

**Harris County Department of Education
Minutes of Regular Board Meeting
January 20, 2021**

The Harris County Board of School Trustees met in a regular board meeting on January 20, 2021 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Eric Dick, Board President, called the meeting to order at 1:00 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: Eric Dick, Board President; Danny Norris, Board Vice President; David Brown; Richard Cantu; Erica Davis; Andrea Duhon; Amy Hinojosa

Board Members Absent: None

Board Attorney: Sarah Langlois

Administration: James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; and Jonathan Parker, Assistant Superintendent for Academic Support; CJ Rodgers, Assistant Superintendent for Education and Enrichment.

Julia Andrews, Director Safe and Secure Schools; Danielle Bartz, Chief of Staff; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Marion Cooksey, Principal Highpoint East; Carie Crabb, Director School Based Therapy Services; Jeff Drury, Director Choice Partners; Jeff Drury, Director Choice Partners; Dave Einsel, Director Communications and Creative Services; Melissa Godbout, Board Secretary; Victor Keys, Principal AB West; Charles Ned, Senior Director Schools; Bill Monroe, Director Purchasing; Brenda Mullins, Director Curriculum and Compliance Services; Venita Peacock, Director Head Start; Donna Trevino Jones, Principal AB East; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities, Lidia Zatopek, Director Educator Certification and Advancement

Visitors: *None*

1. **Invocation** - Dr. Shelley McKinley, Educator Certification and Advancement

2. **Pledge of Allegiance to the US flag** - Brenda Mullins, Schools Division
3. **Pledge of Allegiance to the Texas flag** - Brenda Mullins, Schools Division
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.

No public comments were received.
5. **PUBLIC HEARING**

A Public Hearing for the Annual Financial Management Report for the fiscal year ending August 31, 2020 was held at 1:00 p.m.

Dr. Jesus Amezcua presented the Annual Financial Management Report.

No one from the public requested to address the Board during the Public Hearing.

The Public Hearing portion of the meeting adjourned at 1:11 p.m.
6. **Reports and presentations:**
 - A. **Annual Update from Educator Certification and Advancement**
- Lidia Zatopek, Director
 - B. **Annual Update from Schools** - Charles Ned, Senior Director
 - C. **Superintendent Monthly Report** - James Colbert, Jr.

Superintendent Colbert brought attention to a publication regarding the Houston Chronicle's Top Workplaces 2020, a copy of which was placed at each board member's desk. He stated that HCDE moved up in the rankings, ranking number 13 this year compared to number 24 last year. He addressed that on page 21 of the publication, HCDE is highlighted as one of the most improved organizations in the greater Houston area. He stated that he was proud of this recognition and proud that HCDE has a strong culture and sense of pride and that there was a lot of good feedback from employees. He stated that

the survey included in the process will be broken down and shared with the executive leadership team, who will share the feedback with leadership team to continue to refine and work on best practices and hopefully make it to the number one ranking next year.

Mr. Colbert recognized that this month across the country was a month to honor board members. He recognized the HCDE board, stating that normally there would be a formal ceremony, but in light of COVID, HCDE is exercising discipline in not having a large gathering. He pointed out that almost everyone in the audience with a few exceptions were employees of HCDE. He stated that the board members were public servants and that board members have the option of getting paid \$6 per meeting, not to exceed \$72 per year. He recognized that board members take off of work, as board meetings are in the middle of the day. Board members also spend time on their own preparing for the meetings. He stated that he'd been a superintendent for 11 years and he advises other superintendents that their professional development will come from their trustees and trustees are the ones who will help them to grow. He stated that some of the HCDE trustees have been with HCDE for a long time even before they were on the board and attended meetings in the audience or watching on YouTube. He recognized that they were truly dedicated to the cause of trying to help people in Harris County, through public service. Mr. Colbert mentioned there were several things the board would be receiving today in recognition of their services, including a certificate of recognition. Mr. Colbert brought attention to a video that was put together by the communications division and stated that each board member will have his/her video appear on HCDE's website and social media. After showing the video, Mr. Colbert and executive leadership team members presented each board member with HCDE shirts and jackets, a plaque with each trustee's name that included a photograph of an HCDE Head Start student, and a swag bag. Individual photos of each board member holding his/her plaque were taken.

D. Report of the Board Feasibility Subcommittee - Richard Cantu

Richard Cantu gave a brief update regarding the equine therapy workshop held last week. He stated this was an unprecedented and tremendous opportunity to partner with the county. He stated the board has provided plenty of feedback and input to the administration based on the proposal and plan. He stated they would continue to discuss the opportunity next month with another board workshop and hopefully be ready to take action in the near future.

- 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.

Richard Cantu stated that although he was not able to be present for the new board members' swearing-in ceremony, he wanted to personally welcome Trustee Brown and Trustee Davis to the board and that he was excited and looking forward to working with them to take HCDE to the next level.

Erica Davis thanked Mr. Cantu for his comment and stated that she felt welcomed and looks forward to working with all board members and serving.

David Brown thanked Trustee Cantu and thanked everyone for all their hard work. He thanked Dr. Ned and his team and Mrs. Zatopek for their work. He stated it was an honor and privilege to be there and that he plans on working his absolute hardest to take HCDE to the next level. He stated he was here to learn from some great people and recognized Mr. Colbert and Trustee Dick.

- F. **Monthly Financial Reports through 12/31/2020** - Jesus Amezcua, Assistant Superintendent for Business Services

8. B. **Consider acceptance of the 2019-2020 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.

Motion made by Danny Norris, seconded by Richard Cantu to accept the 2019-2020 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.

A brief overview of the financial audit was given by external audit, firm Whitley Penn LLP, represented by Celina Cereceres.

Motion passes with 7-0 voting to accept.

Motion made by Danny Norris, seconded by Amy Hinojosa to approve all items on the consent agenda.

Motion passes with 7-0 voting to approve all items on the consent agenda.

7.

ACTION ITEMS - CONSENSUS

A. Consider approval of the following Business Services items:

1. December 2020 Disbursement Report
2. Monthly Budget Amendment Report
3. Monthly Investment Report for December 2020.

B. Consider approval of the following Board Meeting Minutes:

1. 12-9-2020 Feasibility Committee Meeting
2. 12-16-2020 Regular Board Meeting

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

1. **Consider ratification of Interlocal Contract (expenditure) for FY21 CASE for Kids Partnership grant** with Houston Independent School District in the aggregate amount of \$97,000 to serve 710 students.
2. **Consider approval of Interlocal Agreement (revenue) between The Center for Safe and Secure Schools and Humble Independent School District** for Safety and Security Audits over three years in the total amount of \$74,373.

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

1. **Consider approval of the Contract Award for job no. 21/019SG for Workplace Health & Safety with the following vendors:** Acrylic Source+ (#21/019SG-01); Ascend Performance Materials, Inc. (#21/019SG-02); Complete Supply, Inc. (#21/019SG-03); Diamond Business Services, Inc. (#21/019SG-04); JF Filtration, Inc. dba Joe W. Fly Co. Inc. (#21/019SG-05); Laird Plastics, Inc. (#21/019SG-06); Liberty Data Products, Inc. dba Liberty Office Products (#21/019SG-07);

National Signs, LLC (#21/019SG-08), and Sand Dune Ventures, Inc. dba TableKiosk (#21/019SG-09) for the period 01/20/2021 through 01/19/2022.

2. **Consider approval of the Contract Award for job no. 21/020SG for Early Childhood Supplies and Related Items with the following vendors:** PDG Industries, LLC dba Alamo Classroom Solutions (#21/020SG-01); Alison's Trading Corp dba Alison's Montessorri & Educational Materials (#21/020SG-02); Beyond Play, LLC (#21/020SG-03); Butler Business Products, LLC (#21/020SG-04); Committee for Children (#21/020SG-05); Earlychildhood, LLC dba Discount School Supply (#21/020SG-06); Footsteps2Brilliance, Inc. (#21/020SG-07); J.R., Inc. (#21/020SG-08); Kaplan Early Learning Company (#21/020SG-09); Lakeshore Equipment Company dba Lakeshore Learning Materials (#21/020SG-10); Scholastic Library Publishing, Inc. (#21/020SG-11); School Health Corporation (#21/020SG-12); School Specialty, LLC (#21/020SG-13) Therapro, Inc. (#21/020SG-14), and Wood, Etc. Co. (#21/020SG-15) for the period 01/20/2021 through 01/19/2022.
3. **Consider approval of the Contract Award for job no. 21/022KN for Online Virtual Conference Platform Host with the following vendors:** Tracy Gorham dba Cranium Cafe, LLC dba ConexED (#21/022KN-01); In-Depth Events, Inc. (#21/022KN-02), and Rukas Kultura (#21/022KN-03) for the period 01/20/2021 through 01/19/2022.
4. **Consider approval of assignment of contract for job no. 18/056KD-42 for Technology Hardware, Software and Services** from Southeast Texas Horizons, LLC dba New Horizons CLC of Houston to United Training Commercial, LLC dba United Training. The effective date of the Consent for Assignment is January 20, 2021.
5. **HCDE Interlocal Agreements with:** Assistance League of Austin, Austin, Texas; Texas A&M-Central Texas, Killeen, Texas; Canton ISD, Canton, Texas; City of Lubbock, Lubbock, Texas; White Oak ISD, White Oak, Texas, and Marana Unified School District #6, Marana, Arizona.

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

1. **Consider ratification to the revision of CH Local FY 2021** for the following vendors:

- Childcare Careers, LLC - replace job # 18/035KJ with job # 18/035YR and increase amount to \$300,000 (original amount of \$200,000)
- Kaplan Early Learning Company - increase amount to \$250,000 (original amount \$150,000)
- Sheldon ISD - increase amount to \$576,000 (original amount \$531,000)
- KQC Investors - add job #s 16/013YR, 10/059JG, 09/058JC and locations Tidwell, Baytown, and Coolwood

Vendors were originally approved under CH Local at the August 19, 2020 Board meeting.

2. **Consider approval of Contract Award first year option for job no. 21/005IA for CASE for Kids Content Area Services and Trainers with the following vendors:** Anthropology Arts (Voices Advance, LLC); BE GLAD, LLC; Children's Museum Houston (Children's Museum, Inc.); Coaching Consultants Team; Dr. Mikel; Expressions Productions (1972); GO-Strategic Management Services; Houston: reVision; Innovation Bridge, Inc.; Judi Stallings; Konnecting the Dots Developmental Institute; Mosley School of Oratory; Niroga Institute; NO EGO APPAREL(NO EGO, INC.); PowerUp Fitness, LLC; Tackle Tutoring; Thomas Educational Solutions, LLC; Writers in the Schools; XYZprinting, Inc. (Chien); and Young Audiences, Inc. of Houston; for the period 02/01/2021 through 01/31/2022.

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

- A. **Consider approval of the Contract Award for Choice Partners job no. 21/019SG for Workplace Health & Safety with the following vendors:** Acrylic Source+ (#21/019SG-01); Ascend Performance Materials, Inc. (#21/019SG-02); Complete Supply, Inc. (#21/019SG-03); Diamond Business Services, Inc. (#21/019SG-04); JF Filtration, Inc. dba Joe W. Fly Co. Inc. (#21/019SG-05); Laird Plastics, Inc. (#21/019SG-06); Liberty Data Products, Inc. dba Liberty Office Products (#21/019SG-07); National Signs, LLC (#21/019SG-08), and Sand Dune Ventures, Inc. dba TableKiosk (#21/019SG-09) for the period 01/20/2021 through 01/19/2022.

Andrea Duhon left the meeting at 2:30 p.m.

Motion made by Danny Norris, seconded by Amy Hinojosa to approve the Contract Award for Choice Partners job no. 21/019SG for Workplace Health & Safety with the following vendors: Acrylic Source+ (#21/019SG-01); Ascend Performance Materials, Inc. (#21/019SG-02); Complete Supply, Inc. (#21/019SG-03); Diamond Business Services, Inc. (#21/019SG-04); JF Filtration, Inc. dba Joe W. Fly Co. Inc. (#21/019SG-05); Laird Plastics, Inc. (#21/019SG-06); Liberty Data Products, Inc. dba Liberty Office Products (#21/019SG-07); National Signs, LLC (#21/019SG-08), and Sand Dune Ventures, Inc. dba TableKiosk (#21/019SG-09) for the period 01/20/2021 through 01/19/2022.

Motion passes with 6-0 voting to approve.

- C. **Consider ratification of the Service Agreement with Julie Smith (RFP #21/001YR) to provide disability consulting services to the HCDE Head Start - Early Head Start and EHS Child Care Partnerships sites** for the period of 01/01/2021 through 12/31/2021 in the aggregate amount of \$65,000 (\$50,000 for Head Start and \$15,000 for Early Head Start - CCP) (fully funded by Head Start funds).

Motion made by Danny Norris, seconded by Amy Hinojosa to ratify the Service Agreement with Julie Smith (RFP #21/001YR) to provide disability consulting services to the HCDE Head Start - Early Head Start and EHS Child Care Partnerships sites for the period of 01/01/2021 through 12/31/2021 in the aggregate amount of \$65,000 (\$50,000 for Head Start and \$15,000 for Early Head Start - CCP) (fully funded by Head Start funds).

Motion passes with 6-0 voting to ratify.

- D. **Consider approval to purchase computer items (75 laptops, 40 laptop bags, 75 laptop warranties, and 2 monitors)** for School-Based Therapy Services from CDW-G (job no. 18/056KD-13) in the total amount of \$84,514.33

Motion made by Erica Davis, seconded by Danny Norris to approve the purchase of computer items (75 laptops, 40 laptop bags, 75 laptop warranties, and 2 monitors) for School-Based Therapy Services from CDW-G (job no. 18/056KD-13) in the total amount of \$84,514.33.

Motion passes with 6-0 voting to approve.

The board entered into Closed Session at 2:32 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

Andrea Duhon returned to the meeting during Closed Session at 2:35 p.m.

- A. **EMPLOYMENT:**
2 - TS Teachers - Academic and Behavior School West

A-7 Director - Adult Education

1 - TS Teacher – Fortis Academy
- B. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.

The board entered into Open Session at 2:47 p.m.

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

- A. **EMPLOYMENT:**
2 - TS Teachers - Academic and Behavior School West

A-7 Director - Adult Education

1 - TS Teacher – Fortis Academy

*Motion made by Danny Norris, seconded by Andrea Duhon to approve employment for the following positions:
2 - TS Teachers - Academic and Behavior School West*

A-7 Director - Adult Education

1 - TS Teacher – Fortis Academy

Motion passes with 7-0 voting to approve.

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

Andrea Duhon mentioned that she is looking forward to the upcoming board retreat to discuss priorities for the coming year.

Eric Dick suggested further discussion for board members to possibly start reading to Head Start children. He stated that board members all seem interested and excited to pursue this idea. He suggested further discussion of HCDE possibly providing funding for teachers for school supplies. He mentioned this was something that board members may want to begin discussing during the board retreat. He further recognized the number of vacant board member spots on committees and subcommittees and suggested further discussion of this during the retreat and discussed the possibility of adding and eliminating specific committees and subcommittees. He stated a Citizen Advisory Committee policy was recently created and suggested further discussion on appointing special committees with the general public and that the board members at least evaluate whether or not to proceed with a Citizen Advisory Committee.

12. **INFORMATION ITEMS**

A. **Human Resources Information Items**

B. **Employee Count**

C. **Revenue contracts less than \$50,000 (Cumulative total \$211,570)**

- Between School Division and Sheldon ISD, Student contract, \$6,250
- Between School Division and Galveston ISD, Student contract, \$23,859
- Between School Division and KIPP Texas Public School, Student contract, \$41,210
- Between School Division and New Caney ISD, Student contract, \$47,706
- Between School Division and Goose Creek Consolidated ISD, \$25,000
- Between School Division and Robstown ISD, Classroom Management Training, \$8,480.25

- Between Teaching Learning Center and HCDE School Division, Digital Teaching and Learning, \$12,500
- Between School Division and Wharton ISD, Student contract, \$23,853
- Between Teaching Learning Center and Flippen Group, Provide Capturing Kids' Hearts training, \$15,000
- Between School-Based Therapy Services and Stafford MSD, Therapy Services, \$7,712

D. **Expenditure Interlocal contracts less than \$50,000**

- Between CASE and Alief ISD, "CASE for Kids Debates", \$12,000
- Between CASE and KIPP Texas Public Schools , "CASE for Kids Debates", \$4,000
- Between School Division and Region 4, "Classroom Observation for ABS West", \$7,150

E. **CASE NOGA awards (expenditure) to implement the CASE for Kids City Connections for FY 20 - 21 with the following entities:**

2020-2021 City Connections Grantees

District	Applicant Organization	Total Award Amount
A	Girls on the Run- Greater Houston	\$5,000
A	Girlstart	\$5,000
A	Social Motion, Inc.	\$10,000
A	Spring Spirit	\$10,000

A	Newspring	\$10,000
A	YMCA of Greater Houston	\$10,000
B	Christ Rose Foundation	\$10,000
B	Impacting Houston	\$12,500
B	ReTrain America	\$7,500
B	STEM Urban Perspective	\$10,000
B	Houston Hurricanes Lacrosse Club	\$5,000
C	Evelyn Rubenstein Jewish Community Center of Houston	\$10,000
C	EZ Kids Creativity Shell	\$7,500
C	HITS Theatre	\$10,000
C	National College Readiness Institute	\$9,000
C	Urban Harvest	\$8,500
C	Young Audiences, Inc. of Houston	\$10,000
D	Bridging the Digital Divide	\$5,000
D	Change Happens	\$5,000
D	FORGE for Families	\$5,000
D	Generation One	\$5,000
D	Mufasa's Pride Rites of Passage	\$5,000
D	Social Motion, Inc.	\$5,000
D	South Union Missionary Baptist Church	\$5,000
D	The Ensemble Theatre	\$5,000

D	YWCA Houston	\$5,000
E	Diaz Music Institute	\$9,351.24
E	EZ Kids Creativity Shell	\$10,000
E	National College Readiness Institute	\$9,351.25
E	St. Martha Catholic School	\$10,000
E	The Village Learning and Achievement Center	\$10,000
F	5Works	\$15,000
F	Chinese Community Center	\$10,000
F	Girlstart	\$12,000
F	Spirit of Youth Fencing	\$9,000
F	The Ensemble Theatre	\$20,000
G	Double Vision Dance	\$7,000
G	Family Point Resources	\$10,000
G	Girls on the Run	\$10,000
G	Partnership for the Advancement and Immersion of Refugees (PAIR Houston)	\$8,000
G	YMCA of Greater Houston	\$10,000
H	Association for the Advancement of Mexican- Americans (AAMA)	\$5,000
H	American Festival for the Arts	\$5,000

H	Color of Life Community Resource and Activity Center	\$5,000
H	Comp-U-Dopt	\$10,000
H	Fotofest International	\$5,000
H	Greater Emmanuel Family Worship Center	\$5,000
H	Houston Youth Symphony	\$5,000
H	Multicultural Education and Counseling through the Arts (MECA)	\$5,000
H	STEM Urban Perspective	\$5,000.00
H	Wesley Community Center	\$5,000.00
H	Young Audiences of Houston	\$5,000.00
I	Association for the Advancement of Mexican-Americans (AAMA)	\$5,000.00
I	Alliance Financial Ministries	\$5,000.00
I	Children's Museum of Houston	\$10,000.00
I	Greater Houston LULAC Council 4967	\$5,000.00
I	Project GRAD Houston	\$10,000.00
I	The Woods Project	\$10,000.00
J	5Works	\$10,000.00

J	American Festival for the Arts	\$5,000.00
J	Bridging the Digital Divide	\$20,000.00
J	Houston Marathon Foundation	\$5,000.00
J	Partnership for the Advancement and Immersion of Refugees (PAIR Houston)	\$5,000.00
J	SEWA	\$5,000.00
J	The Alliance	\$5,000.00
K	Boys & Girls Club of Greater Houston	\$10,000.00
K	College Community Career	\$10,000.00
K	Mufasas Pride Rites of Passage	\$10,000.00
K	SEWA	\$7,500.00
K	Urban Outreach Inc.	\$7,500.00
		\$559,702.49

F. **Vendor National Precision, LLC. was awarded under job # 19/019KJ (HVAC Testing and Balancing) at the 06/06/2019 Board meeting. The vendor's name appeared on the agenda item as "National Precision, LLC." which was incorrect. The correct name is "National Precisionaire, LLC".**

G. **Submission of grant proposal to the Kids Gardening Youth Garden Grant to support The Knights Kontainer**

Garden program at Academic and Behavior School West. Requested support will provide product donations of gardening supplies and funding valued up to \$1,750 to serve at least 72 students at the campus.

13.

ADJOURN - Next regular meeting is scheduled for Wednesday, February 24, 2021, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

Motion made by Danny Norris, seconded by Richard Cantu to adjourn the meeting.

Motion passes with 7-0 voting to adjourn.

The meeting adjourned at 3:03 p.m.

Board President

Board Secretary