (24/047TC-26); SpawGlass Construction Corporation (24/047TC-27); Telephonics Unlimited, Inc. (24/047TC-29), and Tri-Star Glass, Inc. (24/047TC-30).**

5. **Approval of HCDE Interlocal Agreements with:** Alfred University, Alfred, NY; Bangs Independent School District, Bangs, TX; City of Brownwood, Brownwood, TX; Calhoun County, Port Lavaca, TX; Kentucky State University, Frankfort, KY; City of Palmview, Palmview, TX; City of Pattison, Pattison, TX; Texas Division of Emergency Management, Austin, TX; City of Universal City, Universal City, TX; Victoria County, Victoria, TX; and Valley Initiative for Development and Advancement (VIDA), Mercedes, TX.

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

1. **Approval of the Contract Award for job no. 24/037DR-2 for Advisors, Coaches, Consultants, Counselors, Speakers and Trainers for the period of 09/18/2024 through 09/17/2029 with the following vendors:** Axiom Learning, Inc.; Consult Dr. Michelle, LLC; Crabtree Coaching Collaborative; Creative Energy, LLC; Dominika Dorota Staniewicz; HYA Corporation; Inner Ear Agency; Kid-grit, LLC; Learning Forward Texas; Mike Veny, Inc.; RG Guillory Education & Consulting, LLC; SkyWord Sports; Stem Detective, LLC; and Tecbomo LLC; Witt & Associates, LLC.
2. **Approval to amend CH Local FY 2025 list to add Blue Knight Security, LLC (Job No. 22/047MR-01) in the aggregate amount not to exceed \$250,000.** (This is an annual estimate of projected and budgeted expenditures for various divisions, including Adult Education, Facilities, etc. in anticipation of FY 2024-2025. A list of projected levels of expenditures by vendor are outlined in the board packet).

8. **ACTION ITEMS - NON-CONSENSUS**

1. **Consider approval of the Service Agreement (Expenditure) between IT Services and IPro Media, Inc. (Sourcewell Contract #120122-MBS) for the period of 10/01/2024 through 09/30/2027 for an amount not to exceed \$360,000 for upgrade of enterprise phone systems, phone handsets, and Software Assurance (SA).**

Motion made by Trustee Brown, seconded by Trustee Cantu to approve the Service Agreement (Expenditure) between IT Services and IPro Media, Inc. (Sourcewell Contract #120122-MBS) for the period of 10/01/2024 through 09/30/2027 for an amount not to exceed \$360,000 for upgrade of enterprise phone systems, phone handsets, and Software Assurance (SA).

Motion passes with 7-0 voting to approve.

2. **Consider approval of the Service Agreement (Expenditure) between IT Services and FM: Systems Group, LLC (Choice Partners Contract# 24/038MF-01) for the period of 10/01/2024 through 09/30/2025 for an amount not to exceed \$149,490 to replace existing conference room booking system and screens.**

Motion made by Trustee Brown, seconded by Trustee McGee to approve the Service Agreement (Expenditure) between IT Services and FM: Systems Group, LLC (Choice Partners Contract# 24/038MF-01) for the period of 10/01/2024 through 09/30/2025 for an amount not to exceed \$149,490 to replace existing conference room booking system and screens.

Motion passes with 7-0 voting to approve.

3. **Consider approval of the Competitive Sealed Proposals (CSP) method as the project delivery/contract method** for the purchase and installation of playground equipment, site clearing, and playground surface installation at the LaPorte Head Start Campus.

Motion made by Trustee David Brown, seconded by Trustee Erica Davis to approve the Competitive Sealed Proposals (CSP) method as the project delivery/contract method for the purchase and installation of playground equipment, site clearing, and playground surface installation at the La Porte Head Start Campus

Motion passes with 7-0 voting to approve.

4. **Consider approval of the Competitive Sealed Proposals (CSP) method as the project delivery/contract method** for the purchase and installation of playground equipment, site clearing, and playground surface installation at the Tidwell Head Start Campus.

Motion made by Trustee David Brown, seconded by Trustee John McGee to approve the Competitive Sealed Proposals (CSP) method as the project delivery/contract method for the purchase and installation of playground equipment, site clearing, and playground surface installation at the Tidwell Head Start Campus

Motion passes with 7-0 voting to approve.

5. **Consider approval of amendment to Tidwell Head Start lease agreement with KQC Investors, LLC to extend the lease term through September 30, 2039** and delegate authority to the Superintendent and his designee to negotiate, finalize and execute an amendment to the lease agreement, including an extension of the term.

Motion made by Trustee Dick, seconded by Trustee McGee to approve the amendment to the Tidwell Head Start lease agreement with KQC Investors, LLC to extend the lease term through September 30, 2039, and delegate authority to the Superintendent and his designee to negotiate, finalize and execute an amendment to the lease agreement, including an extension of the term.

Motion passes with 7-0 voting to approve.

No Executive Session was held

9. **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 employees.
 - B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.
10. **Discussion and possible action regarding future agenda items**
11. **RECONVENE** for possible action on items discussed in executive session
12. **INFORMATION ITEMS**

1. **During the August 21, 2024, Board Meeting, agenda item E.5.** was modified to reflect that Barbers Hill ISD would be utilizing HCDE's Academic and Behavior School East campus. The agenda item, however, was correct as originally printed; Barbers Hill ISD will utilize the ABS West campus for the 2024-2025 school year.

A. **Human Resources**

1. Personnel
2. Employee Count

13. **ADJOURN** - Next regular meeting is scheduled for Wednesday, October 16, 2024, at 1:00 p.m.

*Motion made by Trustee Dick, seconded by Trustee Davis to adjourn the meeting.
Motion passes with 7-0 voting to adjourn
Meeting adjourned at 2:01 p.m.*



Amy Flores Hinojosa
Board President



David Brown
First Vice President