

Region 3 Education Service Center
Board of Director's Meeting
September 7, 2017

The Region 3 Education Service Center Board of Directors met at 11:00 am at the Region 3 Education Service Center, 1905 Leary Lane, Victoria, Texas, on September 7, 2017. The notice of the meeting had been posted in the time and manner required. Mr. Brisco, Chair, called the meeting to order at 11:00 pm and noted the presence of a quorum.

ESC Board Members present:

Mr. Reggie Brisco
Mrs. Sandra Kimball
Ms. Laura Whitson
Mr. Rick Martinez
Mr. Dwight Mutschler
Mrs. Christy Paulsgrove

ESC Board Member absent:

Mrs. Judy Waligura

ESC Administrators present:

Mrs. Charlotte Baker, Executive Director
Mr. Anthony C. Dueser, Deputy Executive Director for Business
Mrs. Mitzi McAfee, Deputy Executive Director for Academic Services
Mrs. Mary Beth Matula, Deputy Executive Director for Technology
Mrs. Laura Ratliff, Director of School Operations/Communications

B. FIRST ORDER OF BUSINESS

Approval of Minutes

The minutes from the June 26, 2017, board meeting had been mailed to the Board members prior to the meeting. Mr. Martinez moved to accept the minutes as presented and Mr. Mutchler seconded the motion. The motion carried unanimously.

Public Hearing

Mitzi did an overview of the ESC year end/performance and what was accomplished for the 2017-18 school year.

E. INFORMATION/DISCUSSION ITEMS

1. Investment Report

The Investment Report as of July 31, 2017, was included in the packet mailed to the Board members prior to the meeting. Mr. Dueser reviewed the pledged securities, cash position report, fund balance and budget status report, the budget comparison reports and the schedule of

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investments. The Executive Director is authorized to cover expenses.

2. Employment/Resignations of Professional Personnel

Charlotte updated the Board regarding employment/resignations of personnel. She informed them of the positions that have been hired due to mandates from TEA.

3. Regional Purchasing Cooperative and Purchasing Cooperative of American Program

Tony gave an overview of bids that have been awarded since the last report.

4. Board Contact Information

Board members reviewed their contact information.

5. Executive Director Report

Charlotte reviewed the Hurricane Harvey update and the daily reporting to TEA regarding districts.

She then gave an update to her business plan and the progress on the Strategic Plan. She also informed the board the information she obtained and results for a salary study that was done to make sure salaries were comparable to the market.

F. CONSENT ACTION ITEMS

1. Consider/Approve Interlocal Agreements and Memoranda of Understanding/Participation with other Regional Education Service Centers and reseller Agreement
2. Consider/Adopt Policy Update 22 Affecting LEGAL/LOCAL Polices
 - BAA (LOCAL) Board of Directors Legal Status – Powers and Duties
 - BBA (LEGAL) Board Members – Eligibility/Qualifications
 - CHF (LEGAL) Purchasing and Acquisition – Independent Contractors
 - CHF (LOCAL) Purchasing and Acquisition – Independent Contractors
 - CM (LEGAL) Instructional Materials
 - CP (LEGAL) Records Management
 - CP (LOCAL) Records Management
 - DBD (LEGAL) Employment Requirements and Restrictions – Conflict of Interest
 - DC (LEGAL) Employment Practices
 - DC (LOCAL) Employment Practices
 - DEBA (LEGAL) Leaves and Absences – Family and Medical Leave
 - DH (EXHIBIT) Employee Standards of Conduct
 - DI (LEGAL) Employee Welfare
 - E (LEGAL) Communications
 - EG (LEGAL) Student Records
 - EG (LOCAL) Student Records
3. Consider/Approve Superior HealthPlan Grant for ECI
4. Consider/Approve 2017-18 ESC Calendar Update
5. Consider/Approve Sponsorships

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Motion: Mrs. Paulsgrove made the motion to approve the consent agenda items as presented. Ms. Whitson seconded the motion. The motion carried unanimously.

G. ACTION ITEMS

1. Consider/Approve Budget Amendments

Tony presented and explained the budget amendments to the board.

Motion: Ms. Whitson made the motion to approve budget amendments as presented. Mr. Mutschler seconded the motion and the motion carried unanimously.

2. Consider/Approve 2017-2018 Center Contribution for Employee Insurance Coverage

Region 3 has previously paid the lowest employee only HD portion of employees insurance. The rate for the employee only HD went up \$10 for 2017-18. The state contributes \$75. If continuing with covering employee only HD portion Region 3 will be responsible for \$276 and \$.72 for the \$15,000 Life insurance.

Motion: Mrs. Paulsgrove made the motion to approve the 2017-2018 Center Contribution of for Employee only Insurance Coverage/Life insurance as presented. Mr. Martinez seconded the motion. The motion carried unanimously.

3. Consider/Approve Job Classifications as presented

As part of employee salaries, job classifications are brought to the board for approval. The new positions added as instructed from TEA were also included.

Motion: Mrs. Kimball made the motion to approve the job classifications for 2017-2018 as presented and Mr. Mutschler seconded the motion. The motion carried unanimously.

4. Consider/Approve Dollar Amount Recommended for the General Pay Increases and/or Pay Adjustments for ESC personnel, if any, for the 2017-2018 fiscal year

Motion: Mr. Martinez made the motion to approve the dollar amount recommended for general pay increases and/or pay adjustments as presented for 2017-2018. Mrs. Paulsgrove seconded the motion. The motion carried unanimously.

5. Consider/Approve Administrators Vehicle Use

Currently, the Service Center provides the Deputy Executive Director, who responds to security issues, a fringe benefit of using a Center-owned vehicle for commuting to and from work. This is a taxable benefit.

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Motion: Mrs. Whitson made the motion to approve the Deputy Executive Directors use of Center-owned vehicle for commuting to and from work. Mrs. Kimball seconded the motion. The motion carried unanimously.

6. Consider/Approve Local Supplement of \$500 for Full-Time Administrators and Personnel excluded in the State Supplement and \$250 for Part-Time not Temporary Employees not Included in the State Supplement Provided the State Continues the State Supplement Program for Education Service Centers

Motion: Mr. Mutschler made the motion to approve the state supplement for administrators and personnel which are excluded as indicated. Mrs. Paulsgrove seconded the motion. The motion carried unanimously.

7. Consider/Approve Capital Improvement Plan for 2017-2018

Tony presented a handout regarding the Capital Improvement Plan for 2017-2018 with a breakdown of upcoming expenses. For 2018, the HVAC system, Network equipment, some small equipment and fleet vehicles plan to be purchased.

Motion: Mrs. Whitson made the motion to approve the Capital Improvement Plan for 2017-2018 as presented. Mrs. Kimball seconded the motion. The motion carried unanimously.

8. Consider/Adopt Budget for 2017-2018

Tony presented the budget information for 2017-2018 to the board. The board has to approve the General Fund.

Motion: Mr. Martinez made the motion to approve the budget as presented for 2017-2018. Mrs. Whitson seconded the motion. The motion carried unanimously.

9. Consider/Approve Awarding of HVAC

Tony reviewed the bid results with the board and recommended to put more details in the bid and rebid for the HVAC system. The bid was not awarded at this time.

H. CLOSED SESSION

Convened into Closed Session at 12:58 p.m.

1. Complete Region 3 Director's Evaluation Document
2. Evaluate Executive Director

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I. RESUME OPEN SESSION

Resumed Open Session at 1:50 p.m.

3. Consider/Approve Executive Director Salary and Benefits for 2017-2018

Mrs. Whitson moved to approve employment of the Executive Director for the 2017-2018 fiscal year. Benefits will include an ESC vehicle to commute to and from work and salary increase to \$160,000. Mr. Mutschler seconded the motion. The motion carried unanimously.

J. ADJOURNMENT

The meeting adjourned at 1:52 p.m.

Chairman of the Board

Secretary

Date