



Business & Procurement Services

Board Presentation

July 15, 2026

SEE THE IMPACT



Business & Procurement Services

Our Leadership Team



Ann Westbrook, CPA, RTSBA
Chief Financial Officer



Edna E. Johnson, Ed.D., CTCM, RTSBA
Director of Procurement Services

About Us:

Through accurate financial reporting, timely processing of revenues and expenditures, strategic budget planning, and compliant procurement practices, our division promotes fiscal accountability, operational efficiency, and transparency.



Our Finance Team

Business & Procurement Services

Accounting

Julia Watts, Senior Accountant - Operations
Anai Rodriguez, Senior Accountant
Liseth Gonzalez, Staff Accountant II
Stacey Kemper, Staff Accountant II
Emmanuel Mensah, Staff Accountant I
Grecia Medrano, Jr. Staff Accountant
Thalia Copaus, Jr. Staff Accountant
Andrea Dangerfield, Quality Assurance Coordinator

Procurement Services

Yaritza Roman, Procurement Manager
Tameisha Davenport, Contract Manager
Inga Ash, Procurement Coordinator
Deisy Rubio, Procurement Coordinator
Lili Maldonado, Procurement Card Specialist
Charisma Tolbert, Procurement Specialist
Brenda Del Valle, Compliance Analyst

Payroll

Sharonda Britten, Senior Accountant – Business
Deanna Garcia, Lead Payroll Specialist
Katina Washington, Payroll Specialist

Accounts Payable

Brandy Bullock, Senior Accounts Payable Specialist
Ana Munoz, Accounts Payable Specialist
Desirae DeLeon, Accounts Payable Specialist

Admin

Toni Carlos, Executive Assistant
Jorge Garza, Senior Compliance Manager

Our team of 28 provides outstanding support

Services Provided



COMPLIANCE



RULES



STANDARDS



POLICIES



REQUIREMENTS



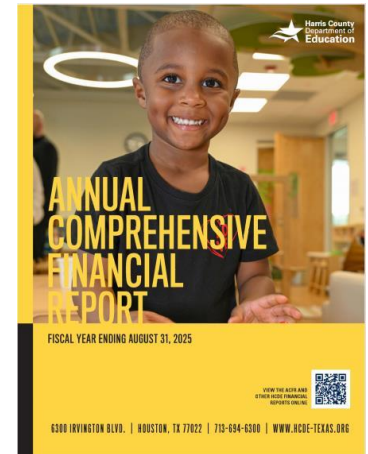
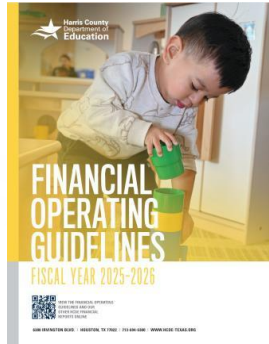
REGULATIONS



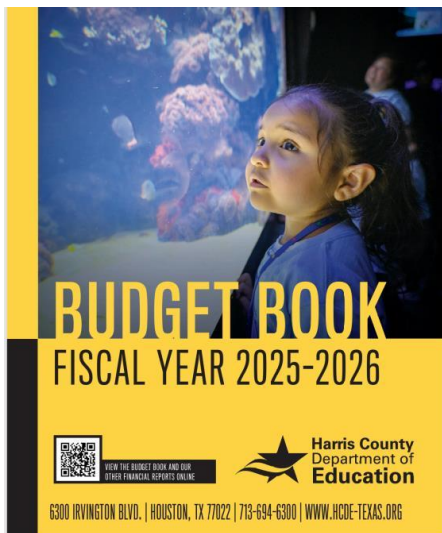
TRANSPARENCY



LAW



Key Communicators of our Work



Financial Stewardship

Awards & Transparency



Financial Stewardship

Awards & Transparency



And more.....



Data Highlights

School Finance Council

2025-2026 Service Delivery Data

Districts Served: 41

Teachers/Educators Served: 614



School Finance Council Sessions

September 2025 – iPASS Small Business Academy	February 2026 – New Federal Education Appropriations, TEA Updates
October 2025 – Investments, Texas Public Information Act	March 2026 – Bonds 101
November 2025 - Records Management, Bond Update, Safety & Audit	April 2026 – ABCs of Attendance Funding & PEIMS
December 2025 - Tax Updates, How to Bridge Gaps, Transparency Stars	May 2026 – Public Funds Investment Act
January 2026 – NIFA Funding, State Funding, Forecasting, TEA Updates, R&D	June 2026 – iPASS Small Business Academy

Financial Data

\$37,193,433

Healthy
Reserves

4.97%

Administrative
Cost

\$7

Services / \$1 tax
revenue

Aaa / A+

Moody's and
S & P Ratings

6%

Debt to Income
Ratio

Process Name	Number of Submissions	Number of Steps	Target Days to Completion	Median Days to Completion
Purchase Authorization Request (PAR) FY 25-26	549	6	3	4.1 days
Payment Authorization	508	5	3	4.9 days
Time and Effort Split Personnel FY 25-26	308	6	3	2.7 days
Determination of Cost or Price Analysis FY 25-26	112	6	3	3 days
Internal Vendor Packet FY 25-26	81	2	3	4.8

Process Efficiency Data

8,000+
Forms
Submitted

48
Live
Processes



Trends

- Continued instability at the federal level
- Inflation and cost-growth pressure
- Property value trend changes

Procurement Services

Data Highlights

2026 iPass

Internal Procurement Annual Supplier Showcase – June 11, 2026

Winston Labbé - Deputy District Director, U.S. Small Business Administration "How to do Business with the Federal Government"

Mariah Thompson-Carter, Texas Comptroller of Public Accounts "How to do Business with the State of Texas"

Veronica R. Douglass, CPPO, CPPB, NIGP-CPP – Assistant Director, Small Business Development Program, Houston City College "How to do Business with Colleges and Universities in Texas"

HCDE's Varsity Panel – CES; CSSS; EFHC; Grants; Schools; and Records Management "How to do Business with the Harris County Department of Education"



2026 iPass Attendance

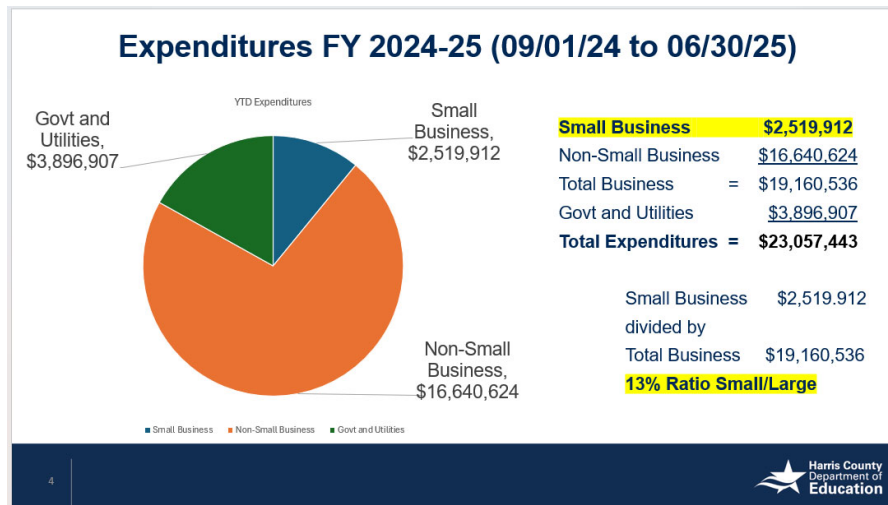
Speakers	8
Sponsors	15
Small Businesses	34
School Finance Council	112
Total	169



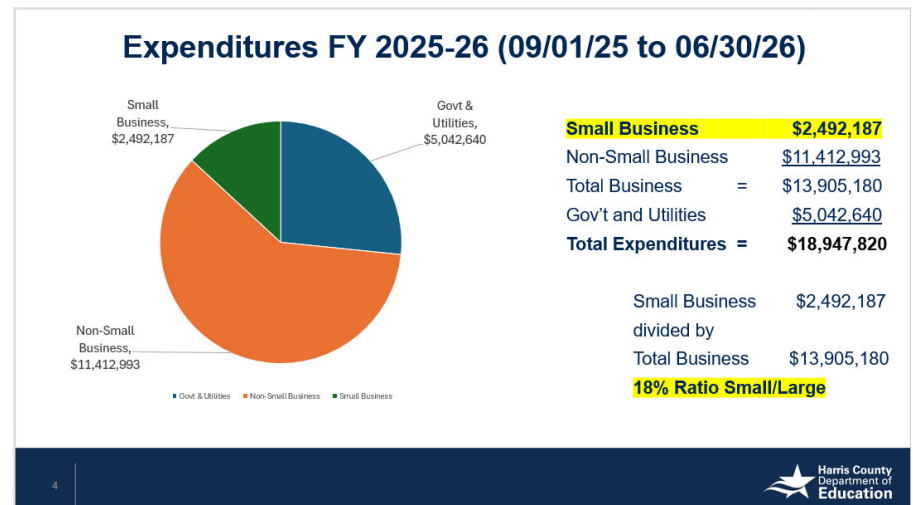
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Small Business Participation

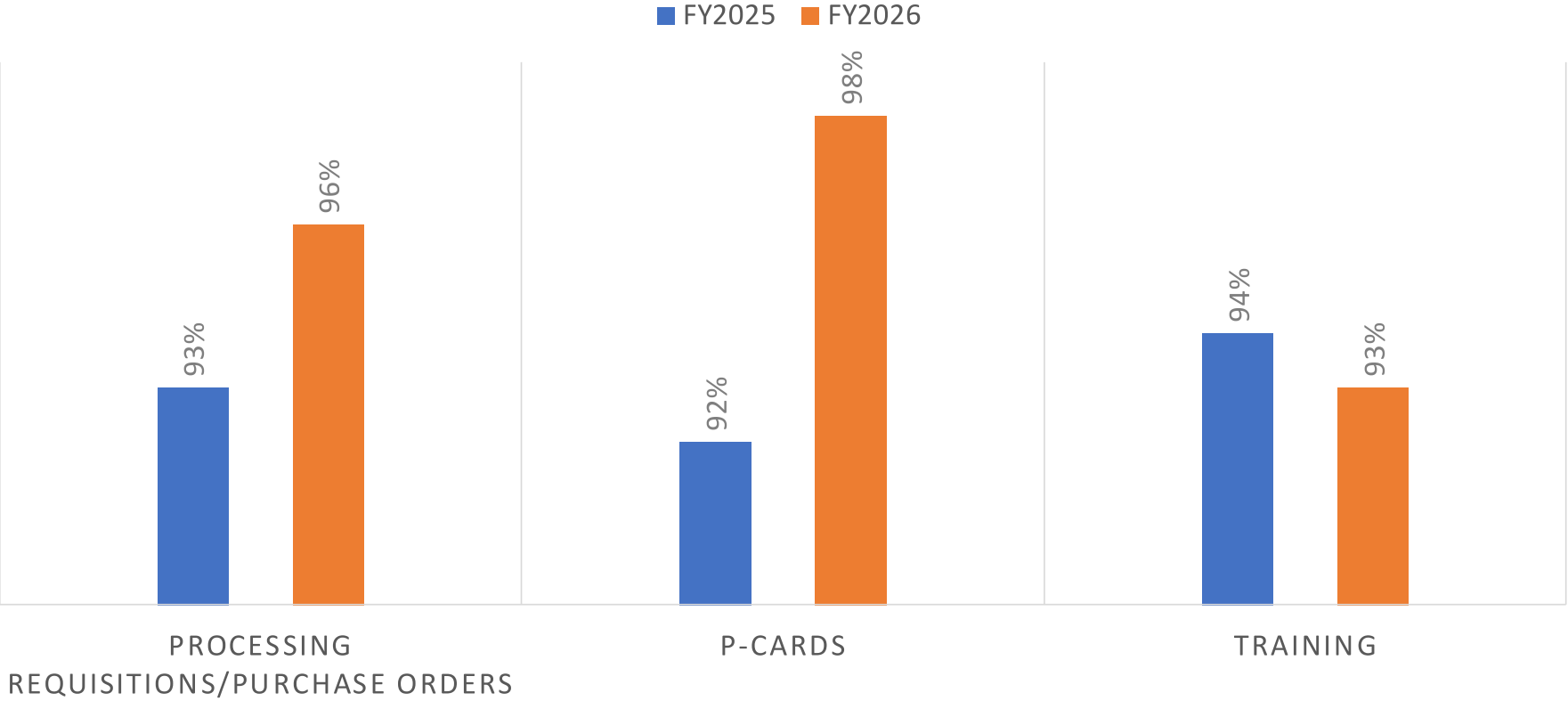
FY2025



FY2026



Service Delivery



*Review and approve twice per day

*Implemented digital workflow

*Personalized FOG sessions



Financial Operating Guidelines Trainings

FOG Training Sessions

Division	Date	Start	End
6300 IRVINGTON			
Administration	6/3/2026	09:00 a.m.	11:00 a.m.
Special Schools	6/3/2026	01:00 p.m.	03:00 p.m.
Communications, E&E, EFHC, Grants & HR	6/4/2026	02:00 p.m.	04:00 p.m.
Head Start	6/22/2026	01:00 p.m.	03:00 p.m.
Information Technology Services and Marketing & Client Engagement	6/29/2026	12:00 p.m.	02:00 p.m.
Center for Educator Success (CES)	7/8/2026	01:00 p.m.	03:00 p.m.
Adult Education	7/16/2026	02:00 p.m.	04:00 p.m.
Business and Procurement Services	8/5/2026	10:00 a.m.	02:00 p.m.
NORTH POST OAK			
CASE	6/18/2026	09:00 a.m.	12:30 p.m.
School-Based Therapy Services	6/23/2026	02:00 p.m.	04:00 p.m.
Center for Safe & Secure Schools	7/20/2026	09:00 a.m.	11:00 a.m.
Choice Partners	7/20/2026	12:00 p.m.	02:00 p.m.
Construction & Facilities	7/27/2026	01:00 p.m.	03:00 p.m.

Presentations and Trainings



Institute for Supply Management (ISM-RGV)

- September 2025 – Dr. Edna Johnson presented *Avoid P-Card Fraud* to approximately 70 public procurement professionals in South Padre Island, TX.
- June 2026 – Dr. Edna Johnson presented *Keeping Purchasing Files in Order – Auditors are Coming* to approximately 45 public procurement professionals in South Padre Island, TX.

Texas Public Purchasing Association (TxPPA)

- March 2026 – Dr. Edna Johnson presented *P-Card with Purpose – Effectively Managing Controls, Compliance & Confidence* webinar to 65 public procurement professionals.
- April 2026 – Ann Westbrooks and Edna Johnson presented *Mastering Audit Preparedness in Public Procurement* to approximately 55 public procurement professionals in Rockwall, Texas

National Institute of Governmental Purchasing (NIGP)

- August 2026 – Ann Westbrooks, Dr. Edna Johnson, and Tameisha Davenport will be sharing both *P-Card Best Practices* and *Tools to Improve Small Business Participation* to public procurement professionals in Columbus, OH.



Trends in Procurement

- 
- I. AI, Automation, and Digital Procurement**
 - 1. From paper to digital workflows
 - 2. Data-driven operations
 - 3. eProcurement platforms
 - II. Workforce Development and Succession Planning**
 - 1. Talent management
 - 2. Strategic training
 - 3. Analytics and Technology
 - III. Risk Management and Supplier Engagement**
 - 1. Data visibility
 - 2. Geopolitical risks
 - 3. Vendor relationship management

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Questions?