

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

December 17, 2014

The Board of Directors of Education Service Center, Region 20 met in regular session at 2:03 p.m. on Wednesday, December 17, 2014 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:

Mr. Ronald W. Eckel, Vice Chairman
Ms. Kay Franklin, Secretary
Mr. Charles A. Carlson, Member
Ms. Irene Rodríguez-Dubberly
Mr. Daniel Amador

Also present were:

Dr. Ronny Beard, Executive Director
Dr. Jeff Goldhorn, Associate Director, Administrative & Instructional Services
Ms. Judi Sparks, Associate Director, Information Technology
Mr. Jeff Stone, Associate Director, Business & Human Resource Services
Ms. Ann Brownlee, Component Director, Human Resource Services
Ms. Yvette Gomez, Component Director, School Support
Ms. Lynn Heatherly, Component Director, iTCCS Programming
Ms. Harriett Jackson, Component Director, Infrastructure & Network Services
Ms. Sherry Marsh, Component Director, Special Education Services
Ms. Carol Morgan, Component Director, Head Start Services
Mr. Paul Neuhoff, Component Director, Financial Services
Ms. Pat Nickle, Component Director, Consulting Services
Mr. Wayne Parker, Component Director, Systems & Operations
Ms. Janna Poth, Component Director, Instructional Services
Ms. Paula Renken, Senior Field Service Agent
Ms. Jamie Dunevant, Assistant to the Executive Director
Ms. Pat Wagner, CPA, ABIP Certified Public Accountants and Advisors
Ms. Janet Pitman, CPA, ABIP Certified Public Accountants and Advisors

AUDIT PRESENTATION (INFORMATION ONLY)

Ms. Pat Wagner with Alonzo, Barcarisse, Irving & Palmer, PC. provided an overview of the 2013-2014 audit. (Information Only)

COMMITMENT OF FUND BALANCE

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

BE IT RESOLVED that the Board of Directors hereby establishes \$137,377 of non-spendable fund balance and \$9,598,941 in commitments of its General Fund Balance.

2013-2014 AUDIT REPORT

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

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, 2014, be and is hereby approved and accepted.

MINUTES OF THE OCTOBER 22, 2014 MEETINGS

Ms. Rodríguez-Dubberly 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 approves as submitted the minutes of the Board of Directors Budget Work Session, Board Hearing and the Regular Board meeting on October 22, 2014.

AMENDMENTS TO THE 2014-2015 OFFICIAL BUDGET

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

BE IT RESOVLED, That the Board of Directors approves the 2014-2015 budget amendments listed in the agenda.

ADDITION TO SPECIAL REVENUE

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 approve the addition to the Special Revenue Fund.

CONTRACTS OVER \$25,000 and INTERLOCAL AGREEMENTS

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

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

ESC-20 IS PURCHASING THE FOLLOWING CONTRACTS

<u>Agency/School District</u>	<u>Contract Amount</u>	<u>Division</u>
<u>SIGMA Technology Solutions Inc.</u> <u>Contract - Professional Services-Storage Area Network (SAN) replacement</u>	<u>\$36,358.00</u>	<u>IT</u>
<u>SISTEMA Technologies</u> <u>Provide Contractor - Cobol Developer</u> <u>October 6 - December 19, 2014</u>	<u>\$29,920.00</u>	<u>IT</u>
<u>Robert Half Technology</u> <u>Provide Contractor - Cobol Developer</u> <u>October 6 - December 19, 2014</u>	<u>\$29,480.00</u>	<u>IT</u>
<u>KForce Inc.</u> <u>Provide Contractor - Cobol Developer</u> <u>October 13, 2014 - January 9, 2015</u>	<u>\$31,680.00</u>	<u>IT</u>

ESC-20 IS AUTHORIZING THE FOLLOWING INTERLOCAL AGREEMENTS

Education Service Center, Region 7 2014–2015 DMAC suite - of web-based applications developed to assist educators with their assessment and curriculum needs. Reseller agreement.	\$55,037.00	AIS
Education Service Center, Region 10 2014–2015 Teksbank-online bank of test questions and resources developed and aligned to Texas STAAR Student Expectations.	\$14,000.00	AIS
Education Service Center, Region 10 2014–2015 ESC Curriculum Cooperative Eduphoria Inc. products-web applications to simplify various phases of school management.	\$12,000.00	AIS
Education Service Center, Region 12 2014–2015 E-Rate Works Priority One Service- streamline the E-Rate process, maintain full compliance with the program rules, manage and store all E-Rate documentation on a secure website, and improve audit readiness.	\$6,000.00	BHRS

PERSONNEL – NEW EMPLOYEES & SEPARATIONS (PROFESSIONAL STAFF)

Mr. Carlson made a motion to approve the following resolution. Mr. Winn 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 by the following professional staff of ESC-20.

NEW EMPLOYEES (PROFESSIONAL STAFF)

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>PREVIOUS EMPLOYMENT</u>
Covarrubias, Mary	Accountant, Financial Cooperative Services	20-Oct-14	Payroll/Bookkeeper with South San ISD
Phelps, Misty	Coordinator III, Head Start Program	10-Nov-14	Executive Director, Bright Horizons Child Care Center
Slifer, Michael	*Analyst Programmer, iTCCS	10-Nov-14	Mainframe Contract Programmer with KFORCE

*New Position

SEPARATIONS (PROFESSIONAL STAFF)

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Arevalo, Stephanie	Accountant, Financial Cooperative Services	24-Oct-14	Resignation
Butts, Melissa	Analyst Programmer, iTCCS	31-Oct-14	Resignation

PROPOSALS

Ms. Rodríguez-Dubberly made a motion that the following resolution be approved. Mr. Carlson seconded the motion which was unanimously approved.

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

- Renewal Proposal for Specialty Printing
- Proposal for PACE Purchasing Cooperative for Enterprise Content Management
- Proposal for PACE Purchasing Cooperative for Fine Paper
- Proposal for PACE Purchasing Cooperative for Waste Collections
- Proposal for PACE Purchasing Cooperative for Janitorial and Sanitation Supplies
- Proposal for PACE Purchasing Cooperative for Building Cleaning Services
- Proposal for PACE Purchasing Cooperative for Landscaping
- Proposal for PACE Purchasing Cooperative for Industrial Supplies
- Proposal for PACE Purchasing Cooperative for Electrical Supplies
- Proposal for PACE Purchasing Cooperative for Roofing

2015 BOARD ELECTION

Mr. Eckel made a motion to approve the following resolution. Mr. Winn 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. Carlson made a motion to approve the following resolution. Mr. Winn 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 2014-2015.

FOR INFORMATION ONLY ITEMS

Information was provided on the following items:

- Head Start Policy Council Report
- Expenditures in Excess of \$25,000
- State Board for Educator Certification Notification
- Investment Report
- Accounts Receivable
- Executive Director's Report
 - 2014 AESA Conference Report
 - 2015 AESA Conference December 2-6 in New Orleans
 - Legislative Visits Report

ADJOURNMENT

There being no further business, the meeting adjourned at 3:06 p.m.

Board Chair

Board Secretary