

**Harris County Department of Education  
Minutes of Regular Board Meeting  
May 15, 2019**

---

The Harris County Board of School Trustees met in a regular board meeting on May 15, 2019 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Josh Flynn, 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.

<b>Board Members Present:</b>	Josh Flynn, Board President; George Moore, Board Vice President; Eric Dick; Richard Cantu; Danny Norris; Don Sumners; and Mike Wolfe
<b>Board Members Absent:</b>	None
<b>Board Attorney:</b>	Sarah Langlois
<b>Administration:</b>	James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; and Jonathan Parker, Assistant Superintendent for Academic Support  Danielle Bartz, Chief of Staff; Darlene Breaux, Director Research and Evaluation Institute; Ecomet Burley, Director Center for Safe and Secure Schools; 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; Jeff Drury, Director Choice Partners Cooperative; Victor Keys, Principal Academic Behavior School West; Anthony Mays, Senior Director Schools Division; Bill Monroe, Director Purchasing; Anthony Moten, Principal Fortis Academy; Brenda Mullins, Director Curriculum and Compliance Service; Venetia Peacock, Director Head Start; John Prestigiacommo, Director Facilities; Gayla Rawlinson, Director Center for Grants Development; Stephanie Ross, Director Adult Education; Rosa Marie Torres, Chief Accounting Officer; Melissa Godbout, Board Secretary; Natasha Truitt, Executive Director Human Resources; Richard Vela, Senior Director Facilities; Frances Watson-Hester, Senior Director Teaching and Learning Center; Linda Zatopek, Director Educator Certification and Professional Advancement
<b>Visitors:</b>	Gerry Monroe, Colleen Vera, Rosa Bermudez, Elizabeth Sumley, Aurora Leal, Virginia Sanchez, Ruth Sanchez, Maroa Rodriguez, Denise Johnson, Andrea Duhon, Brandy Randolph, William Teri,

Jaison Oliver, Beatriz Lopez, Kay Tyler, Bobbie Cohen,  
Johnathan Miller, Rwei Tuo, Pranav Joshi, David Brown, T Grant  
Malone

*Mike Wolfe left the meeting at approximately 1:03 p.m.*

1. **Invocation** - Donald Mimms, Records Management
2. **Pledge of Allegiance to the US flag** - Brandy Randolph, Adult Education Student
3. **Pledge of Allegiance to the Texas flag** - Brandy Randolph, Adult Education Student
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.

*Gerry Monroe addressed the board regarding an issue at one of HCDE's campuses. He stated that there is board policy that has to be followed regarding restraining a student. He alleged that there was back-dated paperwork concerning the restraint of a student, stating that there was one date on the front and another on the back of the restraint paperwork. He addressed the removal of a principal, stating there was a conspiracy by someone in a position in power who decided the principal was not liked. He further alleged a violation of FERPA laws. He requested that the nonrenewal item on the agenda relating to the campus principal be tabled.*

*Colleen Vera addressed the board regarding the records management services annual report. She questioned the fee structure and how it was calculated and set up. She asked if there was a way the public could get a list of the clients and the costs instead of having to do an open records request, possibly seeing the information on the website. She asked why the property tax subsidy funds were more than what had been budgeted for and what the money was used for. She asked the board to answer who paid for the building and technology support for records management and what funds are used for their benefits matching. She asked if this could be explained during the annual report.*

*Kenny Kendrick addressed the board against the agenda item to replace the board attorney with 2 partisan attorneys. He stated that removing a law firm that was an expert in education law to replace one based on politics was a travesty. He cited the Board's ethics policy, BF (Local). He stated that one law firm listed in the agenda item did not respond to the Department's RFQ and the other had no experience representing governmental entities. He stated that the board is supposed to select a law firm based on demonstrated competence and qualifications and then for a fair and reasonable price.*

*Andrea Duhon addressed the board regarding the board attorney agenda item. She stated that it was apparent that the evaluation of the RFQ for board counsel was tainted and there were biased, nonsensical scores given to the attorneys. She stated that the board needs to do its due diligence and not allow partisan, political games to be played with tax dollars and requested to set aside the agenda item.*

*Bobbie Cohen addressed the board regarding the board attorney agenda item. She stated that the process should be unbiased and as transparent as possible. She stated that one attorney listed in the agenda item was not vetted at all and the other has no experience with educational entities. She stated that this is not a political appointment and requested that the item be tabled.*

*Johnathan Miller addressed the board regarding the board attorney agenda item 7.A. Johnathan addressed the fact that Trustee Wolfe was not present and said that it was not fair that as taxpayers, Mr. Wolfe was not there to hear from the people who utilize the board. He called on Mr. Wolfe to resign. He stated that the board had an amazing attorney who is experienced and unbiased. He stated that if the board was going to change attorneys, it needs to be done right and the board should be accountable to the taxpayers.*

*Ruie Tuo stated she applauded the board for approving the censure at the last meeting and said she was disappointed that Mr. Wolfe was not present. She addressed the board regarding agenda item 7.A. concerning replacing the attorney with two partisan replacements. She stated she was very impressed with the current board attorney. She requested that the board strike the agenda item. She explained that the job of the attorney is to make sure the board keeps a straight arrow so the board is not*

*entangled in violations unnecessarily. She opined that having an experienced attorney as the board attorney is in the best interest of everyone in the district. She further expressed the importance of having an experienced attorney and again requested that the item be removed.*

*Pranan Joshi addressed the board regarding the board attorney agenda item. He stated that one of the firms, Husch Blackwell, did not even fill out the RFQ for the position and that this was not the transparency or ethics that the people deserve. He stated that the other firm had a history of using people in positions of powers like juvenile court and were openly political. He opined that the people deserve something better. He stated that HCDE has an attorney who people seem to love and he urged the board to strike item 7.A.*

*Jason Oliver addressed the board regarding agenda item 7.A. He requested that the board table the attorney item and keep the current attorney. He stated that the board needs an attorney who is experienced, non-partisan and knowledgeable. He stated the process must be ethical and that the board should take a stand and do what is right for the ethical well-being of the county.*

*David Brown addressed the board regarding the board attorney agenda item. He stated that the board should not remove the current attorney, especially with partisan attorneys. He stated that if there was a need to replace the attorney, it should be fair and transparent.*

*Dr. T. Grant Malone thanked the Superintendent and the administration for leading the district with integrity and encouraged the board to keep doing what they are doing. He stated that the children are the main thing.*

5. **Reports and presentations:**

A. **Annual Update from Records Management - Curtis Davis, Director of Records Management**

*Mike Wolfe returned to the meeting at approximately 1:33 p.m.*

*Eric Dick left the meeting at approximately 1:45 p.m. and returned at approximately 1:46 p.m.*

B. **Annual Update from Adult Education** - Stephanie Ross,  
Director of Adult Education

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

Superintendent Colbert mentioned the Adult Education graduation ceremony this coming Saturday, that will be taking place in 500s. He stated that there are 65 graduates this year. He updated the board on 3 items: The Community Impact newspaper that featured HCDE's first add on page 4; the flyer to the ribbon-cutting for the early Head Start Program building opening in Baytown on May 23; and shared that on Monday, HCDE had its 2<sup>nd</sup> annual Teacher of Year program, which was started by Dr. Mays. There were 4 teachers and 4 TA candidates per school. He stated that Richard Cantu was able to serve on the committee that reviewed the submission materials. Mr. Colbert recognized winning recipients TA Byron Clay and teacher Zachary Wikstrom.

D. **Report of the Board Feasibility Subcommittee** - Don Sumners

*Nothing to 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.

*No other reports given.*

F. **Monthly Financial Reports through 04/30/2019** - Jesus Amezcua, Assistant Superintendent for Business Services

*Richard Cantu left the meeting at approximately 2:28 p.m. and returned at approximately 2:31 p.m.*

*Eric Dick left the meeting at approximately 2:28 p.m. and returned at approximately 2:30 p.m.*

*George Moore left the meeting at 2:29 p.m. and returned at 2:33 p.m.*

*Motion made by Don Sumners, seconded by Danny Norris to approve all items on the consent agenda.*

*Motion passes with 7-0 voting to approve all items on consent agenda*

6.

**ACTION ITEMS - CONSENSUS**

- A. Consider approval of the following Business Services items:
  - 1. Monthly Budget Amendment Report
  - 2. Monthly Disbursement Report
  - 3. Monthly Investment Report for April 2019
- B. Consider approval of the following Board Meeting Minutes
  - 1. 04-17-2019 Regular Board Meeting Minutes
- C. Consider approval of the following items for the HCDE Choice Partners Cooperative:
  - 1. **Contract renewal option for job no. 17/031TJ Bread Products with the following vendor:** Kurz and Co. for the period of 08/01/2019 through 07/31/2020.
  - 2. **Contract renewal option for job no. 17/023TJ Dairy and Other Related Products with following vendor:** Borden Dairy Company (dba Borden Dairy Company of Texas, LLC) for the period of 08/01/2019 through 07/31/2020.
  - 3. **Contract renewal option for job no. 16/025TJ Frozen and Chilled Beverages with following vendors:** Sunny Sky Products, LLC. and Trident Beverage, Inc. for the period of 08/01/2019 through 07/31/2020.
  - 4. **Contract renewal option for job no. 16/029TJ Commercial Food Distributor with following vendors:** Gordon Food Service, Inc; Jake's Finer Foods, Inc.; and Labatt Institutional Supply Company (dba Labatt Food Service LLC) for the period of 08/01/2019 through 07/31/2020.
  - 5. **Contract renewal option for job no. 17/035TJ Site Based Pizza Program with the following vendor:** Bull's

Eye Brands, Inc. (dba Smart Mouth Foods) for the period 08/01/2019 through 07/31/2020.

6. **Contract renewal option for job no. 15/031CG for Furniture, Fixtures, Equipment Related Items and Services with the following vendors:** D3, Inc. dba 9 to 5 Seating (#15/031CG-01); Challenge Office Products, Inc. (#15/031CG-04); Computer Comforts, Inc. (#15/031CG-05); AFMA, Inc. dba Contract Resource Group (#15/031CG-06); Fellowes, Inc. dba ESI Ergonomic Solutions (#15/031CG-07); Facilities Interiors, Inc. (#15/031CG-08); Hallmark Office Products, Inc. (#15/031CG-09); Palmieri Furniture Limited (#15/031CG-12); Tesco Industries, LLC (#15/031CG-13), and Today's Classroom, LLC (#15/031CG-14) for the period 07/21/2019 through 07/20/2020.
7. **Contract renewal option for job no. 15/035KC for Textbooks, Library Books and Related Items with the following vendors:** Barnes & Noble Booksellers, Inc. (#15/035KC-02); Cengage Learning, Inc. (#15/035KC-04); Complete Book and Media Supply, LLC (#15/035KC-05); Express Booksellers (#15/035KC-08); KAMICO Instructional Media, Inc. (#15/035KC-09); Scholastic Library Publishing, Inc. (#15/035KC-13); Steps to Literacy, LLC (#15/035KC-15), and Teacher Created Materials, Inc. (#15/035KC-16) for the period 07/21/2019 through 07/20/2020.
8. **Contract renewal option for job no. 16/046KC for Rental, Lease or Purchase of Digital Duplicators and Related Items with the following vendor:** Dahill Office Technology Corporation dba Xerox Business Solutions Southwest (#16/046KC-01) for the period 07/26/2019 through 07/25/2020.
9. **Contract renewal option for job no. 16/052JN for Retail Energy Providers with the following vendors:** NRG Energy, Inc. dba Reliant Energy Retail Services, LLC (#16/052JN-01), and Vistra Energy Corporation dba TXU Energy Retail Company LLC (#16/052JN-02) for the period 07/26/2019 through 07/25/2020.

10. **Contract award for job no. 19/036MR for JOC-IDIQ for Heating, Ventilating, and Air Conditioning (HVAC) with the following vendors:** Emcor-Gowan, Inc. dba Gowan, Inc. (#19/036MR-01); Haynes Mechanical Systems, Inc. (#19/036MR-02); HVAC Mechanical Services of Texas, Ltd dba Hunton (#19/036MR-03); Lange Mechanical Services, L.P. (#19/036MR-04), and The Brandt Companies, LLC (#19/036MR-05) for the period 05/15/2019 through 05/14/2020.
  
11. **Contract award for job no. 19/027MJ for Disaster Recovery Consultants with the following vendors:** CDR Maguire, Inc. (#19/027MJ-01); Disaster Recovery Services, LLC (#19/027MJ-02), and Project & Vendor Management Advisors, LLC dba PVMA (#19/072KC-03) for the period 05/15/2019 through 05/14/2020.
  
12. **Contract award for job no. 19/025KD for Office Supplies with the following vendors:** Butler Business Products, LLC (#19/025KD-01); EIS Office Solutions dba Buy On Purpose (#19/025KD-02); Beautiful Ventures, Inc. dba BVI Resources (#19/025KD-03); Challenge Office Products, Inc. (#19/025KD-04); Educator's Depot, Inc. (#19/025KD-05); Hallmark Office Products, Inc. (#19/025KD-06); Liberty Data Products, Inc. dba Liberty Office Products or Gorilla Office Supplies (#19/025KD-07); M.A.N.S. Distributors, Inc. (#19/025KD-08); Louis A. Hernandez, Inc. dba Reliant Business Products (#19/025KD-09); School Specialty, Inc. (#19/025KD-10); E.A. Arredondo dba Standard Office Products (#19/025KD-11); Tejas Office Products, Inc. (#19/025KD-12) for the period 05/15/2019 through 05/14/2020.
  
13. **Contract award for job no. 19/033MJ for Furniture, Fixtures, Equipment (FFE) and Related Items with the following vendors:** A. Bargas & Associates, LLC (#19/033MJ-01); Agati, Inc. (#19/033MJ-02); Allied Plastics Company, Inc. (#19/033MJ-03); Butler Business Products, LLC (#19/033MJ-04); Carolina Biological Supply Company (#19/033MJ-05); Challenge Office Products, Inc. (#19/033MJ-06); Computer Comforts, Inc. (#19/033MJ-07); Educator's Depot, Inc. (#19/033MJ-08); Fellowes, Inc. dba ESI Ergonomic Solutions (#19/033MJ-09); Gateway Printing & Office Supply, Inc. (#19/033MJ-



10); Hallmark Office Products, Inc. (#19/033MJ-11); Kaplan Early Learning Company (#19/033MJ-12); Dannette Davis dba Kay Davis Associates, LLC (#19/033MJ-13); Lakeshore Equipment Company dba Lakeshore Learning Materials (#19/033MJ-14); Liberty Data Products, Inc. (#19/033MJ-15); Library Interiors of Texas, LLC (#19/033MJ-16); Palmieri Furniture Limited (#19/033MJ-17); School Specialty, Inc. (#19/033MJ-18); Tesco Industries, LLC (#19/033MJ-19), and The Edu-Source Corporation (#19/033MJ-20) for the period 05/15/2019 through 05/14/2020.

14. **HCDE Interlocal Agreements with:** City of Celina, Celina, Texas, and Chapel Hill ISD, Tyler Texas.

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

1. **Ratification and approval of renewal options for job no. 15/028LB for CASE After-School and Summer Direct Service Providers with the following vendors:** After School to Achieve; Cultured Pearls Creative; Dinky Drum Company, LLC; Houston Tennis Association, Inc.; Multicultural Education and Counseling through the Arts; MDG Gulf Coast LLC dba Engineering For Kids; Training & Leadership Consulting; Young Audiences, Inc. of Houston; and Zenith Learning for the period of 04/21/2019 through 04/20/2020.
2. **A two-year contract renewal with JPMorgan Chase Bank for depository banking services with HCDE for the period of 09/01/2019 through 08/31/2021;** the original contract is a result of job no. 13/056JG for the period of 09/01/2013 through 08/31/2015 with an option for three (3) two-year renewals; contract is in accordance with Texas Education Code 45.201 through 45.209.
3. **Contract award for job no. 19/031IA for CASE for Kids Consultants and Trainers to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Chase in Dreams (Speech and

Drama), CypherWorx, Inc., Jennifer Michelle Weeks (dba Creative Trainer's and Consultants), Goals Achieved Consulting (Productive Ventures), Project GRAD Houston, Resources Inspiring Success and Empowering, TEEN TRUTH (TEEN TRUTH, LLC), and VRJ & Associates for the period of 06/01/2019 through 5/31//2024 (subject to annual appropriations of funding).

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

- A. **Consideration and possible vote on hiring Mike Stafford of Husch Blackwell LLP and/or Gary Polland of Polland & Associates PC** as Board Attorneys and/or Administration Attorneys for the Harris County Department of Education and/or its Board of Trustees, including possible presentation(s) and/or interview(s) of the attorney(s) (agenda item requested by Trustee Wolfe, concurred with by President Flynn).

*Agenda item died due to lack of a motion.*

- B. **Consider approval of budget items for CASE for Kids to pay for travel expenses of non-employees per the CASE Debates project** for the period of 04/01/2019 through 09/30/2019. CASE for Kids will use funding from the 199 local funds allocated to the CASE Debates project for expenses of non-employee travel for professional development and national debate tournaments. Board approval is required per Policy CH (Local).

*Motion made by Danny Norris, seconded by Richard Cantu to approve budget items for CASE for Kids to pay for travel expenses of non-employees per the CASE Debates project for the period of 04/01/2019 through 09/30/2019. CASE for Kids will use funding from the 199 local funds allocated to the CASE Debates project for expenses of non-employee travel for professional development and national debate tournaments. Board approval is required per Policy CH (Local).*

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

- C. **Consider acceptance of the Notice of Award (NOA)** from the US Department of Health and Human Services (HHS), Office of Head Start (OHS), for the HCDE Head Start Division for a Cost of Living Adjustment (COLA) in the supplemental amount of \$220,648.00.

*Motion made by Richard Cantu, seconded by Danny Norris to accept the Notice of Award (NOA) from the US Department of Health and Human Services (HHS), Office of Head Start (OHS), for the HCDE Head Start Division for a Cost of Living Adjustment (COLA) in the supplemental amount of \$220,648.00.*

*Motion passes with 7-0 voting to accept the Notice of Award.*

- D. **Consider approval to submit a carryover funds request to the US Department of Health and Human Services (HHS), Office of Head Start (OHS)** to carry forward \$100,590; \$86,090 for program operations and \$14,500 for Training and Technical Assistance (TTA) for Early Head Start Expansion and EHS-Child Care Partnership. The previous grant ended on August 31, 2018. This request is to extend through August 31, 2019; once the grant is authorized by the US Department of Health and Human Services (HHS), Office of Head Start (OHS).

*Motion made by Richard Cantu, seconded by Danny Norris to approve to submit a carryover funds request to the US Department of Health and Human Services (HHS), Office of Head Start (OHS) to carry forward \$100,590; \$86,090 for program operations and \$14,500 for Training and Technical Assistance (TTA) for Early Head Start Expansion and EHS-Child Care Partnership. The previous grant ended on August 31, 2018. This request is to extend through August 31, 2019; once the grant is authorized by the US Department of Health and Human Services (HHS), Office of Head Start (OHS).*

*Motion passes with 7-0 voting to approve submission of carryover funds request.*

- E. **Consider approval of a \$2,197,169 request to the US Department of Health and Human Services (HHS), Office of Head Start (OHS)** for continued funding of HCDE Early Head Start – Child Care Partnerships and Expansion grant for the 9/1/2019 to 8/31/2020 budget period.

*Motion made by Richard Cantu, seconded by Danny Norris to approve a \$2,197,169 request to the US Department of Health and Human Services (HHS), Office of Head Start (OHS) for continued funding of HCDE Early Head Start – Child Care Partnerships and Expansion grant for the 9/1/2019 to 8/31/2020 budget period.*

*Motion passes with 7-0 voting to approve a \$2,197,169 request.*

- F. **Consider approval of Service Contract between Teaching and Learning Center and WRM Development (RFP #19/006KJ)** to provide two days of professional development with 24 speakers and 30 breakout sessions for the period of 07/30/2019 through 07/31/2019 in an amount not to exceed \$45,225 (revenue for this contract is estimated at \$67,500).

*Motion made by Danny Norris, seconded by Don Sumners to approve a Service Contract between Teaching and Learning Center and WRM Development (RFP #19/006KJ) to provide two days of professional development with 24 speakers and 30 breakout sessions for the period of 07/30/2019 through 07/31/2019 in an amount not to exceed \$45,225 (revenue for this contract is estimated at \$67,500).*

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

- G. **Consider approval to submit a carryover funds request to the US Department of Health and Human Services (HHS), Office of Head Start (OHS)** to carry forward \$45,843.00 of Training and Technical Assistance (TTA) funds. The previous grant ended December 31, 2018. This request is to extend through December 31,

2019; once the grant is authorized by the US Department of Health and Human Services (HHS), Office of Head Start (OHS).

*Motion made by Danny Norris, seconded by Don Sumners to submit a carryover funds request to the US Department of Health and Human Services (HHS), Office of Head Start (OHS) to carry forward \$45,843.00 of Training and Technical Assistance (TTA) funds. The previous grant ended December 31, 2018. This request is to extend through December 31, 2019; once the grant is authorized by the US Department of Health and Human Services (HHS), Office of Head Start (OHS).*

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

- H. **Contract amendment with Littler Mendelson PC to increase contract** by \$13,943 (total amount of \$62,943) for the period of January 1, 2019 to May 31, 2019 for legal services.

*Motion made by Josh Flynn, seconded by Richard Cantu to amend the contract with Littler Mendelson PC to increase contract by \$13,943 (total amount of \$62,943) for the period of January 1, 2019 to May 31, 2019 for legal services.*

*Motion made by Don Sumners, seconded by Mike Wolfe to obtain legal counsel concerning this item, and to postpone this item until after Executive Session.*

*Motion passes with 6-0-1 voting to postpone until after Executive Session with Eric Dick abstaining.*

- I. **Consider approval of the following new positions projected in the FY 19-20 Budget:**

(1) FTE Teacher for HP East – to address ratio to students – cost to be billed through fees to client districts

(2) FTEs for School Based Therapy Services – to address additional services required by client districts – cost to be billed through fees to client districts

(1) Instructional coach for AB Schools – to address

instructional requirements for the delivery of high-quality instruction by providing teacher training – cost to be billed through fees to client districts.

(1) Parent/Community Engagement Liaison – to address coordination of records, information, ARDs, and parental needs and client districts' needs – cost to be billed through fees to client districts

(1) Bus Driver – to address transportation services for Special Schools for field trips and school transportation – cost to be billed through fees to client districts

(1) Imaging Clerk for Records Management - to address security issues by converting out-sourced positions to internal help desk positions due to security access concerns and volume need from client districts- same budget cost

(2) FTEs Technology Help Desk Technicians - to address security issues by converting out-sourced positions to internal help desk positions due to security access concerns - same budget cost

*Motion made by Danny Norris, seconded by Richard Cantu to approve the following new positions projected in the FY 19-20 Budget:*

(1) FTE Teacher for HP East – to address ratio to students – cost to be billed through fees to client districts

(2) FTEs for School Based Therapy Services – to address additional services required by client districts – cost to be billed through fees to client districts

(1) Instructional coach for AB Schools – to address instructional requirements for the delivery of high-quality instruction by providing teacher training – cost to be billed through fees to client districts.

(1) Parent/Community Engagement Liaison – to address coordination of records, information, ARDs, and parental needs and client districts' needs – cost to be billed through fees to client districts

(1) Bus Driver – to address transportation services for Special Schools for field trips and school transportation – cost to be billed through fees to client districts

(1) Imaging Clerk for Records Management - to address security issues by converting out-sourced positions to internal help desk positions due to security access concerns and volume need from client districts- same

*budget cost*  
*(2) FTEs Technology Help Desk Technicians - to address security issues by converting out-sourced positions to internal help desk positions due to security access concerns - same budget cost*

*Motion passes with 5-2 voting to approve positions with Josh Flynn and Mike Wolfe voting nay.*

J. **Consider election of President and Vice President of HCDE Board of Trustees**

*Motion made by Don Sumners, seconded by Mike Wolfe to re-elect Josh Flynn as Board President.*

*Motion made by Danny Norris, seconded by Richard Cantu to elect Eric Dick as Board President.*

*Motion passes 4-3 to re-elect Josh Flynn as Board President with Richard Cantu, Danny Norris and Eric Dick voting nay.*

*Motion made by Mike Wolfe, seconded by George Moore to elect Don Sumners as Board Vice President.*

*Motion made by Don Sumners to call the question*

*Motion to call the question withdrawn by Don Sumners*

*No action on the motion, 3-3-1 with Richard Cantu, Danny Norris and Eric Dick voting nay, and George Moore abstaining.*

*The board entered into Closed Session at 3:10 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 Superintendent's recommendation to propose nonrenewal of Academic and Behavior School East Principal's Chapter 21 term employment contract for one or more reasons outlined in Policy DFBB (Local) and

determine whether any requested hearing on the proposed nonrenewal will be conducted by the Board or by an independent hearing examiner; obtain legal advice regarding same.

- B. Deliberate Superintendent's recommendation to propose nonrenewal of a teacher's Chapter 21 term employment contract for one or more reasons outlined in Policy DFBB (Local) and determine whether any requested hearing on the proposed nonrenewal will be conducted by the Board or by an independent hearing examiner; obtain legal advice regarding same.

- C. **Deliberate Superintendent's recommendation to award Non-Chapter 21 Contracts for 2019-2020**

Assistant Superintendent - Business  
Chief Communications Officer  
Chief of Staff  
Director - Adult Education  
Director - CASE  
Director - Choice Partners  
Director - Client Engagement  
Director - Communications and Creative Services  
Director - Construction  
Director - Grants Development  
Director - Maintenance  
Director - Purchasing Support  
Director - Records Management  
Director - Research & Evaluation  
Director - Technology  
Senior Director - School-Based Therapy Services  
Executive Director - Facilities  
Executive Director - Human Resources  
Senior Director - Head Start

- D. **Deliberate Superintendent's recommendation to award Chapter 21 Contracts for 2019-2020**

Chapter 21 Probationary Contracts for campus personnel  
8 Teachers, ABS East  
6 Teachers, ABS West  
1 Teacher, Fortis Academy  
1 Nurse, Fortis Academy  
3 Teachers, Highpoint School East



1 Nurse, Highpoint School East  
1 Transition Specialist, Highpoint School East

Chapter 21 Term Contracts for campus personnel

2 Assistant Principals, ABS East  
1 Nurse, ABS East  
1 Counselor, ABS East  
13 Teachers, ABS East  
2 Transition Specialists, ABS East  
1 Specialist-Behavior Intervention, ABS East  
2 Assistant Principals, ABS West  
1 Counselor, ABS West  
1 Nurse, ABS West  
1 Principal, ABS West  
13 Teachers, ABS West  
1 Transition Specialist, ABS West  
3 Teachers, Fortis Academy  
1 Counselor, Fortis Academy  
1 Principal, Fortis Academy  
2 Assistant Principals, Highpoint School East  
1 Counselor, Highpoint East  
1 Nurse, Highpoint School East  
1 Principal, Highpoint School East  
13 Teachers, Highpoint School East  
2 Transition Specialists, Highpoint School East

Chapter 21 Probationary Contracts for non-campus personnel

1 Director, Curriculum Special Populations, Teaching and Learning Center  
1 Director, Curriculum Digital Education & Innovation, Teaching and Learning Center

Chapter 21 Term Contracts for non-campus personnel

2 Assistant Superintendents, Administration  
1 Curriculum Compliance Officer, Educator Certification and Professional Advancement  
1 Director, Educator Certification and Professional Advancement  
1 Senior Director, Schools  
1 Curriculum & Compliance Services Director, Schools  
1 Director, Curriculum Science , Teaching and Learning Center  
1 Director, Special Projects, Teaching and Learning Center  
1 Director, Curriculum Math, Teaching and Learning

Center  
1 Director, Curriculum ELA, Teaching and Learning  
Center  
1 Senior Director, Teaching and Learning

- E. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees including, but not limited to, the Director of Center for Safe and Secure Schools.

*The board entered into Open Session at 4:00 p.m.*

9. **RECONVENE** for possible action on items discussed in executive session
7. H. **Contract amendment with Littler Mendelson PC to increase contract** by \$13,943 (total amount of \$62,943) for the period of January 1, 2019 to May 31, 2019 for legal services.

*Motion made by Josh Flynn, seconded by Richard Cantu to amend the contract with Littler Mendelson PC to increase contract by \$13,943 (total amount of \$62,943) for the period of January 1, 2019 to May 31, 2019 for legal services.*

*Motion fails 0-6-1 with Richard Cantu, Danny Norris, Josh Flynn, Don Sumners, George Moore and Mike Wolfe voting nay and Eric Dick abstaining.*

9. A. Consider proposing nonrenewal of Academic and Behavior School East Principal's Chapter 21 term employment contract for one or more reasons outlined in Policy DFBB (Local) and determining whether any requested hearing on the proposed nonrenewal will be conducted by the Board or by an independent hearing examiner.

*Motion made by Don Sumners, seconded by Danny Norris to propose nonrenewal of Howard Oliphant's Chapter 21 term contract for one or more reasons outlined in HCDE Policy DFBB (Local) as discussed in Executive Session; determine that any requested hearing on the proposed*

*nonrenewal of Mr. Oliphant's term employment contract be conducted by an independent hearing examiner appointed by TEA; and direct the Superintendent or his designee to notify Mr. Oliphant of the Board's decision in accordance with applicable law and policy.*

*Motion passes 5-0-2 proposing nonrenewal, et al, with Eric Dick and Mike Wolfe abstaining.*

- B. Consider proposing nonrenewal of a teacher's Chapter 21 term employment contract for one or more reasons outlined in Policy DFBB (Local) and determining whether any requested hearing on the proposed nonrenewal will be conducted by the Board or by an independent hearing examiner.

*Motion made by Mike Wolfe, seconded by Danny Norris to propose nonrenewal of Joy Beckford's Chapter 21 term contract for one or more reasons outlined in HCDE Policy DFBB (Local) as discussed in Executive Session; determine that any requested hearing on the proposed nonrenewal of Ms. Beckford's term employment contract be conducted by an independent hearing examiner appointed by TEA; and direct the Superintendent or his designee to notify Mr. Oliphant of the Board's decision in accordance with applicable law and policy.*

*Motion passes with 7-0 proposing nonrenewal, et al.*

- C. **Consider approval of Superintendent's recommendation to award Non-Chapter 21 Contracts for 2019-2020**

Assistant Superintendent - Business  
Chief Communications Officer  
Chief of Staff  
Director - Adult Education  
Director - CASE  
Director - Choice Partners  
Director - Client Engagement  
Director - Communications and Creative Services  
Director - Construction  
Director - Grants Development  
Director - Maintenance

Director - Purchasing Support  
Director - Records Management  
Director - Research & Evaluation  
Director - Technology  
Senior Director - School-Based Therapy Services  
Executive Director - Facilities  
Executive Director - Human Resources  
Senior Director - Head Start

*Motion made by Danny Norris, seconded by George Moore to approve Superintendent's recommendation to award Non-Chapter 21 Contracts for 2019-2020.*

*Motion passes with 7-6-1 voting to approve, with Mike Wolfe voting nay.*

D. **Consider approval of Superintendent's recommendation to award Chapter 21 Contracts for 2019-2020**

Chapter 21 Probationary Contracts for campus personnel  
8 Teachers, ABS East  
6 Teachers, ABS West  
1 Teacher, Fortis Academy  
1 Nurse, Fortis Academy  
3 Teachers, Highpoint School East  
1 Nurse, Highpoint School East  
1 Transition Specialist, Highpoint School East

Chapter 21 Term Contracts for campus personnel  
2 Assistant Principals, ABS East  
1 Nurse, ABS East  
1 Counselor, ABS East  
13 Teachers, ABS East  
2 Transition Specialists, ABS East  
1 Specialist-Behavior Intervention, ABS East  
2 Assistant Principals, ABS West  
1 Counselor, ABS West  
1 Nurse, ABS West  
1 Principal, ABS West  
13 Teachers, ABS West  
1 Transition Specialist, ABS West  
3 Teachers, Fortis Academy  
1 Counselor, Fortis Academy

1 Principal, Fortis Academy  
2 Assistant Principals, Highpoint School East  
1 Counselor, Highpoint East  
1 Nurse, Highpoint School East  
1 Principal, Highpoint School East  
13 Teachers, Highpoint School East  
2 Transition Specialists, Highpoint School East

Chapter 21 Probationary Contracts for non-campus personnel

1 Director, Curriculum Special Populations, Teaching and Learning Center  
1 Director, Curriculum Digital Education & Innovation, Teaching and Learning Center

Chapter 21 Term Contracts for non-campus personnel

2 Assistant Superintendents, Administration  
1 Curriculum Compliance Officer, Educator Certification and Professional Advancement  
1 Director, Educator Certification and Professional Advancement  
1 Senior Director, Schools  
1 Curriculum & Compliance Services Director, Schools  
1 Director, Curriculum Science , Teaching and Learning Center  
1 Director, Special Projects, Teaching and Learning Center  
1 Director, Curriculum Math, Teaching and Learning Center  
1 Director, Curriculum ELA, Teaching and Learning Center  
1 Senior Director, Teaching and Learning

*Motion made by Danny Norris, seconded by Richard Cantu to approve Superintendent's recommendation to award Chapter 21 Contracts for 2019-2020.*

*Motion passes with 6-0-1 voting to approve, with Mike Wolfe abstaining.*

5. E.

**Reports and presentations:**

**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.

*Dr. Moore announced that he had submitted his resignations from the Board of Trustees.*

10.

**INFORMATION ITEMS**

A. **Human Resources Information Items**

B. **April 2019 Employee Count**

C. **HCDE Head Start USDA Meal Totals for the month of February 2019**; this information was derived from the free standing centers, as well as those that are a part of a multi-service center. It is the count of the students' attendance, breakfasts, lunches, and PM snacks.

D. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is \$210,054.70.70):**

- Between Teaching Learning Center and Stafford MSD - "Presenting Deep Dive in the New ELAR TEKS", \$1,250.
- Between Teaching Learning Center and Texas City ISD - "Managing Disruptive Behaviors in the classroom", \$2,500.
- Between Teaching Learning Center and Cypress-Fairbanks ISD - Assisting the Secondary ELA coaches, \$3,350
- Between Teaching Learning Center and Pasadena ISD - Professional Development on social studies incorporating literacy, \$850.
- Between Teaching Learning Center and Houghton Mifflin Harcourt - Host HMH training, \$850.
- Between Teaching Learning Center and Waller ISD - Curriculum Design and work with secondary ELAR coordinator on new TEKS implementation, \$4,000.

- Between Teaching Learning Center and Cy-Fair ISD - Observations, coaching, time management workshop, \$3,350.
- Between Teaching Learning Center and Dickinson ISD - AP/PrepAP Vertical Team Collaborative, \$3,000.
- Between Teaching Learning Center and Cypress-Fairbanks ISD, - Observations, coaching, time management, workshop, \$3,350.
- Between Teaching Learning Center and Tomball ISD - "Great Explorations in Math& Science Training, \$2,856.
- Between Teaching Learning Center and Houghton Mifflin Harcourt - Hosting the Dyslexia summit, \$1,000.
- Between Teaching Learning Center and Lamar CISD - Annual Contract, \$1,700.
- Between Teaching Learning Center and Harmony Public School - Curriculum assessment review for grades PK-5 for ELAR/Social Studies, \$24,000.
- Between Teaching Learning Center and New Caney ISD - Better Classrooms Training, \$850.
- Between Teaching Learning Center and New Caney ISD - "Deep Dive in the New TEKS", \$1,250.
- Between Teaching Learning Center and New Caney ISD - Power Up Conference, \$4,670.
- Between Teaching Learning Center and Channelview ISD - "Great Explorations in Math & Science", \$679.20.
- Between Teaching Learning Center and Dickinson ISD - "Rigor and Vertical Alignment for Advanced Academics in Science", \$1,200.
- Between Teaching Learning Center and Goose Creek ISD - Support District and Campus Inst. Improvement, \$18,500.
- Between Schools Division and Brenham ISD - Individual monthly contract, \$14,000.
- Between Schools Division and Stafford MSD - Individual monthly contract, \$10,500.

- Between Schools Division and Stafford MSD - Extended School Year, \$5,200.
- Between Schools Division and Tomball ISD - Individual monthly contract, \$12,000.
- Between School-Based Therapy Services and Conroe ISD - Music Therapy, \$2,394.
- Between School-Based Therapy Services and Magnolia ISD - Music Therapy, \$3,937.50
- Between School-Based Therapy Services and Stafford MSD - Amended contract, \$6,650.
- Between School-Based Therapy Services and Deer Park ISD - Music Therapy, \$35,668
- Between Center for Safe and Secure Schools and Lamar CISD - Assembly presentation, \$500.
- Between Records Management and City of Houston - Records Custodial Agreement - \$40,000

E. **Non-monetary contracts for FY 2019**

- Between Head Start and LaPorte ISD - Collaborating with HCDE Head Start on the CLI Engage online platform for shared viewing and editing student-level data.
- Between Teaching Learning Center and 1824 Spring Street, LTD - Scholastic Art & Writing Awards Exhibition and Reception.
- Between Adult Education and City of Houston - Location for Adult Education classes.

F. **Expenditure Interlocal contracts less than \$50,000**

- Between CASE and Academy of Accelerated Learning - Provide after school educational and recreational programs, \$30,000.
- Between CASE and Galena Park ISD - CASE Debates, \$8,000.



- Between CASE and YES Prep Public School - CASE Debates, \$2,000

G. HCDE Head Start Performance Report for the month of March 2019

11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, June 19, 2019 , Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

*Motion made by Danny Norris, seconded by Mike Wolfe to adjourn meeting.*

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

*Meeting adjourned at 4:10 p.m.*

---

Board President

---

Board Secretary