

**Harris County Department of Education
Minutes of Regular Board Meeting
August 16, 2023**

The Harris County Board of School Trustees met in regular session on August 16, 2023, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Andrea Duhon, Board President, called the meeting to order at 1:07 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: Andrea Duhon, Board President; Amy Hinojosa, Board First Vice President; Richard Cantu; Danny Norris; and Eric Dick

Board Members Absent: Erica Davis; David Brown, Board Second Vice President

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; Joyce Akins, Director Center for Grants Development; Venetia Baldwin, Executive Assistant Board of Trustees; Danielle Bartz, Chief of Staff; Joe Carreon, Director Construction; Lisa Caruthers, Senior Director CASE for Kids; Danielle Clark, Chief Communications Officer; Carie Crabb, Senior Director School-Related Therapy Services; Jeff Drury, Director Choice Partners Cooperative; Chris Hoesel, Director Information Technology; Eduardo Honold, Senior Director Adult Education; Jatata Hutton, Principal Academic Behavior School West; Edna Johnson, Director Purchasing; Marcia Leiva, Chief Accounting Officer; Charles Ned, Senior Director Schools; Venetia Peacock, Senior Director Head Start; Yolanda Pyrtle, Director Research and Evaluation Institute; Andrea Seagraves, Senior Director Center for Educator Success; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities

Visitors: None

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1. **Invocation** - Marcial Chavez, Technology
2. **Pledge of Allegiance to the US flag** - Monica Garcia, Technology
3. **Pledge of Allegiance to the Texas flag** - Monica Garcia, Technology
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.

No member of the public requested to address the Board.

5. **REPORTS AND PRESENTATIONS**

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

Natasha Truitt introduced the August 2023 HCDE Employee of the Month, Cordegus Monette, Transition Specialist at Academic and Behavioral School West. HCDE Communications showed a brief video about Mr. Monette's role and impact.

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

Superintendent Colbert congratulated Mr. Monette.

Mr. Colbert thanked Board members for their participation in the Adult Education Ribbon-Cutting Ceremony on July 19, 2023 and encouraged staff to visit the new facility.

He also commended the HCDE Communications team for their help with shaping the Convocation theme and noted the significant participation by HCDE staff. HCDE's annual Convocation was held on August 11, 2023.

- C. **Annual Division Update** - Chris Hoesel, Director of Information Technology Services

- 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.

Trustee Norris lauded the Adult Education Ribbon-Cutting Ceremony and annual HCDE Convocation. He also commended the recent CASE for Kids Grantee Recognition event for Precinct 1.

President Duhon recognized the 2023 Convocation, including the announcement of the 7% staff raise.

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

None

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F. Monthly Financial Reports through 07/31/2023 - Dr. Jesus Amezcua,
Assistant Superintendent for Business Services

Administration pulled Item 6.E.1. from the consensus agenda; the item was moved to Information Items.

Motion made by Danny Norris, seconded by Amy Hinojosa, to approve all items under the consensus agenda except 6.E.1.

Motion passes with 5-0 voting to approve all items under the consensus agenda except 6.E.1.

6. 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 July 2023

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

1. 07/05/2023 Budget Workshop Meeting
2. 07/12/2023 Board Meeting

C. Consider acceptance of the following grant awards:

1. **Acceptance of the Notice of Award (NOA) 06CH011535-04-02 dated 07/06/2023 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) Division (06CH011535-04-02) in the amount of \$1,014,679 for the period of 01/01/2023 through 12/31/2023. (This action awards funds for the cost-of-living adjustment (COLA) and Quality Improvement increases for program operations).**
2. **Acceptance of the Notice of Award (NOA) 06HP000311-04-03 dated 07/06/2023 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for the Head Start Division (Early Head Start Child Care Partnership) in the amount of \$1,270,762 for the budget period of 09/01/2022 through 08/31/2023. (This action awards funds for the Barrett Station Early Head Start construction project).**
3. **Acceptance of the Notice of Award (NOA) 06HP000311-04-04 dated 07/18/2023 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for the Head Start Division (Early Head Start Child Care Partnership) in the amount of \$993,726 for the 09/01/2022 through 08/31/2023 budget period. (This action awards funds for the Barrett Station Early Head Start construction project).**

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- D. Consider ratification/approval of the following grant proposals:
1. **Approval to submit the HCDE Head Start 2023 Continuation Grant request No. 06CH011535, to the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), Office of Head Start (OHS) in the amount of \$13,726,236, for the period of 01/01/2024 through 12/31/2024.** This grant request includes \$12,180,771 for Head Start Program Operations, \$1,417,341 for Early Head Start Program Operations, \$97,713 for Head Start Training and Technical Assistance, and \$30,411 for Early Head Start Training and Technical Assistance.
 2. **Approval of grant application to Texas Council for Developmental Disabilities in an amount not to exceed \$7,500 to support School-Based Therapy Services' training on Social Thinking** in relation to students with autism, ADHD and other disabilities. The training is scheduled for November 2, 2023, and will serve over 160 occupational therapists and general and special education teachers.
- E. Consider ratification/approval of the following Interlocal Contracts:
2. **Approval of Interlocal (revenue) contract for FY 2024 for therapy services in the amount of \$3,108,360** with School-Based Therapy Services and Cypress-Fairbanks ISD (1,703 students served in FY22).
 3. **Approval of Interlocal (revenue) contracts for FY 2024 for therapy services in the aggregate amount of \$52,840 with School-Based Therapy Services and the following districts:** Anahuac ISD (13 students served in FY22) in the amount of \$9,720; and YES Prep Public Schools (27 students served in FY22) in the amount of \$43,120.
 4. **Approval of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$657,400 with Academic and Behavior School East with the following districts:** Deer Park ISD for six (6) in-county annual contracts in the amount of \$142,800 (\$23,800 each); Anahuac ISD for two (2) out-of-county annual contracts in the amount of \$55,000 (\$27,500 each); Danbury ISD for one (1) out-of-county annual contract in the amount of \$27,500 (\$27,500 each); Goose Creek CISD for fifteen (15) in-county annual contracts in the amount of \$357,000 (\$23,800 each); Huffman ISD for two (2) in-county annual contracts in the amount of \$47,600 (\$23,800 each); Tarkington ISD for one (1) out-of-county annual contract in the amount of \$27,500 (\$27,500 each) for the contract period of 08/28/2023 through 06/03/2024.
 5. **Approval of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$293,000 with Academic and Behavior School West with the following districts:** Angleton ISD for two (2) out-of-county annual contracts in the amount of \$55,000 (\$27,500 each); Cypress Fairbanks ISD for five (5) in-county annual contracts in the amount of \$119,000 (\$23,800 each); Spring Branch ISD for five (5) in-county annual contracts in the amount of \$119,000 (\$23,800 each) for the contract period of 08/28/2023 through 06/03/2024.

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6. **Approval of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$342,000 with Highpoint School East with the following district:** Aldine ISD for thirty (30) in-county annual contracts in the amount of \$342,000 (\$11,400 each) for the contract period of 08/28/2023 through 06/03/2024.
 7. **Ratification of Interlocal (revenue) ESY contract for FY 2023 in the aggregate amount of \$49,950 with ABS East with the following districts:** Clear Creek ISD for eight (8) in-county ESY contracts in the amount of \$44,400 (\$5,550 each); Dayton ISD for one (1) in-county ESY contracts in the amount of \$5,500 (\$5,500 each) for the contract period of 06/07/2023 through 07/13/2023.
 8. **Ratification of Interlocal (non-monetary) contract with Cleveland ISD** for the provision of the General Education Development (GED), Adult Basic Education (ABE) and English as a Second Language (ESL) classes for the period of 07/01/2023 through 06/30/2024.
 9. **Ratification of Memorandum of Understanding with the Asian Chamber of Commerce, Tri-County Regional Black Chamber of Commerce, Inc., and the HCDE Business Services/Procurement Services Divisions** to help start, maintain, and expand small businesses. The agreement term is 09/01/2023 through 08/31/2024, with one-year annual renewal options.
- F. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of Service Agreement for job no. 23/008EJ for Choice Partners Contracted Services with the following vendor:** Ann Marie Harbour not to exceed \$102,800 including reimbursable expenses for the period of 09/01/2023 through 08/31/2024.
 2. **Approval of the Contract Award for job no. 23/040MR for Athletic Surfaces and Related Items with the following vendors:** FieldTurf USA, LLC (23/040MR-01); TGS Sports, LLC (23/040MR-02) for the period of 08/16/2023 through 08/15/2024.
 3. **Approval of the Contract Award for job no. 23/041MR for Roofing, Waterproofing, and Related Items with the following vendors:** American Contracting U.S.A, Inc (23-041MR-01); Argio Roofing & Construction (23-041MR-02); Brazos Industries dba Brazos Commercial Roofing (23-041MR-03), LLC; C & R Systems, Inc. (23-041MR-04); CS Advantage USAA, Inc (23-041MR-05); D7 Roofing & Metal, LLC (23-041MR-06); Roofing & Construction by JJ Flores, LLC. dba JJ Flores Roofing (23-041MR-07); Texas Ligua Tech Services, Inc. dba Ligua Tech (23-041MR-08); and Rain King, Inc. (23-041MR-09) for the period of 08/16/2023 through 08/15/2024.
 4. **Approval of HCDE Interlocal Agreements with:** Caroline County School Board, Bowling Green, Virginia; City of Webster, Webster, Texas; Community College of Baltimore County, Baltimore, Maryland; Hurst-Euleless-Bedford Independent School District, Bedford, Texas; Knox City-O'Brien Consolidated School District, Knox City, Texas; Stephenville Independent School District,

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Stephenville, Texas; Titus County, Mount Pleasant, Texas; Trenton Independent School District, Trenton, Texas.

7. ACTION ITEMS - NON-CONSENSUS

1. **Consider approval of:** (1) certification of the anticipated tax collection rate, (2) the anticipated debt collection rate for excess debt collections, and (3) calculation of the no-new-revenue rate and voter-approved rates by the Harris County Tax Assessor/Collector (4) 2023 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 tax rate of \$.004800 for Tax Year 2023 in accordance with the Truth in Taxation laws codified in Chapter 26 and amended by the 88th Legislature.

Motion made by Danny Norris, seconded by Amy Hinojosa, to approve: (1) certification of the anticipated tax collection rate, (2) the anticipated debt collection rate for excess debt collections, and (3) calculation of the no-new-revenue rate and voter-approved rates by the Harris County Tax Assessor/Collector (4) 2023 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 tax rate of \$.004800 for Tax Year 2023 in accordance with the Truth in Taxation laws codified in Chapter 26 and amended by the 88th Legislature.

Motion passes with 5-0 voting to approve.

2. **Consider approval of estimated reserved fund balances for non-spendable, restricted, committed assigned and unassigned under the Governmental Accounting Standards Board (GASB) 54.** (This is an annual requirement to project our end of the year fund balance to meet GASB accounting standards. Once the audit is completed, the final fund balances will be reported at the January Board Meeting).

Motion made by Danny Norris, seconded by Richard Cantu, to approve estimated reserved fund balances for non-spendable, restricted, committed assigned and unassigned under the Governmental Accounting Standards Board (GASB) 54. (This is an annual requirement to project our end of the year fund balance to meet GASB accounting standards. Once the audit is completed, the final fund balances will be reported at the January Board Meeting).

Motion passes with 5-0 voting to approve.

3. **Consider approval of the Services Agreement between HCDE Adult Education and Houston Training and Education Center for job no. 19/056KJ** in the amount not to exceed \$95,000 for the period of 08/16/2023 through 06/30/2024. The contractor will prepare and deliver certificate programs for Phlebotomy Technician and Business Office Technology.

Motion made by Danny Norris, seconded by Amy Hinojosa, to approval of the Services Agreement between HCDE Adult Education and Houston Training and

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Education Center for job no. 19/056KJ in the amount not to exceed \$95,000 for the period of 08/16/2023 through 06/30/2024. The contractor will prepare and deliver certificate programs for Phlebotomy Technician and Business Office Technology.

Motion passes with 5-0 voting to approve.

4. **Consider approval to increase the allowable maximum contract amount under CH Local FY 2023 for Executive Threat Solutions, LLC (22/047MR-02)** (original amount \$470,000), requesting new total amount of \$515,000 (increase of \$45,000).

Motion made by Danny Norris, seconded by Amy Hinojosa, to approve increase of the allowable maximum contract amount under CH Local FY 2023 for Executive Threat Solutions, LLC (22/047MR-02) (original amount \$470,000), requesting new total amount of \$515,000 (increase of \$45,000).

Motion passes with 5-0 voting to approve.

5. **Consider approval to increase the contract amount for HCDE workers' compensation insurance with Texas Association of School Boards (TASB) Risk Management Fund** for the period of 09/01/2023 through 08/31/2024 (original amount \$456,659), requesting new total amount of \$471,800 (increase of \$15,231).

Motion made by Danny Norris, seconded by Amy Hinojosa, to approve increase of the contract amount for HCDE workers' compensation insurance with Texas Association of School Boards (TASB) Risk Management Fund for the period of 09/01/2023 through 08/31/2024 (original amount \$456,659), requesting new total amount of \$471,800 (increase of \$15,231).

Motion passes with 5-0 voting to approve.

6. **Consider approval of Change Order #3 with C.A. Walker Construction (CSP #21/073YR) for Highpoint East Middle School** proposed installation of new fence and generator totaling the amount of \$181,596 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize and execute Change Order #3.

Motion made by Danny Norris, seconded by Amy Hinojosa, to approve Change Order #3 with C.A. Walker Construction (CSP #21/073YR) for Highpoint East Middle School proposed installation of new fence and generator totaling the amount of \$181,596 and delegate authority to HCDE Superintendent or his designee to negotiate, finalize and execute Change Order #3.

Motion passes with 5-0 voting to approve.

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7. **Consider approval of Change Order #2 to the AIA Contract for the Humble Early Head Start Center (CSP #22/058YR) with Facilities Sources** for the site work, civil work, and related items and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute Change Order #2, extending Substantial Completion date to 08/31/2023.

Motion made by Danny Norris, seconded by Amy Hinojosa, to approve Change Order #2 to the AIA Contract for the Humble Early Head Start Center (CSP #22/058YR) with Facilities Sources for the site work, civil work, and related items and delegate authority to the Superintendent or his designee to negotiate, finalize, and execute Change Order #2, extending Substantial Completion date to 08/31/2023.

Motion passes with 5-0 voting to approve.

8. **Consider approval of Memorandum of Understanding between HCDE and the Education Foundation of Harris County for the Partners in Education Project**, providing \$400,000 for grants, scholarships, sponsorship activities and related services (plus rollover funds from FY 2023), for a term of 09/01/2023 through 08/31/2024. (The FY 23-24 budget will be adjusted to reflect these amounts.)

Motion made by Danny Norris, seconded by Amy Hinojosa, to approve Memorandum of Understanding between HCDE and the Education Foundation of Harris County for the Partners in Education Project, providing \$400,000 for grants, scholarships, sponsorship activities and related services (plus rollover funds from FY 2023), for a term of 09/01/2023 through 08/31/2024. (The FY 23-24 budget will be adjusted to reflect these amounts.)

Motion passes with 5-0 voting to approve.

9. **Consider approval of 1.0 full-time equivalent (FTE) position for the Center for Educator Success (CES)** for the 2023-2024 school year to meet the demands of district partners.

Motion made by Danny Norris, seconded by Amy Hinojosa, to approve 1.0 full-time equivalent (FTE) position for the Center for Educator Success (CES) for the 2023-2024 school year to meet the demands of district partners.

Motion passes with 5-0 voting to approve.

10. **Pursuant to Board Policy FO (Legal)**, consider approval of the HCDE Schools Division - Student Code of Conduct for school year 2023-2024.

Motion made by Danny Norris, seconded by Amy Hinojosa, Pursuant to Board Policy FO (Legal), to approve the HCDE Schools Division - Student Code of Conduct for school year 2023-2024.

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Motion passes with 5-0 voting to approve.

11. **Discussion and possible action** concerning a Feasibility Committee Study on campuses serving as community centers.

Motion made by Danny Norris, seconded by Richard Cantu, to create a Feasibility Committee Study on campuses serving as community schools.

Trustee Duhon nominated herself and Trustees Hinojosa, Cantu and Norris to serve on the Feasibility Committee for the study. All agreed to serve.

Motion passes with 5-0 voting to approve.

There was no Executive Session.

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 employee.
- B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.
9. **RECONVENE** for possible action on items discussed in executive session.
10. **Discussion and possible action regarding future agenda items**
- None.*
11. **INFORMATION ITEMS**
- A. **Human Resources**
1. Personnel
2. Employee Count
- B. **A school district that enters into a purchasing contract valued at \$25,000 or more under Education Code 44.031(a) (5) (interlocal contract), under Local Government Code Chapter 271, Subchapter F** (cooperative purchasing program), or under any other cooperative purchasing program authorized for school districts by law shall document any contract-related fee, including any management fee, and the purpose of each fee under the contract.

The amount, purpose, and disposition of any fee described above must be presented in a written report and submitted annually in an open meeting of the board. The written report must appear as an agenda item.

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HCDE paid fees to the Cooperative purchasing programs listed below; the cooperative, the fees, and the purpose and disposition of the fees are listed below.

Texas Comptroller of Public Accounts (TPASS) \$100 Annual Membership Fee

Houston-Galveston Area Council (H-GAC) \$1,000 Vehicle Purchase fee (1)

This is a presentation only; no action is necessary.

- Santex Truck Centers, LTD - one 26' Van with Liftgate was purchased

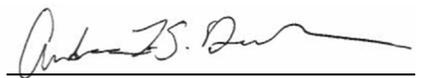
6.E.1. Approval of CASE for Kids Interlocal (revenue) contract with the City of Houston for the period of date of countersignature by the City Controller through 06/30/2024 in the amount up to \$770,000 for CASE for Kids to provide after-school programs and/or out-of-school activities and projects.

12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, September 20, 2023, at 1:00 p.m.

Motion made by Danny Norris, seconded by Eric Dick, to adjourn.

Motion passes with 5-0 voting to adjourn.

Meeting adjourned at 2:27 p.m.



Andrea Duhon
Board President



Amy Hinojosa
Board First Vice President