

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS  
OF  
EDUCATION SERVICE CENTER, REGION 20

December 18, 2013

The Board of Directors of Education Service Center, Region 20 convened in a Board meeting at 2:18 p.m. on Wednesday, December 18, 2013 in the ESC-20 Conference Center located at 1314 Hines Avenue in San Antonio, Texas. The Chairman, Mr. Mike Petter presided and the following members were in attendance:

Ms. Kay Franklin, Secretary  
Mr. Tom Winn, Member  
Mr. Charles A. Carlson, Member  
Ms. Eunice Sosa, Member

Also present were:

Dr. Ronny Beard, Executive Director, ESC-20  
Dr. Jeff Goldhorn, Associate Director, Administrative & Instructional Services, ESC-20  
Ms. Beverly Meyer, Associate Director, Transition, Information Technology, ESC-20  
Ms. Judi Sparks, Associate Director, Information Technology, ESC-20  
Mr. Jeff Stone, Associate Director, Business & Human Resource Services, ESC-20  
Ms. Ann Brownlee, Component Director, Human Resource Services, ESC-20  
Dr. Carolyn Castillo, Component Director, School & Community Services, ESC-20  
Mr. Tom Garner, Component Director, Support Services, ESC-20  
Ms. Harriett Jackson, Component Director, Infrastructure & Network Services, ESC-20  
Ms. Carol Morgan, Component Director, Head Start Services, ESC-20  
Mr. Paul Neuhoff, Component Director, Financial Services, ESC-20  
Ms. Pat Nickle, Component Director, Consulting Services, ESC-20  
Mr. Wayne Parker, Component Director, Systems & Operations, ESC-20  
Ms. Janna Poth, Component Director, Instructional Services, ESC-20  
Ms. Jan Dunevant, Executive Assistant, ESC-20

EXECUTIVE SESSION

EEOC Status (Information Only)

AUDIT PRESENTATION

Ms. Pat Wagner with Alonzo, Barcarisse, Irving & Palmer, PC. provided an overview of the 2012-2013 audit. (Information Only)

COMMITMENT OF FUND BALANCE

Mr. Carlson made a motion that the following resolution be adopted. Mr. Winn seconded the motion and it carried unanimously.

BE IT RESOLVED that the Board of Directors hereby establishes \$221,917 of non-spendable fund balance and \$9,969,459 in commitments of its General Fund Balance.

2012-2013 AUDIT REPORT

Mr. Winn made a motion that the following resolution be adopted. Ms. Sosa seconded the motion and it carried unanimously.

BE IT RESOLVED, That the audit report submitted by Alonzo, Bacarisse, Irvine & Palmer, P.C., independent auditors for the Board of Directors for the fiscal year ended August 31, 2013, be and is hereby approved and accepted.

MINUTES OF THE OCTOBER 23, 2013  
BOARD OF DIRECTORS MEETING

Ms. Sosa made a motion to adopt the following resolution. The motion was seconded by Ms. Franklin and then unanimously approved.

BE IT RESOLVED, that the Board of Directors approves the minutes of the October 23, 2013 Board of Directors meeting.

AMENDMENTS TO THE 2013-2014  
OFFICIAL BUDGET

Mr. Carlson made a motion to adopt the following resolution. The motion was seconded by Mr. Winn and then unanimously approved.

BE IT RESOLVED, That the Board of Directors approves the 2013-2014 budget amendments listed in the agenda.

CONTRACTS OVER \$25,000

Ms. Sosa made a motion to adopt the following resolution. The motion seconded by Mr. Winn was then unanimously approved.

BE IT RESOLVED, That the Board of Directors approves the contracts over \$25,000.

<u>Agency/School District</u>	<u>Contract Amount</u>	<u>Center Component</u>
<b>ESC-20 IS PURCHASING SERVICES ON THE FOLLOWING CONTRACTS</b>		
<b>High Scope Educational Foundation</b> Twenty Days of Preschool Curriculum Course Training	\$78,300.00	Administration & Instruction Services
<b>SAVVY Technology Solutions LLC</b> Java Programmer	\$100,000.00	Information Technology
<b>IBM Corporation</b> Business Continuity & Recovery Services	\$191,640.00	Information Technology
<b>Time Warner</b> Dedicated Internet Access	\$50,500.00	Information Technology

PERSONNEL – NEW EMPLOYEES &  
SEPARATIONS (PROFESSIONAL  
STAFF)

Mr. Carlson made a motion to approve the following resolution. Ms. Franklin seconded the motion which was unanimously approved.

BE IT RESOLVED, That the Board of Directors confirms the appointment of new employees and acknowledges the separation of employment of the professional staff of ESC-20.

<b>NEW EMPLOYEES (PROFESSIONAL STAFF)</b>			
<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>PREVIOUS EMPLOYMENT</u>
Flores, Lia	Coordinator I, Accounting	4-Nov-13	Financial Analyst with Pratt & Whitney
Perez, Elizabeth	Administrative Specialist, School Leadership	28-Oct-13	Academic Dean with John Wood Charter School
Sachetta, Ryan	Systems Documentation Analyst I	18-Nov-13	Grant Writer for Artpace San Antonio

<b>SEPARATIONS (PROFESSIONAL STAFF)</b>			
<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Currie, Laurel	Analyst Programmer, iTCCS	31-Oct-13	Retirement
Tristan, Homer	Webmaster	15-Nov-13	Resignation

PROPOSALS

Ms. Franklin made a motion to approve the following resolution. Ms. Sosa seconded the motion which was then unanimously approved.

BE IT RESOLVED, That the Board of Directors approves the following proposals.

Proposal for Specialty Printing Services, #1402

Proposal for Mobile App Development, #1403

2014 BOARD ELECTION

Mr. Carlson made a motion to approve the following resolution. Ms. Sosa seconded the motion and it carried unanimously.

BE IT RESOLVED, That the Board of Directors authorizes the Executive Director to conduct a board election and if the election is uncontested, the Executive Director may determine that no election be held and declare the unopposed candidates elected to office. The Center shall notify the Commissioner of Education of the results of an election, whether contested or uncontested.

HEAD START SHARED GOVERNANCE  
PLAN: SHARED DECISION MAKING &  
POLICY COUNCIL COMPOSITION

Mr. Winn made a motion to approve the following resolution. Mr. Carlson seconded the motion which was then unanimously approved.

BE IT RESOLVED, That the Board of Directors has reviewed, provided input and approves the Shared Governance Plan: Shared Decision Making & Policy Council Composition for 2013-2014.

FOR INFORMATION ONLY

- Report from the Head Start Policy Council Liaisons
- Expenditures in Excess of \$25,000
- Head Start School Readiness Program Update for 2013-2014
- State Board for Educator Certification Notification
- Investment Report
- Accounts Receivable
- Executive Director's Report

ADJOURNMENT

There being no further business the meeting was adjourned at 3:41 p.m.

Approved: Mr. Mike Petter

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Attested: Ms. Kay Franklin

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**BOARD OF DIRECTORS**

**EXECUTIVE SESSION**

**CERTIFIED AGENDA**

1. Announcement of date and time of Executive Session  
December 18, 2013 - 2:08 p.m.
2. Status of EEOC Charge Number 451-2013-02343
3. A record of action taken in Executive Session may be found in the minutes of this meeting.
3. Announcement of ending time of the Executive Session 2:16 p.m.

I certify that the agenda is a true and correct record of the Executive Session.

  
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Mike Petter  
Chairman

  
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Kay Franklin  
Secretary