

The Region 4 ESC Board of Directors' Regular Meeting Minutes
October 20, 2020
Board Room, Region 4 Education Service Center
7145 West Tidwell Road
Houston, Texas 77092

The Region 4 Education Service Center (Region 4) Board of Directors met in a Regular meeting on October 20, 2020, at 11:00 a.m. Due to health and safety concerns related to the COVID-19 coronavirus, this meeting was conducted by videoconference. The following Board Members were in attendance: Mrs. Scotty Bass, Dr. Hugh Hayes, Dr. Duncan Klusmann, Mrs. Carmen Moreno, Dr. Kirk Lewis, and Mr. Andy Reyes. Mrs. Linda Tinnerman was absent.

Staff members in attendance included: Dr. Pam Wells, Dr. Kelly Ingram, Dr. Robby McGowen, Mr. Robert Zingelmann, and Ms. Kristi Hernandez.

Kate Mejia served as recording secretary.

1. General Items

- A. The meeting was called to order at 11:01 a.m. by Mrs. Scotty Bass, Chair.
- B. The invocation was led by Dr. Kirk Lewis. The pledges of allegiance were led by Mrs. Carmen Moreno.
- C. There were no comments from the public.
- D. Dr. Pam Wells reviewed the top selling products, total professional development sessions held, total virtual meetings and webinars held, technical assistance hours provided, Operation Connectivity participation, and personal protective equipment distribution in the presentation of Region 4 By the Numbers. Dr. Wells also shared the final results of the newly completed outdoor workspace construction project.

2. Reports/Information Items

- A. Dr. Robby McGowen shared the report on personnel matters, including employment, retirement, and termination of full-time or part-time employees.
- B. Dr. Robby McGowen presented the report on Region 4 Educator Certification interlocal agreements.
- C. Mr. Robert Zingelmann shared the report on public agencies utilizing National IPA/Region 4 Education Service Center (ESC) contracts.

3. Consent Agenda

Mrs. Scotty Bass recommended that Items 3A-1, 3A-2, 3B-1, 3B-2, and 3C-1 be presented, reviewed, and handled in one motion, one second, and one vote.

A. Administration

- 3A-1 Approval of the minutes of the Regular Meeting on August 25, 2020.
- 3A-2 Approval and adoption on second reading of the Localized Policy Manual Update 25 prepared by Texas Association of School Boards (TASB) Policy Services. Affected policies include:

ATTN (NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

A (LEGAL) BASIC FOUNDATIONS

AD (LEGAL) MISSION/SERVICES

ADA (LEGAL) MISSION/SERVICES: MENTAL HEALTH

AE (LEGAL) ACCOUNTABILITY

AF (LEGAL) ACCESS TO PROGRAMS, SERVICES, AND ACTIVITIES

B (LEGAL) GOVERNANCE

BBA (LEGAL) BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

BBD (LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

BBE (LEGAL) BOARD MEMBERS - AUTHORITY

BBE (LOCAL) BOARD MEMBERS - AUTHORITY

BBFA (LEGAL) ETHICS: CONFLICT OF INTEREST DISCLOSURES

BBI (LEGAL) BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

BBI (LOCAL) BOARD MEMBERS - TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

BDD (LOCAL) BOARD ORGANIZATION - ATTORNEY

BE (LEGAL) BOARD MEETINGS

BE (LOCAL) BOARD MEETINGS

BF (LOCAL) BOARD POLICIES

BJA (LOCAL) EXECUTIVE DIRECTOR - QUALIFICATIONS AND DUTIES

BJCD (LOCAL) EXECUTIVE DIRECTOR - EVALUATION

CBB (LEGAL) REVENUE SOURCES: FEDERAL

CBC (LEGAL) REVENUE SOURCES: GRANTS AND/OR CONTRACTS

CBF (LEGAL) REVENUE SOURCES: INVESTMENTS

CBF (LOCAL) REVENUE SOURCES - INVESTMENTS

CFAA (LEGAL) PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS

CH (LEGAL) PURCHASING AND ACQUISITION

CH (LOCAL) PURCHASING AND ACQUISITION

CI (LEGAL) PROPERTY DISPOSAL

CI (LOCAL) PROPERTY DISPOSAL

CKD (LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY

CN (LEGAL) TRANSPORTATION MANAGEMENT

CP (LEGAL) RECORDS MANAGEMENT

CR (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT

CRD (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

CRF (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: UNEMPLOYMENT INSURANCE

CRG (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: DEFERRED COMPENSATION AND ANNUITIES

CT (LEGAL) FACILITIES PLANNING

CU (LEGAL) FACILITIES CONSTRUCTION

CV (LEGAL) RENTING OR LEASING FACILITIES

- D (LEGAL) PERSONNEL
- DAA (LEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY
- DBAA (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CRIMINAL HISTORY AND CREDIT REPORTS
- DBAA (EXHIBIT) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CRIMINAL HISTORY AND CREDIT REPORTS
- DC (LEGAL) EMPLOYMENT PRACTICES
- DC (LOCAL) EMPLOYMENT PRACTICES
- DEA (LOCAL) COMPENSATION AND BENEFITS - SALARIES, WAGES, AND STIPENDS
- DEB (LEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES
- DEB (LOCAL) COMPENSATION AND BENEFITS - LEAVES AND ABSENCES
- DEBA (LEGAL) LEAVES AND ABSENCES: FAMILY AND MEDICAL LEAVE
- DG (LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES
- DH (LEGAL) EMPLOYEE STANDARDS OF CONDUCT
- DHC (LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION
- DHD (LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY
- E (LEGAL) COMMUNICATIONS
- EA (LEGAL) PUBLIC INFORMATION PROGRAM
- EAB (LEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION
- EABB (LEGAL) ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION
- EABB (LOCAL) ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION
- EC (LEGAL) TECHNOLOGY RESOURCES
- EC (LOCAL) TECHNOLOGY RESOURCES
- ECA (LEGAL) TECHNOLOGY RESOURCES: CYBERSECURITY
- ECCA (LOCAL) TECHNOLOGY RESOURCES - CYBERSECURITY
- ED (LEGAL) RELATIONS WITH OTHER GOVERNMENTAL ENTITIES
- B. Business Office
 - 3B-1 Approval of budget amendments
 - 3B-2 Approval of Fiscal Year 2020-2021 Financial Status Recap Report as of September 30, 2020, and Investment Portfolios as of August 31, 2020 and September 30, 2020.
- C. National Intergovernmental Purchasing Alliance Company (National IPA)
 - 3C-1 Approval of one year annual renewal contracts for the following companies:

March 2021

- FleetCor Technologies Operating Company, LLC dba Fuelman
- DIRT Environmental Solutions, Inc.
- Trendway Corporation
- Fellows, Inc. dba ESI Ergonomic Solutions
- The HON Company, LLC
- Krueger International, Inc.
- VARIDESK, LLC
- Anixter, Inc. (Cabling and Networking Products & Solutions)
- NeedThese
- Accruent, LLC
- Dude Solutions, Inc.
- K12 Insight (Zarca Interactive, Inc.)
- UNIGLOBE Travel Designers

April 2021

- AutoZone Parts, Inc. (“AutoZone”)
- RPS Holdings, Inc.
- BCI Burke Company, LLC
- Landscape Structures, Inc.
- Play & Park Structures
- Playcraft Systems, a Playcore Company
- Corby Energy Services, Inc.
- SAK Construction, LLC
- Daktronics, Inc.

May 2021

- AstroTurf Corporation
- FieldTurf USA, Inc.
- Robertson Industries

June 2021

- Anixter, Inc. (Security System Services)
- Convergent Technologies, LLC (Security System Services)
- Schneider Electric (Security System Services)
- Amplexor, Inc.
- Language Line Services, Inc.
- Lionbridge Global Solutions II, Inc.
- MasterWord Services, Inc.
- Webbco Enterprises, LLC dba Visual Communication Services
- Trusted Capital Group (formerly TCG Consulting, LP)
- Convergent Technologies, LLC (Facility Technology Integration)
- Schneider Electric (Facility Technology Integration)
- Continental Flooring Company
- Mohawk Carpet Distribution, Inc.
- Tarkett USA, Inc. (formerly Tandus Centiva US, LLC)
- Pocket Nurse Enterprises, Inc. DBA Pocket Nurse

- School Specialty, Inc. DBA Frey Scientific, LLC

A motion was made by Dr. Kirk Lewis and seconded by Dr. Hugh Hayes to approve all consent agenda items as presented. The motion carried unanimously.

4. Action Items

A. Administration

- 4A-1 A motion was made by Dr. Hugh Hayes and seconded by Mrs. Carmen Moreno to approve the 60-month lease agreement for the Xerox DPS288 printers for an annual cost not to exceed \$132,000 per Omnia Partners Contract R191104. Dr. Robby McGowen reviewed information regarding the approval of Xerox lease agreement for black and white printers. The motion carried unanimously.
- 4A-2 A motion was made by Dr. Kirk Lewis and seconded by Dr. Hugh Hayes to approve authorization of the Executive Director or designee to enter into the purchase agreement of Edthena licenses from R3 Collaboratives and the option of three one-year renewals not to exceed \$170,000 annually. Dr. Robby McGowen reviewed information regarding the purchase of Edthena licenses from R3 Collaboratives. The motion carried unanimously.
- 4A-3 A motion was made by Mrs. Carmen Moreno and seconded by Dr. Hugh Hayes to approve the interlocal agreement between Education Service Center, Region 20 and Region 4 Education Service Center and authorize the Executive Director or designee to negotiate final terms and enter into the agreement for project management and the development of products for the state network for another one-year term with the option of three (3) one-year renewals. Dr. Kelly Ingram reviewed information regarding the approval of Interlocal Agreement between Education Service Center, Region 20 and Region 4 Education Service Center for project management and the development of products for the state network. The motion carried unanimously.
- 4A-4 A motion was made by Dr. Hugh Hayes and seconded by Dr. Kirk Lewis to approve on first reading Localized Policy Manual Update 26 as prepared and presented by Texas Association of School Boards (TASB) Policy Services. Dr. Robby McGowen reviewed information regarding the approval on first reading the Localized Policy Manual Update 26 prepared by Texas Association of School Boards (TASB) Policy Services. Affected policies include:

ATTN (NOTE) GENERAL INFORMATION ABOUT THIS UPDATE
 BED (LOCAL) BOARD MEETINGS: PUBLIC PARTICIPATION
 D (LEGAL) PERSONNEL
 DAA (LEGAL) EMPLOYMENT OBJECTIVES: EQUAL
 EMPLOYMENT OPPORTUNITY
 DAA (LOCAL) EMPLOYMENT OBJECTIVES: EQUAL
 EMPLOYMENT OPPORTUNITY

DAA (EXHIBIT) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY
 DGBA (LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES
 DHA (LEGAL) EMPLOYEE STANDARDS OF CONDUCT: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
 DHA (LOCAL) EMPLOYEE STANDARDS OF CONDUCT: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
 DHA (EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
 E (LEGAL) COMMUNITY AND TECHNOLOGY
 EF (LOCAL) PUBLIC COMPLAINTS
 EG (LEGAL) STUDENT RECORDS
 EG (LOCAL) STUDENT RECORDS
 F (LEGAL) STUDENTS
 FA (LEGAL) STUDENT RECORDS
 FA (LOCAL) STUDENT RECORDS
 FBA (LEGAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
 FBA (LOCAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
 FC (LOCAL) STUDENT COMPLAINTS

The motion carried unanimously.

B. Business

4B-1 A motion was made by Mrs. Carmen Moreno and seconded by Dr. Kirk Lewis to approve Board Policy CBF (LOCAL) Revenue Sources Investments as presented. Mr. Robert Zingelmann presented information regarding the Board Policy CBF (LOCAL) Revenue Sources Investments. The motion carried unanimously.

5. Closed Session

Mrs. Scotty Bass requested a motion to enter into Closed Session. A motion was made by Dr. Hugh Hayes and seconded by Dr. Kirk Lewis to enter into Closed Session to discuss goals, evaluation, and compensation for the Executive Director [Tex. Gov. Code §551.074]. The motion carried unanimously. The Board entered Closed Session at 11:34 a.m. A motion was made by Mrs. Carmen Moreno and seconded by Dr. Kirk Lewis to reconvene the Board Meeting. The Board reconvened at 12:00 p.m.

6. Adjournment

There being no further business, a motion was made by Dr. Hugh Hayes and seconded by Mr. Andy Reyes to adjourn the meeting. Mrs. Scotty Bass adjourned the meeting at 12:01 p.m.



Chair



Secretary