

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

August 26, 2015

The Board of Directors of Education Service Center, Region 20 convened in a Board meeting at 6:20 p.m. on Wednesday, August 26, 2015, 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 Fraklin, Secretary
Ms. Irene Rodríguez-Dubberly, Member
Ms. Eunice Sosa, Member
Ms. Beverly Meyer, Member

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 Resources
Dr. Carolyn Castillo, Component Director, School and Community Services
Ms. Yvette Gomez, Component Director, School Support
Ms. Carol Morgan, Component Director, Head Start Services
Mr. Paul Neuhoff, Component Director, Financial Services
Mr. Mike Peterson, Component Director, Technology Development & Facilities Services
Ms. Janna Poth, Component Director, Instructional Services
Ms. Jamie Dunevant, Executive Assistant

PROGRAM HIGHLIGHT – MASTER FACILITY PLAN OVERVIEW

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

MINUTES OF THE JUNE 24, 2015 MEETING

Ms. Rodríguez-Dubberly 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 minutes of the June 24, 2015 meeting.

AMENDMENTS TO THE 2014-2015 OFFICIAL BUDGET

Ms. Sosa made a motion to adopt the following resolution. Ms. Meyer seconded the motion and it carried unanimously.

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

COMMITMENT OF FUND BALANCE

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 hereby establishes \$221,912 for non-spendable fund balance and \$8,489,573 in commitments of its General Fund Balance.

**2014-2015 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 2014-2015 ending August 31, 2015.

2015-2016 OFFICIAL BUDGET

Ms. Sosa made a motion that the following resolution be adopted. Mr. Carlson 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, 2015, and ending August 31, 2016, 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-sixth day of August 2015; and

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

**BBVA COMPASS BANK
RESOLUTION AND SIGNATURE
CARD**

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

BE IT RESOLVED, That the attached Business Resolution from the BBVA Compass is hereby approved and accepted.

**CERTIFICATE OF DEPOSIT
ACCOUNT REGISTRY SERVICE
(CDARS) AUTHORIZATION**

Ms. Rodríguez-Dubberly 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 approves the Certificate of Deposit Account Registry Service (CDARS) Resolution attached.

SALARY SCHEDULE FOR 2015-2016

Ms. Sosa 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 2015-2016 Salary Schedule in the amount of \$850,824.42 to become effective September 1, 2015 allowing for an approximate 3.5% increase, as per Board action taken in the June 2015 Board Meeting.

Of the 3.5% increase, approximately .5% 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 \$25,000 in dedicated fund balance to provide all full-time staff on the salary matrix (pro-rated for part-time staff), with a minimum \$1,000 annualized salary increase, excluding positions which are frozen.

WORKERS' COMPENSATION INTERLOCAL PARTICIPATION AGREEMENT, SEPTEMBER 1, 2015 – SEPTEMBER 1, 2016

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 approves the Interlocal Participation for Workers' Compensation coverage and services for 2015-2016 to become effective September 1, 2015.

CONTRACTS OVER \$25,000

Ms. Sosa 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 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)

NAME	ASSIGNMENT	EFFECTIVE DATE	PREVIOUS EMPLOYMENT
Guadiano, Nanette	Educational Specialist, English, Language Arts & Reading Instructional Coach*	03-Aug-2015	Instructional Reading Coach with Harlandale ISD
Gonzalez, Samuel	Educational Specialist, Transition	27-Jul-2015	Special Education Area Coordinator with Northside ISD
Maness, Joni	Quality Assurance Analyst I	27-Jul-2015	Clinical Information Systems Analyst with UT Medicine
Rayburn, Abigail	Educational Specialist, English, Language Arts & Reading	17-Jul-2015	English 7 Teacher with Northside ISD
Tajonar, Irma	Educational Specialist, Bilingual/ESL*	27-Jul-2015	Curriculum Coordinator with East Central ISD

*New Position

SEPARATIONS (PROFESSIONAL STAFF)

NAME	ASSIGNMENT	EFFECTIVE DATE	REASON
Acosta, Jessica	Educational Specialist, English, Language Arts & Reading	17-Jul-15	Resignation
Dato, Leah	Coordinator II, Head Start Community & Family Services	19-Jun-2015	Resignation
Marschall, Elaine	Educational Specialist, Math	27-Jul-15	Resignation
Martinez, Kimberly	Educational Specialist, Discipline/Behavior	8-Jul-2015	Resignation
Renken, Paula	Senior Field Service Agent	30-Jun-15	Job Eliminated
Turner, Leonard	Educational Specialist, Transition	18-Jun-15	Terminated

PROPOSALS

Ms. Rodríguez-Dubberly 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 Banners & Promotional Products
- Qualifications for Platting and Zoning
- Proposal for W-2 Forms
- Proposal for General Maintenance – Repairs
- Proposal for Insurance
- Renewal Proposal for Janitorial Services
- Proposal for PACE Purchasing Cooperative for Building Maintenance and Repair
- Proposal for PACE Cooperative for Online Retailer

CENTER POLICY UPDATE – Legal

Ms. Meyer 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 has reviewed the Legal policy additions/ revisions for inclusion in the Center Policy Manual.

BOARD LIAISONS FOR HEAD START POLICY COUNCIL

Ms. Sosa 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 Mr. Charles A. Carlson and Ms. Kay Franklin as the Head Start Policy Council Board Liaisons for the 2015-2016 year.

BOARD OF DIRECTORS' MEETING DATES FOR 2015-2016

Ms. Meyer 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 Board meeting dates for 2015-2016.

FOR INFORMATION ONLY ITEMS

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

ADJOURNMENT

There being no further business, the meeting adjourned at 7:31 p.m.

Approved: Board Chairman

Attested: Board Secretary