

TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED
BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING MINUTES

February 17, 2022

Call to Order

Elaine Robertson, Committee Chair, called the Texas School for the Blind and Visually Impaired Personnel Committee meeting to order at 4:02 p.m. on February 17, 2022 in the Board Meeting Room of the Main Administration Building 600, 1100 W. 45th Street, Austin, Texas.

Present at the meeting was: Elaine Robertson, Board Member; Emily Coleman, Superintendent; Pam Darden, CFO; Cheryl Williams, Human Resources Director and Veronica Keating, Executive Assistant.

Present via Zoom was: Dan Brown, Board Member; and Julie Prause, Board Member.

Consideration of Approval of Minutes of the November 18, 2021 Meeting

Elaine Robertson moved to approve the minutes of the November 18, 2021 Personnel Committee meeting. Lee Sonnenberg seconded the motion and the Committee voted unanimously to approve.

Consideration of Approval of the Hiring Process for a New Internal Auditor for TSBVI

Mr. Sonnenberg stated having an internal auditor within TSBVI that has a good relationship with the School and Board would be beneficial. The Committee agreed. Mr. Brown motioned to approve the hiring process for a new Internal Auditor for TSBVI. Ms. Robertson seconded the motion. The Committee voted unanimously and the motion passed.

➤ **Timeline and process for posting the Internal Auditor position**

Ms. Williams gave information to committee members about the position decision making process.

➤ **Consideration of salary range for the Internal Auditor**

The Committee agreed to post the internal auditor job at a level 4 for 20 hours per week. Mr. Sonnenberg, Mr. Brown, Ms. Prause, and Ms. Robertson agreed that the School should not post the salary range.

Ms. Robertson motioned to post the internal auditor position at a level 4 for 20 hours. Ms. Prause seconded the motion. All committee members were in favor and the motion passed.

➤ **Timeline and process for conducting interviews, selecting and hiring**

The Committee stated they would like to post the position on March 14, 2022. The Committee stated they would like to start interviewing expeditiously. If there are qualified applicants, the Personnel Committee agreed they would interview in April. The Committee stated they would call a special meeting. Mr. Sonnenberg stated as long as he was in person the meeting could be held via Zoom. The Personnel Committee agreed they would interview candidates via Zoom. If the Committee recommended the hiring of a candidate there would be a board meeting to hire the applicant.

Adjournment

Ms. Robertson motioned to adjourn the meeting at 5:16 p.m. Mr. Sonnenberg seconded the motion. The Committee voted unanimously and the meeting was adjourned.