

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

August 24, 2016

The Board of Directors of Education Service Center, Region 20 convened in a Board meeting at 6:30 p.m. on Wednesday, August 24, 2016, 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. Charles Carlson, Vice-Chairman
Ms. Kay Franklin, Secretary
Mr. Tom Winn, Member
Ms. Irene Rodríguez-Dubberly, Member
Ms. Eunice Sosa, Member
Ms. Beverly Meyer, Member
Mr. Daniel Amador, Charter Representative

Also present were:

Dr. Jeff Goldhorn Executive Director
Dr. Carolyn Castillo, Associate Director, Administrative & Instructional Services
Mr. Jeff Stone, Associate Director, Business & Human Resource Services
Ms. Judi Sparks, Associate Director, Information Technology
Ms. Ann Brownlee, Component Director, Human Resources
Ms. Jennifer Carver, Component Director, TxEIS Programming
Mr. Tom Garner, Component Director, Support Services
Ms. Lynn Heatherly, Component Director, iTCCS Programming
Ms. Mayra De Hoyos, Component Director, Communication and Business Cooperatives
Ms. Harriett Jackson, Component Director, Infrastructure and 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 and Operations
Mr. Mike Peterson, Component Director, Technology Development & Facilities Services
Ms. Janna Poth, Component Director, Instructional Services
Ms. Nicole Smith, Component Director, School and Community Services
Ms. Jamie Dunevant, Executive Assistant

**PROGRAM HIGHLIGHT – MASTER
FACILITY PLAN OVERVIEW**

Ms. Debra Dockery, Dockery and Associates, provide an update and timeline of events for the ESC-20 Master Facility Planning Process.

**MINUTES OF THE JUNE 22, 2016
MEETING**

Ms. Meyer 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 approves the minutes of the June 22, 2016 meeting.

**AMENDMENTS TO THE 2015-2016
OFFICIAL BUDGET**

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 Board of Directors approves the 2015-2016 budget amendments reflected in the agenda.

**ADDITION TO THE SPECIAL
REVENUE**

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

BE IT RESOLVED, That the Board of Directors approve the addition to the Special Revenue Fund.

**COMMITMENT OF FUND
BALANCE**

Ms. Sosa made a motion that the following resolution be adopted. Ms. Rodríguez-Dubberly seconded the motion and it carried unanimously.

BE IT RESOLVED that the Board of Directors hereby establishes \$132,307 of non-spendable fund balance and \$9,395,884 in commitments of its General Fund Balance.

**2015-2016 FINAL AMENDED
OFFICIAL BUDGET**

Ms. Rodríguez-Dubberly made a motion that the following resolution be adopted. Ms. Sosa seconded the motion and it carried unanimously.

BE IT RESOLVED, That the Board of Directors be, and is hereby, authorized, in accordance with the requirements of applicable state law, to file with the Texas Education Agency an amended budget for Education Service Center, Region 20, for the fiscal year 2015-2016, ending August 31, 2016.

**2016-2017 PROPOSED OFFICIAL
BUDGET**

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 estimates of revenue and expenditures as presented for the fiscal year beginning September 1, 2016, and ending August 31, 2017, are approved and adopted by the Board of Directors as the Official Estimated Budget for said fiscal year for Education Service Center, Region 20 on this the twenty-fourth day of August 2016; and

BE IT FURTHER RESOLVED, That the expenditures for Education Service Center, Region 20 be contained within the limits of the Estimated Budget.

SALARY SCHEDULE FOR 2016-2017

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

BE IT RESOLVED, That the Board of Directors approves the 2016-2017 Salary Schedule in the amount of \$799,047.00 to become effective September 1, 2016 allowing for an approximate 3.1% increase.

Of the 3.1% increase, approximately .1% is being used for benchmarking adjustments due to market conditions and annual individual target pay factors. The remaining, approximately 3%, is being allocated to general salary increases for staff.

Also included is an expenditure of up to \$16,400 in dedicated fund balance to provide all full-time staff on the salary matrix (excluding positions which are frozen; pro-rated for part-time staff), with a minimum \$1,000 annualized salary increase.

WORKERS' COMPENSATION AGREEMENT FOR 2016-2017

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

BE IT RESOLVED, That the Board of Directors approves the agreement for Workers' Compensation coverage and services for 2016-2017 to become effective September 1, 2016.

CONTRACTS OVER \$25,000

Ms. Sosa 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 approves the contracts over \$25,000.

PERSONNEL – NEW EMPLOYEES AND SEPARATIONS (PROFESSIONAL STAFF)

Mr. Carlson made a motion that the following resolution be adopted. Ms. Rodríguez-Dubberly seconded the motion and it carried unanimously.

BE IT RESOLVED, That the Board of Directors confirms the appointment of the 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>
Celardo, Bianca	Educational Specialist, Special Education Curriculum & Instruction	6-Jun-2016	Special Education Curriculum and Instruction Support Specialist with Hays CISD
Hester, Janet	*Educational Specialist, TCMPC TEKS Resource System Support	6-Jun-2016	Secondary English, Language Arts and Reading Specialist with ESC-13
Soll, Lisa	Educational Specialist, Science	6-Jun-2016	District Instructional Coach with San Antonio ISD
Wilborn, Sylvia	Educational Specialist, Math	6-Jun-2016	Lead Campus Teacher with Northeast ISD
Smith, (Jennifer) Nicole	Component Director, School and Community Services	5-Jul-2016	Assistant Superintendent with Luling ISD
Joseph, Kelly	Educational Specialist, Special Education Curriculum & Instruction	18-Jul-2016	Teacher with East Central ISD

*New Position

SEPARATIONS (PROFESSIONAL STAFF)

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Patel, Mihir	Java Developer	3-Jun-2016	Resignation
Cantu, Mark	Educational Specialist, School Support	10-Jun-2016	Resignation
Owenby, Drucilla	Educational Specialist, Instructional Designer and Technologist	20-Jun-2016	Resignation
Kelts, Erin	Project Manager, Progress in the General Curriculum Network	23-Jun-2016	Resignation
Bustos, Victoria	Counseling Specialist, Counseling Services	30-Jun-2016	Resignation
Salinas, Carlos	Senior Software Developer	30-Jun-2016	Resignation
Baker, Lisa	Consultant, Business Services	8-Jul-2016	Resignation

PROPOSALS

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

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

- Proposal for Living Science Materials
- Proposal for W-2 Forms
- Proposal for PACE Purchasing Cooperative for Job Order Contracting Estimation Software and Support
- Renewal Proposal for Insurance
- Renewal Proposals for Banners & Promotional Products
- Renewal Proposal for General Maintenance – Repairs

CENTER POLICY UPDATE – Legal

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

BE IT RESOLVED, That the Board of Directors has reviewed the Legal policy additions/ revisions for inclusion in the Center Policy Manual.

FOR INFORMATION ONLY ITEMS

- Investment Report
- Expenditures in Excess of \$25,000
- Accounts Receivable
- State Board for Educator Certification Notification
- Head Start Policy Council Reports
- Executive Director’s Report

EXECUTIVE SESSION - EXECUTIVE DIRECTOR’S EVALUATION AND COMPENSATION

ACTION CONSIDERED IN EXECUTIVE SESSION

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

BE IT RESOLVED, That the Board of Directors approve the continued employment of Dr. Jeff Goldhorn as Executive Director of ESC-20 for the 2016-2017 year. The Board of Directors approves an increase of salary and benefits as presented herein.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:45 p.m.

Approved: Board Chairman

Attested: Board Secretary