

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

December 13, 2017

The Board of Directors of Education Service Center, Region 20 convened in a Board meeting at 2:00 p.m. on Wednesday, December 13, 2017, 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 Franklin, Secretary
Mr. Tom Winn, Member
Ms. Irene Rodríguez-Dubberly, Member
Ms. Beverly Meyer, Member

Also present were:

Dr. Jeff Goldhorn, Executive Director
Mr. Jeff Stone, Deputy Director, Business & Human Resource Services
Dr. Carolyn Castillo, Deputy Director, Administrative & Instructional Services
Ms. Jennifer Carver, Associate Director, Information Technology
Mr. Paul Patillo, Chief Technology Officer
Ms. Ann Brownlee, Component Director, Human Resources
Ms. Yvette Gomez, Component Director, School Support Services
Ms. Lynn Heatherly, Component Director, iTCCS Software Development
Ms. Carol Morgan, Component Director, Head Start Services
Mr. Paul Neuhoff, Component Director, Financial Services
Mr. Wayne Parker, Component Director, Systems & Operations
Mr. Mike Peterson, Component Director, Purchasing & Operation Services
Ms. Janna Poth, Component Director, Instructional Services
Mr. David Rodriguez, Component Director, TxEIS Software Development
Ms. Nicole Smith, Component Director, School and Community Services
Ms. Jamie Dunevant, Executive Assistant
Ms. Melody Bodner, Head Start Policy Council Representative
Mr. Americo Galdeano, Head Start Policy Council Representative

AUDIT PRESENTATION

Ms. Kim Roach with Armstrong, Vaughan & Associates, P.C. provided an overview of the 2016-2017 audit. (Information Only)

MINUTES OF THE OCTOBER 25, 2017 MEETING

Mr. Carlson 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 minutes of the October 25, 2017 Board of Directors meeting.

COMMITMENT OF FUND BALANCE

Ms. Franklin made a motion that the following resolution be adopted. Mr. Winn 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 \$17,934,056 in commitments of its General Fund Balance.

2016-2017 AUDIT REPORT

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

BE IT RESOLVED, That the audit report submitted by Armstrong, Vaughan & Associates, P. C., independent auditors for the Board of Directors for the fiscal year ended August 31, 2017, be and is hereby approved and accepted.

AMENDMENTS TO THE 2017-2018 OFFICIAL BUDGET

Mr. Carlson 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 2017-2018 budget amendments reflected in the agenda.

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.

PERSONNEL – NEW EMPLOYEES (PROFESSIONAL STAFF)

Mr. Carlson 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 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
Bashir, Elora	Manager, Adult Education and Literacy Program	16-Oct 2017	Dean of Academics Islamic School of Irving
Chandran, Anoop	Senior Software Developer	02-Oct-2017	IT Consultant Randstad Technologies
Ellis, Marsha	*Coordinator I, Adult Education and Literacy Program	16-Oct 2017	Faculty Development Specialist Alamo Colleges District
Smith, Michelle	Manager, Adult Education and Literacy Program	16-Oct 2017	Instructor, Adult Education and Literacy Program with ESC-20
Wilson, Pamela	*Field Service Agent, Special Education	16-Oct 2017	Executive Director, Special Programs Pearland ISD

PROPOSALS

Mr. Winn 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 approves the proposals listed:

- Renewal Proposal for Specialty Printing
- Renewal Proposal for Lawn Maintenance
- Renewal Proposal for Mobile Application Development

**BOARD OF DIRECTORS' MEETING DATES
FOR 2017-2018 (Amended)**

Mr. Carlson 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 Board meeting dates for 2017-2018.

2018 BOARD ELECTION

Mr. Winn 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 authorizes the Executive Director to conduct a board election and if the election is uncontested, the Executive Director may determine that no election be held and declare the unopposed candidates elected to office. The Center shall notify the Commissioner of Education of the results of an election, whether contested or uncontested.

FOR INFORMATION ONLY ITEMS

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

ADJOURNMENT

There being no further business, Mr. Winn made a motion to adjourn this meeting. Mr. Carlson seconded the motion and the meeting adjourned at 3:19 p.m.

Approved: Board Chairman

Attested: Board Secretary