

TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED FINANCE COMMITTEE MEETING MINUTES MAY 24, 2024

Call to Order

Dan Brown called the regularly scheduled meeting of the Finance Committee to order at 8:00 a.m. on May 24, 2024, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

In addition to Mr. Brown, Board member Lee Sonnenberg was 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 Jenny Wells, General Counsel. Superintendent Emily Coleman joined after the call to order.

Consideration of Approval of Minutes of the April 3, 2024 Meeting

A motion to approve the minutes of the April 3, 2024 Finance Committee meeting as presented in Committee was made by Mr. Sonnenberg. Mr. Brown seconded the motion. The motion passed unanimously.

Consideration of Approval of Board Policy DG

Jenny Wells presented an overview of Board policy DG, Employee Rights and Privileges, to be amended. Mr. Sonnenberg motioned to approve the amendments to the policy 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 8 months of fiscal year 2024, ending April 30, 2024. The total market value/book value was \$1,491,812. Earnings for the period were \$34,269. Mr. Sonnenberg made a motion to approve the Investment Report as presented. Mr. Brown seconded the motion. The motion passed unanimously.

Review of Donations Report

Ann Du reviewed the Donations Report for the first 8 months of fiscal year 2024, ending April 30, 2024. Total donations received since September 1st, 2023 were \$167,776.

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

Since the last Board meeting in April, we received \$2,000 from Point Venture Lions Club and \$24,803 from the Jack & Doris Wiseley Foundation to purchase items to support STEM and music needs. Mr. Sonnenberg 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 at this time.

Review of Budget Reports

Ann Du reviewed the Appropriated Funds Operating Expenditure Report for the first 8 months of fiscal year 2024, ending April 30, 2024. The target for expenditures was 66%, and the agency total was 63%. The percentages expended by strategy were Classroom Instruction - 67%, Residential Programs - 67%, Short-Term Programs and Summer School – 43%, Related and School Support Services – 67%, Outreach – 59%, Teacher Preparation – 33%, Central Administration – 63%, and Other Support Services – 64%.

Review of the Legacy Revenue report

For the first 8 months of fiscal year 2024, ending April 30, 2024, TSBVI had collected \$913,158. The projected revenues target was 66%, and TSBVI was at 84% of projected collections.

Review of the Legacy Operating Expenditure report

For the first 8 months of fiscal year 2024, ending April 30, 2024, TSBVI had expended \$856,677. The benchmark was 66%, and 53% had been expended.

Report from Chief Financial Officer

At this time, TSBVI's Rider #5 Cash Contingency Request has not been approved. We are working to ensure we have adequate cash flow at the end of the fiscal year. We reached out to TWC (Texas Workforce Commission) and TEA (Texas Education Agency) to receive our Summer Program and TIA (Teacher Incentive Allotment) funding early. We are also transferring all previously paid Clark's Travel Weekends Home transportation from General Revenue back to local funds. Hopefully, with all these proactive measures, we will avoid cash flow issues in August 2024. In FY25, we will seek a supplemental request for our SHARS (School Health and Related Services) funding deficit. Our Base Reconciliation for FY24 – 25 has been completed and will be submitted to LBB this afternoon. We are waiting for the LAR instructions for FY26 – 27 to be published and then we can start working on the LAR. In June 2024, Ms. Du and Ms. Cooper-Langdale are scheduling meetings with the directors to discuss their FY25 operating budgets. Purchasing has issued a PO for the Campus Wireless project. IR is setting up a planning meeting for project commencement. PO for Zoom phones has been issued, which will replace our 3CX phones. IR will be leading the migration. Purchasing will be collaborating with IR on the Learning Management System Solicitation for FY25. It is contract renewal season for the Purchasing team. On top of that, they will be formalizing the FY24 Summer Procurement training agenda, updating Procurement campus procedures, desktop manuals, and the intranet page. Jeni Sprayberry, our Junior Purchaser, has completed her Certified Texas Contract Manager (CTCM) training and will be sitting for her CTCM exam in mid-June. Our AFR status has been changed from a full-reporting agency to a simplified reporting agency, and the accounting team is working to anticipate the new AFR status. Accounting is working on year-end activities for 8/31/2024 close period. They are working through the revenue and expenditure reconciliation between USAS and CAPPS. We are working with the CAPPS team to get reliable queries so that the reconciliation can go faster and easier instead of having to pull from different queries. Accounting is working to ensure all our federal grant reimbursements are drawn down on a timely basis from TEA to avoid cash flow issues at

year-end. Lastly, Accounting is prepping for travel and Bridge training to be conducted in the summer months.

Report from Information Resources Director

TSBVI has relocated the 604 IDF closet. We have rehoued our fiber connections for this building into improved enclosures to reduce corrosion. TFC states that the parts have been ordered and are in their possession for the work that they will perform, but we're waiting for TFC contractor to confirm the date to install the new network rack in the front office of the Natatorium/Pool (bldg. 604). We have completed our 3-month pilot period for the AIRA visual interpreting services and are awaiting final usage statistics. The service is still active, and the next step will be gathering feedback and assessing usage so far to determine if any adjustments need to be made to the service. Regarding the phone system replacement project, we are currently coordinating the switch to Zoom Phones. Expected benefits of switching to this platform include having a more dependable service, more flexible 911 location configuration options, and improved integration with existing technologies (Zoom Room hardware, etc.). The new Zoom Phone service will use the existing zoom app for making calls from mobile devices or computers. This Zoom software has already been vetted for accessibility with screen reader software and while there are some issues, overall it works well and should be an improved mobile and desktop experience for all users over our current 3CX phone software. Regarding the endpoint protection replacement project: TSBVI system admins resolved the issue that our EDR management company was unable to assist with. Software is installed for the majority of devices. A small number of devices that are deployed to off-campus employees still need to be upgraded. The project is approximately 98% completed. Wireless network replacement project: Vendor has been selected. Kickoff meeting happened the first week in May. Installation is planned to occur this Summer. Print shop printer replacement project: Bid awarded. New printer set to be delivered in first week in May. Assessing improvements to conference rooms: Curriculum: Deployed existing devices to create dedicated Zoom conference room for the department. Short-Term Programs: Deployed existing devices to create Zoom conference room with improved screen sharing for Mac and PC employees.

Report from the Human Resource Director

Ms. Williams shared that HR is recruiting for the new school year. They're still working to fill key contract roles, but good progress has been made. Preparing for Summer: timekeeping and benefits reminders, open enrollment, which is tricky while many staff aren't on campus. Summer School and working with Sara Merritt, Short-Term Programs Principal, and team for the various changes. CAPPs is making changes to the Time & Leave page, as well as to the Performance Management module. UAT is being conducted right now by IR for accessibility as well as HR. New School Year prep. Working on the training weeks to kick off the new school year. Contracts for the new school year have been sent out. A significant number of new contracts will be reviewed for approval today.

Report from the Operations Director

The BriefCam system has been programmed for our campus network and has been installed. TFC is working on configuration, and we'll be starting training on the equipment over the summer. The Burnet Road Gate project is in the process of having components assembled. Installation will commence once they're completed. We have reviewed the

initial report from the engineering team for the generator project and requested further information on three of the buildings in the report. The new copier for the print shop arrived ahead of schedule and has been installed. Staff will begin training on the new equipment over the summer. Campus-wide rekeying is scheduled to begin installation 7/8/2024 with an estimated completion time of two weeks.

Adjournment

Mr. Brown entertained a motion to adjourn the meeting. Mr. Sonnenberg made a motion to adjourn the meeting. Mr. Brown seconded the motion, and the motion passed unanimously. The meeting was adjourned at 8:47 a.m.