

**Harris County Department of Education**  
**Minutes of Regular Board Meeting**  
**February 24, 2023**

---

The Harris County Board of School Trustees met in regular session on February 24, 2023, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Richard Cantu, Board President, called the meeting to order at 1:18 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:** Richard Cantu, Board President; Andrea Duhon, Board First Vice President; Amy Hinojosa, Board Second Vice President (via Zoom); Danny Norris; Eric Dick; and David Brown

**Board Members Absent:** Erica Davis

**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; Julia Andrews, Director Center for Safe and Secure Schools; Venetia Baldwin, Executive Assistant Board of Trustees; Danielle Bartz, Chief of Staff; Cindy Brunswick, Senior Director Center for Educator Success; 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; Kendra Jackson, Director Purchasing; Victor Keys, Principal Academic Behavior School West; Marcia Leiva, Chief Accounting Officer; Venetia Peacock, Senior Director Head Start; Yolanda Pyrtle, Director Research and Evaluation Institute; Stephanie Ross, Senior Director Adult Education (Lisa Fehoko attending in place); Cindy Tan, Education Foundation Community Development Director; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities

**Visitors:** None

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

1. **Invocation** - Laura Espinoza, Construction
2. **Pledge of Allegiance to the US flag** - Bill Medina, Adult Education
3. **Pledge of Allegiance to the Texas flag** - Bill Medina, Adult Education
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.

5. **REPORTS AND PRESENTATIONS**

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

*Natasha Truitt introduced the February 2023 HCDE Employee of the Month, Nadia Gonzales, Head Teacher at Head Start, Channelview campus. HCDE Communications showed a brief video about Ms. Gonzales' role and impact.*

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

*Mr. Colbert thanked attendees of HCDE's 2023 Chili Cook-off. He thanked HCDE's Human Resources for reviving the event after a 10-year hiatus.*

*HCDE divisions participated in several conferences over the past weeks, hosted by the Texas Alliance of Black School Educators (TABSE), the Texas Association of School Business Officials (TASBO), Texas School Public Relations Association (TSPRA), and the Innovative Schools Summit. HCDE representatives were requested speakers at many conference events.*

*Mr. Colbert also mentioned that new HCDE facilities will be unveiled in the future, with ribbon-cutting ceremonies, soon.*

- C. **Annual Division Update** – Joe Carreon, Director of Construction

- D. **Annual Division Update** – Linda Fehoko, Director of Adult Education

- 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.

*Danny Norris spoke briefly about the origin of Black History Month. Trustee Norris also commended HCDE staff who were well-represented at the recent Houston Area Alliance of Black School Educators (HAABSE) and Texas Alliance of Black School Educators (TABSE) conferences. He announced that Dr. Julia Andrews, HCDE's Director of the Center for Safe and Secure Schools (CSSS)—and the President of HAABSE—is leaving CSSS to become Alief ISD's Chief of Staff, and congratulated her on future endeavors.*

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

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

*There were no reports.*

**G. Monthly Financial Reports through 01/31/2023 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**

*Motion made by Danny Norris, seconded by Eric Dick, to approve all items under consensus agenda, except C.1., C.2., C.3., D.7., D.9., and D.10, which were moved to the non-consensus agenda.*

*Motion passes with 6-0 voting to approve all items under the consensus agenda except C.1., C.2., C.3., D.7., D.9., and D.10.*

**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 January 2023

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

1. 01/12/2023 Called Board Meeting
2. 01/17/2023 Audit Committee Meeting
3. 01/18/2023 Board Meeting

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

4. **Approval of first Amendment to the contract number 212-23 between HCDE Adult Education and Houston-Galveston Area Council** to increase direct services to customers. Total contract budget increase by \$70,000 from \$4,650,000 to \$4,720,000.

**D. Consider ratification/approval of the following Interlocal Contracts:**

1. **Approval of Interlocal (revenue) contract with Spring ISD and the Center for Safe and Secure Schools Division** for Safety Audits from 02/24/2023 through 06/30/2023, in an amount not to exceed \$79,611, servicing 57 sites.
2. **Approval of Interlocal (revenue) contract with Crosby ISD and the Center for Safe and Secure Schools Division** for Safety Audits from 02/24/2023 through 06/30/2023, in an amount not to exceed \$10,166, servicing 9 sites.

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

3. **Ratification of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$9,375 with Fortis Academy with the following district:** Aldine ISD for three (3) in-county annual contracts in the amount of \$9,375 (\$3,125 each) for the period of 01/10/2023 through 06/05/2023.
4. **Approval of Interlocal (revenue) contract for FY 2023 in the aggregate amount of \$19,500 with Academic and Behavior School West with the following district:** Hempstead ISD for one (1) out-of-county monthly contract in the amount of \$19,500 (\$3,900 per month) for the contract period of 01/10/2023 through 06/05/2023.
5. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21<sup>st</sup> Century Community Learning Center(s) Cycle 10, Year 5 grant, in the aggregate amount of \$129,500 with the following entity:** Southwest Schools (CHARTER) for Southwest Bissonnet Elementary in the amount of \$129,500 (110 students served).
6. **Ratification of Interlocal (expenditure) contract for FY 2023 CASE for Kids Nita M. Lowey 21<sup>st</sup> Century Community Learning Center(s) Cycle 11, Year 2 grant, in the aggregate amount of \$45,000 with the following entity:** Houston ISD (92 students served).

**Via Addendum: Ratification of Interlocal (renewal) agreement contract with Houston Community College for Records Management Services** beginning 01/01/2023 through 12/31/2023 in the amount of \$25,000.

**10. Memorandum of Understanding Contracts (non-monetary) for the CASE for Kids Afterschool Strategic Investment (ASI) program:** CASE for Kids certifies afterschool investments of public funds through ASI collaborator Precinct One as part of our Houston-Galveston Area Council contract.

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

1. **Approval of the Contract Award for job no. 23/014MR for Charter Bus Rentals, Alternate Transportation Services and Car Rentals with the following vendors:** GBJ, Inc. dba AFC Transportation (23/014MR-01); First Class Transportation, LLC (23/014MR-02); HopSkipDrive, Inc. (23/014MR-03); and Majestic Charters, LLC dba Majestic Transportation & Shuttle Service (23/014MR-04) for the period of 02/24/2023 through 02/23/2024.
2. **Approval of the Contract Award for job no. 23/016MR for Job Order Contracting IDIQ Minor Construction, Maintenance, Repair, Alteration, Renovation, and Remediation Services with the following vendors:** A & I Custom Manufacturing, LLC (23/016MR-01); Aggieland Construction, Ltd (23/016MR-02); Baseline Paving & Construction, Inc. (23/016MR-03); Basic IDIQ, Inc. (23/016MR-04); Bear Construction Company (23/016MR-05); BMS Holdings III Corp dba BMS CAT, LLC (23/016MR-06); Burman Construction, LLC (23/016MR-07); CMST, LLC dba Construction Managers of Southeast Texas, LLC (23/016MR-08); DivisionOne Construction (23/016MR-09); Dudley Construction, LLC (23/016MR-10); Dunhill Development and Construction, LLC (23/016MR-11); E Contractors USA, LLC (23/016MR-12); EMA Sport Solutions, LLC (23/016MR-13); ERC Environmental & Construction Services, Inc. dba ERC (23/016MR-14); F.H. Paschen, S.N. Nielsen & Associates, LLC (23/016MR-15); Dura Pier Facilities Services, Ltd dba Facilities Sources (23/016MR-16); Generocity Services, Inc.

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

(23/016MR-17); Gerloff Company, Inc. (23/016MR-18); HCS Inc., Commercial General Contractor (23/016MR-19); Horizon International Group, LLC (23/016MR-20); HVAC Mechanical Services of Texas, Ltd dba Hunton Services (23/016MR-21); Intercon Environmental, Inc. (23/016MR-22); JC Stonewall Constructors, LP (23/016MR-23); JR Thomas Group, Inc. (23/016MR-24); Lee Construction & Maintenance Company dba LMC Corporation (23/016MR-25); Mid-Continental Restoration Co., Inc. (23/016MR-26); Nash Industries, Inc. (23/016MR-27); Panhandle Steel Buildings (23/016MR-28); RS Commercial Construction, LLC (23/016MR-29); Sterling Structures, Inc. (23/016MR-30); The Fence Lady, Inc. (23/016MR-31); and Westco Ventures, LLC (23/016MR-32) from 02/24/2023 through 02/23/2024.

3. **Approval of the Contract Award for job no. 23/017KN for Office Supplies and Related Items with the following vendors:** Blick Art Materials, LLC dba Blick Art Materials (23/017KN-01); Butler Business Products, LLC (23/017KN-02); Challenge Office Products, Inc. (23/017KN-03); Liberty Data Products, Inc. dba Liberty Office Products, Daniel Office Products, Gorilla Office Supplies (23/017KN-04); PopSmart Technologies, LLC (23/017KN-05), Products Unlimited, Inc. (23/017MR-06); Rio Paper & Supply, LLC (23/017KN-07); School Specialty, LLC (23/017KN-08); Tejas Office Products, Inc. (23/017KN-09); and Velocity Business Products, LLC dba Velocity Business Products (23/017KN-10) for the period from 02/24/2023 through 02/23/2024.
4. **Approval of the Contract Award for job no. 23/018SG for Medicaid Claiming and Billing Services with the following vendor:** MSB Consulting, LLC (23/018SG-01) for the period of 02/24/2023 through 02/23/2024.
5. **Approval of the Contract Award for job no. 23/019TP for Cafeteria Trades Maintenance Component and Component for Single Trade Job Order Contracting with the following vendors:** Palmer Hamilton, LLC (23/019TP-01); Radius Design Works, LLC (23/019TP-02); The Edu-Source Corporation (23/019TP-03) for the period of 02/24/2023 through 02/23/2024.
6. **Approval of HCDE Interlocal Agreements with:** Bloom Academy Charter School, Houston, Texas; Buna Independent School District, Buna, Texas; Lubbock-Cooper Independent School District, Lubbock, Texas; Luling Independent School District, Luling, Texas; Moody Independent School District, Moody, Texas; Mount Enterprise Independent School District, Mount Enterprise, Texas; Nevada City Hospital dba Nevada Regional Medical Center, Nevada, Missouri; NYSARC, Inc., New York City dba AHRC NYC, New York, New York; Prairiland Independent School District, Pattonville, Texas; Seminole Independent School District, Seminole, Texas; Snyder Independent School District, Snyder, Texas; South Colonie Central School District, Albany, New York; Spring Hill Independent School District, Longview, Texas; and Westhoff Independent School District, Westhoff, Texas.

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

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

1. **Approval of Contract Award for job no. 23/006IA-3 for CASE for Kids Youth Services for Afterschool and Summer with the following vendors:** Adesuwa Omoruyi; American Robotics Academy (Animation Station Inc); Athletes Global Corporation; Baked With Confidence; Children's Museum of Houston (Children's Museum, Inc.); Choose to DO, Inc. (Choose to DO, Inc.); Coble Studios (YPSOURC LLC); Engaged Minds Academy (Engaged Minds Academy LLC); Future Resource Learning; Harmony Education Foundation (Harmony Education Foundation); Huntington Learning Centers, Inc; JiggAerobics LLC; JumpBunch Houston (EKM Activities, LLC); KCE Champions LLC; KEW Learning Academy; Konnecting the Dots; Language Link, LLC; Little Learners LLC; Mad Science of Houston (Little Scientists Inc.); MoonLyte Treats LLC; Nexplore USA (Nexplore USA); Next Steps Education Consultant; Play-well Teknologies (Tennessee Dana Bowen); Rex Academy; Stacey Allen, CDE; The Hope 3741 Ministries; The K.N.E.W. Solutions (Keschia Matthews); The Village Learning Center, Inc; Today's Youth (My Brother's and Sister's Restoration: DBA Today's Youth); U.S. Dream Academy, Inc (U.S. Dream Academy, Inc); Vessel Support Services (Vessel Support Services); WeCare Do You?; WorkED Inc; World Youth Foundation, Inc.; and Young Audiences, Inc. of Houston (Young Audiences, Inc. of Houston) for the period 03/01/2023 through 02/28/2028.

G. Consider ratification/approval of the following Revenue Agreements:

1. **Approval of School-Based Therapy Services Revenue Contract amendment with Waller ISD for FY 2023. The aggregate amount is proposed to be amended from \$39,690 to \$139,650 (a \$99,960 increase) to add additional days of therapy service.**
2. **Approval of School-Based Therapy Services Revenue Contract amendment with KIPP Texas for FY 2023. The aggregate amount is proposed to be amended from \$60,390 to \$75,520 (a \$15,130 increase) to add additional days of therapy service.**

7. **ACTION ITEMS – NON-CONSENSUS**

**C.1. Approval of HCDE Early Head Start Child Care Partnerships (EHS-CCP) Notice of Award in the amount of \$1,819,649** for the purchase and install of a prefabricated modular building for Early Head Start expansion located at 130A Atascocita Road, Humble, Texas, 77396.

*Motion made by Andrea Duhon, seconded by Danny Norris, to approve HCDE Early Head Start Child Care Partnerships (EHS-CCP) Notice of Award in the amount of \$1,819,649 for the purchase and install of a prefabricated modular building for Early Head Start expansion located at 130A Atascocita Road, Humble, Texas, 77396.*

*Motion passes with 6-0 voting to approve.*

**C.2. Acceptance of the Notice of Award (NOA) 06HE000969-01-02 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for the Head Start Division to rebudget the American Rescue funds in the amount of \$393,594 for the budget period of 04/01/2021 through 03/31/2023.**

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

**C.3. Acceptance of the Notice of Award (NOA) 06HP000311-02-08 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) for a budget revision in the amount of \$1,213,436 for the budget period of 09/01/2020 through 08/31/2021 to increase the cost for the Humble EHS project.

*Motion made by Danny Norris, seconded by Eric Dick, to approve item C.2. to accept the Notice of Award (NOA) 06HE000969-01-02 from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) for the Head Start Division to rebudget the American Rescue funds in the amount of \$393,594 for the budget period of 04/01/2021 through 03/31/2023 and to approve item C.3. to accept the Notice of Award (NOA) 06HP000311-02-08 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) for a budget revision in the amount of \$1,213,436 for the budget period of 09/01/2020 through 08/31/2021 to increase the cost for the Humble EHS project.*

*Motion passes with 6-0 voting to accept both Notices of Award.*

**D.7. Approval of Interlocal (expenditure) agreement for Adult Education with Harris County Public Health program** that focuses on the critical need of residents who are experiencing physical and mental health challenges, economic uncertainty, housing instability, substance use disorders, criminal justice engagement and social inequity in the amount not to exceed \$74,774 for the period of 01/31/2023 through 01/31/2024.

*Motion made by Andrea Duhon, seconded by Danny Norris, to approve Interlocal (expenditure) agreement for Adult Education with Harris County Public Health program that focuses on the critical need of residents who are experiencing physical and mental health challenges, economic uncertainty, housing instability, substance use disorders, criminal justice engagement and social inequity in the amount not to exceed \$74,774 for the period of 01/31/2023 through 01/31/2024*

*Motion passes with 6-0 voting to approve.*

**D.8 . Approval of Interlocal (non-monetary) agreement with Sheldon 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 01/03/2023 through 06/30/2023.

*Motion made by Andrea Duhon, seconded by Danny Norris, to approve Interlocal (non-monetary) agreement with Sheldon 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 01/03/2023 through 06/30/2023.*

*Motion passes with 6-0 voting to approve.*

**D.9. Ratification of Interlocal (non-monetary) agreement with Galena Park 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 01/03/2023 through 06/30/2023.

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

*Motion made by Andrea Duhon, seconded by Danny Norris, to ratify Interlocal (non-monetary) agreement with Galena Park 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 01/03/2023 through 06/30/2023.*

*Motion passes with 6-0 voting to ratify.*

1. **Consider approval of amendment to resolution relating to the imposition of delinquent penalties and elect to delay the early turnover on business property under Tex. Tax Code Section 33.11 for Tax Year 2022.**

*Motion made by Danny Norris, seconded by Andrea Duhon, to approve amendment to resolution relating to the imposition of delinquent penalties and elect to delay the early turnover on business property under Tex. Tax Code Section 33.11 for Tax Year 2022.*

*Motion passes with 6-0 voting to approve.*

2. **Approval of Contract Award for job no. 230016094 (RFP #23/024IA) for E-Rate Services for Category 1: Internet Access and Data Transmission Service** for Harris County Department of Education to the proposer(s) offering the best value to HCDE and meeting the specifications outlined in the proposal for the period of 07/01/2023 through 06/30/2024 with an option to renew for up to three years.

*Motion made by Danny Norris, seconded by Eric Dick, to approve Contract Award for job no. 230016094 (RFP #23/024IA) for E-Rate Services for Category 1: Internet Access and Data Transmission Service for Harris County Department of Education to the proposer(s) offering the best value to HCDE and meeting the specifications outlined in the proposal, PS Lightwave, for the period of 07/01/2023 through 06/30/2024 with an option to renew for up to three years, in an amount not to exceed \$183,816 per year.*

*Motion passes with 6-0 voting to approve.*

3. **Approval of Contract Award for job no. 230016094 (RFP #23/024IA) for E-Rate Services for Category 2: Internal Connections and Managed Internal Broadband Services** for Harris County Department of Education to the proposer(s) offering the best value to HCDE and meeting the specifications outlined in the proposal for the period of 07/01/2023 through 06/30/2024.

*Motion made by Danny Norris, seconded by Eric Dick, to approve Contract Award for job no. 230016094 (RFP #23/024IA) for E-Rate Services for Category 2: Internal Connections and Managed Internal Broadband Services for Harris County Department of Education to the proposer offering the best value to HCDE and meeting the specifications outlined in the proposal, Datavox, for the period of 07/01/2023 through 06/30/2024, in an amount not to exceed \$554,954.85.*

*Motion passes with 6-0 voting to approve.*

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

4. **Consider approval of a Warranty Deed required by the City of Houston** for the Sanitary Sewer Permit Application for the new Adult Education Center.

*Motion made by Danny Norris, seconded by Andrea Duhon, to approve Warranty Deed required by the City of Houston for the Sanitary Sewer Permit Application for the new Adult Education Center.*

*Motion passes with 6-0 voting to approve.*

5. **Consider approval of granting of a 200-square-foot Utility Easement to the City of Houston** for the installation of a water meter at the new Adult Education Center.

*Motion made by Danny Norris, seconded by Eric Dick, to grant 200-square-foot Utility Easement to the City of Houston for the installation of a water meter at the new Adult Education Center.*

*Motion passes with 6-0 voting to grant.*

6. **Consider approval of Change Order #1 to job order contract with Quality Security Systems for Barrett Station Early Head Center Access Control, Fire Alarm, Security, and Camera Equipment Project and delegate authority** to the Superintendent or his designee to negotiate, finalize and execute Change Order #1, extending the Substantial Completion Date to 08/31/2023.

*Motion made by Eric Dick, seconded by Andrea Duhon, to approve Change Order #1 to job order contract with Quality Security Systems for Barrett Station Early Head Center Access Control, Fire Alarm, Security, and Camera Equipment Project and delegate authority to the Superintendent or his designee to negotiate, finalize and execute Change Order #1, extending the Substantial Completion Date to 08/31/2023.*

*Motion passes with 6-0 voting to approve.*

7. **Consider approval to amend CH Local FY 2023 list to add recently approved Choice Partners job no. 22/036TP-02 to vendor Labatt Food Services LLC.** Job no. 22/036TP was approved for award at the June 22, 2022 Board meeting.

*Motion made by Danny Norris, seconded by Eric Dick, to amend CH Local FY 2023 list to add recently approved Choice Partners job no. 22/036TP-02 to vendor Labatt Food Services LLC. Job no. 22/036TP was approved for award at the June 22, 2022 Board meeting.*

*Motion passes with 6-0 voting to amend.*

8. **Approval to amend Contract Award for Graduation Items, Yearbooks, and Commemorative Items to add job #23/012SG-06** for Walsworth Publishing Company. This contract was originally approved at the January 18, 2023 Board meeting.

*Motion made by Danny Norris, seconded by Andrea Duhon, to amend Contract Award for Graduation Items, Yearbooks, and Commemorative Items to add job #23/012SG-06 for Walsworth Publishing Company.*

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

*This contract was originally approved at the January 18, 2023 Board meeting.*

*Motion passes with 6-0 voting to amend.*

9. **Consider approval of Second Amendment to Services Agreement between HCDE Adult Education and Houston's Training and Education Center (HTEC), job no. 19/056KJ**, to increase the not-to-exceed amount from \$65,000 to \$95,000 for the Adult Education Program. The request is due to a rise in interest for Phlebotomy certification and Business Office Technology certification. The amendment will be paid by grant funds awarded by the Houston-Galveston Area Council and Texas Workforce Commission.

*Motion made by Eric Dick, seconded by Andrea Duhon, to approve Second Amendment to Services Agreement between HCDE Adult Education and Houston's Training and Education Center (HTEC), job no. 19/056KJ, to increase the not-to-exceed amount from \$65,000 to \$95,000 for the Adult Education Program. The request is due to a rise in interest for Phlebotomy certification and Business Office Technology certification. The amendment will be paid by grant funds awarded by the Houston-Galveston Area Council and Texas Workforce Commission.*

*Motion passes with 6-0 voting to approve.*

10. **Consider acceptance of receipt of the HCDE Head Start Incident Monitoring Review Reports and Notifications dated 12/22/2022 and 12/23/2022.**

*Motion made by Danny Norris, seconded by David Brown, to accept receipt of the HCDE Head Start Incident Monitoring Review Reports and Notifications dated 12/22/2022 and 12/23/2022.*

*Motion passes with 6-0 voting to accept.*

11. **Consider acceptance of receipt of the Office of Head Start (OHS) Monitoring Review Report (6CH011535, 06HP000311) of the Harris County Department of Education Head Start program for the 2022 Focus Area 2 Federal Review.**

*Motion made by Danny Norris, seconded by David Brown, to accept receipt of the Office of Head Start (OHS) Monitoring Review Report (6CH011535, 06HP000311) of the Harris County Department of Education Head Start program for the 2022 Focus Area 2 Federal Review.*

*Motion passes with 6-0 voting to accept.*

12. **Consider approval of the Harris County Department of Education Head Start/Early Head Start Student Selection Criteria for the 2023-2024 school year.**

*Motion made by Danny Norris, seconded by David Brown, to approve the Harris County Department of Education Head Start/Early Head Start Student Selection Criteria for the 2023-2024 school year.*

*Motion passes with 6-0 voting to approve.*

*Board entered Executive Session at 2:46 p.m.*

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

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.
  - B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.
  - C. **Deliberate** whether Chapter 21 term contract teacher at ABS West failed, without good cause, to comply with the resignation requirements of the Texas Education Code and abandoned her contract with HCDE; obtain legal advice regarding same.
  - D. **Deliberate** Superintendent's recommendation to propose termination of ABS West teacher's Chapter 21 term contract, for good cause as determined by the Board; obtain legal advice regarding same.
  - E. **Obtain legal advice** regarding real estate encroachment matter involving Highpoint East project.
  - F. **Deliberate** the evaluation of public officers.

9. **RECONVENE** for possible action on items discussed in executive session.

*Trustee Hinojosa left the meeting, via Zoom, at 3:57 p.m. and did not return.*

*Board entered Open Session at 4:09 p.m.*

- A. **Consider possible action** whether Chapter 21 term contract teacher at ABS West failed, without good cause, to comply with the resignation requirements of the Texas Education Code and abandoned her contract with HCDE.

*Motion made by Danny Norris, seconded by David Brown, to approve the Resolution finding that Brittney Caldwell failed, without good cause, to comply with the resignation requirements of the Texas Education Code, and abandoned her Chapter 21 term employment contract, and to authorize the Superintendent or his designee to file a complaint with TEA/SBEC regarding the same.*

*Motion passes with 5-0 voting to approve Resolution.*

- B. **Consider possible action** regarding Superintendent's recommendation to propose termination of ABS West teacher's Chapter 21 term contract, for good cause as determined by the Board.

*Motion made by Danny Norris, seconded by David Brown, to propose termination of Brittney Caldwell's Chapter 21 term employment contract, for good cause as determined by the Board, and to authorize the Superintendent or his designee to inform Ms. Caldwell of this action as required by applicable law and policy.*

*Motion passes with 5-0 voting to approve.*

**Harris County Department of Education  
Minutes of Regular Board Meeting  
February 24, 2023**

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

*None.*

11. **INFORMATION ITEMS**

A. **Human Resources**

1. Personnel
2. Employee Count

B. **Submission of grant proposal to Texas Education Agency** in the amount of \$2 million to support CASE for Kids' 21st Century Community Learning Centers, Cycle 12 Year 1 application. Requested funds will provide academic and enrichment services for 750 students and 400 family members.

C. **Submission of grant request to KidsGardening** for a 2023 Youth Garden Grant to support HCDE's Area I Head Start on Healthy Living Garden Project at the Tidwell campus. The award includes \$500 and a collection of gardening supplies valued at \$1,000. Funding would benefit 37 unduplicated students and families.

D. **Submission of grant request in the amount of \$5,000 to the National Head Start Association** for a 2022-2023 GroMoreGood Garden Grant to support HCDE's Area I Head Start on Healthy Living Garden Project at the Tidwell campus. Funding would benefit 37 unduplicated students and families.

12. **ADJOURN** - Next regular meeting is scheduled for Wednesday, April 19, 2023, at 1:00 p.m.

*Motion made by Danny Norris, seconded by David Brown, to adjourn.*

*Motion passes with 5-0 voting to adjourn the meeting.*

*The meeting adjourned at 4:12 p.m.*



---

Richard Cantu  
Board President



---

Andrea Duhon  
Board First Vice President