

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

October 22, 2014

The Board of Directors of Education Service Center, Region 20 met in regular session at 2:05 p.m. on Wednesday, October 22, 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. Eunice Sosa, 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
Dr. Carolyn Castillo, Component Director, School & Community Services
Ms. Yvette Gomez, Component Director, School Support
Ms. Sherry Marsh, Component Director, Special Education Services
Ms. Carol Morgan, Component Director, Head Start Services
Mr. Paul Neuhoff, Component Director, Financial Services
Mr. Wayne Parker, Component Director, Systems & Operations
Mr. Michael Peterson, Component Director, Technology Development & Facilities Services
Ms. Paula Renken, Senior Field Service Agent
Ms. Katherine Torres-Aguirre, Tri-County Head Start Policy Council Representative
Ms. Jamie Dunevant, Assistant to the Executive Director

MINUTES OF THE AUGUST 27, 2014 MEETINGS

- BUDGET WORK SESSION
- BOARD HEARING
- BOARD MEETING

Mr. Eckel made a motion to approve the following resolution. Ms. Sosa 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 August 27, 2014.

AMENDMENTS TO THE 2014-2015 OFFICIAL
BUDGET

Ms. Sosa 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.

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

Mr. Carlson made a motion to approve the following resolution. Ms. Rodríguez-Dubbery 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>
Buckley, Elaine	*Coordinator I, Adult Education & Literacy Consortium	29-Sep-14	Adjunct Professor with University of the Incarnate Word
Jones, Shannon	Graphic Designer II	11-Aug-14	Unit Coordinator of Graphic Design with Texas Tech University
Schofield, Erin	Consultant, Student Services	02-Sep-14	Data Quality Analyst with San Antonio ISD
Vrzalik, Michael	Educational Specialist, TOPP	29-Sep-14	Instructional Technology Coordinator for Southside ISD

***New Position**

SEPARATIONS (PROFESSIONAL STAFF)

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Brackman-Paniagua, Elizabeth	Educational Specialist, Bilingual/ESL	26-Sep-14	Resignation
Cole, Daniel	Analyst Programmer, Business Services, iTCCS	19-Aug-14	Termination
Martinez, Jennifer	Coordinator III, Head Start	30-Sep-14	Resignation

CONTRACTS OVER \$25,000

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

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

ESC-20 IS PURCHASING THE FOLLOWING CONTRACTS

<u>Agency/School District</u>	<u>Contract Amount</u>	<u>Division</u>
Crisis Prevention Institute Contract – Instructor Certification Program in Nonviolent Crisis September 23 – 26, 2014	\$44,000.00	Administrative and Instructional Services
Education First Consulting, LLC Independent Contractor – Technical Assistance with CTEP September 1 – 30, 2014	\$35,670.00	Administrative and Instructional Services
FocusEduvation, Inc. Tutoring Services to Migrant Program October 2014 – December 2014	\$26,000.00	Administrative and Instructional Services
Denim Group TAS Consulting Fiscal Year 2014 - 2015	\$30,000.00	BHRS
Kolei Group LLC ESC 20 Oracle database and application environments Fiscal year 2014 – 2015	\$57,600.00	BHRS
SAVVY Technology Solutions LLC Contracted Professional Services: September 2, 2014 – August 31, 2015	\$33,500.00	Informational Technology
Sistema Technologies Contracted Professional Services September 2, 2014 – August 31, 2015	\$169,600.00	Informational Technology
Sistema Technologies Provide Contractor s Cobol Developer September 2, 2014 – December 12, 2014	\$39,000.00	Informational Technology
KForce Inc. Provide Contractor – Cobol Programmer September 2, 2014 – December 19, 2014	\$41,600.00	Informational Technology
KForce Inc. Contractor – Cobol Programmer September 2, 2014 – December 19, 2014	\$41,600.00	Informational Technology
escWorks – Region 4 Software and professional contracted services October 2014 – August 2015	\$52,500.00	BHRS

TRI-COUNTY AND BEXAR COUNTY HEAD
START ANNUAL REPORT TO THE PUBLIC FOR
2013-2014

Ms. Sosa 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 has reviewed, provided input and approves the Tri-County and Bexar County Head Start Annual Report to the Public for 2013-2014.

TRI-COUNTY AND BEXAR COUNTY HEAD
START PROGRAM INFORMATION REPORT
SUMMARY

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

BE IT RESOLVED, That the Board of Directors has reviewed, provided input and approves the Tri-County and Bexar County Head Start Program Information Report Summary for 2013-2014.

BEXAR COUNTY HEAD START CONTINUATION
AND TRAINING & TECHNICAL ASSISTANCE
GRANT APPLICATIONS FOR 2015-2016

Ms. Franklin made a motion that the following resolution be approved. Ms. Rodríguez-Dubbery seconded the motion which was unanimously approved

BE IT RESOLVED, That the Board of Directors has provided input and approves the 2015-2016 Bexar County Head Start Program Continuation and Training & Technical Assistance Grant Applications.

**EducationServiceCenter,Region20
Bexar County Head Start Program
Continuation and T & TA Grant Applications
2015 -2016**

The budget supports 40 classrooms for 480 Head Start children 5 school districts at 18 locations.

Projected Total Budget-\$3,516,905

Operational Budget-\$3,477,211

- ISD contracts –salaries and benefits for teachers, assistants, one part-time food service staff, and 17part-time class monitors-\$1,293,600
- Staff salaries& benefits –management team, class monitors, family services associates-\$1,506,460
- General supplies–classrooms, parent centers and office-\$85,000
- Furniture & Equipment-\$5,000
- Student Accident Insurance Policy -\$1,200
- Travel expenses–employee -\$60,000
- Nutrition expenses –meals for staff and volunteers, snacks for children-\$108,000
- Contracted services–dental & medical services, printing, Child Plus, Amplify &Teachscape subscriptions-\$98,000
- Teacher stipends -\$21,000
- Misc. Operating–Child Care Reimbursement, parent reimbursement, etc. -\$4,000
- Project Development-\$73,242
- Contracted Maintenance& Repairs -\$5,000
- Communications -\$1,000
- Building Use-\$58,821
- Network –\$34,295
- Indirect Cost-\$122,593

Training & Technical Assistance Budget-\$39,694

- Contracted services –Professional development, nutrition counseling, CLASS observations, and behavior observations - \$22,500
- Meeting Rooms (in-house)-\$5,000
- Travel Expenses -non-employee & registration fees-\$9,908
- Indirect Cost-\$2,286

ESC-20 BENEFITS COOPERATIVE INTERLOCAL AGREEMENT

Mr. Eckel made a motion that the following resolution be approved. Ms. Sosa seconded the motion which was unanimously approved.

BE IT RESOLVED, That the Board of Directors approves the revised ESC-20 Benefits Cooperative Shared Services Arrangement Interlocal Agreement

PROPOSALS

Ms. Sosa made a motion that the following resolution be approved. Mr. Eckel seconded the motion which was unanimously approved.

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

- Proposal for Electrical & Cabling Service
- Proposal for HVAC & Plumbing Service
- Renewal for Temporary Security Staffing

POLICY UPDATE 19 - LOCAL

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

BE IT RESOLVED, That the Board of Directors has reviews the Local policy additions/revisions and has approved the revisions, additions and deletions of the Local polices for inclusion in the Center Policy Manuel.

FOR INFORMATION ONLY ITEMS

Information was provided on the following items:

- Introduction of Head Start Policy Council Representative
- 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
 - Legislative Recommendation of CSCOPE Audit
 - Rider 39 Report
 - Legislative Session Preparation
 - Acknowledgment of Board Member Service Years - 5 year pin awarded to Mr. Ronnie Eckel and Ms. Kay Franklin.

EXECUTIVE DIRECTOR FORMATIVE EVALUATION

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

BE IT RESOLVED, That the Board of Directors conducted and approved the 2014-2015 Formative Evaluation for Dr. Beard.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:03 p.m.

Board Chair

Board Secretary