

The Region 4 ESC Board of Directors' Regular Meeting Minutes
August 24, 2021
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 August 24, 2021, at 11:00 a.m. Due to health and safety concerns related to the COVID-19 coronavirus, this meeting was conducted in person and by videoconference. The following Board Members were in attendance in person: Scotty Bass, Mrs. Linda Tinnerman, Dr. Hugh Hayes, Mr. Victor White, Mrs. Carmen Moreno, and Mrs. LaVerie Wise. Ms. Lalla Morris attended by video conference. Mr. Andy Reyes 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 11:02 a.m. by Mrs. Scotty Bass, Chair.
- B. The invocation was led by Mrs. Carmen Moreno. The pledges of allegiance were led by Mrs. LaVerie Wise.
- C. There were no comments from the public.
- D. Dr. Wells shared with the Board that Region 4 will continue to partner with Harris County Public Health and 17 other providers to assist school districts with hosting vaccination clinics. Since May of this year 261 vaccination clinics have been held with a total of 17,473 doses administered. Dr. Wells also shared that the Special Education Solutions Emotional Wellness and Counseling team has provided 436 counseling hours to students and staff members in Santa Fe ISD and served 349 students, staff, and family members as a part of the VOCA grant during this previous school year and summer. Special Education Solutions is also engaging in a new partnership with Texas Health and Human Services for a Resilient Youth, Safer Schools (RYSE) project, which is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). Additionally, more than 140 school staff members and 77 administrators attended our annual summer Resiliency Conference to focus on student and staff mental health and wellness activities. Lastly it was shared that between August 6 and August 20, Region 4 staff members had the opportunity to donate school supplies to our adopted school, Holbrook Elementary School. Region 4 donated more than 25 boxes of school supplies.

2. Reports/Information Items

- A. Dr. Pam Wells and cabinet members shared information on the 2020-2021 Regional Education Service Center Performance Standards and Indicators Report.
- B. Dr. Pam Wells shared the report on Region 4 Employee Satisfaction Survey.

- C. Dr. Robby McGowen shared the report on personnel matters, including employment, retirement, and termination of full-time or part-time employees.
- D. 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 June 29, 2021.

3A-2 Approval and adoption on second reading of the Localized Policy Manual Update 27 prepared by Texas Association of School Boards (TASB) Policy Services. Affected policies include:

ATTN (NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

BE (LEGAL) BOARD MEETINGS

BF (LOCAL) BOARD POLICIES

CBB (LEGAL) REVENUE SOURCES: FEDERAL

CKA (LEGAL) SAFETY PROGRAM/RISK MANAGEMENT:

INSPECTIONS

CRE (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT:

WORKERS' COMPENSATION

CW (LEGAL) INTELLECTUAL PROPERTY

CW (EXHIBIT) INTELLECTUAL PROPERTY

D (LEGAL) PERSONNEL

DAA (LEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

DBAA (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PREEMPLOYMENT REVIEWS

DC (LEGAL) EMPLOYMENT PRACTICES

DG (LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

DH (EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT

DHA (LEGAL) EMPLOYEE STANDARDS OF CONDUCT: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DHD (LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

DMD (LOCAL) PROFESSIONAL DEVELOPMENT: PROFESSIONAL MEETINGS AND VISITATIONS

EA (LEGAL) PUBLIC INFORMATION PROGRAM

EABB (EXHIBIT) ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION

EC (LEGAL) TECHNOLOGY RESOURCES

ECA (LEGAL) TECHNOLOGY RESOURCES: CYBERSECURITY

ED (LEGAL) RELATIONS WITH OTHER GOVERNMENTAL ENTITIES

FA (LEGAL) STUDENT RECORDS

FBA (LEGAL) STUDENT WELFARE: FREEDOM FROM
DISCRIMINATION, HARASSMENT, AND RETALIATION

B. Business Office

3B-1 Approval of budget amendments.

3B-2 Approval of Fiscal Year 2020-2021 Financial Status Recap Report as of July 31, 2021, and Investment Portfolios as of June 30, 2021 and July 31, 2021.

C. National Intergovernmental Purchasing Alliance Company (National IPA)

3C-1 Approval of one year annual renewal contracts for the following companies:

February 2022

- Canon Solutions America, Inc.
- HP, Inc.
- Lexmark International, Inc.
- Office Depot, Inc.
- Toshiba America Business Solutions, Inc.
- Xerox Corporation
- Honeywell International Inc.
- RL National Roofing Partners, LLC dba National Roofing Partners 'NRP'
- RoofConnect Logistics, Inc. dba RoofConnect
- Weatherproofing Technologies, Inc.
- RAE Security
- Homecare Products Inc. dba EZ-Access
- Hydro Extrusion Delhi LLC dba REDD Team by Hydro
- CKEP, LLC
- National Restaurant Supply Co., Inc.

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

4. Action Items

A. Administration

4A-1 A motion was made by Mr. Victor White and seconded by Mrs. LaVerie Wise to approve the 2021–2022 Center-wide Goals as submitted. Dr. Pam Wells presented information regarding the 2021–2022 Center-wide Goals. The motion carried unanimously.

4A-2 A motion was made by Mrs. Carmen Moreno and seconded by Dr. Hugh Hayes to approve and adopt on first reading Board Policy CB (LOCAL): REVENUE SOURCES as submitted and reviewed by TASB Policy Services. Dr. Robby McGowen presented information regarding the approval and adoption on first reading Board Policy CB (LOCAL):

REVENUE SOURCES as submitted and reviewed by TASB Policy Services. The motion carried unanimously.

4A-3 A motion was made by Mr. Victor White and seconded by Mrs. Linda Tinnerman to approve the resolution authorizing the administration to allow 80 hours of local sick leave for employees in accordance with the original terms of the Family First Coronavirus Response Act through December 31, 2021. Dr. Robby McGowen presented information on the approval of resolution authorizing the administration to allow 80 hours of local sick leave for employees in accordance with the original terms of the Family First Coronavirus Response Act. The motion carried unanimously.

B. Business

4B-1 A motion was made by Dr. Hugh Hayes and seconded by Mrs. LaVerie Wise to approve the proposed FY 2021-2022 budget beginning September 1, 2021 as presented. Mr. Robert Zingelmann presented information regarding the proposed FY 2021-2022 budget. The motion carried unanimously.

4B-2 A motion was made by Mrs. Carmen Moreno and seconded by Mrs. Linda Tinnerman to approve the Resolution to designate General Fund Balance commitments as presented. Mr. Robert Zingelmann presented information on the approval of Board Resolution to designate General Fund Balance commitments. The motion carried unanimously.

4B-3 A motion was made by Mrs. Linda Tinnerman and seconded by Mrs. LaVerie Wise to approve the premium for property, windstorm and equipment breakdown insurance as presented. Mr. Robert Zingelmann reviewed information about the premium for property, windstorm and equipment breakdown insurance. The motion carried unanimously.

C. National Intergovernmental Purchasing Alliance Company (National IPA)

4C-1 A motion was made by Mrs. LaVerie Wise and seconded by Mrs. Carmen Moreno to approve a three (3) year contract with the option of two (2) one- year renewals for facilities health consulting, quality assurance, management, and additional products and services as presented. Mr. Robert Zingelmann reviewed information regarding the contract award for facilities health consulting, quality assurance, management, and additional products and services. Administration recommended contract award to Intertek. The motion carried unanimously.

5. Closed Session

It was determined a Closed Session was not needed.

6. Adjournment

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

Margaret L. Bass

Chair

Linda Innerman

Secretary