

**Harris County Department of Education  
Minutes of Regular Board Meeting  
January 19, 2022**

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The Harris County Board of School Trustees met in regular session on January 19, 2022, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Danny Norris, Board President, called the meeting to order at 1:26 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:** Danny Norris, Board President; Richard Cantu, First Vice President; Andrea Duhon (via Zoom videoconference), Second Vice President; Amy Hinojosa; David Brown; Eric Dick, and Erica Davis

**Board Members Absent:** None

**Board Attorney:** Sarah Langlois

**Administration:** James Colbert, Jr., County School Superintendent; Jesus Amezcua, Assistant Superintendent for Business Services; Jonathan Parker, Assistant Superintendent for Academic Support; C.J. Rodgers, Assistant Superintendent for Education & Enrichment; Julia Andrews, Director Center for Safe and Secure Schools; Venetia Baldwin, Executive Assistant Board of Trustees; Cindy Brunswick, Senior Director Teaching and Learning Center; Joe Carreon, Director Construction; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Jeff Drury, Director Choice Partners Cooperative; Dave Einsel, Director Communications and Creative Services; Travita Godfrey, Principal Fortis Academy; Kendra Jackson, Director Purchasing; Victor Keys, Principal Academic Behavior School West; Marcia Leiva, Chief Accounting Officer; Charles Ned, Senior Director of Schools; Venetia Peacock, Senior Director Head Start; Donna Trevino-Jones, Principal Academic Behavior School East; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities; Courtney Waters, Principal Highpoint East; Dr. Shelley McKinley, Educator Certification and Professional Advancement

**Visitors:** None

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1. **Invocation** - Dr. Chaney Williams-Ledet, Educator Certification & Advancement
2. **Pledge of Allegiance to the US flag** - Jonett Miniel, Educator Certification & Advancement
3. **Pledge of Allegiance to the Texas flag** - Jonett Miniel, Educator Certification & Advancement
4. **Public Hearing on the Annual Financial Management Report for FY 2021**

*Dr. Jesus Amezcua presented the Annual Financial Management Report for FY 2021. No one from the public commented on the report.*

5. **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.

*No one from the public requested to speak during the open forum portion of the meeting.*

6. **Reports and presentations**

- A. **Employee of the Month** - Natasha Truitt, Executive Director of Human Resources

*Natasha Truitt introduced the January 2022 HCDE Employee of the Month, Faye Yvonne Johnson, General Office Clerk for Choice Partners. HCDE Communications showed a brief video about Ms. Johnson's impact at Choice Partners.*

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

*Superintendent Colbert announced the upcoming Adult Education Center Groundbreaking Ceremony, scheduled for Friday, February 4, 2022 at 1 p.m.*

*Mr. Colbert also distributed a summary report for the Tools for Teachers initiative, which listed all school districts that participated in the program and the total distribution of vouchers.*

*Mr. Colbert introduced a brief Board Appreciation video for Board Appreciation Month. Several HCDE divisions and schools appeared in the video, each giving thanks for the Board's time and support. Superintendent Colbert also expressed gratitude to Christopher, an ABS East student who drew portraits of all Board members, which Mr. Colbert presented at the Board Appreciation Luncheon. Christopher will be formally acknowledged at the February 23, 2022 Board meeting. Goodie bags were distributed to the Board by various school campuses.*

*Superintendent Colbert thanked the Board members for their leadership.*

- C. **Annual Division Update on Educator Certification & Advancement** - Dr. Shelley McKinley, Curriculum & Compliance Officer

- 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.

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*Trustees Danny Norris and David Brown attended the 2021 Bates Car Giveaway for recipients of the Head Start Responsible Parenting Award. The ceremonies, for two recipients, took place on December 16<sup>th</sup> and 17<sup>th</sup>.*

*Trustees Danny Norris and Amy Hinojosa attended Academic & Behavioral School East's Holiday Program on December 15, 2021.*

**E. Report of Board Committees - Committee Chairs**

*Trustee David Brown announced that the Head Start Policy Council met on January 18, 2022 and thanked Head Start's leadership and staff for their participation.*

**F. Monthly Financial Reports through 12/31/2021 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**

**G. Presentation of 2022 Texas Association of School Business Officials (TASBO) Award of Merit for Purchasing Operations - Dr. Jesus Amezcua, Assistant Superintendent for Business Services.**

*Trustee Andrea Duhon briefly disconnected from the videoconference, was not present, and did not vote on the consensus agenda.*

*Motion made by Richard Cantu, seconded by Erica Davis, to approve all items under the consensus agenda.*

*Motion passes with 6-0 voting to approve all items under the consensus agenda.*

**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 December 2021

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

1. 12/08/2021 Board Meeting

**C. Consider ratification/approval of the following grant awards:**

1. **Approval of the Notice of Award (NOA) from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) for the Head Start Division (06CH011535-03-00) in the amount of \$6,187,598 for the period of 01/01/2022 through 12/31/2022.**

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

1. **Approval of the Contract Award for job no. 22/015MR for Mechanical, Electrical and Plumbing MEP (JOC) and Related Items with the following vendors:** B.K. Mechanical Services, Inc. (#22/015MR-01); Correct Electric, Inc. (#22/015MR-02), and Neutex Advanced Energy Group, Inc. dba Neutex Lighting (#22/015MR-03) from 01/19/2022 through 01/18/2023.
2. **Approval of HCDE Interlocal Agreement with:** Iowa Park CISD, Iowa Park, Texas.

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

1. **Approval of Contract Award for job no. 22/012IA for CASE for Kids Youth Services for Afterschool and Summer with the following vendors:** A Better Day Foundation, LLC; Abelitoart Appreciation (Abel Garza); American Robotics Academy (Animation Station, Inc.); Bake With Confidence; Black Rocket; Black United Fund of Texas; Challenge Island (Aryaah LLC); Choice Nation Academy; Community Family Centers; Comp-U-Dopt; Creativity Shell (EZ Kids Creativity Shell); EdTech Games; Girls Inc. of Greater Houston; I Adore Cheer; Imagiread (Imagiread Consulting Services LLC); iMar Learning Solutions LLC ; Seedlyng Financial Education); Intertwined; Jon-Carlo Canezo; Language Kids Houston, LLC; Levy's Tutorial and Enrichment Center (Mary Baumann); Mad Science of Houston (Little Scientists Inc.); Mosley School of Oratory; National Inventors Hall of Fame; NO EGO APPAREL (NO EGO INC); Planting Seeds Tutoring & Test Prep; Pretty Smart Foundation; Quest Learning Institute; Safe Place Outreach; South Region Driving School LLC; The PRYDE Foundation; Writers in the Schools; Yawp Records LLC; and Young Audiences, Inc. of Houston for the period 02/01/2022 through 01/31/2027.

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

1. **Consider approval of the 2020-2021 Annual Financial Audit (including required annual single audit report);** 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.

*Trustee Andrea Duhon returned to the meeting via videoconference.*

*Motion made by Eric Dick, seconded by David Brown, to approve the 2020-2021 Annual Financial Audit (including required single audit report); 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 7-0 voting to approve.*

2. **Consider approval of Service Agreement with HTS, Inc. Consultants (RFQ 19/049YR) for Construction Materials Testing Services** for the Adult Education Center in the amount of \$98,069 for the period of 01/19/2022 through 08/31/2022.

*Motion made by Richard Cantu, seconded by David Brown, to approve the Service Agreement with HTS, Inc. Consultants (RFQ 19/049YR) for Construction Materials Testing Services for the Adult Education Center in the amount of \$98,069 for the period of 01/19/2022 through*

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08/31/2022.

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

3. **Consider approval of an amendment to the Trust Agreement for the Harris County Department of Education Public Facility Corporation Lease Revenue Refunding Bonds, Series 2014, directing the reduction of a HP East Property as guaranty to the Bonds; and Containing Other Matters Related Thereto.**

*Dr. Jesus Amezcua informed the Board that no action is required on this matter. Therefore, this item is informational only. No action was taken on this item.*

4. **Consideration and possible vote (election) to appoint four directors to the Harris County Department of Education Public Facilities Corporation Board of Directors.**

*Motion made by Eric Dick, seconded by Amy Hinojosa, to appoint Richard Cantu, Jesus Amezcua, Richard Vela, and James Colbert, Jr., directors of the HCDE Public Facilities Board of Directors for a term of 3 years.*

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

5. **Consider approval of Interlocal Agreement for law enforcement services between Harris County and HCDE for the period of March 1, 2022 through September 30, 2022 in the amount of \$303,667 (7 Officers for all Special Schools: HP East 3, AB East 2, AB West 1, and Fortis 1).**

*Motion made by Richard Cantu, seconded by David Brown, to approve Interlocal Agreement for law enforcement services between Harris County and HCDE for the period of March 1, 2022 through September 30, 2022 in the amount of \$303,667 (7 Officers for all Special Schools: HP East 3, AB East 2, AB West 1, and Fortis 1).*

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

*The Board entered Executive Session at 2:49 p.m.*

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 property(ies) and obtain legal advice regarding the same.
10. **RECONVENE** for possible action on items discussed in executive session

*The Board entered into Open Session at 3:28 p.m.*

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

*No discussion or requests from Board members regarding future agenda items.*

**12. INFORMATION ITEMS**

**A. Human Resources**

1. Personnel
2. Employee Count

**B. In collaboration with Education Foundation of Harris County, the Center for Grants Development submitted a donation request to H-E-B to support the Teaching and Learning Center's 36<sup>th</sup> Annual R.T. Garcia Early Childhood Winter Conference scheduled virtually for Saturday, January 29, 2022.**

**C. Center for Grants Development submitted a proposal request of \$1,000 to Gardening Know How to support Academic and Behavior School West's (Schools Division) gardening program.**

**D. Center for Grants Development submitted a proposal request of \$1,000 for the 2022 Youth Gardening Grant program to support Academic and Behavior School West's (Schools Division) gardening program.**

**E. Submission of grant proposal to ExpandedED Schools/Every Hour Counts in the amount of \$58,348 for the Middle School Social Emotional Learning (SEL) Initiative. The program will build capacity of teachers and community educators to address SEL needs of students at four campuses in Alief, Humble and Galena Park ISDs. The program will train 32 teachers, over 100 community educators, and serve up to 240 students.**

**F. Submission of a \$5,000 grant request to the National Head Start Association to support HCDE Area I Head Start on Healthy Living Garden Project at its Tidwell campus. Funding would benefit 28 unduplicated students and families.**

**G. Submission of a \$2,500 grant request to the American Heart Association to support HCDE Area I Head Start on Healthy Living Garden Project. Funding would benefit 1,000 unduplicated students and families.**

**H. Submission of bid proposal to Houston ISD, RFP #21-06-04, Leadership, Teacher and Staff Development on behalf of the Teaching and Learning Center, Educator Certification & Advancement, and the Center for Safe and Secure Schools. Proposed services include leadership cohorts and district models; leadership workshops; professional development in academic content areas and effective practices; and Restorative Practices training.**

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- I. **Memorandum of Understanding Contracts (non-monetary) for the CASE for Kids Afterschool Strategic Investment (ASI) program:** CASE for Kids MOU to certify afterschool investments of public funds through collaboration with Boys and Girls Club of Greater Houston for 02/24/2022 to 09/30/2022.
  
- J. **Expenditure Interlocal contracts less than \$75,000**
  - Between CASE and Goose Creek ISD, CASE for Kids Debates, \$4,000
  - Between CASE and Spring ISD, CASE for Kids Debates, \$8,000
  - Between CASE and Spring Branch ISD, CASE for Kids Debates, \$8,000
  
- K. **Revenue contracts less than \$75,000 (Cumulative total \$70,525)**
  - Between Schools Division and Tomball ISD, Annual Student Contracts, \$21,315
  - Between Schools Division and YES Prep, Annual Student Contracts, \$41,210
  - Between Teaching Learning Center and Sheldon ISD, Instruction Design, \$8,000
  
- L. **Non-monetary contracts for FY 2022**
  - Between Adult Education and BakerRipley - Location for Adult Education Literacy Services
  - Between Adult Education and SEIU - Location for Adult Education Literacy Services

13. **ADJOURN** - Next regular meeting is scheduled for Wednesday, February 23, 2022, at 1:00 p.m.

*Motion made by Erica Davis, seconded by Richard Cantu, to adjourn.*

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

*The meeting adjourned at 3:29 p.m.*



James Colbert, Jr.  
County School Superintendent



Danyahel (Danny) Norris  
Board President



Richard Cantu  
Board Vice President