

**Harris County Department of Education  
Minutes of Regular Board Meeting  
June 19, 2019**

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The Harris County Board of School Trustees met in a regular board meeting on June 19, 2019 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Josh Flynn, 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:** Josh Flynn, Board President; Eric Dick; Richard Cantu; Danny Norris; Don Sumners; and Mike Wolfe

**Board Members Absent:** George Moore, Board Vice President;

**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

Darlene Breaux, Director Research and Evaluation Institute; Ecomet Burley, Director Center for Safe and Secure Schools; Lisa Caruthers, Director CASE for Kids; Danielle Clark, Chief Communications Officer; Marion Cooksey, Principal Highpoint East; Carie Crabb, Senior Director Therapy Services; Curtis Davis, Director Records Management; Stephanie De Los Santos, Director Client Engagement; Anthony Mays, Senior Director Schools Division; Bill Monroe, Director Purchasing; Anthony Moten, Principal Fortis Academy; Gayla Rawlinson, Director Center for Grants Development; Stephanie Ross, Director Adult Education; Rosa Marie Torres, Chief Accounting Officer; Melissa Godbout, Board Secretary; Natasha Truitt, Executive Director Human Resources; Richard Vela, Senior Director Facilities; Frances Watson-Hester, Senior Director Teaching and Learning Center; Linda Zatopek, Director Educator Certification and Professional Advancement

**Visitors:** Colleen Vera, Andrea Duhon, Johnathan Miller

1. **Invocation** - Nathan Jones, Technology
2. **Pledge of Allegiance to the US flag** - Jamie Salinas, Technology

3. **Pledge of Allegiance to the Texas flag** - Jamie Salinas, Technology
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.

*Coleen Vera addressed the board stating that she attended the budget workshop last week. She stated that she was concerned with all of the extra money that the Superintendent mentioned that HCDE had. She stated that there was no reason to be collecting more tax payer money if there was so much extra. She provided a handout to the board members and Superintendent with a conservative budget plan idea for the next year. She suggested the board look at it and stated that it takes out the things that compete directly with Region 4 and gets rid of the fluff, such as out-of-state travel and local food budgets, and the unnecessary administrative positions that the tax payers have to pay for, for the rest of their lives.*

*Andrea Duhon addressed the board stating that it seemed as though they would have a relatively smooth meeting since nothing particularly nefarious was on today's agenda. She stated that parents and advocates are still watching, and they care about the programs, parents and children who the board is committed to serve. She stated that they have no reason to believe that tranquility will continue because the board has a member who has been twice censured, a holdover and a president who testified against the goodwill of the Department. She again ensured the board that the public would be watching.*

*Johnathan Miller addressed the board stating that he wanted to make sure that the board was aware that the public would be there every month watching. He stated that he would be watching the YouTube video because he had to leave after he addressed the board. He stated that he hoped the board would discuss ethics within the board itself. He stated that we have a board member who has been censured twice, a board member who has moved out of his district and a president who went to the Senate and did not support the Department. He stated that the board needed to make sure they are focused on the kids in Harris County getting the education they need.*

5. **Reports and presentations:**
  - A. **Annual Update from Technology** - Lowell Ballard, Director of Technology
  - B. **Superintendent Monthly Report** - James Colbert, Jr.

*Superintendent Colbert addressed the board and made them aware of the summer flex hours. He stated that all HCDE campuses are working Monday through Thursday and taking Fridays off. He stated the summer schedule saves money on electricity. He stated that this week, he and Mr. Parker would be attending UT's TASA Summer Conference Meeting in Austin, an annual informative conference. Superintendent Colbert stated that*

*the following week, he and Mr. Parker, Dr. Mays, and Dr. Moten were invited to present at the ARS and the ARHE National Conference of Sobriety in Boston. Mr. Colbert further wanted to make the board aware that the summer was a busy time for administration and that administration would be working diligently to be able to present the budget to the board in July and to get all open positions filled. He mentioned that he would like to see all of the board members at convocation and that he would be providing more information to the board at a later date on convocation.*

**C. Report of the Board Feasibility Subcommittee - Don Sumners**

*Mr. Sumners stated that there was a recent meeting of the feasibility committee regarding the pursuit of a couple of strategies to replace the Coolwood Head Start Center with a new facility, under 2 different financial models. He stated that they were proceeding rapidly because the current campus is inadequate.*

**D. 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.*

**E. Monthly Financial Reports through 05/31/2019 - Jesus Amezcua, Assistant Superintendent for Business Services**

*Motion made by Danny Norris, seconded by Don Sumners to approve all items on the consent agenda.*

*Motion passes with 6-0 voting to approve all items on the consent agenda.*

**6. ACTION ITEMS - CONSENSUS**

**A. Consider approval of the following Business Services items:**

1. Monthly Budget Amendment Report
2. Monthly Disbursement Report
3. Monthly Investment Report for May 2019

**B. Consider approval of the following Board Meeting Minutes**

1. 05-15-2019 Regular Board Meeting

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

1. **Interlocal (revenue) contracts for FY 2020 in the aggregate amount not to exceed \$100,000 with Fortis Academy with the following district:** Houston ISD for in-county annual seats not to exceed \$100,000 (\$6,250 times number of units each/\$6,875 times the number of Special Education units each), August 1, 2019 - August 1, 2020 (May be extended by mutual agreement of both parties for an additional four one-year terms not to exceed beyond August 1, 2024).
  2. **Interlocal (revenue) contracts for FY 2020 in the aggregate amount of \$824,200 with Academic and Behavior School West with the following district:** Alief ISD for forty (40) in-county annual contracts in the amount of \$824,200 (\$20,605 each) for the contract period of 08/26/2019 through 06/05/2020.
  3. **Interlocal (revenue) contract for FY 2020 in the aggregate amount of \$281,372 with Highpoint School East with the following districts:** Humble ISD for twenty (20) in-county annual contracts in the amount of \$200,980 (\$10,049 each); and La Porte ISD for eight (8) in-county annual contracts in the amount of \$80,392 (\$10,049 each) for the contract period of 08/26/19 through 06/05/20.
  4. **Interlocal (revenue) contract for FY 2020 in the aggregate amount of \$473,915 with Academic and Behavior School East with the following districts:** Channelview ISD for five (5) in-county annual contracts in the amount of \$103,025 (\$20,605 each); Deer Park ISD for nine (9) in-county annual contracts in the amount of \$185,445 (\$20,605 each); La Porte ISD for nine (9) in-county annual contracts in the amount of \$185,445 (\$20,605 each) for the contract period of 8/26/19 through 06/05/20.
- D. Consider approval of the following items for the HCDE Choice Partners Cooperative:
1. **Contract renewal option for job no. 17/034TJ Ice Cream Products with the following vendors:** JA-EN Enterprises dba JP Ice Cream Distributor (#17/034TJ-01); La Brisa Ice Cream Co. (#17/034TJ-03); La Costenita Distribuidor Inc. (#17/034TJ-04) The Masters Distribution System Co., Inc. (#17/034TJ-05); Paleteria El Pibe (#17/034TJ-06), and Yumi Ice Cream Co., Inc. (#17/034TJ-07) for the period of 08/01/2019 through 07/31/2020.
  2. **Contract renewal for job no.18/047TJ Chemical Products and Services with the following vendors:** Armstrong Repair Center, Inc. (#18/047TJ-01); Auto-Chlor Services, LLC (#18/047TJ-02).; Buckeye Cleaning Center-Houston (#18/047TJ-03); Ecolab, Inc. (#18/047TJ-04); Magnus Procurement & Logistic Solutions (#18/047TJ-05); Sanitech (#18/047TJ-06), and SFSPac Food Safety & Sanitation (#18/047TJ-07) for the period of 08/01/2019 through 07/31/2020.
  3. **Contract renewal for job no. 18/052TJ Direct Delivery of Snacks and Beverages with the following vendors:** Sterling BV, Inc. dba Buena Vista Food Product, Inc.

(#18/052TJ-01); J&J Snack Foods Sales Corp. (#18/052TJ-02); The Masters Distribution System Co., Inc. (#18/052TJ-03); JSB Industries dba Muffin Town (#18/052TJ-04); MinMor Industries LLC dba Notables (#18/052TJ-05), and The Safe + Fair Food Company LLC dba Skeeter Snacks LLC (#18/052TJ-06) for the period of 08/01/2019 through 07/31/2020.

4. **Contract renewal option for job no. 18/054TJ Restaurant Branded Food Delivery with the following vendors:** MAC Pizza Management, Inc dba Domino's Pizza (#18/054TJ-01); Domino's, Inc. dba Domino's Pizza LLC (#18/054TJ-02), and Houston Pizza Ventures, LP dba Papa John's Pizza (#18/054TJ-04) for the period of 08/01/2019 through 07/31/2020.
  5. **Contract award for job no. 19/032TJ Produce and Other Specialty Products with the following vendors:** Brothers Produce, Inc. (#19/032TJ-01); DiMare Fresh, Inc. (#19/032TJ-02), and Hardie's Fruit and Vegetable Co, Houston, LP dba Hardie's Fresh Foods (#19/032TJ-03) for the period of 08/01/2019 through 07/31/2020.
  6. **Contract Award for job no. 19/034KC for Musical Instruments & Related Items with the following vendors:** Alamo Music Center, Inc. (#19/034KC-01); Universal Melody Services, LLC dba Brook May Music/H&H Music (#19/034KC-02); K&S Music (#19/034KC-03); Guitar Center Stores, Inc. dba Music & Arts Center (#19/034KC-04); Taylor Music, Inc. (#19/034KC-05); Washington Music Sales Center, Inc. dba Washington Music Center (#19/034KC-06), and West Music Company, Inc. (#19/034KC-07) for the period of 06/19/2019 through 06/18/2020.
  7. **HCDE Interlocal Agreements with:** Sunnyvale, ISD, Sunnyvale, Texas; St. Catherine of Siena Catholic School, Beaumont, Texas; Palacios ISD, Palacios, Texas; Crandall ISD, Crandall, Texas; Community ISD, Nevada, Texas; Eastern Connecticut State University, Wilimantic, Connecticut, and Midway ISD, Woodway, Texas.
- E. Consider approval of the following items for Internal Purchasing:
1. **Renewal option for job no. 16/026YR for Local Food and Catering Services with the following vendor:** The French Corner Catering Company for the period of 07/26/2019 through 07/25/2020.
  2. **Renewal options for job no. 16/047YR for Head Start Trainers and Consultants for Harris County Department of Education with the following vendors:** Lakeshore Learning Materials and Dorsey & Company for the period of 07/26/2019 through 07/25/2020.
  3. **Contract award for job no. 19/019KJ HVAC Testing and Balancing to the proposers offering the best value to HCDE and meeting the specifications outlined in the proposal:** Campos Engineering Inc., LCTab, LLC, and National Precision, LLC. for the

period of 06/19/2019 through 06/18/2020, with an option to renew annually for up to (4) additional years, subject to annual appropriations of funding.

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

- A. **Consider and possible action regarding approval of one or more options relating to Coolwood Head Start facility**, including, but not limited to, submission of application for disaster relief grant funding and/or issuance of an RFP for lease of a Coolwood Head Start facility.

*Motion made by Danny Norris, seconded by Richard Cantu to approve one or more options relating to Coolwood Head Start facility, including, but not limited to, submission of application for disaster relief grant funding and/or issuance of an RFP for lease of a Coolwood Head Start facility.*

*Motion withdrawn by Danny Norris and Richard Cantu.*

*Motion made by Don Sumners, seconded by Danny Norris, to instruct administration to follow a dual path to replace the Coolwood Head Start facility, including (1) a build-to-suit-to-lease option; and (2) . to build a facility ourselves and operate it for Head Start, including submission of a grant application for disaster relief grant funding.*

*Motion passes with 6-0 voting to to instruct administration to follow a dual path to replace the Coolwood Head Start facility, including (1) a build-to-suit-to-lease option; and (2) . to build a facility ourselves and operate it for Head Start, including submission of a grant application for disaster relief grant funding.*

- B. **Consider approval for the Head Start division to pay for professional development and travel expenses** of non-employees per the Head Start grant for the period of 01/01/2019 through 12/31/2019. Per the grant, Head Start funds will be used to cover expenses of non-employee travel arrangements and professional development for in and out of county trainings/conferences. Board Policy CH (Local) requires board approval of such travel.

*Motion made by Don Sumners, seconded by Danny Norris to approve for the Head Start division to pay for professional development and travel expenses of non-employees per the Head Start grant for the period of 01/01/2019 through 12/31/2019. Per the grant, Head Start funds will be used to cover expenses of non-employee travel arrangements and professional development for in and out of county trainings/conferences. Board Policy CH (Local) requires board approval of such travel.*

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

- C. **Consider approval to dispose of playground** equipment located at 1725 Pruett Street, Baytown, TX 77520.

*Motion made by Danny Norris, seconded by Josh Flynn to approve to dispose of playground equipment located at 1725 Pruett Street, Baytown, TX 77520.*

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

- D. **Consider approval of HCDE Early Head Start Child Care Partnerships (EHS-CCP) contracts with the following vendors:**Deskot LLC, DBA Kool Kids Daycare (RFP 16/014YR) in the amount of \$200,000, Fellowship of Purpose Early Childhood Learning Center (RFP 15/051YR-4) in the amount of \$110,000, John G Jones Learning Center (RFP 15/038JG) in the amount of \$75,000, and Let's Learn Christian Learning Center (RFP 15/051YR-4) in the amount of \$60,000. Each contract will be valid 08/01/2019 through 07/31/2020.

*Motion made by Danny Norris, seconded by Mike Wolfe to approve HCDE Early Head Start Child Care Partnerships (EHS-CCP) contracts with the following vendors:Deskot LLC, DBA Kool Kids Daycare (RFP 16/014YR) in the amount of \$200,000, Fellowship of Purpose Early Childhood Learning Center (RFP 15/051YR-4) in the amount of \$110,000, John G Jones Learning Center (RFP 15/038JG) in the amount of \$75,000, and Let's Learn Christian Learning Center (RFP 15/051YR-4) in the amount of \$60,000. Each contract will be valid 08/01/2019 through 07/31/2020.*

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

- E. **Consider approval of contract with Quality Security Systems (RFP # 15/037JN-07) in the amount of \$61,265.63** to provide security camera upgrades at the ABS East campus.

*Motion made by Danny Norris, seconded by Mike Wolfe to a approve contract with Quality Security Systems (RFP # 15/037JN-07) in the amount of \$61,265.63 to provide security camera upgrades at the ABS East campus.*

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

- F. **Consider approval of contract with Quality Security Systems (RFP # 15/037JN-07) in the amount of \$100,083.98** to install a new system of intercom and access control at the ABS East campus.

*Motion made by Danny Norris, seconded by Mike Wolfe to approve a contract with Quality Security Systems (RFP # 15/037JN-07) in the amount of \$100,083.98 to install a new system of intercom and access control at the ABS East campus.*

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

- G. **Consider approval of contract with Facilities Sources (RFP# 16/054JN-04) in the amount of \$145,020.17** to remove and install a new roof at the Highpoint East campus.

*Motion made by Danny Norris, seconded by Mike Wolfe to approve a contract with Facilities Sources (RFP# 16/054JN-04) in the amount of \$145,020.17 to remove and install a new roof at the Highpoint East campus.*

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

- H. **Consider approval of contract with CDW-G (Job. No.18/056KD-13) for the purchase of Network Infrastructure** upgrade/ replacement equipment for Head Start and HCDE Schools in an amount not to exceed \$60,000. (Technology budget using allocated e-rate reimbursement funds).

*Motion made by Danny Norris, seconded by Mike Wolfe to approve.*

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

- I. **Consider approval of purchase with CDW-G for replacement assets including (64) Lenovo laptop computers for Highpoint East and Technology**, (12) micro surface computers for Highpoint East, Technology, Communications and Facilities and (8) servers for Technology, in an amount not to exceed \$192,697. (Funding available in the FY 19 budget for replacement assets).

*Motion made by Danny Norris, seconded by Mike Wolfe to approve purchase with CDW-G for replacement assets including (64) Lenovo laptop computers for Highpoint East and Technology, (12) micro surface computers for Highpoint East, Technology, Communications and Facilities and (8) servers for Technology, in an amount not to exceed \$192,697. (Funding available in the FY 19 budget for replacement assets).*

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

*The board entered into Closed Session at 2:00 p.m.*

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. **Employment:**

A-7 Principal, Academic and Behavior School East

- B. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.



*The board entered into Open Session at 2:27 p.m.*

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

A. **Employment:**

A-7 Principal, Academic and Behavior School East

*Motion made by Danny Norris, seconded by Richard Cantu to approve employment of an A-7 Principal, Academic and Behavior School East.*

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

10. **INFORMATION ITEMS**

A. **Human Resources Information Items**

B. **May 2019 Employee Count**

C. **Submission of grant proposal to Texas Education Agency in the amount of \$1,608,939** to support CASE for Kids' 21st Century Community Learning Centers, Cycle 9 Year 4 continuation application, serving 820 students and 400 family members.

D. **Submission of grant proposal to Texas Education Agency in the amount of \$1.5 million** to support CASE for Kids' 21st Century Community Learning Centers Cycle 10 Year 2 continuation application. Requested funds will provide academic and enrichment services for 975 students and 400 family members.

E. **Memorandum of Understanding Contract (non-monetary) for partnership with Rice University/Texas Policy Lab (TPL):** This collaboration will connect CASE for Kids to Texas Policy Lab researchers in support of the afterschool field. TPL's expertise will help CASE for Kids create a data hub between districts and out-of-school time providers as well as potentially badging youth for their afterschool accomplishments.

F. **The CASE for Kids Division awards the school districts, charter schools and not-for-profits, as per attached listing** (aggregate amount \$550,787), for delivery of comprehensive programs for the 2019-2020 school year.

G. **Memorandum of Understanding Contract (non-monetary) for partnership with Showcase Kingwood:** CASE for Kids will collaborate with Showcase Kingwood to host a College Fair at 6300 Irvington Conference Center on September 9 and 10 for middle and high school students throughout Harris County.

- H. **Schools Division Enrollment Report for May 2019**
  - I. **HCDE Head Start USDA Meal Totals for the month of March 2019**; this information was derived from the free standing centers, as well as those that are a part of a multi-service center. It is the count of the students' attendance, breakfasts, lunches, and PM snacks.
  - J. **Please consider acceptance of the Office of Head Start (OHS) Monitoring Review Report - 06CH7177** of the Harris County Department of Education Head Start program.
  - K. **HCDE Head Start Performance Report for the month of April 2019**
11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, July 17, 2019, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

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

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

*Meeting adjourned at 2:28 p.m.*

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Board President

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Board Secretary