

**Harris County Department of Education  
Minutes of Regular Board Meeting  
December 8, 2021**

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The Harris County Board of School Trustees met in regular session on December 8, 2021, in the Board Room, at 6300 Irvington Boulevard, Houston, Texas 77022. Danny Norris, 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:** Danny Norris, Board President; Richard Cantu, First Vice President; Andrea Duhon, Second Vice President; David Brown; and Eric Dick

**Board Members Absent:** Erica Davis and Amy Hinojosa

**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; Julia Andrews, Director Center for Safe and Secure Schools; Venetia Baldwin, Executive Assistant Board of Trustees; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Jeff Drury, Director Choice Partners Cooperative; Dave Einsel, Director Communications and Creative Services; Kendra Jackson, Director Purchasing; Victor Keys, Principal Academic Behavior School West; Marcia Leiva, Chief Accounting Officer; Charles Ned, Senior Director of Schools; Gayla Rawlinson, Director Center for Grants Development; Donna Trevino-Jones, Principal Academic Behavior School East; Natasha Truitt, Executive Director Human Resources; Rich Vela, Executive Director Facilities

**Visitors:** None

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1. **Invocation** - Gil Gaona, Center for Safe and Secure Schools
2. **Pledge of Allegiance to the US flag** - Toracia Simmons-Swift, CASE for Kids
3. **Pledge of Allegiance to the Texas flag** - Toracia Simmons-Swift, CASE for Kids
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 one from the public requested to speak during the open forum portion of the meeting.*

5. **Reports and presentations**

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

*Natasha Truitt introduced the December 2021 HCDE Employee of the Month, Mary Glover, Community Resources Manager for CASE for Kids. HCDE Communications showed a brief video about Ms. Glover's influence and responsibilities with CASE for Kids.*

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

*Superintendent Colbert announced that each member of the Board was given a supply of 2021 HCDE Christmas cards, with artwork submitted by children in HCDE Head Start and AB programs. He encouraged the Board to distribute the cards to stakeholders in the community.*

*Mr. Colbert also mentioned two upcoming annual HCDE activities: 1) The Academic & Behavior School East's Holiday Program will take place on December 15, 2021 from 11:30 a.m. – 1:00 p.m. and 2) Bates Collision Center's car giveaways, to winners of Head Start's Responsible Parenting Award, will take place on December 16<sup>th</sup> & 17<sup>th</sup> at Bates' locations in Channelview, TX and Baytown, TX (respectively).*

*Mr. Colbert expressed gratitude to the Board members for their service and wished them a happy and safe holiday.*

- C. **Annual Division Update on Center for Safe and Secure Schools** - Julia Andrews, Director
- D. **Annual Division Update on CASE for Kids** - Dr. Lisa Caruthers, Director
- 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.

*There were no reports.*

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

*Trustee David Brown reminded everyone of the Head Start Policy Council Meeting on December 14, 2021 at 5:30 p.m. (Conference Center, Room 501-502).*

**G. Monthly Financial Reports through 11/30/2021 - Dr. Jesus Amezcua, Assistant Superintendent for Business Services**

**H. Presentation of the Certificate of Excellence Award from the Government Finance Officers Association (GFOA) for the Fiscal Year 2019-2020 Comprehensive Annual Financial Report (CAFR).**

*Motion made by David Brown, seconded by Richard Cantu, to approve all items under the consensus agenda.*

*Motion passes with 5-0 voting to approve all items under the consensus agenda.*

**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 November 2021

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

1. 11/17/2021 Board Meeting

**C. Consider ratification/approval of the following MOU:**

1. **Ratification and Approval of Memorandum of Understanding between HCDE Head Start/Early Head Start and Lee College** to collaborate and register HCDE Head Start/Early Head Start teaching staff in credit course work to obtain Child Development Associate (CDA) credentials by paying for virtual classes at Lee College using HCDE Head Start/Early Head Start training dollars for the period of 11/01/2021 through 10/31/2022.

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

1. **Ratification and Approval of Interlocal (revenue) contracts for FY 2022 in the aggregate amount of \$180,882 with Highpoint School East with the following district: Goose**

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Creek Consolidated ISD for eighteen (18) in-county annual contracts in the amount of \$180,882 (\$10,049 each) for the contract period of 08/23/2021 through 06/03/2022.

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

1. **Approval of HCDE Interlocal Agreements with:** Port of Port Arthur Navigation District, Port Arthur, Texas; Pecos Barstow Toyah ISD, Pecos, Texas; University Medical Center of El Paso, El Paso, Texas, and Del Rio (City of), Del Rio, Texas.

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

1. **Approval of Contract Award for job no. 21/057YR-03 Professional Development Services for Harris County Department of Education Adult Education Division with the following proposer(s):** Academic Learning Company dba Velazquez Press; Jamie Bright; Kid-grit LLC; Cleveland O. Lane, Jr. (Legacy State of Mind Consulting), and María Mercedes Champion for the period of 12/08/2021 through 12/07/2026, subject to annual appropriations of funding.
2. **Approval of the proposed Annual Budget Calendar for FY 2022-2023.**

7. **ACTION ITEMS - NON-CONSENSUS**

- A. **Consider approval to purchase Microsoft campus license agreement(s) from CDW-G (job no. 21/031KN-13) in the amount of \$276,529.**

*Motion made by Richard Cantu, seconded by David Brown, to approve the purchase of Microsoft campus license agreement(s) from CDW-G (jobno. 21/031KN-13) in the amount of \$276,529.*

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

- B. **Consider approval of Agreement with Tesco Furniture Sales for the purchase of outdoor furniture, classroom furniture, office furniture, sensory room furniture, and cafeteria tables for ABS East in the amount of \$477,915.93 (RFP#19/033MJ-19 from Choice Partners Cooperative).**

*Motion made by David Brown, seconded by Richard Cantu, to approve the agreement with Tesco Furniture Sales for the purchase of outdoor furniture, classroom furniture, office furniture, sensory room furniture, and cafeteria tables for ABS East in the amount of \$477,915.93 (RFP#19/033MJ-19 from Choice Partners Cooperative).*

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

*The Board entered Executive Session at 2:03 p.m.*

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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, including, but not limited to, Superintendent's evaluation and contract.
- B. **Deliberate** the purchase, exchange, sale and/or value of real property(ies) and obtain legal advice regarding the same.
9. **RECONVENE** for possible action on items discussed in executive session

*The Board entered into Open Session at 4:13 p.m.*

10. **Possible action regarding Superintendent's contract**

*Motion made by David Brown, seconded by Richard Cantu, to approve the Seventh Amendment to the Superintendent's employment contract as discussed in the executive session.*

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

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

*No discussion or requests from Board members regarding future agenda items.*

12. **INFORMATION ITEMS**

A. **Human Resources**

1. Personnel
2. Employee Count

B. **The CASE for Kids Division announced the City Connections 2021-2022 awards to not-for-profit organizations funded by City of Houston.** Sixty-eight 501c3 nonprofit organizations, were awarded a total of \$619,500 to provide programming in eleven City of Houston City Council Districts from 11/01/2021 to 04/29/2022.

C. **Submission of grant proposal to Texas Education Agency for the Texas COVID Learning Acceleration Supports (TCLAS).** Requested funds of up to \$45,000 will provide support for training afterschool staff to use TEA-approved high-quality instructional materials at 10 campuses.

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**D. Expenditure Interlocal contracts less than \$75,000**

- Between CASE and Spring ISD, HUDL, \$8,000
- Between CASE and Goose Creek ISD, HUDL, \$4,000

**E. Revenue contracts less than \$75,000 (Cumulative total \$50,603)**


- Between Schools Division and Bellville ISD, Annual Student Contracts, \$23,853
- Between Teaching Learning Center and Darul Arqam School, Professional Learning, \$7,000
- Between Teaching Learning Center and Darul Arqam School, Instructional Coaching, \$7,500
- Between Teaching Learning Center and Galena Park ISD, ELA Support, \$2,250
- Between Teaching Learning Center and Galena Park ISD, K-5 ELA Support, \$10,000

13. **ADJOURN** - Next regular meeting is scheduled for Wednesday, January 19, 2022, at 1:00 p.m.

*Motion made by David Brown, seconded by Richard Cantu, to adjourn.*

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

*The meeting adjourned at 4:14 p.m.*



James Colbert, Jr.  
County School Superintendent



Danny Norris  
Board President



Richard Cantu  
Board Vice President