

**Harris County Department of Education
Minutes of Regular Board Meeting
January 15, 2025**

The Harris County Board of School Trustees met in regular session on January 15, 2025 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Amy Hinojosa, Board President, called the meeting to order at 1:03 p.m. and declared a quorum present, that the meeting was duly called, and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Gov't. Code §551.041 and §551.051.

**Board Members
Present:**

Amy Hinojosa, Board President; Erica Davis, Second Vice President; Andrea Duhon; Richard Cantu; Eric Dick; and John McGee

**Board Members
Absent:**

David Brown, First 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; Danielle Bartz, Chief of Staff; Jessica Bermea, Executive Assistant Board to Trustees; Joe Carreon, Director Construction; Lisa Caruthers, Senior Director, CASE for Kids; Danielle Clark, Chief Communications Officer; Carie Crabb, Senior Director, School Based Therapy Services; Curtis Davis, Director Records Management; Stephanie De Los Santos, Director Client Engagement; Jeff Drury, Director, Choice Partners; Chris Hoesel, Director Information Technology; Eduardo Honold, Senior Director Adult Education; Jatata Hutton, Principal ABS West; Edna Johnson, Director Purchasing; Marcia Leiva, Chief Accounting Officer; Mercedes Love, Principal ABS East; Charles Ned, Senior Director Schools; Margaret Patton, Director Compliance and Curriculum Services; Venetia Peacock, Senior Director, Head Start; Yolanda Pyrtle, Director Research and Evaluation Institute; Lindsey Sanders, Director Communications and Creative Services; Andrea Seagraves, Senior Director, Center for Educator Success; Dr. Tyrone Sylvester, Executive Director, Human Resources; Trina Silva, Education Foundation Community Development Director; Courtney Waters, Principal Highpoint East

Visitors:

Celina Cereceres, Tanya Plapp

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1. **Invocation** - Venetia Baldwin, Development Coordinator, Center for Grants Development
2. **Pledge of Allegiance to the US flag** - Sharvon D. Pipkins Kamaya, Resource Development Specialist, Center for Grants Development
3. **Pledge of Allegiance to the Texas flag** - Sharvon D. Pipkins Kamaya, Resource Development Specialist, Center for Grants Development
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.

None.

5. **Public Hearing on the Annual Financial Management Report for FY 2024**

Board President Hinojosa opened the public hearing at 1:08 p.m.

No member of the public spoke during the public hearing

Board President Hinojosa closed the public hearing at 1:14 p.m.

6. **REPORTS AND PRESENTATIONS**

- A. **Recognition of Board Appreciation Month** - Presentation by Communications, Danielle Clark, Chief Communications Officer

Communications showed a brief board appreciation video.

- B. **Employee of the Month** - Dr. Tyrone Sylvester, Executive Director of Human Resources

Dr. Sylvester presented the January Employee of the Month, Thomas Plapp, Fixed Asset Clerk, Facilities. Communications showed a brief video regarding his role and impact.

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

Superintendent Colbert shared an update on three upcoming events. (1) the Coolwood Head Start Center Ribbon Cutting Ceremony on Thursday, January 16, 2025; (2) The Early Childhood Winter Conference on Saturday, January 25, 2025 at the Kingdom Builder's Center; and (3) the TASA Midwinter Conference, one of the largest conference in Texas, occurring January 26 through January 29, 2025, at which he and ELT members will be attending and presenting.

President Hinojosa moved agenda item 8.1 up in the agenda without objection from any Trustee.

8.1 Consider approval of the 2023-2024 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.

Presentation by Celina Cereceres of Whitley Penn concerning the 2023 – 2024 Annual Financial Audit. Motion made by Trustee McGee, seconded by Trustee Dick to approve the

2023-2024 Annual Financial Audit (including required annual single audit report).

Motion passes with 6-0 voting to approve.

D. Annual Division Update - Joyce Akins, Director, Center for Grants Development

- 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.

None.

F. Report of Board Committees - Committee Chairs

None.

Trustee Eric Dick exited at 2:04 p.m. and returned at 2:07 p.m.

G. Monthly Financial Reports through 12/31/2024 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services

Motion made by Trustee McGee, seconded by Trustee Dick 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 2024

B. Consider acceptance of the following Board Meeting Minutes:

1. December 18, 2024 Regular Board Meeting Minutes

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

1. **Acceptance of Head Start Grant # 06CH011535-05-06-00 for the period of 01/01/2025 through 06/30/2025 for regular Head Start operations in the amount of \$7,022,898. (In kind match of \$1,755,725).**
2. **Consider approval of increase of grant awarded supplemental funds from the Texas Workforce Commission (TWC) for the Adult Education Division in the aggregate amount of \$6,513,393 for the program year 2024-2025 for the following grant awards: #2924ALA016 by \$239,300 to \$5,501,577 and #292ALA042 by \$14,025 to \$1,011,816 for the provision of adult education and literacy services.**

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

1. **Consider ratification of the Interlocal (Expenditure) Agreement for FY 2025 CASE for Kids Partnership grant, for the period of 10/01/2024 through 07/31/2025 in the aggregate amount of \$352,500 with the following entities:** Alief Independent School District in the amount of \$140,000 (251 students served); Houston Independent School District in the amount of \$70,000 (370 students served); Pasadena Independent School District in the amount of \$30,000 (40 students served); and Academy of Accelerated Learning (Charter) in the amount of \$112,500 (250 students served).
2. **Consider ratification of the Interlocal (Expenditure) Agreement for FY 2025 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 12, Year 2 grant for the period of 08/01/2024 through 07/31/2025 in the amount of \$167,200 with the following entity:** Houston Independent School District (150 students served).
3. **Consider ratification of Interlocal (Revenue) contracts for FY 2025 in the aggregate amount of \$95,200 with ABS West and the following districts:** KIPP Texas, Inc, for one (1) in-county annual contract in the amount of \$23,800 (\$23,800 each); Waller ISD for three (3) in-county annual contracts in the amount of \$71,400 (\$23,800 each) for contract period of 08/26/2024 through 06/05/2025.
4. **Consider ratification of the Interlocal (Expenditure) Agreement for FY 2025 CASE for Kids Nita M. Lowey 21st Century Community Learning Center(s) Cycle 11, Year 4 grant for the period of 08/01/2024 through 07/31/2025 in the amount of \$45,000 with the following entity:** Houston Independent School District (92 students served).
5. **Consider ratification of Interlocal (Revenue) agreement for FY 2025 in the aggregate amount of \$28,875 with ABS East and the following district:** New Caney ISD for one (1) out of-county annual contract in the amount of \$28,875 (\$28,875 each) for contract period of 08/26/2024 through 06/05/2025.
6. **Consider ratification of the School-Based Therapy Services Interlocal (Revenue) Agreement for the period of 08/16/2024 through 08/15/2025 in the aggregate amount of \$3,390 with the following district:** Sealy ISD (0 students served in FY2023) to provide therapy services.
7. **Consider ratification of non-monetary Memorandum of Understanding for the CASE for Kids Afterschool Strategic Investment (ASI) program for the period of 10/01/2024 through 09/30/2025 with the following organization:** Harris County Precinct Two.

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

1. **Consider approval of the Contract Award for job no. 25/011MR for Grease Traps, Vent Hood Cleaning, and Related Services for the period of 01/15/2025 through 01/14/2026 with the following vendors:** Always Here Septic, Ltd. Co. (25/011MR-01); Kept Companies, Inc. (25/011MR-02); Southwest Disposal LLC (25/011MR-03); and ST Sanitation LLC (25/011MR-04).

2. **Consider approval of the Contract Award for job no. 25/012MF for Financial Software, Enterprise Resource Planning (ERP Systems), and Related Services Contracting for the period of 01/15/2025 through 01/14/2026 with the following vendors:** Agular Systems Incorporated (25/012MF-01); Focus School Software, LLC (25/012MF-03); and Fund Accounting Solutions Technologies, Inc dba FundView Software (25/012MF-04).
3. **Consider approval of the Contract Award for job no. 25/010SG for Fine Paper and Related Items for the period of 01/15/2025 through 01/14/2026 with the following vendor:** Butler Business Products, LLC (25/010SG-02).
4. **Consider approval of HCDE Interlocal Agreements with:** Holland Central School District, Holland, New York and County of Sussex, Newton, New Jersey.

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

1. **Consider approval to amend CH Local FY 2025 to increase Launch Point CDC (Job No. 21/056YR) by \$131,000 to the aggregate not to exceed an amount of \$321,000** to meet the growing demand for the Adult Education vocational classes in the healthcare sector and to achieve state enrollment targets for Integrated Education and Training (IET) for the program year 2024-2025.
2. **Consider approval of Contract Award for Job No. 25/009IA for CASE for Kids Youth Services for Afterschool and Summer for the period of 02/01/2025 through 01/31/2030 with the following vendors:** Autism Meets Faith; Bee'lieve in Reading Education Consultants; Deblin Health Concepts; Innerverse; Kodely (Kodely); Legends Do Live; Mentoring Mighty Minds; Mission Squash; Nameless Sound; Order My Steps; Project Row Houses; Prolific Success Events & Consulting, LLC; Restorative Houston (Restorative Houston); The Coder School; The PRYDE Foundation; and Wize Academy (Nivika LLC).

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

2. **Consider approval of FY 2024-2025 Investment Resolution for the annual review of HCDE's Investment Policy, Broker Dealers, and Investment Trainers** in accordance with the Public Funds Investment Act.

Motion made by Trustee McGee, seconded by Trustee Dick to approve the FY 2024-2025 Investment Resolution for the annual review of HCDE's Investment Policy, Broker Dealers, and Investment Trainers in accordance with the Public Funds Investment Act.

Motion passes with 6-0 voting to approve.

The Board entered Executive Session at 2:12 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 propert(ies) and obtain legal advice regarding the same.
 - C. **Obtain** legal advice regarding pending litigation against HCDE.

- D. Discussion and obtain legal advice regarding filling of vacant HCDE Trustee seat: Position 7, At-Large.

The Board reconvened at 3:22 p.m.

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

11. Discussion and possible action regarding future agenda items.

President Hinojosa announced that a Special Called Meeting will be held on January 31, 2025, to discuss and obtain legal advice regarding filling of vacant HCDE Trustee seat: Position 7, At-Large.

12. **INFORMATION ITEMS**

A. **Human Resources**

1. Personnel
2. Employee Count

13. **ADJOURN** - Next regular meeting is scheduled for Wednesday, February 26, 2025, at 1:00 p.m.

*Motion made by Trustee Dick, seconded by Trustee Davis to adjourn the meeting.
Motion passes with 6-0 voting to adjourn.
Meeting adjourned at 3:22 p.m.*



Amy Flores Hinojosa
Board President

David Brown
First Vice President

