

Minutes – October 24, 2018

The Board of Trustees Education Service Center, Region 20

A Regular of the Board of Trustees of Education Service Center, Region 20 was held Wednesday, October 24, 2018, beginning at 1:13 PM in the 1314 Hines Avenue, Conference Center, Redbud Room. The Chairman, Mr. Mike Petter, presided and the following members were in attendance:

Mr. Tom Winn, Vice Chairman
Ms. Kay Franklin, Secretary
Ms. Leticia Bresnahan, Member
Mr. Thomas Smith, Member
Ms. Naida Soliz, Member

Also Present were:

Dr. Jeff Goldhorn, Executive Director
Dr. Carolyn Castillo, Deputy Director, Administrative & Instructional Services
Mr. Jeff Stone, Deputy Director, Business & Technology Services
Mr. Paul Patillo, Chief Technology Officer, Technology Services
Ms. Mayra De Hoyos, Coordinator III, Communications
Ms. Briana Garcia, Interim Component Director, Human Resources Services
Ms. Yvette Gomez, Component Director, School Support Services
Ms. Harriett Jackson, Component Director, Infrastructure & Network Services
Ms. Carol Morgan, Component Director, Head Start Services
Mr. Paul Neuhoﬀ, Component Director, Financial Services
Mr. Mike Peterson, Component Director, Purchasing & Operation Services
Ms. Nicole Smith, Component Director, Postsecondary and Student Services
Ms. Jamie Dunevant, Executive Assistant

**1. ADMINISTERING THE OATH
OF OFFICE**

The Oath of Office was administered to Ms. Naida Soliz. She is filling the vacancy left by Mr. Carlson. The term expires May 31, 2019.

**2. PROGRAM HIGHLIGHT -
ADULT EDUCATION &
LITERACY (AEL) ALAMO
CONSORTIUM**

Ms. Kim Vinton and staff provided an overview of the Adult Education & Literacy (AEL) Program.

**3. MINUTES OF THE AUGUST 22,
2018 BUDGET WORK SESSION**

Ms. Bresnahan 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 August 22, 2018 Board of Directors Budget Work Session.

**4. MINUTES OF THE AUGUST 22,
2018 BOARD HEARING**

Mr. Smith 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 minutes of the August 22, 2018 Board of Directors Board Hearing.

5. MINUTES OF THE AUGUST 22, 2018 REGULAR BOARD MEETING

Mr. Smith 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 minutes of the August 22, 2018 Board of Directors meeting.

6. MINUTES OF THE OCTOBER 15, 2018 SPECIAL CALL BOARD MEETING

Ms. Franklin 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 minutes of the October 15, 2018 Board of Directors Special Call Meeting.

7. AMENDMENTS TO THE 2018-2019 OFFICIAL BUDGET

Mr. Winn 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 amendments as presented.

8. PERSONNEL - NEW EMPLOYEES (PROFESSIONAL STAFF)

Ms. Bresnahan made a motion that the following resolution be adopted. Ms. Soliz 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)

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>PREVIOUS EMPLOYMENT</u>
Baker, Lisa	Product Analyst, Business*	20-Aug-2018	Executive Director, Business & Finance, Edgewood ISD
Gonzalez, Peggy	Product Support Specialist, Business*	01-Oct-2018	Director of Purchasing, South San Antonio ISD
Gutierrez, Angie	Accountant, Financial Services Cooperative*	20-Aug-2018	Accountant, ESC-20 (through Burnett Staffing agency)
Shinde, Nilam	.NET Developer	17-Sep-2018	Developer, ESC-20 (through contracted services)

*New Position

9. CONTRACTS OVER \$25,000

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 contracts over \$25,000.

10. BEXAR COUNTY HEAD START CONTINUATION AND TRAINING & TECHNICAL ASSISTANCE GRANT APPLICATIONS FOR 2019-2020

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

BE IT RESOLVED, That the Board of Directors has provided input and approves the 2019-2020 Bexar County Head Start Program Continuation and Training & Technical Assistance Grant Applications.

**11. BEXAR COUNTY HEAD
START PROGRAM
PHILOSOPHY, GOALS, AND
OBJECTIVES**

Mr. Winn 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, provided input and approves the Bexar County Head Start Program Philosophy, Goals and Objectives for 2018 - 2019.

**12. HEAD START SELF-
ASSESSMENT ACTION PLAN**

Mr. Winn 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, provided input and approves the Self-Assessment Action Plan for Bexar County and Tri-County Head Start programs.

13. PROPOSALS

Mr. Petter 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 proposals listed:

- Proposal for Internet Access Services
- Proposal for Living Science Materials
- Renewal Proposal for Temporary Security Staffing
- Renewal Proposal for Janitorial Services

14. INTERLOCAL AGREEMENTS

Ms. Bresnahan 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 Interlocal Agreements.

**15. FOR INFORMATION ONLY
ITEMS**

- A. Head Start Policy Council Report
- B. Head Start Governing Body Roles and Responsibilities Training
- C. Personnel – Separations (Professional Staff)
- D. Expenditures in Excess of \$25,000
- E. Investment Report
- F. Accounts Receivable
- G. Executive Director's Report

**16. EXECUTIVE DIRECTOR
PERFORMANCE
EVALUATION, 2018-2019**

No Action was taken. This topic will be reevaluated and approved at the December 19, 2018 meeting.

17. ADJOURNMENT

There being no further business, Mr. Smith made a motion to adjourn the meeting at 3:31 p.m. Mr. Winn seconded the motion and it carrier unanimously.