

**TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED  
FINANCE COMMITTEE MEETING MINUTES  
NOVEMBER 17, 2023**

**Call to Order**

Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:00 a.m. on November 17, 2023, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

In addition to Ms. Prause, Board President, Lee Sonnenberg, and Board members Dan Brown and Ernest Worthington were present.

TSBVI staff members present

Ann Du; Chief Financial Officer; Scott Brackett, Director of Information Resources; Cheryl Williams, Director of Human Resources; Gemma Cooper-Langdale, Budget Analyst; Jenny Wells; General Counsel; and Brian Swegle, Director of Operations.

**Consideration of Approval of Minutes of the September 22, 2023 Meeting**

A motion to approve the minutes of the September 22, 2023 Finance Committee meeting as presented in Committee was made by Mr. Worthington. Mr. Brown seconded the motion. The motion passed unanimously.

**Consideration of Approval of Board Policies**

Jenny Wells presented an overview of the amendment of Board policies DEC (TSBVI) and DECA (TSBVI), related to Compensation and Benefits and Leave and Absences. Mr. Sonnenberg had questions about the use of intermittent sick pool leave. Ms. Williams said she'd had experience with intermittent sick pool leave and felt comfortable approving it. Ms. Prause asked about deleting a duplicate provision on page 25. Mr. Brown made a motion to approve board policies DEC and DECA as amended in Committee. Mr. Worthington seconded the motion. The motion passed unanimously.

**Consideration of Approval of Nolan County Farm Contract**

Ms. Du presented an overview of the Nolan County farm contract. Mr. Sonnenberg asked about the terms. Mr. Worthington moved to approve the Nolan County farm lease as presented in Committee. Mr. Brown seconded. The motion passed unanimously.

**Consideration of Approval of Investment Report**

Ann Du reviewed the investment report for the first month of fiscal year 2024, ending September 30, 2023. The total market value/book value was \$1,363,176. Earnings for the period were \$2,713. Mr. Brown made a motion to approve the Investment Report as presented. Mr. Worthington seconded the motion. The motion passed unanimously.

**Review of Donations Report**

Ann Du reviewed the Donations Report for the first month of fiscal year 2024, ending September 30, 2023. Total donations received since September 1<sup>st</sup>, 2023 were \$118,000.

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

There were three donations over \$5,000: one from The Mockingbird Foundation for \$3,000, one from VT Seva for \$30,000, and one from the family of Loyda Rodriguez for \$85,000. Mr. Worthington made a motion to approve the receipt of gifts and donations over \$500. Mr. Brown seconded the motion. The motion passed unanimously.

### **Consideration of Approval of Request for Expenditure of Gifts and Donations**

There were no requests to expend any gifts or donations at this time.

### **Review of Budget Reports**

Ann Du reviewed the Appropriated Funds Operating Expenditure Report for the first month of fiscal year 2024, ending September 30, 2023. The target for expenditures was 8%, and the agency total was 7%. The percentages expended by strategy were Classroom Instruction - 8%, Residential Programs - 9%, Short-Term Programs and Summer School – 6%, Related and School Support Services – 7%, Outreach – 7%, Teacher Preparation – 1%, Central Administration – 8%, and Other Support Services – 3%.

### **Review of the Legacy Revenue report**

For the first month of fiscal year 2024, ending September 30, 2023, TSBVI had collected \$2,713. The projected revenues target was 8%, and TSBVI was at 0% of projected collections.

### **Review of the Legacy Operating Expenditure report**

For the first month of fiscal year 2024, ending September 30, 2023 TSBVI had expended \$12,814. The benchmark was 8%, and 1% had been expended.

### **Report from Chief Financial Officer**

We had our State Auditor's Office audit exit interview last week. A report will be submitted to us after the Thanksgiving holiday, and then we need to prepare a management's response to the audit. Our internal auditor, Garza and Gonzales, is conducting a PFIA (Public Funds Investment Act) audit for the period ending 8/31/2023. Per the School's policy, one needs to be done every other year. The last PFIA audit took place in 2021. All requested documentation has been submitted and we are now awaiting follow-up questions from their auditing team. The 5-year chartered bus contract has been awarded to Clark's Travel, and they officially accepted it in early November. The AFR (Annual Financial Report) is due 11/20/2023 and it will be submitted to the Comptroller's Office. The FY24 Operating Budget is due to LBB and the Governor's Office on 12/1/2023. The Board's request to increase the Superintendent's salary above the agency's bill pattern has been approved.

### **Report from Information Resources Director**

The faulty paging box for the Mass Notification System has been replaced and configured. IR is working with TFC and our contractor to test the system when students are not on campus. The Outreach AV project is complete with one caveat. The repaired mixer was returned by the manufacturer for the third time, and this time the main outputs are broken. The installer was able to configure our setup to bypass this issue and has verified 100%

functionality of our systems on 11/10/2023. We will revisit swapping this mixer for a fully functional one from the manufacturer at a time that is convenient for Outreach, but all systems are currently functional. We have hired a part-time networking specialist to plan and execute networking improvements/fixes, VOIP phone configuration, and lead professional development trainings. Endpoint protection and content filtering rollout has been delayed for compatibility testing. We discovered some problems during testing on computers and want to make sure that we are able to ensure that devices will not block useful sites before deploying to staff. We've moved forward with iOS endpoint protection rollout while performing additional tests on Mac and PC systems. The project is approximately 80% completed, and the new ETA for completion is the end of December. The wireless network replacement project is moving forward. The Scope of Work is completed and in review by Procurement. We spent more time with it to ensure that we have the project well-defined and can choose to either purchase just the equipment or equipment plus installation. We've finished the Scope of Work for replacing the two printing machines used by Curriculum and others on campus for specialized printing tasks in our print shop. Through discussions, we've discovered that we should be able to replace the two older machines with one new one, resulting in approximately \$100,000 savings over a 60-month lease. We've received a draft of auditor findings, and we're working on responses now. The preliminary findings primarily relate to not having formal enough policy or documentation written for some processes or system requirements. We should have all issues remediated by the deadline. All of the instructional materials requests have been received, and Craig Abbe is working on combining orders and making purchases, including Braille displays and JAWS licenses. Project management software has been purchased for the IR team to manage projects, resources, and documentation more efficiently. The software now in use for the following teams: System Admin, Networking, and Development. IT support and content teams will be added this month. IR is in the process of assessing improvements to conference rooms across campus: relocate Zoom room setup from Superintendent's Office to the Short-Term Programs conference room and upgrade for 608 Business Office Conference room projection system. Mr. Brackett said we've acquired some video phones for video relay service, one for staff use and one for classroom use.

### **Report from the Human Resource Director**

We had our exit meeting with SAO last week. We should receive the draft final report in the next few weeks. Responses for Employee Engagement Survey period closed on 10/20/2023. A similar format was used in 2021 but an open-ended question was added. We had a 75.4% response rate, which was up from 73% in 2022. We will roll out results to staff by 1/31/2024 and identify priority items.

### **Report from the Operations Director**

The transformer at Dorm 577, which was leaking oil and at the end of its life, has been replaced. We are upgrading all pedestrian and vehicle gates and adding safety screens to some of them. Our S2 security system will soon integrate with these gates and allow remote control access. The Burnet vehicle and Sunshine pedestrian gates will be bundled into a new work order. Two of the vehicle lift gates that have had ongoing issues have been replaced. The Makerspace ventilation project is on hold due to budget constraints. However, an indoor filter system has been installed. The generator project is currently in the design and engineering phase to determine the need and priority of buildings on campus.

## **Adjournment**

Ms. Prause entertained a motion to adjourn the meeting. Mr. Brown made a motion to adjourn the meeting. Mr. Worthington seconded the motion, and the motion passed unanimously. The meeting was adjourned at 9:06 a.m.