

**The Region 4 ESC Board of Directors' Regular Meeting Minutes**  
**December 15, 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 December 15, 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. Kirk Lewis, Dr. Duncan Klussmann, and Mrs. Linda Tinnerman. Mrs. Carmen Moreno and Mr. Andy Reyes were 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 11:00 a.m. by Mrs. Scotty Bass, Chair.
- B. The invocation was led by Mrs. Linda Tinnerman. The pledges of allegiance were led by Dr. Hugh Hayes.
- C. There were no comments from the public.
- D. Dr. Wells shared with the Board that INSPIRE Texas was featured in TEA's November edition of the Educator Preparation newsletter for the Science of Teaching Reading series of online courses that was developed in collaboration with Reading/Language Arts Solutions and Publishing & Digital Learning Solutions. She also shared that Instructional Services is hosting conferences using specialized online platforms to help ensure participants have an enriching and rewarding virtual experience. Some conferences are posting their highest attendance numbers ever recorded. Lastly, she shared that we have received an additional five semi-truckloads full of reusable masks to distribute to Region 4 school districts, charter schools, and private schools.
- E. Mr. Greg Peterson and Ms. Rawan Sakatan, Weaver and Tidwell, L.L.P., presented the special recognition for Certificate of Achievement for Excellence in Financial Reporting from GFOA and the Certificate of Excellence in Financial Reporting from the ASBO. This is the 26<sup>th</sup> consecutive year Region 4 ESC has earned a financial reporting award from the Government Finance Officers Association (GFOA) of the United States and Canada and the Association of School Business Officials (ASBO) International for the Comprehensive Annual Financial Report (CAFR).

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 October 20, 2020.
- 3A-2 Approval and adoption on second reading of 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

B. Business Office

- 3B-1 Approval of budget amendments

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

C. National Intergovernmental Purchasing Alliance Company (National IPA)

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

April 2021

- Landscape Structures, Inc.

June 2021

- Lionbridge Global Solutions II, Inc.
- Crabtree Interpreting Services

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 Dr. Kirk Lewis to approve the Board of Directors' Election Order and Notice for the March 1, 2021 to April 5, 2021 election for Place 5, Place 6, and Place 7 as submitted. The motion carried unanimously.

4A-2 A motion was made by Dr. Kirk Lewis and seconded by Dr. Hugh Hayes to authorize the Executive Director or designee to negotiate final terms and purchase outsourced printing services from an awarded provider for a price not to exceed \$400,000. Dr. Robby McGowen shared information on the authorization of purchase of outsourced printing services. The motion carried unanimously.

4A-3 A motion was made by Dr. Kirk Lewis and seconded by Dr. Hugh Hayes to approve the resolution authorizing the administration to allow an extension of local sick leave for employees in accordance with the terms of the Family First Coronavirus Response Act through August 31, 2021. Dr. Pam Wells presented information regarding approval of resolution authorizing the administration to allow an extension of local sick leave for employees in accordance with the terms of the Family First Coronavirus Response Act. The motion carried unanimously.

B. Business

4B-1 [This item was moved to follow 1E]  
Mrs. Scotty Bass asked Board Members' agreement to move this agenda item to coincide with 1E-Special Recognition.

A motion was made by Dr. Duncan Klussmann and seconded by Dr. Hugh Hayes to approve the Comprehensive Annual Financial Report (CAFR) for the year ending August 31, 2020, as presented. Mr. Robert

Zingelmann and Mr. Greg Peterson and Ms. Rawan Sakatan, Weaver and Tidwell, L.L.P., presented information regarding the Comprehensive Annual Financial Report (CAFR) for the year ending August 31, 2020. The motion carried unanimously.

C. National Intergovernmental Purchasing Alliance Company (National IPA)

4C-1 A motion was made by Dr. Hugh Hayes and seconded by Dr. Kirk Lewis to approve a three (3) year contract with the option of two (2) one-year renewals for athletic, physical education supplies, and team uniforms as presented. Mr. Robert Zingelmann reviewed information about the contract award for athletic, physical education supplies, and team uniforms. Administration recommended contract award to School Specialty, Inc. 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 consult with Board attorney related to Policy BBB: Board Members –Election and Appointment [Tex. Gov. Code §551.071]. The motion carried unanimously. The Board entered Closed Session at 11:48 a.m. A motion was made by Dr. Hugh Hayes and seconded by Dr. Kirk Lewis to reconvene the Board Meeting. The Board reconvened at 11:59 a.m.

6. Adjournment

There being no further business, a motion was made by Mrs. Linda Tinnerman and seconded by Dr. Hugh Hayes to adjourn the meeting. Mrs. Scotty Bass adjourned the meeting at 12:00 p.m.



Chair



Secretary