TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

FINANCE COMMITTEE MEETING MINUTES

April 8, 2022

Call to Order

Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:00 a.m. on April 8, 2022, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via a Zoom videoconference.

In addition to Mrs. Prause, Board members Ernest Worthington, Dan Brown, and Mike Hanley were present.

TSBVI staff members present were: Dan Hampton, Director of Information Resources; Cyrenna Villegas, Director of Procurement; Josh Splinter, Director of Accounting; Cheryl Williams, Director of Human Resources; and Gemma Cooper-Langdale, Budget Analyst. Brian McDonald, Director of School Support Services joined after the call to order.

Consideration of Approval of Minutes of the February 18, 2022 Meeting

A motion to accept the minutes of the February 18, 2022 Finance Committee meeting as presented was made by Dan Brown. Mr. Hanley seconded the motion. The motion passed unanimously.

Consideration of Approval of Investment Report

Josh Splinter reviewed the investment report for the first six months of fiscal year 2022, ending February 28, 2022. The total market value/book value was $1,648,748. Earnings for the period were $3,736. 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

Josh Splinter reviewed the Donations Report for the first six months of fiscal year 2022, ending February 28, 2022. Total donations received since September 1st, 2021 were $25,231.94.

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

There were 3 donations over $500: $1,500 from the Point Venture Lions Club Foundation, $1,000 from Patti Kirkwood, and $15,000 from the Pollak Family Charitable Fund for the TSBVI Laser Cutter/Makerspace Project. Mr. Hanley made a motion to approve the receipt of gifts and donations of over $500. Mr. Brown seconded the motion. The motion passed unanimously.

Consideration of Approval of Request for Expenditure of Gifts and Donations

As of February 28, there was $7,096.72 in undesignated donations. There were two expenditure requests: turf for the ERC Internal Courtyard for $5,000 and lighting system for the Fine Arts building to highlight student work daily and during events for $8,959.51. Additional funds of $2,096.72 are needed to complete the project. Mr. Brown made a motion to approve the receipt of gifts and donations of over $500. Mr. Worthington seconded the motion. The motion passed unanimously.

Review of Budget Reports

Josh Splinter reviewed the Appropriated Funds Operating Expenditure Report for the first six months of fiscal year 2022, ending February 28, 2022. The target for expenditures was 50%, and the agency total was 49%. The percentages expended by strategy were Classroom Instruction - 54%, Residential Programs - 56%, Short-Term Programs and Summer School – 30%, Related and School Support Services – 53%, Outreach – 46%, Teacher Preparation – 23%, Central Administration – 46%, and Other Support Services – 46%.

Review of the Legacy Revenue Report

For the first six months of fiscal year 2022, ending February 28, 2022, TSBVI had collected $372,960. The projected revenues target was 50%, and TSBVI was at 43% of projected collections.

Review of the Legacy Expenditure Report

For the first six months of fiscal year 2022, ending February 28, 2022, TSBVI had expended $317,494. The benchmark was 50%, and 23% had been expended.

Report from the Chief Financial Officer

No report.

Report from Director of Accounting

Josh Splinter updated the Committee on the irrigation project at the Nolan County Farm. Lange Drilling was hired and drilled a total of 5 wells for $60,000, which was the original budget for 4 wells. Mr. Brown asked why the drilled an additional well, and Mr. Splinter it was to accommodate the pivot.

Report from Information Resources Director

Dan Hampton began his report with the status of the core replacement project. It is essentially complete with only the connection of redundant fiber pairs from each building's IDF remaining. Next was an update on technology purchasing. More than half of TSBVI's Cisco 9300 building switches have been delivered and planning for their installation is underway. The IR department is continuing to research Next Generation Firewall and End Point Protection systems, and they are planning to purchase soon. IR is also researching

replacements for TSBVI's wireless infrastructure. That purchase may extend beyond the grant deadline, so funds are being held the IR budget to cover those in case they run out of time to specify and purchase them. IR is investigating an investment in dedicated Zoom Room hardware and services in our most used Zoom areas like ARD rooms, the Superintendent's conference room, and the 3 larger Outreach conference rooms. We have accelerated the purchase of desktops, laptops and iPads to replace units slated for replacement early in next fiscal year in order to take advantage of GEER II funds. The mechanism for providing dial tone to our 2 elevator emergency phones has been replaced with cellular units. We have purchased assistive technology including two Braillenote Touch Plusses, a Canute multi-line Braille e-reader, a MyEye Pro, and various other items from Christal Vision. Mr. Hampton said he would provide a comprehensive report of how GEER II Technology funds have been spent at the next Board meeting. IR is in talks with Xerox regarding leases for new printers for the Print Shop, Warehouse, and Business Office. An audio consulting firm has been hired to assist us with development of specifications and bid evaluation for replacement audio and video equipment in the Conference Center. TSBVI plans to have replacement equipment purchased prior to the end of our GEER II grant period. The IR team is working in support of the Safety & Security team to provide integrated access to current student, family, faculty and staff lists for use with emergency notifications and drill management. The Emergency/Mass Notification System project has a slated completion date of May, and the Website 2.0 is also scheduled to go live in May. IR has two open positions, and they are working with HR to recruit a Systems Support Specialist and a Network Specialist.

Report from the Human Resource Director

Cheryl Williams advised the Committee on the challenges HR is continuing to face with recruitment. Lack of applicant traffic continues to be a significant problem, and Ms. Williams said she doesn't see this changing. Both the competitiveness of the Austin market as well as housing costs are contributors. She mentioned that they were able to have their first in-person career fair recently. HR is posting positions for the new school year. Regarding Summer School, HR is supporting Short-Term Programs and Residential with summer prep tasks. Finally, HR is preparing teacher contracts for next school year, which usually go out around May 1.

Report from School Support Services

Brian McDonald started his report with an update on campus construction projects. The campus perimeter fence project is slated to begin work on May 4th and run through early July. The TSBVI security campus badge and CCTV system software upgrade project is slated to begin April 11th with a campus wide conversion and subsequent training. He moved on to projects in conjunction with Texas Facilities Commission, including replacement of hot water heaters and HVAC repairs. Finally, the Safety and Security Supervisor will be beginning work with the media and accessibility team to create a suite of emergency-related training videos that can be accessed as needed.

Adjournment

Julie 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 9:09 a.m.

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