

Texas School for the Blind and Visually Impaired BOARD MINUTES

February 18, 2022 Meeting

Call to Order

Board President Lee Sonnenberg called the full board meeting of the Governing Board for the Texas School for the Blind and Visually Impaired to order at 10:15 a.m.

Introduction of Board Members and Audience

Board members present were Lee Sonnenberg, Elaine Robertson, Beth Jones, Julie Prause, Mike Hanley, Dan Brown, Ernest Worthington, Maghan Gautney, and Brenda Lee.

Audience members present were Emily Coleman, Superintendent; Veronica Keating, Executive Assistant; Cheryl Williams, Human Resources Director; Pam Darden, CFO; Kate Borg, Outreach Director; Valerie Perwein, Special Education Director; Brian McDonald, Operations Director; Michael Clinkscales, Social Worker; Matt Schultz, Residential Director; Laura Wofford, Asst. Residential Director; Miles Fain, Principal; Sara Merritt, Short-Term Programs Principal; Susan Houghtling, Planning and Evaluation Coordinator; Alex Arguello, Community Relations Head; G'Nell Price, Asst. Principal; Tad Doezema, Asst. Principal; Lowell Bartholomew, Audio/Visual Technician; Jennifer Hysaw, Residential Instructor; Dori Senatori, Exit Teacher; Elin Guevera, Teacher Assistant; Cecilia Robinson, VI Educational Specialist; Deanna Peterson, Deafblind Specialist; Itza Perez, Residential Instructor; and Sara Steele, Teacher.

Audience members present via Zoom were Dan Hampton, Information Resources Director; Cyrenna Villegas, Procurement Director; Kendra Dorty, Audio Visual Coordinator; Jim Brown, Wells Fargo; Merideth Camp, Wells Fargo; David Wiley, Deafblind Project Transition Consultant; Eric Grimmett, CSR Director; Eva Lavigne, Kathi Garza, Early Childhood; Lyn Robertson, Teacher; Lynne McAlister, VI Consultant; Scott Baltisberger, VI Education Consultant; Meribeth Betton, Transition Coordinator; Mary Shore, Professional Preparation Coordinator; Miriam Miramontes, Administrative Coordinator; Nina Wibbenmeyer, Teacher; Patti Bushland; Sara Kitchen, VI Education Consultant; Susan Osterhaus, Math Specialist and Toni Ericson, Outreach Administrative Assistant.

Recognition of the TSBVI School Board Members

Ms. Coleman recognized and expressed her sincerest gratitude on behalf of TSBVI to the Board for serving the School. She presented the Board with messenger bags embroidered by the Wildcat Embroidery students.

Mr. Sonnenberg and the Board thanked the students for their hard work on their gifts.

Recognition of the 2022 TSBVI Outstanding Direct Care and Outreach Staff Members

Mr. Sonnenberg and management members recognized TSBVI's Outstanding Direct Care and Outreach Staff Members. The staff members were: Dori Senatori, Sarah Steele, Jennifer Hysaw, Elin Guevera, Michael Clinkscales, Cecilia Robinson, and Lowell Bartholomew for provision of excellent service to students.

Report from Wells Fargo on the Bert E. Broday Trust Fund

Meredith Camp and Jim Brown gave updates on the Broday Trust fund.

Public Comments/Open Forum

There were no public comments.

Consideration of Approval of Minutes of November 19, 2021 Board Meeting

Mr. Brown motioned to approve the minutes from the November 19, 2021 board meeting. Ms. Lee seconded the motion. The Board voted unanimously and the motioned passed.

Viewing of Tour of New Campus Video

Ms. Borg and her Outreach team showed the Board a video which will serve as a virtual tour of TSBVI's campus for members of the community who might not be able to attend in person.

Report from the Audit, Compliance and Management Review Committee

a. Report from the Internal Auditor

Consideration of approval of the 2022 Annual Audit Plan

Mr. Sonnenberg stated that the audit firm recommended that safety and security be audited. He said that the auditing firm would be in touch to coordinate the date and time the audit would take place. The Audit, Compliance and Management Review Committee recommended approval of the 2022 Annual Audit Plan, therefore, a second was not needed. The Board voted unanimously and the motion passed.

b. Consideration of approval of board policies:

AA (TSBVI)	School District Legal Status
AB (TSBVI)	School District Name
AE	Educational Philosophy: Texas Public Education
AE-E (TSBVI)	TSBVI Vision, Mission, Philosophy, Purpose and Long-Range Goals
BA (TSBVI)	School Board Legal Status
BBBD (TSBVI)	Electioneering
BBD (TSBVI)	Board Members: Training and Orientation
BE	Board Meetings
BI (TSBVI)	Administrative Goals and Objectives
BQ (TSBVI)	Planning and Decision-Making Process
BQA (TSBVI)	Planning and Decision-Making Process: Schoolwide Committee
GBA (TSBVI)	Public Information Act (PIA): Access to Public Information

Policies AA, AB and BA were recommended for review by the Audit, Compliance and Management Review Committee, therefore, a second was not needed. The Board voted unanimously and the motion passed.

Policies AE, AE-E, BBBD, BBD, BE, BQ, BQA were recommended for amendment by the Committee, therefore, a second was not needed. The Board voted unanimously and the motion passed.

Policy BI was recommended for deletion by the Committee, therefore, a second was not needed. The Board voted unanimously and the motion passed.

Report from the Personnel Committee

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

Ms. Robertson stated that the recommendation to approve the hiring process for a new internal auditor for TSBVI came from the Personnel Committee, therefore, a second was not needed. The Board voted unanimously and the motion passed.

Timeline and process for posting the Internal Auditor position

Ms. Robertson said that the internal auditor position would be posted on March 14, 2022.

Consideration of salary range for the Internal Auditor

Ms. Robertson stated that the internal auditor position would be posted at a level four.

Timeline and process for conducting interviews, selecting and hiring

Ms. Robertson stated that the Personnel Committee recommended the posting of the Internal Auditor position on March 14, 2022 at a level four and for 20 hours per week.

Report from the Finance Committee

a. Consideration of approval of Investment Report

The Finance Committee recommended approval of the investment report, therefore, a second was not needed. The Board voted unanimously and the motion passed.

b. Consideration of adoption of a resolution regarding the review of the investment policy and strategies of TSBVI

The Finance Committee recommended the adoption of a resolution regarding the review of the investment policy and strategies of TSBVI, therefore a second was not needed. The Board voted unanimously and the motion passed.

c. Consideration of approval of receipt of gifts and donations of over \$500

The Finance Committee recommended the approval of receipt of gifts and donation of over \$500, therefore, a second was not needed. The Board voted unanimously and the motion was passed.

d. Consideration of approval of request for expenditure of gifts and donations

There was no action taken.

e. Review of budget reports

Operating Budget Expenditure Report

Ms. Prause gave a report on the operating budget expenditure report.

Legacy Revenue Budget Report

Ms. Prause gave a report on the revenue budget report.

Legacy Operating Expenditure Budget Report

Ms. Prause gave a report on the revenue budget report.

Report from the Program Committee

a. Consideration of approval of board policies:

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| BDF | Board Internal Organization: Citizen Advisory Committees |
| EHAA | Basic Instructional Program: Required Instruction (All Levels), |
| FFAF | Wellness and Health Services: Care Plans |

The Program Committee recommended amendment of policies BDF, EHAA and FFAF as edited for minor typos, therefore, a second was not needed. The Board voted unanimously and the motion passed.

**b. Report from Comprehensive Programs Principal
Fundamentals of Computer Science Course and Assistive Technology Innovative
Course Update**

Ms. Lee stated that the Committee viewed a video of the projects held with students.

**c. Report from Short-Term Programs Principal
Short-Term Program update
Update on Summer 2022 programs**

Ms. Lee stated that Short-Term Programs are going well.

**d. Report from Outreach Director, Kate Borg
Outreach Program update**

Ms. Lee gave the report received by Outreach Director Kate Borg about the programs and events being held.

Public Discussion of TSBVI's 2020-2021 Annual Report

Ms. Coleman discussed TSBVI's 2020-2021 Annual Report. The Board is required to notify the public of an opportunity to speak about the report at a meeting of the Board. No members of the public requested to speak at the meeting.

Discussion of Strategic Planning Initiatives Summary

Ms. Coleman stated that the strategic planning initiatives summary helped to consolidate the school's feedback. It would then be used during the LAR that happens every summer. She said that the strategic plan initiatives that needed funding would be highlighted as exceptional item requests at the next Legislative session.

Status Report on Action Plans in the 2021-2022 School Improvement Plan

Ms. Coleman reminded the Board that they had received this report with their board packets. She discussed and highlighted the School's action plans and their statuses.

Report from the Superintendent

a. Campus activities

Ms. Coleman reported the campus activities going on previously, currently and in the near future. She said one of her favorite events was the Jingle Bell Run. It takes place on TSBVI's track. Students receive a bell for every lap they complete. Another event that happened was the memorial celebration for Coach Joe Paschall. Lastly, she stated the SCASB wrestling/cheerleading/performing arts tournament was cancelled. There will be a SCASB track meet in April where students will get to see their friends.

b. Superintendent's activities

Ms. Coleman gave an overview of her activities. She stated that she is president of SCASB's sports association. She has ensured that there have been SCASB planning meetings. Ms. Coleman stated that she attended the CEC conference in Orlando, Florida.

Discussion of Future Board Meeting Topics and Scheduling of Training Sessions

Ms. Houghtling stated that board members stated they would like to learn about the School's budget and the Broday Trust. She added that Emily Coleman and Pam Darden would be putting together a training session on these topics.

She stated that another training session the Board needs is a team building session. The Board said they would like to have the “Night at the ER” team building session again. Ms. Houghtling stated the same group that hosted the team building session in the past had confirmed they could host it again.

Election of Board Officers

Ms. Robertson motioned to nominate Lee Sonnenberg for board president. Ms. Lee seconded the motion. The Board voted unanimously and the motioned passed.

Beth Jones motioned to nominate Julie Prause to serve as vice present. Brenda Lee seconded the motion. The Board voted unanimously and the motioned passed.

Mike Hanley motioned to nominate Dan Brown for board secretary. Brenda Lee seconded the motion. The Board voted unanimously and the motion passed.

Consideration of Approval of Incoming Board President’s Recommendations Concerning Board Committees

Lee Sonnenberg recommended to continue with the four committees the School had which were the Audit, Compliance and Management Review Committee, and the Finance, Personnel and Program Committees. Dan Brown motioned to continue with the Audit, Compliance and Management Review, Finance, Personnel and Program Committees. Julie Prause seconded the motion. The Board voted unanimously and the motion passed.

Appointment of Board Committee Members, Chairpersons and Vice-Chairpersons

Lee Sonnenberg appointed the following members to the following committees:

Audit, Compliance and Management Review:

Mike Hanley, Chair;

Elaine Robertson, Vice Chair; and

Lee Sonnenberg, Member.

Finance:

Julie Prause, Chair;

Dan Brown, Vice Chair; and

Ernest Worthington, Member.

Personnel:

Elaine Robertson, Chair;

Julie Prause, Vice Chair;

Dan Brown, Member; and

Lee Sonnenberg, Member.

Program:

Brenda Lee, Chair;

Beth Jones, Vice Chair; and

Maghan Gautney, Member.

Consideration of Superintendent’s Annual Performance Appraisal

Mr. Lee stated that the Board would recess the open session and convene in a closed meeting to discuss the item listed under agenda item #21 – ‘Consideration of Superintendent’s Annual Performance Appraisal’ in conformance with Texas Government Code Section 551.074 – Personnel Matters.

No voting would take place in the closed meeting. Any action the Board wished to take as a result of discussions in closed meeting would take place after the Board reconvened in the open meeting. It was 12:42 p.m.

Mr. Sonnenberg stated that it was 2:05pm and the Board would convene in open session.

No action was taken on the agenda item “Consideration of Superintendent’s Annual Performance Appraisal”.

Consideration of a Resolution Nominating TSBVI Superintendent Emily Coleman for the Texas Association of School Boards’ 2022 Superintendent of the Year Award

Elaine Robertson moved to approve the resolution nominating TSBVI Superintendent Emily Coleman for the Texas Association of School Boards’ 2022 Superintendent of the Year Award. Dan Brown seconded the motion. The Board voted unanimously to approve the motion and the motion passed.

Announcements

Mr. Sonnenberg announced that a new elementary was named in honor of a board member and her husband. The elementary is named Steve and Elaine Robertson Elementary.

Ms. Gautney stated that Anna, TX created an all-inclusive park for which she gave suggestions to use color identifiers in the park. She said the company that built their park stated they would be using this in all parks moving forward.

Ms. Jones announced that there are DVIDB grants available for VI teachers and teachers of multiple impairment students.

Mr. Sonnenberg announced that his daughter who was an art major is working in the art industry.

Mr. Brown stated that he spoke to a developer at Amazon and helped make their site accessible to the visually impaired.

Adjournment

Maghan Gautney motioned to adjourn the meeting at 2:19 p.m. Julie Prause seconded the motion. The Board voted unanimously and the motion passed.

Lee Sonnenberg, Board President

Date

Dan Brown, Board Secretary

Date

Veronica Keating, Recording Secretary

Date