

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

June 22, 2016

The Board of Directors of Education Service Center, Region 20 met in regular session at 2:01 p.m. on Wednesday, June 22, 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 A. Carlson, Vice Chairman
Ms. Kay Franklin, Secretary
Ms. Irene Rodríguez-Dubberly, Member
Ms. Eunice Sosa, Member
Mr. Tom Winn, Member
Ms. Beverly Meyer, Member

Also present were:

Dr. Jeff Goldhorn, Executive Director
Dr. Carolyn Castillo, 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. Jennifer Carver, Component Director, TxEIS Programing Services
Ms. Mayra De Hoyos, Component Director, Communications and Business Cooperatives
Ms. Briana Garcia, Coordinator I, Human Resource Services
Ms. Harriett Jackson, Component Director, Infrastructure & Network Services
Ms. Sherry Marsh, Component Director, Special Education Support Services
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, Assistant to the Executive Director

OATH OF OFFICE

Ms. Eunice Sosa and Mr. Charles Carlson were administered the Oath of Office.

PROGRAM HIGHLIGHT

Dr. Carolyn Castillo provided an overview of the Adult Education and Literacy Alamo Consortium.

**REORGANIZATION OF THE BOARD FOR
2016-2017**

Mr. Winn made a motion to keep the Board Chairman as Mr. Mike Petter, the Secretary as Ms. Kay Franklin and replace Vice-Chairman with Mr. Charles Carlson. Ms. Sosa seconded the motion and it carried unanimously.

BE IT RESOLVED, That the Board of Directors approves the Board Officers remain the same for 2016-2017. Mr. Mike Petter, Chairman, Mr. Charles Carlson, Vice-Chairman and Ms. Kay Franklin, Secretary.

MINUTES OF THE MAY 4, 2016 MEETING

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

BE IT RESOLVED, That the Board of Directors approves the minutes of the May 4, 2016 Board of Directors meeting.

BOARD MEETING DATES FOR 2016-2017

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

BE IT RESOLVED, That the Board of Directors approves the Board meeting dates for 2016-2017.

AMENDMENTS TO THE 2015-2016 OFFICIAL BUDGET

Mr. Winn 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 2015 – 2016 budget amendments reflected on the chart of the following pages.

ADDITION TO THE SPECIAL REVENUE FUND

Ms. Franklin made a motion to approve the following resolution. Mr. Carlson 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

Ms. Meyer 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.

ESC-20 IS PURCHASING THE FOLLOWING CONTRACTS

<u>Agency/School District</u>	<u>Contract Amount</u>	<u>Division</u>
Visionality Meeting Room Maintenance	\$27,332.60	IT
SHI Government CommVault Software renewal	\$29,913.20	IT
SAVVY Technology Solutions LLC Java developer contractor April 26, 2016 – August 31, 2016	\$42,478.08	IT

PERSONNEL – NEW EMPLOYEES & SEPARATIONS (PROFESSIONAL STAFF)

Mr. Carlson 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 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>
Frankland, Dana	Educational Specialist, Special Education Curriculum and Instruction for Low-Incidence Disabilities	18-Apr-2016	Special Education Life Skills Teacher with East Central ISD

*New Position

SEPARATIONS (PROFESSIONAL STAFF)

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Reason</u>
Tapia, Lesley	Quality Assurance Analyst I	19-Apr-2016	Resignation

PROPOSALS

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

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

- Proposal for Auditor Services
- Proposal for Temporary Labor Services
- Proposal for Speech and Related Services

SUPPLEMENTAL COMPENSATION FOR PROFESSIONAL 2016-2017

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

BE IT RESOLVED, That the Board of Directors approves the Center payment of supplemental compensation (\$250/\$500) to professional, active, contributing TRS members, to become effective September 1, 2016.

SALARY INCREAS FOR 2016-2017

Mr. Winn 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 2016-2017 salary increase of \$812,943.79 with an annual minimum increase of \$1,000 for full-time Center staff (prorated for part-time staff), except for positions which are frozen, to be become effective September 1, 2016.

CENTER CONTRIBUTION TO TRS-ACTIVECARE HEALTH CARE FOR 2016-2017

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

BE IT RESOLVED, that the Board for Directors establish a maximum health care contribution for the employee-only portion per month for 2016-2017 fiscal year of \$341.00 for plan 1-HD participants, \$413.00 for Select Plan participants, and \$551.00 for Plan 2 participants.

GUARANTEED LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

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

BE IT RESOLVED, That the Board of Directors approves providing \$20,000 of Life and Accidental Death and Dismemberment Insurance for employees who regularly work 18.75 hours/week or more, effective September 1, 2016 through August 31, 2019.

HEAD START COLA GRANT APPLICATIONS FOR 2016-2017

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

BE IT RESOLVED, That the Board of Directors has provided input and approves the 2016-2017 Head Start Program COLA Grant Applications.

TRI-COUNTY HEAD START PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

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

BE IT RESOLVED, That the Board of Directors has reviewed, provided input and approves the Tri-County Head Start Program Philosophy, Goals and Objectives for 2016 - 2017.

HEAD START SELF ASSESSMENT SUMMARIES FOR 2015-2016

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

BE IT RESOLVED, That the Board of Directors has reviewed, provided input and approves the Self-Assessment Summaries for Bexar County and Tri-County Head Start programs for 2015-2016.

FOR INFORMATION ONLY ITEMS

Information was provided on the following items:

- Investment Report
- Expenditures in Excess of \$25,000
- 2016-2017 Budget Development
- Head Start Policy Council Report from Policy Council Liaisons
- Accounts Receivable
- 2016-2017 Products and Services Fees
- Executive Director's Report

ADJOURNMENT

There being no further business, the meeting adjourned at 4:19 p.m.

Board Chair

Board Secretary