



**Education Service Center Region 12
Board of Directors Meeting
Thursday, April 16, 2020– 10 A. M.
2101 W. Loop 340, Waco, TX 76712**

The Board of Directors of the Education Service Center Region 12 met at 10 a.m. on Thursday, April 16, 2020, via Zoom Meeting.

Board Members Present:

Bill Killian
Rex Daniels
John Turpin
Connie White
Bill Tarleton
Lindy Ermoian
Kerry Hansen

Board Members Absent:

Sarah Lane

Staff Members Present:

Jerry Maze
Terry Marak
Nick Brown
Charlene Simpson
Larry Robinson
Tara Dillard

Staff Members Absent:

The meeting was called to order by Chairman Bill Killian.

Administer Oath of Office to Board Members

Mr. John Turpin and Mr. Rex Daniels were administered the Oath of Office and sworn in to the ESC Region 12 Board of Directors. Ms. Sarah Lane was not present.

Reorganize the ESC Board of Directors

Dr. Maze opened the floor for nominations to reorganize the Board. The motion was made by Rex Daniels to leave the Board as is and it was seconded by Bill Tarleton. The Board of Directors unanimously agreed to approve leaving the Board as is.

Discuss and Consider Approval of Minutes for February 20, 2020 Meeting

There were no corrections to the minutes of the February 20, 2020 meeting and were approved unanimously by the Board.

MOTION: Tarleton

SECOND: Hansen

Discuss and Consider Approval of Financial Reports

Mr. Terry Marak discussed the monthly financial reports, which included the bills paid as of January 31, 2020 and February 29, 2020, the board report as of February 29, 2020, the interest earnings, and cash flow reports. The board unanimously approved all financial reports submitted.

MOTION: Hansen

SECOND: Daniels

Discuss and Consider Approval of Mid-Year Budget Amendment

Mr. Marak presented a mid-year amended budget by fund type and function for fiscal year ending August 31, 2020. The board unanimously approved the mid-year budget amendment.

MOTION: White

SECOND: Turpin

Discuss and Consider Approval of Request for Proposal for Staff Copier/Printers

Mr. Marak explained that our current lease for copiers and printers is expiring. Three local bids were received and scored. TX Document Solutions came in with the best bid therefore it is the recommendation of ESC Region 12 management to accept the 36 month contract from TX Document Solutions. The board unanimously approved TX Document Solutions as the new copier/printer vendor.

MOTION: Hansen

SECOND: Turpin

Discuss and Consider Approval of Request of Proposal for Upward Bound

The Education Service Center Region 12's Upward Bound grant issued an RFP for a summer residential stay for students. Region 12 received one response to the RFP. The bid received was from Baylor University for a two week residential stay that included meeting space, lodging, and meals. Based on this information, ESC Region 12 management requests the Board approve Baylor University for the Upward Bound Residential stay. The Board unanimously approved the bid from Baylor University.

MOTION: Tarleton

SECOND: White

Discuss and Consider Approval of Request for Bank Depository Contract

Mr. Terry Marak asked the Board to postpone this proposal until the June Board meeting. The Board agreed to the postponement of this item.

Discuss and Consider Approval of Request for Qualifications for Audit Engagement Services

Mr. Terry Marak shared that we received three bids for qualifications for Audit Engagement Services. ESC Region 12 management recommends that JRBT Accounting Firm be engaged to do audit services for ESC Region 12 and The Heart of Texas Workforce Commission. The Board unanimously approved engaging the JRBT Accounting Firm services.

MOTION: Daniels

SECOND: Tarleton

Discuss and Consider Approval of Resolution Relating to Emergency Modifications to Existing Policies and the Expenditure of Public Funds during the Governor-Declared State of Disaster

This resolution will give the Executive Director the authority to adjust policy temporarily to avoid conflict of gift of public funds statute should it be needed. The Board unanimously approved the resolution.

MOTION: White

SECOND: Turpin

Receive Instructional Continuity Update

Ms. Charlene Simpson shared the work that our staff is doing during the pandemic. We have a COVID-19 website that has links for parents, teachers and administrators. Our staff are connecting to our clients virtually and assisting them with remote instruction so that they can better serve their students.

Executive Session in Accordance with the Texas School Law Bulletin (Article 551.001)

An executive session was not required for this meeting.

Receive Facilities Report

Mr. Larry Robinson shared that Building 1 and 2 renovations are complete. Renovation for Building 3 has begun and should be completed in the next two weeks. The furniture for Building 3 is on hold due to the current lock down on non-essential businesses.

Receive Personnel Report

Larry Robinson reviewed the Personnel Report with the Board.



Personnel Report

Feb 05, 2020 thru April 06, 2020

Sorted alphabetically by department

<i>Date</i>	<i>Name</i>	<i>Position</i>	<i>Department/Division</i>
New Employees			
3/16/2020	Ana Alvarez	Marketing, Sales & Printing Associate	<i>Customer & Marketing Services</i>
3/23/2020	Patrick Murphy	Director	<i>E-Rate Consulting Services</i>
Employee Changes			
3/1/2020	James Bell	Accountant	Moved to Accountant II from Accountant I <i>(Moved to Exempt Employee from Non-Exempt Business Office)</i>
2/17/2020	Cynthia Wittenburg	Certification Manager/Registration Support	Moved to <i>Business Office</i> from Human Resources/SCL
3/1/2020	Vickye White	E-Rate Coordinator	<i>E-Rate Services - Title Change</i>
3/1/2020	Jeni Janek	Ed Specialist/Coordinator	Moved to <i>Federal Programs</i> from SCL
3/1/2020	Christina Wilhelm	Secretary II	Moved to <i>Federal Programs</i> from SCL
2/10/2020	Lisa Cisneros	Ed Specialist	<i>General Education Services - Moved from 60% Part-Time to 100% Full-Time</i>
3/1/2020	Katie Holcomb	Curriculum Assistant	<i>General Education Services - Title Change</i>
Termination (resignation, retirement, dismissal, etc.)			
3/31/2020	Stephanie Kucera	Director	<i>Superintendent & Campus Leadership</i>
3/23/2020	Aaron Ochoa	Printing & Graphics Associate	<i>Customer & Marketing Services</i>
FMLA			
3/3/2020	Nicole Mishnick	ACE Project Director - Cycle 9	<i>Grant Services</i>
Medical Leave			
Workers Comp			


4-20/HR


4-20/ES

There being no further business the meeting was adjourned.

MOTION: Tarleton

SECOND: White


Bill Killian, Chairman


Sarah Lane, Secretary