

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

August 22, 2018

The Board of Directors of Education Service Center, Region 20 convened in a Board meeting at 2:34 p.m. on Wednesday, August 22, 2018, 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. Eunice Sosa, Member  
Ms. Leticia Bresnahan, Member  
Mr. Thomas Smith, Member  
Mr. Alfredo Segura, Charter Representative

Also present were:

Dr. Jeff Goldhorn, Executive Director  
Dr. Carolyn Castillo, Deputy Director, Administrative & Instructional Services  
Mr. Jeff Stone, Deputy Director, Business & Technology Services  
Ms. Jennifer Carver, Associate Director, Texas Computer Cooperative  
Mr. Paul Patillo, Chief Technology Officer, Technology Services  
Ms. Ann Brownlee, Component Director, Human Resources Services  
Mr. Paul Neuhoﬀ, Component Director, Financial Services  
Mr. Mike Peterson, Component Director, Purchasing & Operation Services  
Ms. Janna Poth, Component Director, Instructional Services  
Ms. Nicole Smith, Component Director, School & Community Services  
Mr. Charles Wimett, Component Director, Consulting Services  
Ms. Jamie Dunevant, Executive Assistant

**MINUTES OF THE JUNE 27, 2018  
MEETING**

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

BE IT RESOLVED, That the Board of Directors approves the minutes of the June 27, 2018 meeting.

**MINUTES OF THE AUGUST 1, 2018  
MEETING**

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

BE IT RESOLVED, That the Board of Directors approves the minutes of the August 1, 2018 meeting.

**AMENDMENTS TO THE 2017-2018  
OFFICIAL BUDGET**

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

BE IT RESOLVED, That the Board of Directors approves the 2017-2018 budget amendments reflected in the agenda.

**ADDITION TO THE SPECIAL  
REVENUE**

Mr. Smith 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 addition to the Special Revenue Fund.

**COMMITMENT OF FUND BALANCE**

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

BE IT RESOLVED that the Board of Directors hereby establishes \$308,782 of non-spendable fund balance and \$16,629,185 in commitments of its General Fund Balance.

**2017-2018 FINAL AMENDED  
OFFICIAL BUDGET**

Ms. Bresnahan 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 2017-2018, ending August 31, 2018.

**2018-2019 PROPOSED OFFICIAL  
BUDGET**

Ms. Sosa made a motion that the following resolution be adopted. Mr. Smith 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, 2018, and ending August 31, 2019, 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-second day of August 2018; 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 2018-2019**

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

BE IT RESOLVED, That the Board of Directors approves the 2018-2019 Salary Schedule in the amount of \$817,370.15 to become effective September 1, 2018 allowing for an approximate 3.0% increase.

Of the 3.0% increase, approximately .13% is being used for benchmarking adjustments due to market conditions and annual individual target pay factors. The remaining, approximately 2.87%, is being allocated to general salary increases for staff.

Also included is an expenditure of up to \$18,350.00 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.

**CONTRACTS OVER \$25,000**

Ms. Bresnahan 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 contracts over \$25,000.

**PERSONNEL – NEW EMPLOYEES**  
**(PROFESSIONAL STAFF)**

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

BE IT RESOLVED, That the Board of Directors confirms the appointment of the new professional staff hired by ESC-20.

**NEW EMPLOYEES (PROFESSIONAL STAFF)**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>PREVIOUS EMPLOYMENT</u></b>
Bermea, Barbara	Manager, Adult Education and Literacy Program	09-Jul-2018	GED/ESL Facilitator, Southwest ISD
Boyd, Justin	Educational Specialist, Math TCMPC TEKS Resource System Support	23-Jul-2018	Adjunct, ESC-20
Corchado, Olymaris	Educational Specialist, School Readiness Coach*	09-Jul-2018	Mentor Teacher, Pre-K 4 SA
Deaver Bybee, Shelly	Educational Specialist, Deaf Education	18-Jun-2018	Teacher for the Deaf, Lockhart ISD
Flores, Lydia C.	Consultant, Business Services, Consulting Services	09-Jul-2018	Accountant, Hidalgo ISD
Hussen, Esehak	Java Developer	09-Jul-2018	Java Developer, K Force
Lopez, Melina	Educational Specialist, School Readiness Coach*	09-Jul-2018	Migrant Tutor (PT), ESC-20
Myers, Jennifer	Educational Specialist, School Readiness Coach*	09-Jul-2018	K-3 Balanced Literacy Implementation Specialist, SAISD
Oujeddi, Fatima	Java Developer	09-Jul-2018	Java Developer, Insight Global
Palacio, Jennifer	Educational Specialist, School Readiness Coach*	09-Jul-2018	Assistant Principal of Instruction, IDEA Monterrey Park Academy
Ramirez, Valerie	Educational Specialist, School Readiness Coach*	09-Jul-2018	Early Childhood Instructional Coach, Harlandale ISD
Salinas, Elizabeth	Educational Specialist, School Readiness Coach*	09-Jul-2018	Academic Dean/Campus Testing Coordinator, Lake View University Prep
Sinclair, Tammie	Educational Specialist, Special Education Curriculum & Instruction	09-Jul-2018	7th/8th Grade Instructional Coach, Uvalde Consolidated ISD

**\*New Position**

**PROPOSALS**

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

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

- Proposal for W-2 Forms
- Proposal for Insurance
- Proposal for General Maintenance - Repairs
- Renewal Proposal for Banners & Promotional Products

**PROPOSAL FOR GENERAL  
CONTRACTOR – 2018 RENOVATIONS,  
EXPANSIONS, AND REPAIRS**

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

BE IT RESOLVED, That the Board of Directors approve the rankings of proposals for General Contractor for the construction of the 2018 Renovations, Expansions and Repairs as recommended by the Executive Director, and delegate the authority to the Executive Director, or his delegate, to negotiate a contract as set out in Texas Government Code section 2269.155 and execute the final contract and any other necessary documents on behalf of the Service Center. The highest ranked contractor is F.A. Nunnelly General Contractors, followed by Guido Brothers Construction Co. If negotiations are unsuccessful with F.A Nunnelly General Contractors, then the Executive Director will begin negotiations with Guido Brothers Construction Co.

**WORKERS' COMPENSATION  
INTERLOCAL PARTICIPATION  
AGREEMENT**

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

BE IT RESOLVED, That the Board of Directors approves the Interlocal Participation for Workers' Compensation coverage and services for 2018-2019 to become effective September 1, 2018.

**INTERLOCAL AGREEMENTS**

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

BE IT RESOLVED, That the Board of Directors approves the Interlocal Agreement.

**CENTER POLICY UPDATE – Legal**

Ms. Sosa made a motion that the following resolution be adopted. Mr. Smith 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.

**CENTER POLICY UPDATE – Local**

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

BE IT RESOLVED, That the Board of Directors has reviewed and approved the Local policy revision(s) and addition(s) for inclusion in the Center Policy Manual.

**FOR INFORMATION ONLY ITEMS**

- Personnel – Separations (Professional Staff)
- Expenditures in Excess of \$25,000
- Investment Report
- Accounts Receivable
- Executive Director's Report

**BOARD VACANCY APPOINTMENT  
PROCESS REVIEW**

Ms. Bresnahan 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 reviewed the process and determined a timeline for appointing vacant positions. (BBB Legal/Local)

**EXECUTIVE SESSION - EXECUTIVE  
DIRECTOR'S EVALUATION AND  
COMPENSATION**

**ACTION CONSIDERED IN EXECUTIVE  
SESSION**

BE IT RESOLVED, That the Board of Directors approve the continued employment of Dr. Jeff Goldhorn as Executive Director of ESC-20 for the 2018-2019 year. The Board of Directors approves an increase of salary and benefits as presented herein.

**ADJOURNMENT**

Adjourned to Executive Session at 4:09 p.m.

Reconvened in Regular Session at 5:11 p.m.

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

There being no further business, Mr. Smith made a motion to adjourn the meeting at 5:14 p.m. Ms. Bresnahan seconded the motion and it carrier unanimously.

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Approved: Board Chairman

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Attested: Board Secretary