

TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED
FINANCE COMMITTEE MEETING MINUTES

August 4, 2023

Call to Order

Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:02 a.m. on August 4, 2023, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

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

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

Consideration of Approval of Minutes of the May 25, 2023 Meeting

A motion to approve the minutes of the May 25, 2023 Finance Committee meeting as presented in Committee was made by Mr. Brown. Mr. Worthington seconded the motion. The motion passed unanimously.

Consideration of Approval of Investment Report

Ann Du reviewed the investment report for the first 10 months of fiscal year 2023, ending June 30, 2023. The total market value/book value was \$1,214,416. Earnings for the period were \$27,341. 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 10 months of fiscal year 2023, ending June 30, 2023. Total donations received since September 1st, 2022 were \$43,148.95.

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

There were three donations over \$500: one from Madeline Lambert for \$1,500, in memory of James Lamber, an undesignated donation from the Hindu Charities for America for \$3,000, and a donation from the Lions Club of Lago Vista Charitable Fund for \$1,500 for a student scholarship. Mr. Brown moved to accept the gifts. Ms. Worthington seconded. The motion passed unanimously.

Consideration of Approval of Request for Expenditure of Gifts and Donations

There was no request to expend gifts and donations at this time.

Review of Budget Reports

Ann Du reviewed the Appropriated Funds Operating Expenditure Report for the first 10 months of fiscal year 2023, ending June 30, 2023. The target for expenditures was 83%, and the agency total was 78%. The percentages expended by strategy were Classroom Instruction - 84%, Residential Programs - 77%, Short-Term Programs and Summer School – 54%, Related and School Support Services – 86%, Outreach – 74%, Teacher Preparation – 47%, Central Administration – 74%, and Other Support Services – 82%.

Review of the Legacy Revenue Report

For the first 10 months of fiscal year 2023, ending June 30, 2023, TSBVI had collected \$850,705. The projected revenues target was 83%, and TSBVI was at 98% of projected collections.

Review of the Legacy Operating Expenditure Report

For the first 10 months of fiscal year 2023, ending June 30, 2023 TSBVI had expended \$1,158,276. The benchmark was 83%, and 72% had been expended.

Report from Chief Financial Officer

TSBVI has drawn down funds from the Comptroller's Office for classified staff's 5% salary increases, effective July 1, 2023, as well TSBIV has also drawn down funds for the supplemental request for the \$2.5-million-dollar emergency power generator, security and surveillance equipment, \$200K to upgrade the wireless network, and finally \$500K for an accessible playground. The agency's budget entries for AY24, effective date 9/1/2023 are still being reviewed by Comptroller's Office. TSBVI will be working with TFC for a survey for the generator before we begin the Procurement process. Our State Auditor's Office audit is still ongoing. They met with John Parsons, Payroll Accountant, to oversee an on-cycle payroll in CAPPs. They also met with Warehouse staff to discuss asset management, acquisition, and disposal. They're also auditing our Teacher Prep program. The report will be delivered to the Board in December 2023. Our Junior Purchaser, Jeni Sprayberry joined the Business Office on 7/31/2023. We are so excited to have her onboard with us. We are now fully staffed in the Business Office.

Report from Information Resources Director

The final adjustments to the Mass Notification System are complete and awaiting testing. IR is coordinating with TFC and the vendor to complete testing. Keith Kirschling completed distribution of the new switches and updating cabling. The project is 100% completed. We are now just monitoring to ensure that there are no issues with the installation. The Outreach AV project is almost complete. There were some hardware components that our supplier provided, as a direct replacement for out-of-stock parts, that the installer found to be incompatible. Those parts were returned, and we now have the correct parts in-hand.

We also found that one of the audio mixers was non-functional and were able to get that repaired under warranty. At this point, we are just waiting for the installers to be able to come back out and complete the installation with the correct parts. We hired three System Administrators from three unfilled positions. We are seeking candidates for System Support Specialists to fill two recently vacated positions. Mary Mangan is retiring after 33 years of service. The endpoint protection and content filtering rollout continues. We expect to finish the deployment by September. The project is approximately 70% completed. We are in the process of collecting quotes for the wireless system upgrade. Initial quotes for parts only range from \$49k-150k. Working on a new Scope of Work that includes installation as well as parts. Finally, IR has enabled increased protections that prevent email "spoofing" of the tsbvi.edu domain.

Report from the Human Resource Director

Regarding the audit, HR is working with the SAO and going through the records retention process. Recruitment continues to be an on-going focus. We held our first onsite job fair, which was very successful. 21 individuals stopped by and did on-the-spot interviews for certain positions. There was a good variety of applicants, and there were applications in Comprehensive Programs, Information Resources, Weekends Home, and Residential. We have made or are in the process of making 5 offers of those 21. Regarding classified staff, the state implemented the 5% legislative increases, and for contract staff, this will be the first year that we pay out the Teacher Incentive Allotment (TIA), which will be paid 8/1/2023. Beginning with the 2023-2024 school year, the TIA compensation will be added to staff monthly pay, which they'll get for ERS retirement. We are in the process of applying all of the pay changes for the new school year. Existing contract staff will either get 7% increase for classroom teachers and a few other related services positions or a 5% increase for other positions. To align to AISD, we will be implementing an LSSP & Educational Diagnostician Compensation System. Successful employees could earn up to \$20,000 per year. The first assessment towards performance will occur after the first semester is complete, and staff would receive their first half payment, if awarded, in 12/1/2023 or 1/1/2024. The final review would occur at the end of the school year and then paid 6/1/2024 or 7/1/2024. Summer school tasks have now been completed, and staff in temporary roles have returned to their regular positions. Finally, HR is recruiting for vacancies for the upcoming school year, and we will have quite a few contracts to be approved today. We have a few more positions to recruit for but overall have had good success.

Report from the Operations Director

We installed three sets of street signs at the intersections of Wildcat Run and Pecan Street, Wildcat Run, and Miller Drive, and the south end of Pecan Street. These are both learning tools for O&M staff to use with their students as well as for ease of campus navigation for emergency responders. We received the two new golf carts, one for Residential and one for Security. School mechanics are completing preventative maintenance on the entire fleet to ensure all buses and vans are in good shape heading into the fall semester. We placed the final order with Fairway for the last of the lock cylinders needed to complete the campus rekey project. We hired a new security officer for the overnight shift opening; he started training 7/24, and our new program specialist is up and running. Warehouse AC is still down with the part to fix it on the way. ADA handrails have been installed at the front

pedestrian gate and near 577. We have made a lot of progress with the pedestrian and vehicle gates, including having power and ADA access. Some of the critical safety hardware has still not arrived, so we are on hold until it does. Contractors are lined up and ready once it arrives. We received a quote for the Burnet gate from TFC minor construction. All fire panels are scheduled to be replaced as part of an upgrade all over the campus. 17 new refrigerators are in the process of being replaced in the dorms. Most of the old refrigerators are 20 years old.

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 9:04 a.m.

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