

**Texas School for the Blind and Visually Impaired**  
**BOARD MINUTES**  
**November 18, 2022 Meeting**

**Call to Order**

Dan Brown called the Friday, November 18, 2022 full meeting of the Board of Trustees for the Texas School for the Blind and Visually Impaired to order at 10:16 a.m.

**Introduction of Board Members and Audience**

Board members present were:

Dan Brown, Ernest Worthington, Elaine Robertson, Maghan Gautney, Mike Hanley, Beth Jones, and Brenda Lee.

Lee Sonnenberg and Julie Prause were not present.

Audience members present were:

Emily Coleman, Superintendent; Cheryl Williams, HR Director; Sara Merritt, Principal; Angela Wolf, Curriculum Director; Miles Fain, Principal; Alex Arguello, Community Engagement; Jenny Wells, General Counsel; Kate Borg, Outreach Director; Susan Houghtling, Planning and Evaluation Coordinator; Ann Du, CFO; Josh Splinter, Accounting Director, and Veronica Keating, Executive Assistant.

**Public Comments/Open Forum**

There were no public comments.

**Consideration of Approval of Minutes of the September 30, 2022 Board Meeting**

Brenda Lee motioned to approve the minutes of the September 30, 2022 board meeting. Elaine Robertson seconded the motion. The Board voted unanimously and the motion passed.

**Report from the Finance Committee**

**a. Consideration of adoption of a resolution to appoint TSBVI's primary and alternate Investment Officers**

The Finance Committee recommended the adoption of a resolution to appoint Ann Du, CFO as the primary Investment Officer for the School and designate Josh Splinter, Accounting Director as the alternate Investment Officer; therefore, a second was not required. The Board voted unanimously and the motion passed.

**b. Consideration of approval of renewal of Nolan County farm contract**

The recommendation came from the Finance Committee so a second was not required. The Board voted unanimously and the motion to approve the Nolan County farm contract passed.

**c. Report on maintenance, annual inspection, and recommendations for maintenance and repair of the campus residence**

Mr. Brown reported on the annual inspection and recommendations for maintenance and repair of the campus residence.

**d. Consideration of approval of Investment Report**

Mr. Brown stated the total earnings for one month ending September 30, 2022 was \$4,232.

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

The Finance Committee recommended the approval of receipt of gifts and donations of \$2,000 for White Cane Day from All Blind Children of Texas. The recommendation came from the Committee; therefore, a second was not required. The Board voted unanimously and the motion passed.

**f. Consideration of approval of request for expenditure of gifts and donations**

There were no requests for expenditures.

**g. Review of budget reports**

➤ **Operating Budget Expenditure Reports**

The benchmark for the percentage of the budget used was eight percent. None of the School strategies totals went above eight percent.

➤ **Legacy Revenue Budget Report**

The School received \$5,011 in revenue for the one month period ending on September 30, 2022.

➤ **Legacy Operating Expenditure Budget Reports**

There were no Legacy Operating Budget expenditures.

**Report from the Program Committee**

**a. Report from Comprehensive Program Principal**

➤ **Consideration of approval of Safe and Supportive Schools Team and procedure**

The Committee recommended the approval of Safe and Supportive Schools Team and procedure; therefore, a second was not required. The Board voted unanimously and the motion passed.

➤ **Consideration of adoption of a resolution to convene the TSBVI School Health Advisory Council (SHAC) to recommend curriculum materials for instruction relating to the prevention of child abuse, family violence, and dating violence**

The Committee recommended the adoption of a resolution to convene the TSBVI School Health Advisory Council (SHAC) to recommend curriculum materials for instruction relating to the prevention of child abuse, family violence, and dating violence; therefore, a second was not required. The Board voted unanimously and the motion passed.

**b. Report from Curriculum Department Director, Angela Wolf**

➤ **Report on Curriculum sales**

Ms. Lee reported the total curriculum sales of \$215,790.46 for the year 2022.

**c. Report from Short-Term Programs Principal, Sara Merritt**

➤ **Short-Term Programs update**

Ms. Lee stated that Short-Term Programs served 112 students.

➤ **Update on Summer 2023 programs**

The target number of students for the 2023 summer programs is 240 students.

**d. Report from Outreach Director, Kate Borg**

➤ **Outreach Program and family engagement update**

Ms. Lee reported on the programs that would be taking place in the Outreach and Family Engagement program.

**Report on Achievement of 2021-2022 Objectives from the Agency Strategic Plan and the Annual Improvement Plan**

Susan Houghtling reported on the achievement of the 39 objectives from the Agency Strategic Plan and the 2021-2022 Annual Improvement Plan.

She stated that the school exceeded both of its accreditation standards with the Texas Education Agency. For the objectives for which the School is accountable to the Legislative Budget Board, eight of nine of the objectives were achieved and one fell within 5% of the performance standard. Many of the remaining objectives were tied to completion of action plans in the Annual Improvement Plan. Work on many of the action plans continues in the current school year. Ms. Houghtling also read several positive comments the School receives in surveys of parents and local school district personnel.

**Annual Report on Employee Complaints about Discrimination or Harassment**

Ms. Williams reported there were two employee complaints about discrimination or harassment in the past year.

**Report from the Superintendent**

**a. Campus activities**

Ms. Coleman reported on the School's campus activities and the fact that the goalball tournament will be hosted at TSBVI next year. Family Day went well and the School's Big Show is Friday December 16, 2022.

**b. Superintendent's activities**

Ms. Coleman stated she attended the Legislative budget hearing right after the September board meeting. In October two LBB analysts came to visit campus. She stated they would be coming back to campus to talk about exceptional items and go on a campus tour.

She added that there was a great turn out for White Cane on October 12, 2022. The School hired a new CFO. The Board welcomed Ann Du. She stated there are applicants for the operations director position. She gave an update on the operations projects happening on campus.

**c. Activities of the TSBVI Safety and Security Committee**

Ms. Coleman reported the activities of the TSBVI Safety and Security Committee.

## **Discussion of the Superintendent's Annual Performance Appraisal Process in January**

Ms. Williams gave the Board instructions for the evaluation process. She said once the Board has completed the evaluation process, she would compile the data and meet with the Board and Superintendent. The evaluation is planned to take place in February.

## **Consultation with Attorney Regarding SOAH Docket #701-23-03044**

Mr. Brown announced that the Board would recess the open session and convene in a closed meeting to discuss the item listed under agenda item #11 – 'Consultation with Attorney Regarding SOAH Docket #701-23-03044' in conformance with Texas Government Code Section 551.071 – Consultation with School Attorney."

No voting would take place in the closed meeting. Any action the board wished to take as a result of discussions in closed meeting will take place after the Board reconvened in the open meeting. It was 11:32 a.m.

Mr. Brown announced it was 12:08 p.m. and the Board would now convene in open session. No action was taken on the agenda item.

## **Report of Completion of Board Member Training Requirements for the Past Year**

Mr. Brown stated at the last Board meeting each year, the Board President or presiding officer is required to announce, and the minutes to reflect, the name of each Board member who has completed or exceeded required training and who is deficient in meeting the requirements.

For the 2022 calendar year, Board members within their first year of service were required to have completed an orientation to the Board, Public Funds Investment Act training, Open Meetings Act training, an orientation to Texas Education Code, and 10 hours of continuing education.

Continuing Board members were required to complete 5 hours of continuing education.

In addition, all board members are required to complete an annual team building session with the Board and Superintendent, annual cybersecurity training, training on identifying and reporting abuse and trafficking every two years and a new requirement to complete SBOE school safety training every two years.

Completing the annual required continuing education is a basic obligation and expectation of any sitting board member under State Board of Education rule.

The following board members met, exceeded or were deficient in meeting the training requirements:

### **Exceeded training requirements**

Dan Brown

Maghan Gautney exceeded requirements for her first year of service and the following year.

Beth Jones

Brenda Lee

Elaine Robertson

Ernest Worthington exceeded training requirements for his first year of service and the following year

**Deficient in training requirements:**

Michael Hanley – Needed 3 hours of continuing education and training on cybersecurity, identifying and reporting abuse and trafficking and SBOE school safety training.

Julie Prause – Exceeded continuing education hours and needed team building training.

Lee Sonnenberg – Exceeded continuing education hours and needed team building and SBOE school safety training.

**Discussion of Board Training for the Next Year Based on the Framework for School Board Development**

The Board discussed with Ms. Coleman and Ms. Houghtling the training for the next year based on the Framework for School Board Development. Ms. Coleman asked the Board if they were still interested in doing short campus tours. She stated the last time the Board toured campus they visited the security office. The Board answered yes and suggested that they be done in the time between committee meetings and the Board meetings. The Board discussed having team building session similar to the session TSBVI held two years ago for strategic planning.

**Discussion of Future Board Meeting Topics**

The Board discussed future board meeting topics. Mr. Brown stated that Jenny Wells mentioned doing an assessment on due process hearings and how the School may handle them in the future. Ms. Jones asked for a training on the School’s security operational procedures. The Board agreed that would be helpful.

**Announcements**

Ms. Gautney stated her son participated in Sports Extravaganza. He won first place in the 25 yard dash and tennis ball throwing competition.

Mr. Brown announced his oldest daughter is getting married in December.

The Board congratulated them on the accomplishments.

**Adjournment**

Mike Hanley motioned to adjourn the November 18, 2022 full board meeting of the Texas School for the Blind and Visually Impaired. Brenda Lee seconded the motion. The Board voted unanimously and the meeting adjourned at 12:32 p.m.