



Education Service Center Region 12  
Board of Directors Meeting  
Thursday, October 22, 2015 – 10 a.m.  
2101 W. Loop 340 – Waco, TX 76712

The Board of Directors of the Education Service Center Region 12 met on Thursday, October 22, 2015, at the center, 2101 W. Loop 340, Waco, TX.

**Board Members Present:**

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

**Board Members Absent:**

**Staff Members Present:**

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

**Staff Members Absent:**

Charlene Simpson

The meeting was called to order by Chairman Joe Pirtle.

***Discuss and Consider Approval of Minutes for August 13, 2015 Meeting***

With no correction to or questions about the minutes of the August 13, 2015 board meeting, the board approved them unanimously.

**MOTION: KILLIAN**  
**SECOND: TURPIN**

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

Mr. Terry Marak discussed the bills paid as of July 31, 2015 and August 31, 2015, the board report, the interest earnings and cash flow reports. All reports were approved unanimously by the board.

**MOTION: FIELDS**  
**SECOND: DANIELS**

***Discuss and Consider Final Budget Amendment for 2014-2015 Fiscal Year***

Mr. Terry Marak presented the board with a copy of the final amended budget by fund type and function for fiscal year ending August 31, 2015. After a brief discussion the board unanimously approved the final budget amendment.

**MOTION: DANIELS**  
**SECOND: NEUMANN**

***Discuss and Consider Approval of the Share the Success Merit Pay System 2014-2015 Recommendation***

Executive cabinet recommended that the Region 12 Share the Success Merit Pay System for 2014-2015 be awarded to eligible employees based on the fact that all center-wide criteria was met.

**MOTION: KILLIAN**  
**SECOND: WHITE**

***Discuss and Consider Approval to Appoint the Human Resources Director as Records Management Officer***

Larry Robinson explained that this appointment was necessary as the last ESC 12 recorded Records Management Officer was George Tibbs. It was recommended that a position be appointed rather than a specific person. The board unanimously approved the appointment of the Human Resources Director as the Records Management Officer for ESC Region 12.

**MOTION: NEUMANN**  
**SECOND: LANE**

***Discuss and Consider Approval of RFP for Child Nutrition Program Chef Consultants***

Mr. Marak explained that it was no longer necessary to send an RFP for this program and would like to delete it from the agenda.

***Discuss and Consider Approval of RFP #2016-1 Community Engagement Software and Process Support***

Mr. Terry Marak explained that this community engagement software could be used for community input in bond proposals. This could be very beneficial to our districts as they can purchase this software through Region 12 without having to complete the RFP process.

**MOTION: DANIELS  
SECOND: FIELDS**

***Discuss and Consider Approval of RFP to Upgrade/Replace Audio Visual Equipment in Lone Star, Brazos, and Independence Meeting Rooms***

Mr. Terry Marak discussed the need to update the equipment in Lone Star, Brazos and Independence and reminded the board that the same upgrade was approved and completed in our larger meeting rooms last year at this time. The bid will be awarded to Azbell Electronics if approved by the board.

**MOTION: TURPIN  
SECOND: WHITE**

***Discuss and Consider Approval of RFP for Telecommunication/Transport Service for EDLINK 12***

Mr. Terry Marak shared that ESC Region 12 purchases broadband internet access for internal and external (districts) purposes. There were 6 responses in regards to the RFP and Mr. Marak recommends that the board approve all 6 broadband internet respondents to better serve our districts individual needs.

**MOTION: FIELDS  
SECOND: NEUMANN**

***Discuss and Consider Approval to Appoint Terry Marak as Alternate Approver in TEAL (TEA Login) for the Texas Student Data Systems (TSDS) and Public Education Information Management System (PEIMS)***

Dr. Maze discussed the importance of naming an alternate approver for TEAL. It will increase the efficiency of the approval process when Dr. Maze is not available to manage the approvals himself. Dr. Maze recommends that the board appoint Terry Marak as the alternate approver. The board unanimously approved the appointment of Terry Marak as alternate approver for TEAL.

**MOTION: LANE  
SECOND: KILLIAN**

***Discuss and Consider Approval of ESC-Initiated (LOCAL) Policies***

Mr. Terry Marak discussed the current CBF (LOCAL): Revenue Sources and Investments with no changes to current policy.

**MOTION: WHITE  
SECOND: TURPIN**

***Executive Session in Accordance with the Texas Government Code (Sec. 551.001)***

An Executive Session was not required for this meeting.



## Receive Personnel Report

The board received the following personnel report from Mr. Larry Robinson:



## Personnel Report

August 3, 2015 thru October 8, 2015

<i>Name</i>	<i>Position</i>	<i>Department/Division</i>
<b>New Employees</b>		
Corey Alexander	Custodian	Building Operations
Jessica Hoppe	Custodian	Building Operations
Elizabeth Arnold	Intern	Customer & Marketing Support
Donna Savage	Director	General Education Services
Suzanne Cope	Secretary III	Human Resources/Customer & Marketing Support/Superintendent & Campus Leadership
Lisa Anderson	Accountant II	Information Services
Laura Lam	Student Services Analyst I	Information Services
Melissa Porter	Accountant III	Information Services
Sherry Adams	Counselor	Personnel on Demand
Mark Pantle	Counselor	Personnel on Demand
Kimberly Patterson	Librarian	Personnel on Demand
Jennifer Decker	GEAR UP Site Facilitator	School Support & Grant Services
Whitney Smith	GEAR UP Site Facilitator	School Support & Grant Services
Morgan Williams	GEAR UP Site Facilitator	School Support & Grant Services
Kaitlyn Simpson	Help Desk/Technician I	Technology Services
Brittany Rawls	Department Assistant	Technology Services/Information Services
<b>Termination (resignation, retirement, dismissal, etc.)</b>		
Jeff Back	Custodian	Building Operations
Wanda Brown	Building Maintenance Assistant I	Building Operations
Johnny Herrera	Custodian	Building Operations
Nancy Dominguez	Ed. Specialist I	Federal Programs
Shari Jones	Student Services Analyst I	Information Services
Collin Shuttlesworth	Intern	Superintendent & Campus Leadership
Clayton Skinner	Intern	Technology Services
<b>FMLA</b>		
Cassie Bianchi	Accountant III	Business Office
Wanda Brown	Building Maintenance Assistant I	Building Operations
<b>Medical Leave</b>		
<b>Workers Comp</b>		
Carie Downes	Director	Federal Programs
Vicky White	E-Rate Specialist	E-Rate Consulting Services

***Receive Informational Reports***

- Quality Leadership and Synergy Conference – Waco – January 13-15, 2016
- AESA Annual Conference – New Orleans – December 2-5, 2015

There being no further business the meeting was adjourned.

**MOTION: KILLIAN**

**SECOND: TURPIN**

  
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*Joe Pirtle, Chairman*

  
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*Connie Z. White, Secretary*