



## **TEJANO CENTER FOR COMMUNITY CONCERNS, INC.**

### **Raul Yzaguirre Schools for Success**

Tejano Center for Community Concerns, 2950 Broadway St., Houston, TX 77017  
Phone: 713-640-3700 FAX: 713-644-6232 [www.tejanocenter.org](http://www.tejanocenter.org)

*“The mission of the Tejano Center for Community Concerns is to develop education, social, health, and community institutions that empower families to transform their lives.”*

### **PUBLIC NOTICE**

#### **Meeting Agenda for Tuesday, November 28, 2023**

Notice is hereby given that the Board of Directors of Tejano Center for Community Concerns, Inc., (Tejano Center) will hold its regular meeting on Tuesday, November 28, 2023, 5:30 PM. This meeting is open to the public, and community input is welcomed during the time designated for public comment. It is the intent of the Tejano Center to have, and the meeting will have, a quorum and presiding officer. If a member of the public can provide testimony or otherwise wishes to participate in the meeting when public input is permitted, but lacks the necessary technology, such will be provided at 2255 N. Coria Brownsville, TX 78520. The board will consider, discuss, and adopt such orders, resolutions, and/or motions, and take direct or indirect actions as may be necessary, convenient, or desirable with respect to the matters outlined in this agenda.

#### **Meeting Call-In Information**

This meeting will be conducted in person; however, a Zoom link to the meeting is made available for those unable to attend, please contact [Jessica.Villarreal@tejanocenter.org](mailto:Jessica.Villarreal@tejanocenter.org) one day prior to the meeting.

**Tuesday, November 28, 2023 at 5:30 PM – Board Meeting**

1. **CALL TO ORDER** (2 minutes)

2. **PRAYER** (3 minutes)
3. **PLEDGE OF ALLEGIANCE/TEXAS PLEDGE** (2 minutes)
4. **ROLL CALL** (3 minutes)
5. **PUBLIC COMMENT** (7-10 minutes) Any individual wishing to address the Board of Directors of Tejano Center for Community Concerns must sign in with Jessica Villarreal, Board Services, by emailing a request to speak, at least 72-hours prior to scheduled meeting. The request must include the name of speaker, telephone, number and email address of the speaker, and the topic of the intended comments, to Jessica.villarreal@tejanocenter.org. Those doing so will be allowed to address the board for a maximum of three minutes. Individuals will address the board in the order that they have signed in. Alternatively, the individual may email comments to the above email address.
6. **PRESIDENT'S PRESENTATIONS & UPDATES**
  - 6.a. Update on OST Lofts  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Donna Rickenbacker, DWR Development Group
  - 6.b. Update on Sunrise Lofts  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Stephan Fairfield, CEO of Community Covenant Capital
7. **ACTION ITEMS**
  - 7.a. Approval of Minutes of the October 26, 2023 Meeting of Tejano Center for Community Concerns/Raul Yzaguirre Schools for Success Board of Directors.  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools  
TCCC/RYSS Board of Directors met on October 26, 2023. The minutes are presented.
  - 7.b. Approval of August 2023 Unaudited Financials for Raul Yzaguirre Schools for Success and Tejano Center for Community Concerns\_Non-School  
Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant  
The Raul Yzaguirre Schools for Success 2022-2023 General Fund and Child Nutrition Fund activity as of August 2023. The TCCC-Non School Activity as of August 31, 2023, is presented.
  - 7.c. Approval of Budget Amendment #4 in the Amount of \$60,000 to Pay for Extra Duty Pay for High School Organization 001. This is a Transfer from Other Funds and Will not Affect Net Assets.  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant; Justin Fuentes, Chief Schools & Operations Officer  
Funding for extra duty pay was paid through ESSER grant in the past. For FY 23-24, this will need to be covered through operating fund.
  - 7.d. Approval of Budget Amendment #5 in the Amount of \$11,700 to Move Funds to Object 6299 Contracted Services in the Early College STEM Academy (High School). This is a Transfer Between Functions with no Effect on Net Assets.  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant; Justin Fuentes, Chief Schools & Operations Officer

Funds are needed to be transferred between functions with no effect on net reserves in order to pay for contracted services.

- 7.e. Approval of Budget Amendment #6 for the Food Service Program in the Amount of \$150,000 Due to Increased Enrollment.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant; Justin Fuentes, Chief Schools & Operations Officer

Additional funds are needed for the food accounts due to additional enrollment.

- 7.f. Approval of Budget Amendment #7 in the amount of \$75,000 to set up various organizational codes to account and report information in compliance with FIRST Ratings. This is a transfer between functions with no effect on net reserves.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant; Justin Fuentes, Chief Schools & Operations Officer

Organization code 750 accounts for all administration expenses. The FARG coding requirement sets the codes needed for specific administrative costs for the Board and the Superintendent. It is necessary to change them to account for these costs and report them through PEIMS and the annual financial report. In addition, we are also creating a code for communications and facilities which will be needed in the future.

- 7.g. Approval of RYSS Expansion Financing MTI Structure in which Equitable Facilities Fund (EFF) and RAZA Development are the First Lender Members.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant

Background information provided in the attached TCSD RYSS Growth Plan Financing Presentation.

- 7.h. Approval of RYSS Expansion Financing Counsel, Cantu Harden Montoya LLP, 12 Greenway Plaza, Suite 1100, Houston, Texas 77046, Agreement.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools

MTI loan documents in which EFF and Raza are the first lenders members will be reviewed and greenlit by proposed counsel. As well, proposed counsel will provide Tejano with guidance in the closing process. See scope of work in the attached.

- 7.i. Approval of Adding Antonio Zambrano, New Chief Financial and Operations Officer to the Bank Accounts; Deleting Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant and Adam Dominguez, Business Manager from the Bank Accounts.

Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant

Mr. Antonio Zambrano, the new CFO, will start the first week of December 2023.

Access to the accounts for the New CFO will include authorization to all bank accounts. The Interim CFO and Business Manager will be deleted.

- 7.j. Approval of Level Field Partners' Professional Service Agreement for the BRYSS Expansion (Brownsville).

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant; Justin Fuentes, Chief Schools & Operations Officer

See attached agreement.

- 7.k. Approval of 2-Year Lease Renewal for 6200 Gulf Freeway Suite 200, Houston, Texas 77023.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant  
Tejano Center entered into a lease agreement with Gulfgate Capital, LLC with a two-year term January 1, 2021 to December 2023. The lease is up for renewal. The new terms are for two years- January 1, 2024 to December 31, 2025 with a monthly rent rate of \$7,500.

The following programs office out of 6200 Gulf Freeway location.

- Housing
- Child Placing Agency
- Resolve

7.l. Approval of Acceptance of \$100,000 Grant from CenterPoint Energy Foundation. Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Graci Garces, Chief Strategy & External Affairs Officer; Gabby Luna, Director of Affordable Housing and Community Redevelopment  
Tejano Center applied to CenterPoint Energy Foundation for Blue Skies home repair funding.

TCCC agrees to use the resources for the purposes in which the grant is intended, track the number of households served by this grant and agree to provide a summary report with-in 90 days of receipt or as requested by the funder.

7.m. Approval of Acceptance of \$3,500 Prosperity Bank Donation for Housing Program.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Gabby Luna, Director of Affordable Housing and Community Redevelopment  
Prosperity Bank has made a donation to support the Housing Counseling Program for FY 2023-2024. There will be no report due.

7.n. Approval of Student Technology Devices Purchase Funded by the TCLAS Technology Lending Grant

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant; Justin Fuentes, Chief Schools & Operations Officer

The Raul Yzaguirre Schools for Success Charter district was awarded the Learning Acceleration Support Opportunity (LASO) **Technology Lending Grant**. The intent of this grant is to provide students with the equipment necessary to access and use digital instructional materials at school and at home. The equipment purchased through this grant for a local technology lending program becomes the property of the RYSS school district. As an awardee, RYSS is required to account for the technology equipment purchased with grant funds in accordance with the district policy, including ensuring the equipment where insurance is typically provided for such technology equipment.

Allowable expenses using the grant funds include the following:

- individual student devices such as laptops or tablets (including management licenses to support these products)

- individual residential internet access or area internet access such as hot spots
- insurance and care for the aforementioned devices and internet access products
- other equipment necessary to access and use electronic instructional materials such as classroom display devices
- other equipment necessary to access and use electronic instructional materials

After consultation with campus stakeholders, it has been determined that the funding will be used to invest \$93,000 dollars in laptops including insurance, and 7,000 in Smart Boards that will serve as classroom displays and direct instruction.

7.o. Approval of the 2023-2024 District and Campus Improvement Plans

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Justin Fuentes, Chief Schools & Operations Officer

Each year Texas Education Agency requires our school district and individual campuses to create an Improvement Plan. This is a collaborative effort including campus principals, teachers, staff and community to create a plan using student data, funding, and all available resources to help improve the education and culture at the determined site.

7.p. Approval of Requalification and Re-election of David Corpus to the Tejano Center for Community Concerns Board of Directors.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools

While members of the Board of Directors of the Tejano Center serve three-year terms, there are circumstances when service beyond those three years is deemed beneficial to the organization. Board member David Corpus completed his term of office in 2023, by the By-Laws of The Tejano Center for Community Concerns, Article III, Section 1.C:

Each Director shall hold Office for a term of three years and/or until his or her successor is duly qualified and elected, or until his or her earlier resignation, removal from office, or death. Directors whose term expires may be re-qualified and re-elected at the Board's next Annual Meeting.

Continuity is considered crucial to the success of The Tejano Center at this time of expanded operations and the stabilization of the organization's financial health. Mr. Corpus expertise in finance, mortgage lending, and community service has helped the board guide The Tejano Center in providing essential services, such as housing assistance and disaster recovery, to those in need.

Approval of Mr. Corpus requalification and re-election to the Board enables him to serve another three-year term, from November 28, 2023 - November 29, 2027.

7.q. Approval of Re-qualification and Re-election of Anthony Magdaleno to the Tejano Center for Community Concerns Board of Directors.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools

While members of the Board of Directors of the Tejano Center serve three-year terms, there are circumstances when service beyond those three years is deemed beneficial to the organization. Board member Anthony Magdaleno completed his term of office in 2023, by the By-Laws of The Tejano Center for Community Concerns, Article III, Section 1.C:

Each Director shall hold Office for a term of three years and/or until his or her successor is duly qualified and elected, or until his or her earlier resignation, removal from office, or death. Directors whose term expires may be re-qualified and re-elected at the Board's next Annual Meeting.

Continuity is considered crucial to the success of The Tejano Center at this time of expanded operations and the stabilization of the organization's financial health. Mr. Magdaleno expertise in finance, mortgage lending, and community service has helped the board guide The Tejano Center in providing essential services, such as housing assistance and disaster recovery, to those in need.

Approval of Mr. Magdaleno requalification and re-election to the Board enables him to serve another three-year term, from November 28 - November 29, 2027

7.r. Approval of Re-qualification and Re-election of Margarita Dunlap to the Tejano Center for Community Concerns Board of Directors.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools

While members of the Board of Directors of the Tejano Center serve three-year terms, there are circumstances when service beyond those three years is deemed beneficial to the organization. Board member Margarita Dunlap completed his term of office in 2023, by the By-Laws of The Tejano Center for Community Concerns, Article III, Section 1.C:

Each Director shall hold Office for a term of three years and/or until his or her successor is duly qualified and elected, or until his or her earlier resignation, removal from office, or death. Directors whose term expires may be re-qualified and re-elected at the Board's next Annual Meeting.

Continuity is considered crucial to the success of The Tejano Center at this time of expanded operations and the stabilization of the organization's financial health. Ms. Dunlap expertise in finance, mortgage lending, and community service has helped the board guide The Tejano Center in providing essential services, such as housing assistance and disaster recovery, to those in need.

Approval of Ms. Dunlap requalification and re-election to the Board enables him to serve another three-year term, from November 28 - November 29, 2027

7.s. Ratification of Disbursement Report/Vendor cumulative payments for November 2023 to include procurement processes and expenditure approvals.

Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant

A report of the vendor payments for RYSS and Non School is attached for all vendor payments above \$50,000. A monthly report will be provided to the board each month.

7.t. Ratification of Contract with Harris County Department of Education for Four Staff Members to Provide Business Support Services for the Period of July 1, 2023, to December 31, 2023, in the Amount of \$160,700.

Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant

The Harris County Department of Education supports Harris County by enriching educational opportunities and providing value through services.

Cost of Interim CFO \$51,200 Cost of Lead Accountant \$35,400, Cost of one part time A-Pay Staff \$22,050, Cost of Apay part time Staff \$22,050, Cost of Erate Consultant \$20,000. Temporary Staff \$10,000.

## 8. INFORMATION ITEMS

8.a. Texas Homeowners Assistance Fund Grant Award Update - Decommission of \$371,880.48 from the \$527,400.50

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Gabby Luna, Director of Affordable Housing and Community Redevelopment

Tejano Center Housing Department submitted a NOFA to become a Texas Homeowners Assistance (HAF) Intake Center in December 2022. Tejano Center was approved by TDHCA Board on February 9, 2023.

Texas HAF provides financial assistance to qualified Texas homeowners who have fallen behind on their mortgage, utility payments and related expenses due to the COVID-19 pandemic. Tejano Center's Intake Center ceased operations on July 14, 2023, due to the state reaching 90% spent and decommissioning all the intake centers in Texas, including Tejano Center. Part of the grant funding earmarked for Mortgage Default counseling was also decommissioned. A total of \$58,369.50 has been de-obligated for foreclosure housing counseling activities, leaving a minimal amount to continue with the program until March 7, 2024. Total amended contract amount is \$155,520.02.

8.b. Child Placing Agency Monthly Report

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Graci Garces, Chief Strategy & External Affairs Officer; Brenda Navarette, Director of Child Placing Agency

In order to keep the board informed about Tejano Center's Child Placing Agency (CPA) initiatives, events, and activities, the attached October report to the board is provided. The report covers activities that took place during the period subsequent to the October 2023 board meeting. The report covers the following topics:

- Updates
- Activities
- Upcoming Events
- Staff/Foster Parent Training
- Families and Children Served

8.c. GRADcafe Monthly Report

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Graci Garces, Chief Strategy & External Affairs; Melissa Martinez, Director of GRADcafe/NOVA Academy for Adult Education

The following events and activities are the focus of our work at Project GRAD:

**RYSS & GRADcafé:** Escalera program held their first meeting where approximately 52 students were in attendance. GRADcafé collaborated with LULAC in the University of Texas student field trip. 34 RYSS students had the opportunity to tour the campus, have lunch on campus and hear from the Office of Admissions.

**College & Career Services:** Virtual and In-Person the GRADcafé by Project GRAD Service Report - October 2023 which includes service numbers, event numbers, service topics, and target populations served is attached. Page one of the report covers October 2023.

**GRADcafé Baytown:** Staff conducted College 101 and Financial Aid Workshops at Stuart Career Tech High School in Baytown. Approximately 68 students had the opportunity to explore colleges and universities, academic pathways leading to mid skill high demand careers and paying for college.

8.d. Homebuyer & Homeowner Services Monthly Report.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Graci Garces, Chief Strategy & External Affairs Officer; Gabby Luna, Director of Affordable Housing and Community Redevelopment

Housing department provides homebuyer education, one-on-one individual counseling to both, homeowners and homebuyers, and home repairs to eligible homeowners.

Homebuyer Education Workshops: Eight-Hour Homebuyer Education classes held twice per month in English & Spanish.

Homebuyer Counseling: Individual Housing Counseling to assess mortgage readiness and/or obstacles/barriers in order to apply & qualify for a mortgage loan, identify program eligibility and close on a home.

Homeowner Counseling: Individual Housing Counseling for existing homeowners. Services can assist with applying for property tax discounts, understanding escrow analysis, and weatherization program, to name a few. This is also the entry point for homeowners requesting home repairs to their primary home.

8.e. La Tiendita Program Monthly Report

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Graci Garces, Chief Strategy & External Affairs Officer; Jorge Gonzalez, Director of Resolve Program (interim oversight of La Tiendita)

La Tiendita is a holistic food access program that incorporates case management, resource navigation, and nutrition and health education classes. The aim of La Tiendita is to empower individuals to improve their health and move towards more secure lives.

In order to keep the board informed about La Tiendita's Program initiatives, events, and activities, the La Tiendita November 2023 Report is attached.

The report reflects the following topics:

- Families, individuals, and children served
- Pounds of food distributed to our community
- Staffing and Expansion Update

8.f. Resolve Program Monthly Report

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Graci Garces, Chief Strategy & External Affairs; Jorge Gonzalez, Director of Resolve Program  
In order to keep the board informed about Tejano Center's Resolve Program, the attached Resolve Program Monthly Status Report is provided. The report reflects the status update of the Resolve program and updated data since the October 2023 board meeting.

8.g. Best Christmas Ever Update

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Graci Garces, Chief Strategy & External Affairs

As part of our ongoing commitment to spreading holiday cheer and providing support to those in need, Tejano Center is hosting its annual "Best Christmas Ever" event on Saturday, December 16. The "Best Christmas Ever" event is a special initiative, a Tejano Center tradition, where we come together to ensure that children in our communities experience the magic and joy of the holiday season. Mr. Anthony Magdalena, RYSS Board of Education Chair serves as the Event Chair.

The success of this event has outgrown our cafeteria. As such, we are partnering with REVIVE! Church to host the 2023 event in Pasadena. Three students (from each grade level at each RYSS Houston campus) from families facing financial hardships are nominated by teachers to participate. This year, 70 households translating into 180 children are confirmed to participate in this magical holiday experience. Students and their families will be adopted by generous partners and sponsors, who will shop for, wrap, and deliver items on their wish lists.

8.h. 5th Annual State of the Center Luncheon Update

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Graci Garces, Chief Strategy & External Affairs

For the past five years, Tejano Center has hosted an annual State of the Center luncheon that serves as its single largest yearly fundraiser. The 5<sup>th</sup> Annual State of the Center Luncheon is scheduled for Friday, March 8, 2023, 11am tentatively at the Bayou City Event Center.

Tina Peterman, Managing Director of Masterson Advisors LLC and Jacob Monty, Managing Partner of Monty & Ramirez LLP Attorneys at Law are confirmed as Co-Chairs for the 5<sup>th</sup> Annual event.

Dr. Ruth N. López Turley, Director of the Kinder Institute for Urban Research is confirmed as the Keynote Speaker.

Proceeds from the 5<sup>th</sup> Annual luncheon will benefit our multi-and-intergenerational education work, specifically GRADcafe, NOVA Academy for Adult Education, and Nueva Vida Senior Living.

9. **DISCUSSION ITEMS**

10. **EXECUTIVE SESSION UNDER TEXAS GOVERNMENT CODE §§ 551.071, 551.072, 551.074, AND 551.082, TO ADDRESS:**

- a. Private consultation with attorney concerning privileged issues from agenda matters and pending or threatened litigations.

- b. Deliberations concerning the purchase of real property
- c. Deliberations concerning the duties of the CEO and CFO regarding supervision of personnel
- d. Consider complaints against directors and senior staff
- e. Discussion of duties and evaluation of administrative personnel, including complaints regarding school staffing, academic and organizational changes for the 2022-2023 school year