

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

August 23, 2017

The Board of Directors of Education Service Center, Region 20 convened in a Board meeting at 6:07 p.m. on Wednesday, August 23, 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 Fraklin, Secretary
Mr. Tom Winn, Member
Ms. Irene Rodríguez-Dubberly, Member
Ms. Eunice Sosa, Member
Ms. Beverly Meyer, Member
Mr. Alfredo Segura, Charter Representative

Also present were:

Dr. Jeff Goldhorn, Executive Director
Dr. Carolyn Castillo, Associate Director, Administrative & Instructional Services
Mr. Jeff Stone, Associate Director, Business & Technology Services
Ms. Jennifer Carver, Associate Director, Information Technology
Mr. Paul Patillo, Chief Technology Officer
Ms. Ann Brownlee, Component Director, Human Resource Services
Ms. Lynn Heatherly, Component Director, iTCCS Software Development
Ms. Harriett Jackson, Component Director, Infrastructure and Network Services
Ms. Carol Morgan, Component Director, Head Start Services
Mr. Paul Neuhoff, Component Director, Financial Services
Mr. Wayne Parker, Component Director, Systems and Operations
Mr. Mike Peterson, Component Director, Technology Development and Facility Services
Mr. David Rodriguez, Component Director, TxEIS Software Development
Mr. Charles Wimett, Component Director, Consulting Services
Ms. Jamie Dunevant, Executive Assistant

**MINUTES OF THE JUNE 28, 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 June 28, 2017 meeting.

**AMENDMENTS TO THE 2016-2017
OFFICIAL BUDGET**

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

BE IT RESOLVED, That the Board of Directors approves the 2016-2017 budget amendments reflected in the agenda.

**ADDITION TO THE SPECIAL
REVENUE**

Ms. Sosa 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 approve the addition to the Special Revenue Fund.

COMMITMENT OF FUND BALANCE

Mr. Carlson 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 \$143,878 of non-spendable fund balance and \$15,977,442 in commitments of its General Fund Balance.

2016-2017 FINAL AMENDED OFFICIAL BUDGET

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 be, and is hereby, authorized, in accordance with the requirements of applicable state law, to file with the Texas Education Agency an amended budget for Education Service Center, Region 20, for the fiscal year 2016-2017, ending August 31, 2017.

2017-2018 PROPOSED OFFICIAL BUDGET

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 estimates of revenue and expenditures as presented for the fiscal year beginning September 1, 2017, and ending August 31, 2018, are approved and adopted by the Board of Directors as the Official Estimated Budget for said fiscal year for Education Service Center, Region 20 on this the twenty-third day of August 2017; and

BE IT FURTHER RESOLVED, That the expenditures for Education Service Center, Region 20 be contained within the limits of the Estimated Budget.

SALARY SCHEDULE FOR 2017-2018

Ms. Sosa 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 approves the 2017-2018 Salary Schedule in the amount of \$893,004.71 to become effective September 1, 2017 allowing for an approximate 3.4% increase.

Of the 3.4% increase, approximately .4% is being used for benchmarking adjustments due to market conditions and annual individual target pay factors. The remaining, approximately 3%, is being allocated to general salary increases for staff.

Also included is an expenditure of up to \$13,200 in dedicated fund balance to provide all full-time staff on the salary matrix (excluding positions which are frozen; pro-rated for part-time staff), with a minimum \$1,000 annualized salary increase.

WORKERS' COMPENSATION AGREEMENT FOR 2017-2018

Ms. Rodríguez-Dubberly 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 agreement for Workers' Compensation coverage and services for 2017-2018 to become effective September 1, 2017.

CONTRACTS OVER \$25,000

Mr. Winn made a motion that the following resolution be adopted. Ms. Sosa 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)**

Ms. Meyer 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 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>
Ditto, Danny	*Educational Specialist, Special Education Curriculum and Instruction	10-Jul-2017	Campus Testing Coordinator, Edgewood ISD
Qazi, Shahneela	Systems Programmer I, Consulting Services	19-Jul-2017	Database Analyst, Bexar County
Smith, Sherry	Consultant, Business Services	19-Jun-2017	Business Manager, Floresville ISD
Thompson, Leslie	Administrative Specialist, School Leadership	24-Jul-2017	Independent Contractor
Wilson, Allen	*Educational Specialist, Science TCMPS TEKS Resource System Support	12-Jun-2017	Implementation Specialist, San Antonio ISD

*New Position

PROPOSALS

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 proposals listed:

- Proposal for Living Science Materials
- Proposal for PACE Purchasing Cooperative for Telecommunications Data, Network, Security, Equipment, Services and Supplies Proposal for W-2 Forms
- Renewal Proposal for Banners & Promotional Products
- Renewal Proposal for General Maintenance - Repairs
- Renewal Proposal for Insurance

CENTER POLICY UPDATE – Legal

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 has reviewed the Legal policy additions/ revisions for inclusion in the Center Policy Manual.

FOR INFORMATION ONLY ITEMS

- Investment Report
- Expenditures in Excess of \$25,000
- Accounts Receivable
- Personnel - Separations
- Executive Director's Report
- Executive Director's Evaluation

EXECUTIVE SESSION - EXECUTIVE DIRECTOR'S EVALUATION AND COMPENSATION

Adjourned to Executive Session at 8:12 p.m.

Reconvened in Regular Session at 8:41 p.m.

ACTION CONSIDERED IN EXECUTIVE SESSION

Mr. Carlson 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 approve the continued employment of Dr. Jeff Goldhorn as Executive Director of ESC-20 for the 2017-2018 year. The Board of Directors approves an increase of salary and benefits as presented herein.

ADJOURNMENT

There being no further business, Mr. Carlson made a motion to adjourn the meeting at 8:47 p.m. Ms. Franklin seconded the motion and it carrier unanimously.

Approved: Board Chairman

Attested: Board Secretary