TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED
FINANCE COMMITTEE MEETING MINUTES
October 7, 2024

Call to Order

Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:00 a.m. on October 7, 2024, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

In addition to Ms. Prause, Board member Dan Brown was present.

TSBVI staff members present were: Ann Du; Chief Financial Officer; Cheryl Williams, Director of Human Resources; Cyrenna Villegas, Director of Procurement; Gemma Cooper-Langdale, Budget Analyst; Brian Swegle, Director of Operations; and Scott Brackett, Director of Information Resources.

Consideration of Approval of Minutes of the May 24, 2024 Meeting

A motion to approve the minutes of the May 24, 2024 Finance Committee meeting as presented in Committee was made by Mr. Brown. Ms. Prause seconded the motion. The motion passed unanimously.

Consideration of Approval of Investment Report

Ann Du reviewed the Investment Report for the fiscal year 2024, ending August 31, 2024. The total market value/book value was $1,330,370. Earnings for the period were $47,741. Mr. Brown made a motion to approve the Investment Report as presented. Ms. Prause seconded the motion. The motion passed unanimously.

Review of Donations Report

Ann Du reviewed the Donations Report for the fiscal year 2024, ending August 31, 2024. Total donations received since September 1st, 2023 were $174,314.94.

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

There was one donation over $500: $3,627.00 from the Delta Gamma Foundation. Mr. Brown made a motion to accept gifts and donations over $500. Ms. Prause seconded the motion. The motion passed unanimously.

Consideration of Approval of Request for Expenditure of Gifts and Donations

There were no requests at this time.

Review of Budget Reports

Ann Du reviewed the Appropriated Funds Operating Expenditure Report for fiscal year 2024, ending August 31, 2024. The target for expenditures was 100%, and the agency total was 95%. The percentages expended by strategy were Classroom Instruction - 97%, Residential Programs - 90%, Short-Term Programs and Summer School – 100%, Related

and School Support Services – 95%, Outreach – 95%, Teacher Preparation – 79%, Central Administration – 98%, and Other Support Services – 100%.

Review of the Legacy Revenue report

For fiscal year 2024, ending August 31, 2024, TSBVI had collected $1,158,102. The projected revenues target was 100%, and TSBVI was at 106% of projected collections.

Review of the Legacy Operating Expenditure report

For the fiscal year 2024, ending August 31, 2024, TSBVI had expended $1,311,122. The benchmark was 100%, and 81% had been expended.

Report from Chief Financial Officer

Since the last Board meeting in August, the Legislative Appropriations Request, Biennial Operating Plan, and Budget by Program have all been submitted to LBB on a timely basis. The first joint budget hearing took place in September, during which Ms. Coleman presented the School's exceptional items to state leadership. Ms. Du and Ms. Coleman also met individually with House and Senate staff to discuss TSBVI's proposed exceptional items. They had a few follow-up questions but nothing significant. Ms. Du reached out to the office of Representative Mary Gonzalez, who immediately agreed to draft legislation to amend Texas Education Agency language in the General Appropriations Act, which limits TSBVI's Superintendent salary to no more than 120% of the highest-paid instructional administrator at the School. Ms. Du also reached out to Texas School for the Deaf, and at this time, they are not seeking a change to the TEA language. On 10/1/2024, Accounting submitted the FY24 Annual Financial Report to the Comptroller's Office and other oversight agencies. The Business Office will be welcoming a new staff to the Business Office. Her name is Emily Molzan, and she will be the new Cashier. Her start date is 10/28/2024. Purchasing is still actively processing FY25 blanket purchase orders. Last week, we were notified by Comptroller of Public Accounts that TSBVI was selected for a contract audit. The objective of the audit is to determine whether our School's contracting process and payments comply with state laws and regulations. They are reviewing contracts during the period of 6/1/2023 – 5/31/2024. Ms. Villegas and Ms. Du will be busy working in the next few weeks gathering requested information for the audit.

Report from Information Resources Director

Windows 10 will no longer be supported in October 2025, so we have begun the upgrade process to stay ahead of that date. Desktops have all been updated, and now IR is working through laptops. The Endpoint protection replacement project is 99% completed. IR will perform final installations as part of the Windows 11 upgrade project. The old printer has been removed. The new printer was delivered and is working well. IR is waiting on an outstanding billing issue to be resolved to close the project. Regarding the 604 IDF relocation project, Texas Facilities Commission (TFC) work has finished and TSBVI has configured all equipment that was relocated to the front office. We also installed a new phone box enclosure to protect the phone in the pool area from moisture and upgraded the WIFI access point to a weatherproof version to ensure that it is also protected. The phone system replacement project is 100% complete. The new phone system is fully in place and has been very stable. All emergency notifications and PA announcement features from the

previous system have been configured and tested. The wireless network replacement project is 100% complete. A new WIFI system has been installed and is now stable. The system has much higher speeds and capacity for the number of simultaneous connected devices. There are some minor configuration adjustments that will need to occur in the next few months, but the system is in place and fully functional. IR is considering doing a cyber security review from DIR, essentially a voluntary audit.

Report from the Human Resource Director

Regarding staffing, HR is focusing on recruiting for primarily support roles, e.g., Weekends Home, Residential and Teacher Aides. Job Fair season is upon us with colleges and universities back in session. We have gone to Austin Community College and Hutson-Tillotson University so far. Legislative Requests: Partnering with Ann to respond to LBB requests. Staff Development Day: Partnering with Comprehensive Programs to plan for upcoming 10/4/2024 day. Contract staff is fully staffed but we're always looking for support staff.

Report from the Operations Director

Transportation is looking for a mechanic, which is a hard position to fill because the pay for that position is competitive. The BriefCam system is up and running, and training was scheduled for October 1st and 2nd. We are collaborating with TFC on the camera project and are awaiting the initial review and recommendations on the new camera types and locations. The Burnet Road Gate is operational, and the Sunshine and Burnet pedestrian gates are scheduled to be completed by October 11th. Campus-wide rekeying has been completed. The new security golf cart has arrived and will be used to replace the damaged cart. We are partnering with TFC on the playground project and will be entering the consulting and design phase.

Adjournment

Ms. Prause entertained a motion to adjourn the meeting. Mr. Brown made a motion to adjourn the meeting. Ms. Prause seconded the motion, and the motion passed unanimously. The meeting was adjourned at 8:40 a.m.