

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

The Harris County Board of School Trustees met in regular session on September 20, 2023, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Andrea Duhon, Board President, called the meeting to order at 1:13 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; Danny Norris; Eric Dick; Erica Davis; Amy Hinojosa, Board First Vice President (via Zoom videoconference from 2:03 p.m. to 2:06 p.m.)

Board Members Absent: David Brown, Board Second Vice President; Richard Cantu

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; Leslie Edwards-Etheridge, Director Center for Safe and Secure Schools; Travita Godfrey (Fortis Academy) Principal; Chris Hoesel, Director Information Technology; Jatata Hutton, Principal Academic Behavior School West; Edna Johnson, Director Purchasing; Marcia Leiva, Chief Accounting Officer; Timothy Mullican (ABS East), Principal; Charles Ned, Senior Director Schools; Yolanda Pyrtle, Director Research and Evaluation Institute; Andrea Seagraves, Senior Director Center for Educator Success; Cindy Tan, Education Foundation Community Development Director; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities; Courtney Waters (HPE) Principal

Visitors: None

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

1. **Invocation** - Dr. Margaret Patton, Schools
2. **Pledge of Allegiance to the US flag** - Catalina Ramos, Schools
3. **Pledge of Allegiance to the Texas flag** - Catalina Ramos, Schools
4. **Public Hearing** for the purpose of considering the proposed Tax Rate of \$0.004800 per \$100 assessed property value for Tax Year 2023 (Fiscal Year 2023-2024). The no-new-revenue-rate (NNRR) has been calculated at \$0.004402 per \$100 assessed property value. The recommended tax rate is below the voter approval rate (VAR) of \$0.004816.

No comments from public during the Public Hearing.

5. **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.

6. **REPORTS AND PRESENTATIONS**

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

Natasha Truitt introduced the HCDE Employee of the Month, Irene Montgomery, Cook at Compton Head Start. Communications showed a brief video regarding her role and impact.

- B. **Recognition of Hispanic Heritage Month** - Danielle Clark, Chief Communications Officer

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

Mr. Colbert thanked the Board for participating in The HeART of Education Luncheon on September 12, 2023, benefitting the Education Foundation of Harris County. Mr. Colbert announced that the Houston State of the City event will be held on September 27, 2023. Mr. Colbert stated that he and the Board will attend the 2023 TASA/TASB Conference September 29 through October 1, 2023, in Dallas, TX. Finally, Mr. Colbert announced that an Irvington Faculty meeting will be held on October 9, 2023, to discuss the coordination of the Irvington Renovation Project.

- D. **Annual Division Update** - Dr. Charles Ned, Senior Director of Schools

- 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.

Trustee Davis announced that she met with the Chancellor of Lone Star

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

College and had a great dialogue.

Trustee Norris commended staff on The HeART of Education Luncheon and mentioned that one of his American Leadership Forum colleagues also attended the event.

- F. **Report of Board Committees - Committee Chairs**
None.

- G. **Monthly Financial Reports through 08/31/2023 - Dr. Jesus Amezcua,**
Assistant Superintendent for Business Services

Amy Hinojosa joined the meeting via Zoom videoconference at 2:03 p.m.

- 8.1 **Consider approval to adopt tax rate of \$.004800 per \$100 valuation 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 Erica Davis, to approve the adoption of the tax rate of \$.004800 per \$100 valuation 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.

Amy Hinojosa left the meeting at 2:06 p.m. and did not return.

Administration requested to move item 7.C.2. to Non-Consensus agenda.

Motion made by Danny Norris, seconded by Eric Dick, to approve the consensus agenda with the exception of item 7.C.2.

Motion passes with 4-0 voting to approve.

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 August 2023

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

1. 08/16/2023 Board Meeting

- C. Consider ratification/acceptance of the following grant awards:

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

1. **Ratification of the Notice of Award (NOA) 06HP000311-05-00 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 award of \$5,160,346 for operations and \$110,244 for training and technical assistance totaling \$5,270,590 for the 09/01/2023 to 08/31/2024 budget period.**

 3. **Ratification of the waiver of the 15% administrative cost limitations for grant number 06HP000311, in accordance with the Head Start Program Performance Standard 1303.5(2)(b) Limitations on development and administrative cost (2)(b)(1), for the 09/01/2023 to 08/31/2024 budget period.**
- D. Consider ratification/approval of the following Interlocal Contracts:
1. **Ratification of Interlocal (revenue) contracts for FY 2024 for therapy services in the aggregate amount of \$462,810 with School-Based Therapy Services and the following districts:** Barbers Hill ISD (3 students served in FY22) in the amount of \$96,660; Tomball ISD (35 students served in FY22) in the amount of \$111,720; Greater Gulf Coast Cooperative (72 students served in FY22) in the amount of \$114,780; Waller ISD (104 students served in FY22) in the amount of \$139,650.

 2. **Ratification of Interlocal (revenue) contracts for FY 2024 for therapy services in the aggregate amount of \$61,810 with School-Based Therapy Services and the following districts:** Sam Houston Charter School (4 students served in FY22) in the amount of \$10,090; Montgomery ISD (0 students served in FY22) in the amount of \$13,500; Pasadena ISD (6 students served in FY22) in the amount of \$18,130; Humble ISD (10 students served in FY22) in the amount of \$20,090.

 3. **Ratification of Interlocal (revenue) contract for FY 2024 for therapy services in the aggregate amount of \$83,300 with School-Based Therapy Services and the following districts:** Dayton ISD (63 students served in FY22) in the amount of \$83,300.

 4. **Ratification of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$1,789,200 with ABS East and the following districts:** Dayton ISD for twelve (12) in-county annual contracts in the amount of \$285,600 (\$23,800 each); Galveston ISD for three (3) out-of-county annual contracts in the amount of \$82,500 (\$27,500 each); Houston ISD for twenty (20) in-county annual contracts in the amount of \$476,000 (\$23,800 each); Pasadena ISD for twenty-five (25) in-county annual contracts in the amount of \$595,000 (\$23,800 each); Santa Fe ISD for five (5) out-of-county annual contracts in the amount of \$137,500 (\$27,500 each); Sheldon ISD for two (2) in-county annual contracts in the amount of \$47,600 (\$23,800 each); Texas City ISD for six (6) out-of-county annual contracts in the amount of \$165,000 (\$27,500 each) for the contract period of 08/28/2023 through 06/03/2024.

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

5. **Ratification of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$995,700 with ABS West and the following districts:** Aldine ISD for eight (8) in-county annual contracts in the amount of \$190,400 (\$23,800 each); Aristol Classic Academy for one (1) in-county annual contract in the amount of \$23,800 (\$23,800 each); El Campo ISD for one (1) out-of-county annual contract in the amount of \$27,500 (\$27,500 each); Houston ISD for twenty-five (25) in-county annual contracts in the amount of \$595,000 (\$23,800 each) for the contract period of 08/28/2023 through 06/03/2024; and Waller ISD for five (5) in-county annual contracts in the amount of \$119,000 (\$23,800 each) for the contract period of 08/01/2023 through 08/31/2024.
6. **Ratification of Interlocal (revenue) contract for FY 2024 in the aggregate amount of \$38,700 with ABS West and the following district:** Wharton ISD for one (1) out-of-county monthly contract in the amount of \$38,700 (\$4,300 per month) for the contract period of 08/28/2023 through 06/03/2024.
7. **Ratification of Interlocal (revenue) contracts for FY 2024 in the aggregate amount of \$490,200 with Highpoint School East and the following districts:** Humble ISD for forty (40) in-county annual contracts in the amount of \$456,000 (\$11,400 each); KIPP Texas Public School for three (3) in-county annual contracts in the amount of \$34,200 (\$11,400 each) for the contract period of 08/28/2023 through 06/03/2024.
8. **Ratification of Interlocal (revenue) contract for FY 2024 in the aggregate amount of \$20,625 with Fortis Academy and the following district:** Galena Park ISD for three (3) in-county annual contracts in the amount of \$20,625 (\$6,875 each) for the contract period of 08/28/2023 through 06/03/2024.
9. **Ratification of Interlocal (revenue) contract with Center for Safe and Secure Schools Division and Aldine ISD for Safety Audits** in an amount not to exceed \$118,207, servicing 82 sites in three phases for the period of 09/01/2023 through 06/30/2026.
10. **Ratification of Interlocal (revenue) contract with Center for Safe and Secure Schools Division and La Porte ISD for Safety Audits** in an amount not to exceed \$22,461, to service 16 sites in three phases for the period of 09/01/2023 through 06/30/2026.
11. **Ratification of Interlocal (revenue) contract for Center for Safe and Secure Schools with Spring ISD for Mindful De-escalation and Community Circles (Restorative Practices) sessions** in the amount not to exceed \$5,000 for the period of 08/08/2023 through 11/30/2023.

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

12. **Ratification of Interlocal (non-monetary) Agreement with Adult Education and Katy ISD** for classroom, office and storage space for the HSE (High School Equivalency), ABE (Adult Basic Education), and ESL (English as a Second Language) classes for the period of 08/01/2023 through 07/31/2024.
 13. **Ratification of Interlocal (non-monetary) contract with Adult Education and Sheldon ISD** for classroom, office and storage space for the HSE (High School Equivalency), ABE (Adult Basic Education) and ESL (English as a Second Language) classes for the period of 07/01/2023 through 06/30/2024.
- E. Consider ratification/approval of the following items for the HCDE Choice Partners Cooperative:
1. **Approval of the Contract Award for job no. 23/045MF for Demand Response Services** and delegate authority to the Superintendent or designee to negotiate, finalize, and execute a contract with the following vendor: Enerwise Global Technologies, LLC dba CPower (23-045MF-01) for the period 09/20/2023 through 09/19/2024.
 2. **Approval of the Contract Award for job no. 24/002TC for Disaster Mitigation Commodities/Services with Disaster Recovery Job Order Contract Services Component** and delegate authority to the Superintendent or designee to negotiate, finalize, and execute contracts with the following vendors: Blackman Mooring of Texas, BMS CAT (24/002TC-01); Brown and Root Industrial Services, LLC (24/002TC-02); Cotton Commercial USA (24/002TC-03); DRC Fort Worth, LLC (24/002TC-04); ERC Environmental & Construction Services (24/002TC-05); Horizon International Group, LLC (24/002TC-06); JR Jones Roofing (24/002TC-07); Roadrunner Moving & Storage (24/002TC-08); Texas General Contractors, Inc.(24/002TC-09) for the period 09/20/2023 through 09/19/2024.
 3. **Approval of HCDE Interlocal Agreements with:** Bassett Healthcare Network, Cooperstown, New York; Big Sandy Independent School District, Big Sandy, Texas; Big Spring Independent School District, Big Spring, Texas; Bread for Our Children, Lancaster, Texas; City of Bedford, Bedford, Texas; Cowlitz County, Kelso, Washington; Detroit Independent School District, Detroit, Texas; Duanesburg Central School District, Delanson, New York; IDEA Greater Cincinnati, Inc., Cincinnati, Ohio; Maury County Public Schools, Columbia, Tennessee; North Texas Food Bank, Plano, Texas; Pink Dreams, Inc., Dallas, Texas; ResponsiveED Texas, Lewisville, Texas; Rice University, Houston, Texas; Rio Hondo Independent School District, Rio Hondo, Texas; University of Texas El Paso, El Paso, Texas; and University of Texas Rio Grande Valley, Edinburg, Texas.
- F. Consider ratification/approval of the following items for Internal Purchasing:

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

1. **Approval of (renewal) insurance premium for Property and Casualty Insurance with the following vendor: McGriff, Seibels & Williams of Texas, Inc. (RFP #21/0671A) for a total premium amount of \$1,162,958 for the period of 10/01/2023 through 10/01/2024.**
2. **Ratification to increase the allowable maximum contract amount for HCDE's property and casualty insurance policy with McGriff Seibels & Williams (RFP #21/0671A) by \$60,000 to add coverage for the new Adult Education Center and new ABS East campus. The original policy amount of \$600,000 was approved under FY23 CH Local on 07/20/2022, for the term of 10/1/2022 through 09/30/2023.**
3. **Approval of Contract Award (RFP #23/046EJ) Professional Web Design Services to the proposers offering the best value to HCDE Divisions and meeting the specifications outlined in the proposal: Active Internet Technologies (Finalsite); Appdiction Studio; Infojini, Inc.; Outreach Strategists; Padrón & Co; and Spry Digital LLC for the period of 10/01/2023 through 09/30/2028.**

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

1. **Approval of Certification Contribution Agreement (revenue agreement) between the HCDE CASE for Kids Division and the Gulf Coast Workforce Board for the period of 10/01/2023 through 09/30/2024 and delegate authority to the Superintendent or his designee to negotiate, finalize and execute the agreement. HCDE will certify \$1,500,000 to receive matching funds from the Gulf Coast Workforce Board for the CASE Partnership Project in the amount of \$1,753,386.**

- 7.C.2. **Ratification of the Notice of Grant Award for Your Voice Matters Project (revenue agreement) between the Education Foundation of Harris County (funded by Houston Endowment Inc.) and the Harris County Department of Education (CASE for Kids, Adult Education, Head Start, and Schools Divisions) for the budget period of 08/31/2023 through 08/31/2026. The EFHC has authorized a grant of \$612,000 (the "Grant") to the Grantee. This contract will create one (1) new grant-funded FTE coordinator position and one (1) grant-funded part-time Head Start fellow.**

*Motion made by Danny Norris, seconded by Eric Dick to ratify the Notice of Grant Award for Your Voice Matters Project (revenue agreement) between the Education Foundation of Harris County (funded by Houston Endowment Inc.) and the Harris County Department of Education (CASE for Kids, Adult Education, Head Start, and Schools Divisions) for the budget period of 08/31/2023 through 08/31/2026. The EFHC has authorized a grant of \$587,500 (the "Grant") to the Grantee.
Motion passes with 4-0 voting to ratify.*

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

8. ACTION ITEMS - NON-CONSENSUS

2. **Consider approval of Change Order #2 to Job Order Contract with Head Start and Quality Security Systems (#21/021MJ-31)** for Barrett Station Early Head Center Access Control, Fire Alarm, Security, & Camera Equipment Project and delegate authority to the Superintendent or his designee to negotiate, finalize and execute Change Order #2, extending the Substantial Completion Date to 09/30/2023.

Motion made by Danny Norris, seconded by Eric Dick, to approve Change Order #2 to Job Order Contract with Head Start and Quality Security Systems (#21/021MJ-31) for Barrett Station Early Head Center Access Control, Fire Alarm, Security, & Camera Equipment Project and delegate authority to the Superintendent or his designee to negotiate, finalize and execute Change Order #2, extending the Substantial Completion Date to 09/30/2023.

Motion passes with 4-0 voting to approve.

3. **Consider approval of project delivery/contract method of job order contracting for perimeter fencing project and JOC contract with Facilities Sources (Choice Partners Contract 21/039MR-05)** in the amount of \$104,008 for the Channelview Head Start campus. The purchase will be made with construction funds.

Motion made by Danny Norris, seconded by Eric Dick, to approve project delivery/contract method of job order contracting for perimeter fencing project and JOC contract with Facilities Sources (Choice Partners Contract 21/039MR-05) in the amount of \$104,008 for the Channelview Head Start campus.

Motion passes with 4-0 voting to approve.

4. **Consider approval of 1.0 full-time equivalent (FTE) position for the Adult Education Division** to achieve the division's goal of serving additional participants in workforce certification programs. Position funded by the current Houston-Galveston Area Council Adult Education Literacy grant.

Motion made by Danny Norris, seconded by Eric Dick, to approve 1.0 full-time equivalent (FTE) position for the Adult Education Division.

Motion passes with 4-0 voting to approve.

5. **Consider ratification of the continuation of the contract between Harris County Department of Education and the Houston-Galveston Area Council** for the provision of the Adult Education and Literacy services in Harris and Liberty counties in the amount of \$4,520,816 for the period of 07/01/2023 through 06/30/2024.

Motion made by Danny Norris, seconded by Eric Dick, to ratify the continuation of the contract between Harris County Department of Education and the Houston-Galveston Area Council for the provision of the Adult Education and Literacy services in Harris and Liberty counties in the amount

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

*of \$4,520,816 for the period of 07/01/2023 through 06/30/2024.
Motion passes with 4-0 voting to ratify.*

6. **Consider ratification of the Interlocal Agreement with the Harris County Sheriff's Office (HCSO)** for (7) security officers in the amount of \$570,360 for the period of 09/20/2023 through 08/20/2024.

Motion made by Danny Norris, seconded by Eric Dick, to ratify the Interlocal Agreement with the Harris County Sheriff's Office (HCSO) for (7) security officers in the amount of \$570,360 for the period of 09/20/2023 through 08/20/2024.

Motion passes with 4-0 voting to ratify.

7. **Consider ratification of HCDE Schools Division 2023-24 Professional Development Plan.**

Motion made by Danny Norris, seconded by Eric Dick, to ratify HCDE Schools Division 2023-24 Professional Development Plan

Motion passes with 4-0 voting to ratify.

8. **Consider approval of resolution** regarding House Bill 3033 Implementation/Designation of Dates relating to Texas Public Information Act.

Motion made by Danny Norris, seconded by Erica Davis, to approve Resolution regarding House Bill 3033 Implementation/Designation of Dates relating to Texas Public Information Act.

Motion passes with 4-0 voting to approve.

Board entered Executive Session at 2:19 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 employee.

B. **Deliberate** the purchase, exchange, sale and/or value of real propert(ies) and obtain legal advice regarding the same.

C. **Obtain legal advice** regarding *Paradigm v. HCDE* litigation matter.

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

Board entered Open Session at 3:58 p.m.

8. 9. Consider approval of resolution to declare a Good Cause Exception for House Bill 3-Armed Security Officer Requirement.

**Harris County Department of Education
Minutes of Regular Board Meeting
September 20, 2023**

Motion made by Danny Norris, seconded by Eric Dick, to approve Resolution to declare a Good Cause Exception for House Bill 3-Armed Security Officer Requirement.

Motion passes with 4-0 voting to approve.

11. Discussion and possible action regarding future agenda items

Danny Norris and Erica Davis requested an updated HCDE Small Business Program report on the HCDE website with larger graphics and more subcategories and a future agenda item presentation on the updated report.

12. INFORMATION ITEMS

A. Human Resources

1. Personnel
2. Employee Count

B. Information item on contract extension as allowed by the Education Code under Contract for Depository Banking Services (RFP #21/051KJ) for HCDE with the following proposer: J.P. Morgan Chase Bank for the period of 09/01/2023 through 08/31/2025.

C. Submission of grant proposal to Texas Education Agency in the amount of \$1.7 million to support CASE for Kids' 21st Century Community Learning Centers Cycle 11, Year 3 continuation application. Requested funds will provide academic and enrichment services for 1,046 students and 400 family members.

D. Acceptance of a \$3,000 grant from the Whole Kids Foundation to support the Garden Project at Academic and Behavior School West.

13. ADJOURN - Next regular meeting is scheduled for Wednesday, October 18, 2023, at 1:00 p.m.

Motion made by Erica Davis, seconded by Danny Norris, to adjourn.

Motion passes with 4-0 voting to approve.

Meeting adjourned at 4:05 p.m.



Andrea Duhon
Board President



Amy Hinojosa
Board First Vice President