

**Harris County Department of Education
Minutes of Regular Board Meeting
January 15, 2020**

The Harris County Board of School Trustees met in a regular board meeting on January 15, 2020 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Eric Dick, Board President, called the meeting to order at 1:08 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: Eric Dick, Board President; Danny Norris, Board Vice President; Richard Cantu; Andrea Duhon; Amy Hinojosa; Don Summers

Board Members Absent: Mike Wolfe

Board Attorney: Sarah Langlois

Administration: James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; and Jonathan Parker, Assistant Superintendent for Academic Support

Julia Andrews, Director Center for Safe and Secure Schools; Danielle Bartz, Chief of Staff; Darlene Breaux, Director Research and Evaluation Institute; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Marion Cooksey, Principal Highpoint East; Carie Crabb, Senior Director Therapy Services; Curtis Davis, Director Records Management; Stephanie De Los Santos, Director Client Engagement; Jeff Drury, Director Choice Partners; Dave Einsel, Director Communications and Creative Services; Melissa Godbout, Executive Assistant to Board of Trustees; Victor Keys, (AB West) Principal Academic Behavior School West; Anthony Mays, Senior Director Schools Division; Bill Monroe, Director Purchasing; Anthony Moten, Principal Fortis Academy; Venita Peacock, Director Head Start; Gayla Rawlinson, Director Center for Grants Development; Stephanie Ross, Director Adult Education; Donna Jones, (AB East), Principal Academic Behavior School East; Natasha Truitt, Executive Director Human Resources; Richard Vela, Senior Director Facilities; Frances Watson-Hester, Senior Director Teaching and Learning Center; Stephanie Wright, Chief Accounting Officer

Visitors: Colleen Vera, David Brown

1. **Invocation** - Kristal Johnson, Center for Grants Development
2. **Pledge of Allegiance to the US flag** - Illiana Gonzalez, Center for Grants Development
3. **Pledge of Allegiance to the Texas flag** - Illiana Gonzalez, Center for Grants Development
4. **Open Forum** - Gov't Code 551.003 (5) - 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.

Colleen Vera addressed the board regarding the Texas Education Agency's 2018 report concerning improper restraints of a CyFair ISD student who attended an HCDE school. She provided the board with printouts of the TEA report. She stated that HCDE was not reprimanded because HCDE is considered a contractor, but CyFair ISD was reprimanded instead. She pointed out that this was not the first issue of this nature but was one of the only ones to produce public documents proving abuse. She requested that now that there are two new board members and new officers, she challenged the board to address public concerns over the treatment of students in HCDE's special schools. She asked that the board hire Disability Rights Texas to perform a complete evaluation of the HCDE special schools and issue a public report at a future board meeting. She requested that an item regarding this matter be placed on the next month's agenda and discussed.

5. **Reports and presentations:**

A. **New Board Member Presentation** - Eric Dick, Board President

Board President Eric Dick made a presentation to the two new board members, Amy Hinojosa and Andrea Duhon.

A Public Hearing for the Annual Financial Management Report for the fiscal year ending August 31, 2019 was held at 1:15 p.m.

Dr. Jesus Amezcua presented the Annual Financial Management Report. No one from the public requested to address the Board during the Public Hearing.

The Public Hearing portion of the meeting adjourned at 1:22 p.m.

Eric Dick called the regular meeting to back order at 1:22 p.m.

B. Annual Update from Center for Grants Development - Gayla Rawlinson, Director

C. Superintendent Monthly Report - James Colbert, Jr.

Superintendent Colbert stated that he would be traveling to Austin next week for the TASA Mid-Winter Conference. He explained that this is the biggest conference of the year for Texas administrators. He recognized that HCDE will have the honor to conduct a breakout session on Fortis Academy titled "Possible Cure for Drug-Related Offenses" during the conference. He predicted that attendees would be very receptive to alternative solutions other than punishing a child for an addiction. He noted that this would be HCDE's third presentation for the year regarding Fortis Academy. He noted that the upcoming HCDE Early Childhood Winter Conference would be held on February 1, 2020 and recognized that this will be the 34th year; he encouraged the board to attend. He informed the board that last week HCDE had a surprise visit from TEA to look at HCDE's ABS East and ABS West campuses. He stated that Dr. Mays gave a thorough presentation on how HCDE advocates for young people and explained the processes and systems in place to address this special population. Mr. Colbert explained that HCDE's aspiration was to be an advocate and champion for students with special needs and pride is taken in the campuses and the principals and staff who work in them.

D. Report of the Board Feasibility Subcommittee - Don Sumners

No report.

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.

Eric Dick stated that he was recently able to speak with Judge Eric Andell and recognized him as one of the founders of HighPoint School. He stated that Judge Andell was proud of HCDE for HighPoint and encouraged HCDE to keep doing the good work.

F. Monthly Financial Reports through 12/31/2019 - Jesus Amezcua, Assistant Superintendent for Business Services

Motion made by Danny Norris, seconded by Richard Cantu to approve all items on the consent agenda.

Motion passes with 6-0 voting to approve all items on the consent agenda.

6. ACTION ITEMS - CONSENSUS

A. Consider approval of the following Business Services items:

1. December 2019 Disbursement Report
2. Monthly Budget Amendment Report
3. Monthly Investment Report for December 2019.

B. Consider approval of the following Board Meeting Minutes:

1. 12-18-2019 Regular Board Meeting Minutes

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

1. **Interlocal (expenditure) contract for FY 2020 CASE for Kids Partnership Project in the aggregate amount of \$241,000** with the following entity: Houston Independent School District in the amount of \$241,000.

D. Consider approval of the following items for the HCDE Choice Partners Cooperative:

1. **Contract renewal option for job no. 16/011MP for Fine Paper and Related Items with the following vendors:** Western-BRW Paper Company, Inc. dba Bosworth Papers Company, Inc. (#16/011MP-01), and Butler Business Products, LLC (#16/011MP-02) for the period 04/01/2020 through 03/31/2021.
2. **Contract renewal option for job no. 16/022CG for Carpet Cleaning and Related items with the following vendors:** GMW Quality Cleaning Solutions, dba Hospitality Cleaning Solutions, LLC (#16/022CG-03), and The Kings Southern Division, LLC (#16/022CG-04) for the period 04/19/2020 through 04/18/2021.
3. **Contract renewal option for job no. 18/016CG for Construction Photographic Documentation Services and Related Items with the**

following vendor: Multivista Systems, LLC dba Multivista (#18/016CG-01) for the period 04/18/2020 through 04/17/2021.

4. **Contract renewal option for job no. 19/028KC for Medicaid Claiming & Billing Services with the following vendors:** Houston Independent School District (HISD) (#19/028KC-01); MSB Consulting Group, LLC (#19/028KC-02), and Sivic Solutions Group, LLC (#19/028KC-03) for the period 04/17/2020 through 04/16/2021.
5. **Contract award for job no. 20/014MR for Motor & Aviation Fuel, Alternative Fuels, Lubricants & Related Items with the following vendors:** R&C Distributors, LLC dba Blender Direct (#20/014MR-01); Liberty Equipment Sales, Inc. (#20/014MR-02); Petroleum Traders Corporation (#20/014MR-03), and Jaguar Fueling Services, LLC for the period 01/15/2020 through 01/14/2021.
6. **HCDE Interlocal Agreements with:** Keene ISD, Keene, Texas; McLennan Community College, Waco, Texas; Reve Preparatory Charter School, Houston, Texas; Jourdanton ISD, Jourdanton, Texas, and Washburn University, Topeka, Kansas.

E. Consider approval of the following items for Internal Purchasing:

1. **Contract renewal options for job no. 15/063YR-2 R4 for CASE After-School and Summer Direct Service Providers with the following vendors:** Shamelessly Saved Productions; Abundance Educational Consulting, LLC; Imagiread Consulting Services, LLC; and Artist Boat for the period of 02/27/2020 through 02/26/2021.
2. **Contract renewal option for job no. 16/019YR for Coffee, Tea Services, and Related Items with the following vendor:** Reliant Business Products, Inc. for the period of 02/23/2020 through 02/22/2021.
3. **Contract renewal option for job no. 17/003YR for Food and Delivery Services for Harris County Department of Education Head Start with the following vendor:** Valley Services, Inc. for the period of 02/28/2020 through 02/27/2021.
4. **Contract renewal option for job no. 17/015KJ for Architectural Design Services with the following vendor:** Cre8 Architects for the period of 01/19/2020 through 01/18/2021.

5. **Contract renewal options for job no. 17/024YR CASE for Kids Consultants and Trainers with the following vendors:** edOpp Solutions, LLC; and Training and Leadership Consulting for the period of 02/28/2020 through 02/27/2021.

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

- A. **Consider acceptance of the 2018-2019 Annual Financial Audit**, the fund balance categories and amounts as presented in the report and in the attached resolution for committed fund balance. The audit was conducted by Whitley Penn LLP.

Richard Cantu left the meeting at 2:05 p.m.

Motion made by Danny Norris, seconded by Don Sumners to accept the 2018-2019 Annual Financial Audit, the fund balance categories and amounts as presented in the report and in the attached resolution for committed fund balance. The audit was conducted by Whitley Penn LLP.

Motion passes with 5-0 voting to accept.

- B. **Consider approval of the proposed Annual Budget Calendar for FY 2021.**

Richard Cantu returned to the meeting at 2:07 p.m.

Motion made by Don Sumners, seconded by Danny Norris to approve the proposed Annual Budget Calendar for FY 2021.

Motion passes with 6-0 voting to approve.

- C. **Consider approval of FY 2019-2020 Investment Resolution for the annual review of HCDE's Investment Policy**, Broker Dealers, and Investment Trainers in accordance with the Public Funds Investment Act.

Motion made by Danny Norris, seconded by Richard Cantu to approve the FY 2019-2020 Investment Resolution for the annual review of HCDE's Investment Policy, Broker Dealers, and Investment Trainers in accordance with the Public Funds Investment Act.

Motion passes with 6-0 voting to approve.

- D. **Consider approval to purchase two new 2020 model vehicles from Lake Country Chevrolet (HGACBuy Contract No. VE11-18) in the total amount of \$92,444 (\$45,922 each plus HGACBuy fee of \$600).**

Motion made by Richard Cantu, seconded by Danny Norris to approve to purchase two new 2020 model vehicles from Lake Country Chevrolet (HGACBuy Contract No. VE11-18) in the total amount of \$92,444 (\$45,922 each plus HGACBuy fee of \$600).

Motion passes with 6-0 voting to approve.

- E. **Consideration and Approval of an Order Authorizing the Execution and Delivery of the Lease Revenue Bonds, Series 2016 Supplemental Trust Indenture; and Approving Other Matters Incident and Relating Thereto.**

Motion made by Danny Norris, seconded by Richard Cantu to approve an Order Authorizing the Execution and Delivery of the Lease Revenue Bonds, Series 2016 Supplemental Trust Indenture; and Approving Other Matters Incident and Relating Thereto.

Motion passes with 6-0 voting to approve.

- F. **Consider approval of removal of Josh Flynn as a Director of the HCDE Public Facility Corporation Board of Directors.**

Motion made by Danny Norris, seconded by Don Sumners to approve the removal of Josh Flynn as a Director of the HCDE Public Facility Corporation Board of Directors.

Motion passes with 6-0 voting to approve.

- G. **Consider appointment of Directors to the HCDE Public Facility Corporation Board of Directors (3 possible director positions open/vacant).**

Motion made by Eric Dick, seconded by Andrea Duhon to appoint Danny Norris as a Director to the HCDE Public Facility Corporation Board of Directors.

Friendly amendment to the motion to appoint Danny Norris, Don Sumners, and Joe Carreon as Directors to the HCDE Public Facility Corporation Board of Directors.

Motion passes with 6-0 voting to appoint Danny Norris, Don Sumners, and Joe Carreon to as Directors to the HCDE Public Facility Corporation Board of Directors.

No executive session was held.

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 employees.
9. **RECONVENE** for possible action on items discussed in executive session
10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **Employee Count**
 - C. **Submission of grant proposal to Henderson Foundation in the amount of \$5,000 via Education Foundation** of Harris County to support CASE for Kids' All-Earth Ecobot Challenge. Requested funds will support robotics and drone competitions for 500-600 students.
 - D. **Submission of bid proposal to Katy ISD for professional development services and materials.** The proposed bid will allow HCDE to offer services for Katy ISD teachers and staff in academic subjects, special populations, digital education, school leadership and Restorative Practices.
 - E. **Submission of grant proposal to ACR/JAMS Foundation Initiative for Students and Youth in the amount of \$40,000** for Year 1 and \$20,000 for Year 2 to support the Center for Safe and Secure Schools *#RollingwithRestorative – Conflict Resolution Series*. Requested funds will provide training for students and school personnel in conflict resolution and support implementation of these practices during their interactions with youth, parents and school personnel through restorative practices models.
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, February 26, 2020, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

Motion made by Danny Norris, seconded by Andrea Duhon to adjourn the meeting.

Motion passes with 6-0 voting to adjourn.

The meeting adjourned at 2:23 p.m.

Board President

Board Secretary