



**Education Service Center Region 12
Board of Directors Meeting
Thursday, December 17, 2015 - 10 A. M.
2101 W. Loop 340 – Waco, TX 76712**

The Education Service Center Region 12 Board of Directors met on Thursday, December 17, 2015, at the center, 2101 W. Loop 340, Waco, TX at 10 a.m.

Board Members Present:

Bill Killian
Connie White
Clarence Fields
Rex Daniels
John Turpin

Board Members Absent:

Sarah Lane
Joe Pirtle
Alexis Neumann

ESC Staff Members Present:

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

The meeting was called to order by Vice Chairman Bill Killian

Discuss and Consider Approval of Minutes of October 22, 2015

There were two corrections to the October minutes. Alexis Neumann was present at the October board meeting and Connie Z. White's name was listed twice under Board Members Present. The changes were made and the minutes were unanimously approved by the board.

MOTION: DANIELS

SECOND: FIELDS

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>2,955</u>
Total Non-Spendable	\$ 2,955

Assigned (Construction - Roof)	\$200,000
Assigned (Equipment)	\$ 65,000
Assigned (Other)	<u>\$ 50,000</u>
Total Assigned	\$315,000

These assignments are for the 2015-16 fiscal year.

MOTION: FIELDS
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, 2015, 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, 2015, 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: DANIELS
SECOND: WHITE

Discuss and Consider Approval of Financial Reports

Mr. Marak discussed the bills paid as of September and October 2015, the board report as of October 31, 2015, the interest earnings report and the cash flow statement. The board unanimously approved all financial reports submitted by Mr. Marak.

MOTION: TURPIN
SECOND: WHITE

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 2015 through August 2016. The board unanimously approved the request for Mrs. Henson to act as executive director designee for approving staff requests.

MOTION: DANIELS

SECOND: FIELDS

Discuss and Consider Approval of RFP #2015-Roof for Refurbishment or Replacement of Portion of Building 2 Roof

Mr. Larry Robinson presented a proposal to have the roof of building 2 repaired.

MOTION: TURPIN

SECOND: WHITE

Discuss and Consider Policy Review Session Recommendations and Instructions Regarding (LOCAL) Policies

Mr. Larry Robinson explained the local policy changes and how they affect ESC Region 12.

MOTION: FIELDS

SECOND: DANIELS

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:

Connie Z. White, Place 4, Hamilton and Coryell Counties
Clarence Fields, Place 5, Bosque and Hill Counties

Connie Z. White will seek re-election. Clarence Fields will not seek re-election. No motion was required.

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

An Executive Session was not required for this meeting.

Personnel Report

Mr. Larry Robinson submitted the personnel report to the board. The following names were listed on the report:



Personnel Report October 9, 2015 thru December 4, 2015

Name	Position	Department/Division
New Employees		
Sherry McNeil	E-Rate Technical Assistant	E-Rate Consulting Services
Termination (resignation, retirement, dismissal, etc.)		
Bill Tarleton	Director	Special Education Services
FMLA		
Steven Hall	Custodian	Building Operations
Cassie Bianchi	Accountant III	Business Office
Robin Roe	Print Center Manager	Customer & Marketing Support
Tani Menchaca	Migrant Service Coordinator	Federal Programs
Tom Stephens	Skyward Coordinator	Information Services
Marcia Anderson	Project Director	School Support & Grant Services
Teresa Chavez	Education Specialist I	Special Education Services
Medical Leave		
Workers Comp		
Sherry Trainer-Guardiola	Accountant I	Business Office

Receive Informational Reports

Dr. Maze discussed the upcoming Quality Leadership/Synergy Conference that will take place January 13-15, 2016. He also announced that the new Commissioner of Education at TEA is Mike Morath.

There being no further business the meeting was adjourned.

MOTION: WHITE
SECOND: DANIELS



Joe Pirtle, Chairman



Connie Z. White, Secretary