

TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED
FINANCE COMMITTEE MEETING MINUTES

February 3, 2023

Call to Order

Lee Sonnenberg called the regularly scheduled meeting of the Finance Committee to order at 8:01 a.m. on February 3, 2022, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

In addition to Mr. Sonnenberg, Board members Dan Brown, Michael Hanley, and Ernest Worthington were present. Julie Prause joined after the call to order.

TSBVI staff members present were: Cyrenna Villegas, Director of Procurement; Cheryl Williams, Director of Human Resources; Emily Coleman, Superintendent; Dan Hampton, Director of Information Resources; and Gemma Cooper-Langdale, Budget Analyst. Jenny Wells joined after the call to order.

Consideration of Approval of Minutes of the November 18, 2022 Meeting

A motion to accept the minutes of the November 18, 2022 Finance Committee meeting as presented was made by Dan Brown. Mr. Hanley seconded the motion. The motion passed unanimously.

Consideration of Approval of Board Policies

Jenny Wells presented policies CDA (TSBVI) and DIA (TSBVI). Regarding policy DIA, Ms. Prause asked if the wording "a district" should be changed to be consistent in language. Mr. Hanley made a motion to approve the amendments to the Board policies with the change in policy DIA suggested by Julie Prause in Committee. Mr. Brown seconded the motion. The motion passed unanimously.

Consideration of Approval of Investment Report

Emily Coleman reviewed the investment report for the first 4 months of fiscal year 2023, ending December 31, 2022. The total market value/book value was \$1,124,834. Earnings for the period were \$8,806. Mr. Hanley made a motion to approve the Investment Report as presented. Mr. Brown seconded the motion. The motion passed unanimously.

Review of Donations Report

Emily Coleman reviewed the Donations Report for the first 4 months of fiscal year 2023, ending December 31, 2022. Total donations received since September 1st, 2022 were \$22,384.19.

Consideration of Approval of Receipt of Gifts and Donations of Over \$500

There were no donations over \$500.

Consideration of Approval of Request for Expenditure of Gifts and Donations

There was no request to expend gifts and donations at this time.

Review of Budget Reports

Emily Coleman reviewed the Appropriated Funds Operating Expenditure Report for the first 4 months of fiscal year 2023, ending December 31, 2022. The target for expenditures was 33%, and the agency total was 31%. The percentages expended by strategy were Classroom Instruction - 35%, Residential Programs - 30%, Short-Term Programs and Summer School – 22%, Related and School Support Services – 34%, Outreach – 31%, Teacher Preparation – 4%, Central Administration – 29%, and Other Support Services – 29%.

Review of the Legacy Revenue Report

For the first 4 months of fiscal year 2023, ending December 31, 2022, TSBVI had collected \$58,405. The projected revenues target was 33%, and TSBVI was at 7% of projected collections.

Review of the Legacy Operating Expenditure Report

For the first 4 months of fiscal year 2023, ending December 31, 2022, TSBVI had expended \$438,818. The benchmark was 33%, and 28% had been expended.

Report from Information Resources Director

Dan Hampton began his report with progress on the equipment purchases with GEER (Governor's Emergency Education Relief) funds. The new firewall is in place, and this process went smoothly. We now have better control of our firewalls and security. There have been 2 resignations in IR of key positions. The mass notification system is up and running, but it runs on top of TFC's new fire system, which runs on our network. On Feb 16th, the networks will be switched over to a different system. We will test this after the switch. Regarding the TV project in the dorms, all TV mounts have been installed. However, the TVs were too small, so those were sent back and larger ones have been purchased. The vendor will install and configure them in the next few months. IR is implementing new end-point protection (anti-virus) software. TSBVI is changing to a new content-filtering system and is looking at a company called Lightspeed, which is cloud-based. This means if someone is using a TSBVI device, there will be content-filtering, even if the device is not connected to our network. Emily Coleman commented that we have a new emergency alert system that we've been using this week, and it's worked very well. Additionally, she mentioned that Mr. Hampton will be retiring, but because of the holes in the department, he's staying on until more staff is hired. We do have a handful of applicants for Mr. Hampton's position. After that hire, he will be available to assist.

Report from the Human Resource Director

Cheryl Williams updated the Committee on recruitment. Superintendent Coleman has contracted with a PR firm, ECPR, to help with more social media targeting. Alex Arguello is helping to coordinate with the firm. We are conducting a survey of Teacher Aide, Residential Instructor, and Weekends Home staff in the hopes of identifying other target opportunities. We are also hopeful that the recent news from the legislature related to the proposed across-the-board state employee pay increases along with proposed base budget increases will help improve our competitiveness with regards to recruitment and

retention. The State Auditor's Office has increased the maximum salaries for grades. HR is closing out the three required findings for the Texas Workforce Commission Civil Rights Division - Personnel Policy and Procedure System (PPPS) Review. One is a recruitment plan which involved pulling various pieces from other reports into one document, which is complete. The other two involve changes to Board Policy DIA that will be presented at today's meeting. Mr. Hanley asked about how much the PR firm cost. Ms. Coleman replied up to \$25k for 3 months of work and hopefully leaving us with tools we can use in the future. They've done work with Austin Lighthouse and Rosedale School. They'll be doing video interviews with staff which we can use to advertise. Dan Brown commented that this will be a good tool. Ms. Coleman commented that we didn't necessarily want to contract with a PR firm, but we're in a position now where we have to try everything to attract candidates.

Adjournment

Lee Sonnenberg entertained a motion to adjourn the meeting. Ms. Prause made a motion to adjourn the meeting. Mr. Brown seconded the motion, and the motion passed unanimously. The meeting was adjourned at 8:42 a.m.

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