



**Education Service Center Region 12  
Board of Directors Meeting  
Thursday, December 14, 2017 - 10 A. M.  
2101 W. Loop 340 – Waco, TX 76712**

The Education Service Center Region 12 Board of Directors met on Thursday, December 14, 2017, at the center, 2101 W. Loop 340, Waco, TX at 10 a.m.

**Board Members Present:**

Joe Pirtle  
Bill Killian  
Connie White  
Alexis Neumann  
Rex Daniels  
John Turpin  
Sarah Lane

**Board Members Absent:**

Bill Tarleton

**ESC Staff Members Present:**

Jerry Maze  
Sharon Henson  
Terry Marak  
Charlene Simpson  
Nick Brown  
Tara Dillard

***Discuss and Consider Approval of Minutes of October 19, 2017***

With no correction to or questions about the minutes of the October 19, 2017 board meeting, the board approved them unanimously.

**MOTION: DANIELS**

**SECOND: KILLIAN**

***Discuss and Consider Approval of Fund Balance Designations and Reservations***

Per the GASB 54 policy, the ESC 12 management proposes the following fund balance assignments:

Non-spendable (Inventories, Prepaid Exps)	\$ <u>56,578</u>
Total Non-Spendable	\$ 56,578

Assigned 3550 (Construction)	\$500,000
Assigned 3570 (Equipment)	\$250,000
Assigned 3590 (Other)	<u>\$100,000</u>
Total Assigned	\$850,000

These assignments are for the 2017-18 fiscal year.

**MOTION: WHITE**  
**SECOND: TURPIN**

***Discuss and Consider Approval of Annual Financial Report from Jaynes, Reitmeier, Boyd & Therrell, P.C.***

*Jaynes, Reitmeier, Boyd & Therrell, P.C.* represented by Diana Ward at the board meeting, audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Education Service Center Region 12, as of and for the year ended August 31, 2017, which collectively comprise the Service Center's basic financial statements. The financial statements are the responsibility of the Center's management. The auditor's responsibility was to express opinions on the financial statements based on the audit.

In the auditors' opinion, the financial statements referred to present fairly, in all material respects, the respective financial position of governmental activities, each major fund, and the aggregate remaining fund information of Education Service Center Region 12 as of August 31, 2017, and the respective changes in financial position, where applicable, cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Detailed signed audit reports are available in the ESC Region 12 Business Office.*** The audit was unanimously approved by the board after Ms. Ward completed her report.

**MOTION: KILLIAN**  
**SECOND: DANIELS**

***Discuss and Consider Approval of Financial Reports***

Mr. Marak discussed the bills paid as of September and October 2017, the board report as of October 31, 2017, the interest earnings report and the cash flow statement. The board unanimously approved all financial reports submitted by Mr. Marak.

**MOTION: TURPIN**  
**SECOND: DANIELS**

***Discuss and Consider Approval to Appoint Primary Submitter Designee for TEA Web Applications***

Dr. Jerry Maze requested that TEA extend the authority issued to ESC 12 staff member, Sharon Henson, User Administrator in the role of Primary Submitter Designee. This will allow her to continue submitting to TEA the requests of staff who want access to TEA web applications. Dr. Maze requested that the Board authorize Sharon Henson to act as executive director

designee for approving staff requests (also referred to as “submitting requests to TEA”) for access to one or more TEA web applications accessed through the TEA Secure Environment (TEASE). This authorization will be valid for the calendar year starting September 2017 through August 2018. The board unanimously approved the request for Mrs. Henson to act as executive director designee for approving staff requests.

**MOTION: WHITE**

**SECOND: LANE**

***Discuss Information Report Regarding Internet Consortium***

Mr. Nick Brown explained that this would be a new way for Region 12 districts to connect to the internet. We are currently in the early stages of gathering information. Bell County Schools are interested and would like us to investigate further.

***Discuss and Consider Approval of BRIC Remodel by Huckabee Architects***

Plans are underway to update the BRIC facility. Huckabee has contributed \$140,000 to cover the cost of materials. Approval is needed from the Board to proceed. The Board unanimously approved to move forward with remodeling the BRIC.

**MOTION: KILLIAN**

**SECOND: TURPIN**

***Discuss and Consider Authorization to Begin Board Election Process***

Dr. Maze informed the board that the *term of office* will expire for the board members listed below:

Bill Killian, Place 1, McLennan County

Joe Pirtle, Place 2, Bell County

Both have agreed to seek re-election.

**MOTION: DANIELS**

**SECOND: TURPIN**

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

An Executive Session was not required for this meeting.

***Receive Building Renovation Report***

Mr. Terry Marak explained that the renovation budget would be \$490,000-\$518,000. The next phase is the bidding process.

*Personnel Report*

Mr. Terry Marak submitted the personnel report to the board.



**Personnel Report**  
*October 7 thru December 5, 2017*

<i>Date</i>	<i>Name</i>	<i>Position</i>	<i>Department/Division</i>
<b>New Employees</b>			
11/27/2017	Jewell Armstrong	Accountant III	Business Services
1/8/2017	Elisa Infante	Accountant III	Business Services
12/5/2017	Samantha Symank	Accountant III	Business Services
11/13/2017	Melissa Witcher	TSDS/PEIMS Analyst	Information Services
<b>Termination (resignation, retirement, dismissal, etc.)</b>			
11/10/2017	Donna Pedigo	Accountant III	Business Services
10/6/2017	Yalonda Weaver	Accountant III	Business Services
10/31/2017	Sarah-Jane Menefee	Digital Media & Publications Specialist	Customer & Marketing Services
10/19/2017	Marilyn Rene Clayton	Manager of Industrial & Community Initiatives	Heart of Texas Workforce Development Board
<b>FMLA</b>			
11/27/2017	Mark Maxey	Building Maintenance Assistant	Building Operations
<b>Medical Leave</b>			
<b>Workers Comp</b>			

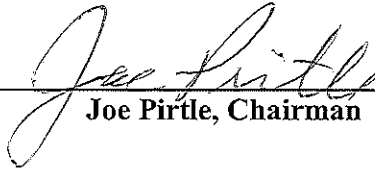
***Receive Informational Reports***

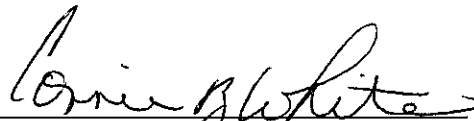
Dr. Maze discussed the upcoming Quality Leadership/Synergy Conference that will take place January 10-12, 2018 in Grapevine. Ms. Charlene Simpson gave a report on TransformEd.

There being no further business the meeting was adjourned.

**MOTION: KILLIAN**

**SECOND: DANIELS**

  
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Joe Pirtle, Chairman

  
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Connie Z. White, Secretary