TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED
FINANCE COMMITTEE MEETING MINUTES
APRIL 3, 2024

Call to Order
Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:04 a.m. on April 3, 2024, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

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

TSBVI staff members present were: Ann Du; Chief Financial Officer; Cheryl Williams, Director of Human Resources; Cyrenna Villegas, Director of Procurement; Christina Hoke, Director of Accounting; Gemma Cooper-Langdale, Budget Analyst; Brian Swegle, Director of Operations; and Emily Coleman, Superintendent.

Consideration of Approval of Minutes of the February 2, 2024 Meeting
A motion to approve the minutes of the February 2, 2024 Finance Committee meeting as presented in Committee was made by Mr. Washington. Mr. Brown seconded the motion. The motion passed unanimously.

Consideration of Approval of Investment Report
Ann Du reviewed the Investment Report for the first 6 months of fiscal year 2024, ending February 29, 2024. The total market value/book value was $1,485,792. Earnings for the period were $25,268. 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 6 months of fiscal year 2024, ending February 29, 2024. Total donations received since September 1st, 2023 were $140,852.89.

Consideration of Approval of Receipt of Gifts and Donations of Over $500
There were three donations over $500: two from Garver LLC, for $1,500 and $3,500, and one from Waymo for $10,000. Mr. Brown made a motion to approve the receipt of gifts and donations over $500. Mr. Worthington 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 the first 6 months of fiscal year 2024, ending February 29, 2024. The target for expenditures was 50%,

and the agency total was 47%. The percentages expended by strategy were Classroom Instruction - 50%, Residential Programs - 51%, Short-Term Programs and Summer School – 33%, Related and School Support Services – 50%, Outreach – 43%, Teacher Preparation – 19%, Central Administration – 47%, and Other Support Services – 48%.

Review of the Legacy Revenue report
For the first 6 months of fiscal year 2024, ending February 29, 2024, TSBVI had collected $681,477. The projected revenues target was 50%, and TSBVI was at 63% of projected collections.

Review of the Legacy Operating Expenditure report
For the first 6 months of fiscal year 2024, ending February 29, 2024, TSBVI had expended $586,509. The benchmark was 50%, and 42% had been expended. Mr. Worthington asked for clarification about accounts that were at 100%. Ms. Du explained that some expenditures were for events that had already taken place and that we had the ability to move funds as needed as long as we were under budget at the bottom line.

Report from Chief Financial Officer
In mid-March 2024, TSBVI received the SHARS FFY22 settlement amount of $1.2 million dollars. A few weeks ago, Ms. Coleman and Ms. Du met with the House and the Governor's Office to discuss with them TSBVI's cash contingency rider request and the request for a deficiency grant. We shared with them that we are currently utilizing salary savings from vacant positions and also moving charter bus expenses from General Revenue back to Legacy to backfill the budget shortfall in SHARS funding. We have also requested a meeting with the Senate and Lieutenant Governor's Office, but we have not received any responses from either leadership offices. The FFY23 SHARS report has been completed and submitted to Health and Human Services on 4/1/2024. We are estimated to receive $2.2 million dollars in SHARS reimbursement with all the new changes in placed in March 2025. The instructions for the Base Reconciliation to determine our base for the next biennium 2026 – 2027 have been rolled out by LBB. In the next two months, Ms. Cooper-Langdale and Ms. Du will be working on submitting TSBVI's Base Reconciliation, which is due 5/24/2024. The Legislative Appropriations Request is due at the end of August 2024. Procurement is working with IR and Print Shop to evaluate all the bids for the imaging equipment project. An award will be forthcoming. Procurement is in the process of evaluating bids for the $200K wireless project that we received funding for in the last legislative session as part of the School's campus infrastructure upgrade. Our Junior Purchaser, Jeni Sprayberry, is scheduled to take the CTCM (Certified Texas Contract Management) course offered by the Comptroller's Office in the next few weeks. Then she will sit for the CTCM exam shortly after. After she passes her exam, we will have two CTCD and CTCM at TSBVI. Our school bus which was originally scheduled for delivery in April 2024 is now pushed back to July 2024. Mr. Worthington asked if there was a particular reason, and Mr. Swegle replied they said it was supply chain and production issues.

Report from Information Resources Director
Ms. Coleman delivered the report on behalf of Scott Brackett, Director of Information Resources, who was absent. TSBVI started an AIRA visual interpreting service. We are 1.5 months through our 3-month pilot period and still collecting usage data to determine what

the next steps will be. During July, our Wi-Fi will be upgraded in order to not disrupt student services. Mr. Worthington asked about a grant received a few years ago, and Ms. Coleman replied the funds were used to construct a student podcasting studio in the LRC and is fully functioning. It's been integrated into a course that students work on throughout the year. Ms. Coleman went on to talk about installing panic buttons throughout campus, which is an ongoing project. Ms. Coleman also shared that IR read Crucial Conversations and that they do bi-weekly roleplays to work through difference scenarios to practice the skills from this book.

Report from the Human Resource Director
Ms. Williams shared that Human Resources is recruiting for the new school year and holding career fairs. An onsite career fair was held 3/20/2024 focused on teachers but that anyone could attend. The next onsite career fair will be 6/26/2024 targeting Residential and Weekends Home but again all will be welcome. Representatives from HR attended 3 recent job fairs (Texas Tech University Teacher Fair – Ms. Coleman and Board President, Lee Sonnenberg, attended; University of Texas Teacher Fair; St. Edward's University) and there are multiple upcoming fairs (Texas State Teacher Fair; Austin Community College). We were able to hire a bus driver recently, which we're really excited about. This will hopefully will reduce the cost of our charter busses. A new Training Specialist was hired in HR, Lori Luna, and she will do half recruitment and half training. Lori comes to us with experience at a university, AISD as well as private sector. She also has management experience. HR is working on the contracts for the new school year and the majority of renewals will be reviewed for approval April 3, 2024.

Report from the Operations Director
The TSBVI security team is fully staffed, filling the three open positions with new team members. The Transportation Department has completed an updated Fleet Needs report on the current status of our fleet, and we are assessing our request for the next budget cycle to begin replacing our outdated vehicles, including busses and golfcarts. We are happy to announce the arrival of BriefCam, our new campus surveillance software. This advanced tool will significantly enhance our ability to monitor events on campus, providing us with crucial information in a fraction of the time it used to take. We are eagerly awaiting the scheduled installation date, which will also help us plan for the next phase of upgrading our camera system. The Burnet Road Gate project is currently in progress and will involve the construction of a vehicle and pedestrian gate, as well as the Sunshine pedestrian pathway. However, we are still awaiting the assignment of a TFC project manager. Our goal is to complete the project before the next school year begins. Over the Spring Break, the Intrusion Film was successfully installed, and new AEDs were added on campus to replace the outdated units. Along with the replacement of our A/C units in our IT closets and replacing sod near the Elementary dorms, we had a productive spring break. We are currently gathering quotes for lock installation with a plan to install them over the summer break. The engineering firm has completed the assessment for our Generator Project. We have scheduled a meeting with the TFC team to review the findings. The vendor removed the first of the old printers from the print shop and returned them, making it easier to replace them when the time comes. Mr. Worthington asked how many building would be serviced by the generators, and Mr. Swegle answered around 4 of the most critical buildings. Mr. Brown asked how many of the A/C units are left to be replaced. Mr. Swegle

answered that only A/C units in IDF closets were replaced, but that TFC will begin replacing all of the building A/C units. Mr. Brown also asked about the fleet refresh project; Mr. Swegle answered we had a list of what we need and the next step was to secure funding.

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 9:07 a.m.