

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

October 23, 2013

The Board of Directors of Education Service Center, Region 20 met in regular session at 2:00 p.m. on Wednesday, October 23, 2013 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. Tom Winn, Member
Mr. Charles A. Carlson, Member
Ms. Eunice Sosa, 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 Resource Services
Dr. Carolyn Castillo, Component Director, School & Community Services
Mr. Tom Garner, Component Director, Support Services
Ms. Harriett Jackson, Component Director, Infrastructure & Network Services
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. Janna Poth, Component Director, Instructional Services
Ms. Melisa Joyner, Tri-County Head Start Policy Council Representative
Ms. Jan Dunevant, Assistant to the Executive Director

PROGRAM HIGHLIGHT

Jeff Goldhorn, Tom Garner, Sherry Marsh, Ann Brownlee and Paul Neuhoff outlined the levels and sequence of the Baldrige Performance Excellence Program.

PARTICIPATION IN THE BALDRIGE
PERFORMANCE EXCELLENCE
PROGRAM

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

BE IT RESOLVED, That the Board of Directors approves participation in the Baldrige Performance Excellence Program.

MINUTES OF THE AUGUST 28, 2013 MEETINGS

- BUDGET WORK SESSION
- BOARD HEARING
- BOARD MEETING

Mr. Winn made a motion to approve the following resolution. Mr. Eckel 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 28, 2013.

AMENDMENTS TO THE 2013-2014 OFFICIAL BUDGET

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 approves the 2013-2014 budget amendments.

ADDITION TO SPECIAL REVENUE

Mr. Eckel 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 addition to the Special Revenue Fund.

PERSONNEL – NEW EMPLOYEES & SEPARATIONS (PROFESSIONAL STAFF)

Mr. Winn 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 confirms the appointment of new employees and acknowledges the separation of employment of the professional staff of ESC-20.

NEW EMPLOYEES (PROFESSIONAL STAFF)

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>PREVIOUS EMPLOYMENT</u>
Allen, Shannon	Administrative Specialist, School Leadership	12-Aug-13	Principal with SCUCISD
Arevalo, Stephanie	Accountant, Financial Services Cooperative	30-Sep-13	Chief of Staff with the City of San Antonio
Arrants, Larry	Analyst Programmer, Business Services, iTCCS	09-Sep-13	Contract Programmer with Y&L Consulting
Kommerer, Soujanya	Quality Assurance Analyst II	03-Sep-13	Contractor with Savvy Technology Solutions LLC

SEPARATIONS (PROFESSIONAL STAFF)

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Angle, Linncci	Coordinator I, Accounting	09-Aug-13	Resignation
Botello, Sandra	Educational Specialist, Science	30-Sep-13	Resignation
DeAtley, Michelle	Component Director, Human Resource Services	30-Aug-13	Retirement
Falgoust, Shanna	Educational Specialist, Instructional Designer & Technologist	4-Sep-13	Resignation
Friesenhahn, Cathy A.	Quality Assurance Analyst I	30-Aug-13	Retirement
Hewitt, Deborah	Component Director, School & Community Services	30-Aug-13	Retirement
McLean, Michelle	Coordinator I, Financial Services Cooperative	30-Aug-13	Retirement
Noble, Kimberly	Systems Documentation Analyst I	30-Sep-13	Resignation
Perales, Alma	Educational Specialist, Math	16-Aug-13	Resignation
Shaw, Beverly	Educational Specialist, Food and Nutrition Services	4-Oct-13	Resignation
Webb, Michael	Administrative Specialist, School Leadership	30-Aug-13	Resignation

CONTRACTS OVER \$25,000

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

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

<u>Agency/School District</u>	<u>Contract Amount</u>	<u>Center Component</u>
ESC-20 IS PURCHASING SERVICES ON THE FOLLOWING CONTRACTS		
Texas A&M University of San Antonio Teach 3 college courses to 10 teachers with a non-Early Childhood Education	\$25,363.30	Administrative and Instructional Services
Carolyn Winter RESPD Audio Logical Services	\$30,000.00	Administrative and Instructional Services
Robert Half Technology COBOL Programmer provided for iTCCS Programming (9/3 – 12/20, 2013)	\$39,000.00	Information Technology
SHI Government Solutions Software (Jaspersoft)	\$119,994.00	Information Technology
Sirius Enterprise System Group Hardware Maintenance Renewal for System 3 (9/1/2013 – 7/1/2015)	\$163,171.25	Information Technology
Savvy Technology Solutions LLC COBOL Programmer for iTCCS Programming (9/3 – 12/20/2013)	\$30,058.00	Information Technology
ESCgov, Inc. Lease on CPU/DASD/VTS (36 month lease – 10/13/2013 – 10/31/2016)	\$1,814,697.00	Information Technology
Sirius Computer Solutions, Inc. DASD Hardware Maintenance (3-year contract, Year 2 of 3, 9/1-8/31/2014)	\$28,047.64	Information Technology
Sirius Enterprise System Group SVCS Hardware Maintenance Renewal (9/1/2013-8/31/2014)	\$270,289.35	Information Technology

Sirius Computer Solutions, Inc. IBM Software (Operating System)	\$537,8976.00	Information Technology
IBM Corporation IBM Software (Middleware)	\$392,784.00	Information Technology
Sirius Computer Solutions, Inc. Implementation Services (Data Migration)	\$75,000.00	Information Technology
Sirius Computer Solutions, Inc. Optica Converters and Additional Hardware Components	\$40,825.00	Information Technology
SHI Government Solutions SS for Suse Linux Enterprise Servers (1 year subscription for System A)	\$57,600.00	Information Technology

TRI-COUNTY HEAD START ANNUAL REPORT TO THE PUBLIC FOR 2012-2013

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 has reviewed, provided input and approves the Tri-County Head Start Annual Report to the Public for 2012-2013.

TRI-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 Head Start Program Information Report Summary for 2012-2013.

BEXAR COUNTY HEAD START CONTINUATION AND TRAINING & TECHNICAL ASSISTANCE GRANT APPLICATIONS FOR 2014-2015

Mr. Eckel 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 provided input and approves the 2014-2015 Bexar County Head Start Program Continuation and Training & Technical Assistance Grant Applications.

**Education Service Center, Region 20
Bexar County Head Start Program**

**Continuation and T & TA Grant Applications
2014 - 2015**

The budget supports 42 classrooms for 480 Head Start children 5 school districts at 18 locations.

Projected Total Budget - \$3,291,384

Operational Budget - \$3,251,690

- ISD contracts – salaries and benefits for teachers, assistants, one part-time food service staff, and 17 part-time class monitors - \$1,159,837
- Staff salaries & benefits – management team, class monitors, family services associates - \$1,401,396
- General supplies – classrooms, parent centers and office - \$133,222
- Student Accident Insurance Policy - \$1,500
- Travel expenses – employee - \$60,000
- Nutrition expenses – meals for staff and volunteers, snacks for children - \$224,000
- Contracted services – dental & medical services, printing, GOLD subscription - \$50,000
- Misc. Operating – Child Care Reimbursement, parent reimbursement, etc. - \$4,000
- Contracted Maintenance & Repairs - \$5,000
- Communications - \$1,000
- Building Use - \$52,718
- Network – \$34,682
- Indirect Cost - \$124,335

Training & Technical Assistance Budget - \$39,694

- Contracted services – Professional development, nutrition counseling, CLASS observations, and behavior observations - \$23,401
- Meeting Rooms (in-house) - \$5,000
- Travel Expenses - non-employee & registration fees - \$10,000
- Indirect Cost – \$1,293

PROPOSALS

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 approves the following proposals:

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

POLICY UPDATE 18 – LEGAL & LOCAL

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

BE IT RESOLVED, That the Board of Directors has reviewed the Legal policy additions/ revisions and has approved the revisions, additions, and deletions of the Local policies (Local Update 18 and Local Center) and Exhibits for inclusion in the Center Policy Manual.

INFORMATION ONLY ITEMS

Information was provided on the following items:

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

EXECUTIVE DIRECTOR PRE-CONFERENCE

It was decided to table the Pre-Conference. Board members will review 2012 Annual Evaluation and e-mail suggested changes to Dr. Beard for 2013.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:20 p.m.

Board Chair

Board Secretary