

Region 3 Education Service Center
Board of Director's Meeting
August 28, 2019

The Region 3 Education Service Center Board of Directors met at 12:22 pm. at the Region 3 Education Service Center, 1905 Leary Lane, Victoria, Texas, on August 28, 2019. The notice of the meeting had been posted in the time and manner required. Mr. Brisco, Chair, called the meeting to order at 12:22 pm and noted the presence of a quorum.

ESC Board Members present:

Mrs. Sandra Kimball

Mrs. Laura Whitson

Mr. Reggie Brisco

Mr. Anthony C. Dueser

Mr. Dwight Mutschler

Mrs. Judy Waligura

Mrs. Christy Paulsgrove

ESC Administrators present:

Mrs. Charlotte Baker, Executive Director

Mrs. Laura Ratliff, Deputy Executive Director for Business

Mrs. Mary Beth Matula, Deputy Executive Director for Technology

Mrs. Mitzi McAfee, Deputy Executive Director for Academic Services

B. FIRST ORDER OF BUSINESS

Approval of Minutes

The minutes from the June 17, 2019, Board meeting had been mailed to the Board members prior to the meeting. Mr. Mutschler moved to accept the minutes as presented and Mrs. Waligura seconded the motion. The motion carried unanimously.

Public Hearing on Center's Performance

There was no one present for a Public Hearing on the Center's Performance. This performance report was given during the study group meeting earlier in the morning.

E. INFORMATION/DISCUSSION ITEMS

1. Investment Report

The Investment Report as of July 31, 2019, was included in the packet mailed to the Board members prior to the meeting. Mrs. Ratliff reviewed the pledged securities, cash position report, fund balance and budget status report, the budget comparison reports and the schedule of investments. The Executive Director is authorized to cover expenses.

2. Employment/Resignations of Professional Personnel

Charlotte Baker updated the Board regarding employment/resignations of personnel.

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3. Regional Purchasing Cooperative and Purchasing Cooperative of America Program Reports

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

4. Board Contact information

Board member's contact information is included for your information.

5. Executive Director Report

Charlotte informed the board about the following items:

- The ESC is not required to implement HB 2840 for public comment.
- Staff have reviewed accountability data during training this week and have a plan for helping districts with improving performance.
- Clusters are planned with superintendents in September and Charlotte will make them aware of the Client Satisfaction survey input.
- TAESC luncheon in Dallas on September 21st.
- Facility study to determine our needs including property and building will be conducted in 2019-2020.

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 24 Affecting LEGAL/LOCAL Policies
 - AD (LEGAL) Mission/Services
 - BAA (LEGAL) Board of Directors Legal Status - Powers and Duties
 - BAA (LOCAL) Board of Directors Legal Status - Powers and Duties
 - BBB (LEGAL) Board Members: Election and Appointment
 - BBB (EXHIBIT) Board Members: Election and Appointment
 - BBD (LEGAL) Board Members - Training and Orientation
 - BBFA (LEGAL) Ethics: Conflict of Interest Disclosures
 - BBFB (LEGAL) Ethics: Prohibited Practices
 - CAA (LOCAL) Fiscal Management Goals and Objectives - Financial Ethics
 - CBB (LEGAL) Revenue Sources: Federal
 - CBF (LEGAL) Revenue Sources - Investments
 - CH (LEGAL) Purchasing and Acquisition
 - CH (LOCAL) Purchasing and Acquisition
 - CHC (LEGAL) Purchasing and Acquisition: Payment Procedures
 - CL (LEGAL) Buildings, Grounds, and Equipment Management
 - CRD (LEGAL) Insurance and Annuities Management: Health and Life Insurance
 - CRE (LEGAL) Insurance and Annuities Management - Workers' Compensation
 - CRG (LEGAL) Insurance and Annuities Management: Deferred Compensation and

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Annuities

CU (LEGAL) Facilities Construction
CUA (LEGAL) Facilities Construction: Competitive Bidding
CUB (LEGAL) Facilities Construction: Competitive Sealed Proposals
CUC (LEGAL) Facilities Construction: Construction Manager-Agent
CUD (LEGAL) Facilities Construction: Construction Manager-At-Risk
CUE (LEGAL) Facilities Construction: Design-Build Contracts
CUF (LEGAL) Facilities Construction: Job-Order Contracts
DBAA (LEGAL) Employment Requirements and Restrictions: Criminal History and Credit Reports
DBB (LEGAL) Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases
DBD (LEGAL) Employment Requirements and Restrictions: Conflict of Interest
DC (LEGAL) Employment Practices
DH (LEGAL) Employee Standards of Conduct
DH (LOCAL) Employee Standards of Conduct
DH (EXHIBIT) Employee Standards of Conduct
DI (LOCAL) Employee Welfare
EAB (LEGAL) Public Information Program - Access to Public Information
EABB (EXHIBIT) Access to Public Information - Requests for Information
EC (LOCAL) Technology Resources
EE (LEGAL) Use of ESC Facilities by Outside Entities

3. Consider/Approve Sponsorships/Donations
4. Consider/Approve Participation in 2019-2020 TACS Legal Services Program Agreement

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

G. ACTION ITEMS

1. Consider/Approve Budget Amendments

Laura 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. The motion carried unanimously.

2. Consider/Approve Job Classifications as presented

As part of employee salaries, job classifications are brought to the board for approval.

3. Consider/Approve Dollar Amount Recommended for the General Pay Increases and/or Pay Adjustments for ESC personnel, if any, for the 2019-2020 fiscal year

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Charlotte explained that when applying the salary adjustments for the year, the pay grade table shifts by 1% and then the percent increase of 2% is given off of the midpoint of each pay grade so everyone within each paygrade gets the same increase. The total for pay increases is \$169,254.

4. Consider/Approve Administrators Vehicle Use

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

5. 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

Currently, the state did not fund the State supplement. The TEA Commissioner is working with the Governor to include ESCs in the funding. Administrators are recommending to add the state supplement for employee out of local dollars.

Motion: Mrs. Paulsgrove made the motion to approve the job classifications, general pay increases and/or pay adjustments for ESC personnel, administrator vehicle use and the state/local supplement for administrators and personnel. Currently, ECI is not included in the pay increase until the final report is given in October. Ms. Whitson seconded the motion. The motion carried unanimously.

6. Consider/Approve Capital Improvement Plan

Laura presented a handout regarding the Capital Improvement Plan for 2020-2024 and gave an overview of expected capital expenses for the upcoming years.

Motion: Mr. Mutschler made the motion to approve the Capital Improvement Plan for 2020-2024 as presented. Mrs. Kimball seconded the motion. The motion carried unanimously.

7. Consider/Adopt Budget for 2019-2020

Laura presented the budget information for 2019-2020 General, the Food Service and Debt Service Funds to the board. The board has to approve the General Fund. Other funds are included as information only.

Motion: Mrs. Kimball made the motion to approve the budget as presented for 2019-2020. Mrs. Paulsgrove seconded the motion. The motion carried unanimously.

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H. CLOSED SESSION

Convened into Closed Session at 1:23 p.m.

1. Complete Region 3 Director's Evaluation Document
2. Evaluate Executive Director
3. Consider/Approve Executive Director Salary and Benefits for 2019-2020

I. RESUME OPEN SESSION

Resumed Open Session at 2:00 p.m.

Motion: Mr. Mutschler made the motion to approve the Executive Director's salary for 2019-2020 of \$180,000. Also benefits included are TASA membership dues and standard employee benefits. Mrs. Paulsgrove seconded the motion. The motion carried unanimously.

J. ADJOURNMENT

The meeting adjourned at 2:09 p.m.

Chairman of the Board

Secretary

Date