

Texas School for the Blind and Visually Impaired
BOARD MINUTES
August 5, 2022 Meeting

Call to Order

Lee Sonnenberg, Board President called the meeting of the Board of Trustees for the Texas School for the Blind and Visually Impaired to order at 10:21 a.m.

Introduction of Board Members and Audience

Board Member Present

Lee Sonnenberg, Board President; Elaine Robertson, Beth Jones, Brenda Lee, Julie Prause, Dan Brown, Ernest Worthington, Maghan Gautney and Mike Hanley.

Audience Members Present

Emily Coleman, Superintendent; Veronica Keating, Executive Assistant; Pam Darden, CFO; Cheryl Williams, HR Director; Dan Hampton, IR Director; Cyrenna Villegas, Procurement Director; Joshua Splinter, Accounting Director; Kate Borg, Outreach Director; Jenny Wells, General Counsel; Brian McDonald, School Support Services Director; Susan Houghtling, Planning and Evaluations Coordinator and Bryan Maffett, System Support Specialist.

Public Comments/Open Forum

There was no one signed up for open comment.

Consideration of Approval of Minutes of May 27, 2022 Board Meeting

Dan Brown motioned to approve the minutes from the May 27, 2022 board meeting. Brenda Lee seconded the motion and the Board voted unanimously to pass the motion.

Report from the Audit, Compliance, and Management Review Committee

a. Report from Garza/Gonzalez and Associates

- **Consideration of approval of TSBVI's 2022 Internal Audit Annual Report including the Safety and Security Audit and prior year recommendations**
- **Review of District Safety and Security Committee Meeting**

Mr. Sonnenberg announced the Board would recess the open session and convene in a closed meeting to discuss the item listed under agenda item #5.a. – Report from the Audit, Compliance and Management Review Committee on the Garza/Gonzalez and Associates Safety and Security Audit - in conformance with Texas Government Code Section 551.076 – Deliberation Regarding Security Devices or Security Audits and agenda item #6 Review of District Safety and Security Committee Meeting – in conformance with Texas Government Code Section 551.076 – Deliberation Regarding Security Devices and Texas Government Code Section 418.175 - 417.182 Emergency Management.

Mr. Sonnenberg stated that no voting would take place in the closed meeting. Any action the Board wished to take as a result of discussions in closed meeting would take place after the Board reconvened in the open meeting. It was 10:25 a.m.

At 11:05 a.m. the Board reconvened in an open session.

The Audit, Compliance, and Management Review Committee recommended approval of the 2022 Internal Audit Annual Report including the Safety and Security Audit and prior year recommendations. Therefore, a second was not required. The Board voted unanimously and the motion passed.

No action was taken on the review of the District Safety and Security Committee meeting.

Report from the Finance Committee

a. Consideration of approval of Investment Report

Ms. Prause reported on the Investment Report. She stated the total investments were \$1,167,052 with earnings of \$6,402.

The Finance Committee recommended the approval of the investment report, therefore, a second was not needed. The Board voted unanimously and the motion passed.

b. Consideration of approval of receipt of gifts and donations of over \$500

Ms. Prause stated there were five donations totaling \$11,150.

The Finance Committee recommended approval of receipt of gifts and donations of over \$500, therefore, a second was not needed. The Board voted unanimously and the motion passed.

c. Consideration of approval of request for expenditure of gifts and donations

No action taken was taken on item consideration of approval of the request for the expenditure of gifts and donations.

d. Review of budget reports

Ms. Prause reported on the budget reports. The benchmark for each report as of June 30, 2022 was 83 percent.

➤ Operating Budget Expenditure Report

The total budget used was as follows:

Classroom instruction 85 percent, residential program 94 percent, Summer and Short-Term Programs 50 percent, related and support services 89 percent, classroom instruction 85 percent, residential program 94 percent, technical assistance (Outreach) 77 percent, teacher preparation 53 percent, central administrative 77 percent, other support services 78 percent and all in state treasury total 82 percent.

➤ Legacy Revenue Budget Report

The total Legacy revenue budget received as of June 30, 2022 was 49 percent.

➤ Legacy Operating Expenditure Budget Report

The total Legacy operating expenditure used as of June 30, 2022 was 50 percent.

Report from the Program Committee

a. Consideration of approval of board policies: FD (TSBVI) Admissions

Ms. Lee explained the amendments to policy FD (TSBVI) Admissions.

The Program Committee recommended the approval of the amendment to policy FD (TSBVI) Admissions, therefore, a second was not needed. The Board voted unanimously and the motion passed.

b Report from Short-Term Programs Principal, Sara Merritt

➤ Summer Programs update

Ms. Lee stated that Summer Programs had about 220 students attend the programs. Last year it was about 169 students in attendance. Mr. Sonnenberg asked that Short-Term Programs send out the Education Services Center report to the Board.

➤ Short-term Programs update

Ms. Lee stated that the program served 310 students throughout the school year.

c. Report from Outreach Director, Kate Borg

➤ Outreach Program update

Ms. Lee said that Southwest Orientation Mobility Association (SWOMA) is set for November and the Deafblind Symposium will be in February.

d. Report from Comprehensive Programs Principal, Miles Fain

➤ Consideration of ratification of MOU between Dell Medical School at UT Austin and TSBVI for the provision of pediatric and adolescent behavioral health services via telehealth

The Program Committee recommended the ratification of an MOU between Dell Medical School at UT Austin and TSBVI for the provision of pediatric and adolescent behavioral health services via telehealth; therefore, a second was not needed. The Board voted unanimously and the motion passed.

➤ Consideration of ratification of MOU between Texas Tech University Personnel Prep Programs and TSBVI

The Program Committee recommended the ratification of an MOU between Texas Tech University Personnel Prep Programs and TSBVI; therefore, a second was not required. The Board voted unanimously and the motion passed.

➤ Consideration of ratification of MOU between Stephen F. Austin State University Personnel Prep Programs and TSBVI

The Program Committee recommended the ratification of an MOU between Stephen F. Austin State University Personnel Prep Programs and TSBVI; therefore, a second was not needed. The Board voted unanimously and the motion passed.

Overview of TSBVI Compensation Practices

Ms. Williams presented an overview of TSBVI's compensation practices. She stated that there are four categories of staff: Superintendent, classified staff, contract staff, and substitutes. She said the descriptions and salary schedules are based on the State Auditor's Office (SAO) job titles and salary schedules. The descriptions are generic. The School creates a localized description that reflects the School's needs. Every two years, agencies can give feedback to the SAO regarding classifications. The School went to the SAO in 2020 to add a higher pay scale/job title vehicle driver classification since the position was maxed out. The School needed flexibility in classifications for staffing needs. The change did not go into effect for 18 months. She stated that that could create problems for the School. Every two years the School can also provide feedback regarding the job descriptions. Ms. Williams stated biennium funding is another factor and being creative can help with the ongoing issue. Contract staff schedules are paid according to Austin Independent School District pay scales.

Consideration of Approval of Operating Budget and Personnel Budget for 2022-2023

Ms. Darden gave a report on the operating and personnel budget. She stated that the personnel budget rolls into the operating budget. The increase from last year to this year is 2.1 million and most of it is due to salary increases.

Ms. Robertson motioned to approve the operating budget and personnel budget for 2022-2023. Mr. Brown seconded the motion and the Board voted unanimously and the motion passed.

Consideration of Superintendent's Salary for 2022-2023

Mr. Sonnenberg announced the Board would recess the open session and convene in a closed meeting to discuss the item listed under agenda item #11 – 'Consideration of Superintendent's Salary for 2022-2023' in conformance with Texas Government Code Section 551.074 – Personnel Matters.

Mr. Sonnenberg stated that no voting would take place in the closed meeting. Any action the Board wished to take as a result of discussions in closed meeting would take place after the Board reconvened in the open meeting. It was 12:10 p.m.

At 12:28 p.m. the Board convened in open session.

Elaine Robertson motioned to approve the Superintendent's salary at \$166,643.42. Dan Brown seconded the motion. The Board voted unanimously and the motion passed.

Consideration of Approval to Transfer Funds between Budget Codes

Julie Prause motioned to approve the transfer of funds between budget codes. Brenda Lee seconded the motion. The Board voted unanimously and the motion passed.

Consideration of Renewal of Internal Auditing Firm Contract for Garza/Gonzalez and Associates

Elaine Robertson moved to approve the renewal of the internal auditing firm contract for Garza/Gonzales and Associates. Maghan Gautney seconded the motion. The Board voted unanimously and the motion passed.

Consideration of Approval of Legislative Appropriations Request for the 2024-2025 Biennium

a. Approval of Administrator's Statement

Ms. Coleman gave an overview of the Administrator's Statement.

b. Consideration of Superintendent's salary for the Legislative Appropriations Request

Mr. Sonnenberg announced the Board would recess the open session and convene in a closed meeting to discuss the item listed under agenda item #14.b. – 'Consideration of Superintendent's Salary for the Legislative Appropriations Request' in conformance with Texas Government Code Section 551.074 – Personnel Matters.

Mr. Sonnenberg stated that no voting took place in the closed meeting. Any action the Board wishes to take as a result of discussions in closed meeting would take place after the Board reconvened in the open meeting. It was 12:48 p.m.

At 12:53 p.m. the Board reconvened in open session.

Mike Hanley moved to approve Superintendent's salary as recommended in the Legislative Appropriations Request. Elaine Robertson seconded the motion. The Board voted unanimously and the motion passed.

c. Approval of proposed exceptional items

Ms. Coleman stated that she and Ms. Darden have met with Legislative staff to receive feedback as to how the School's exceptional items might have a better approval rate.

d. Consideration of proposed riders and special provisions

Ms. Coleman stated riders and special provisions that the School will be asking for at the next Legislative hearing.

Mr. Hanley moved to approve the exceptional items and proposed riders and special provisions. Ms. Robertson seconded the motion. The Board voted unanimously and the motion passed.

Consideration of Approval of New Contract Staff

Ms. Coleman stated the only change to the list of new contract staff provided to the Board was that Denise Wertz resigned. Ms. Lee motioned to approve the new contract staff with the one resignation. Mr. Brown seconded the motion. The Board voted unanimously and the motion passed.

Consideration of Approval of Physician's Contracts for the 2022-23 School Year

Mr. Brown motioned to approve the ratification of the physician's contracts for the 2022-2023 school year. Ms. Prause seconded the motion. The Board voted unanimously and the motion passed.

Report from the Superintendent

a. Campus activities

Ms. Coleman reported on the summer programs and plans for Short-Term Programs in the fall. Outreach is continuing Coffee Hour and Comp Programs new teachers started two weeks ago. Welcome Back for staff is scheduled for Monday. Student registration is on August 14, 2022.

b. Superintendent activities

Ms. Coleman stated she was the keynote speaker at the Braille Challenge finals. She had a blast with all the students. Ms. Coleman attended National Federation of the Blind 2022 convention and Association for Education and Rehabilitation for the Blind and Visually Impaired conference. The Legislative Appropriations Request and safety and security have been focusing points on campus.

Discussion of Initiating the Superintendent's Formative Evaluation at the September Board Meeting

Ms. Williams explained to the Board that the Superintendent's evaluation will serve as a midyear check-in for the Board.

Consideration of Approval of TASB Delegate and Alternate

Lee Sonnenberg stated he would be the TASB delegate and attend the assembly this year. Elaine Robertson stated she would be the alternate.

Mr. Brown motioned to approve Lee Sonnenberg as the delegate and Elaine Robertson as the alternate. Mr. Worthington seconded the motion. The Board voted unanimously and the motion passed.

Consideration of Future Board Meeting Topics

No action was taken.

Announcements

Lee Sonnenberg stated that he is the new executive director of AER. Ms. Jones said her daughter and son made it to the State and Junior nationals competition for the Genetic Evaluation Quiz. Mr. Worthington stated that his oldest daughter is getting her MBA from A&M Commerce.

Adjournment

Mike Hanley motioned to approve the adjournment of the Texas School for the Blind and Visually Impaired meeting of the Governing Board. Elaine Robertson seconded the motion at 1:12pm. The Board voted unanimously and the motion passed.