



**Education Service Center Region 12
Board of Directors Meeting
Thursday, December 17, 2009, 10 A. M.
2101 W. Loop 340 – Waco, TX 76712**

The Education Service Center Region 12 Board of Directors met on Thursday, December 17, 2009, at the center, 2101 W. Loop 340, Waco, TX at 10 a.m.

Board Members Present:

Joe Pirtle
Bill Killian
Connie White
Sharon Barnes
Rex Daniels
Mike Caplinger
Sarah Lane

Board Members Absent:

Clarence Fields

ESC Staff Members Present:

Dr. Tom Norris
Dr. Leslie Bennett
Sharon Henson
Terry Marak
Dr. Jerry Maze
Dr. Hazel Rowe
Vivian L. McCoy

Chairman Joe Pirtle called the meeting to order.

Review and Approval of Annual Financial Report from Pattillo, Brown and Hill L.L.P.

Pattillo, Brown and Hill, L.L.P., represented by Ms. Paula Lowe at the board meeting, audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Education Service Center Region 12, as of and for the year ended August 31, 2009, which collectively comprise the Service Center's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Education Service Center Region 12's management. The auditor's responsibility was to express opinions on these financial statements based on their audit. Pattillo, Brown and Hill, L.L.P. conducted their audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial

audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that they plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. They believe that their audit provided a reasonable basis for their opinions.

Ms. Lowe stated the audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Education Service Center Region 12's basic financial statements. Her discussion and analysis of Education Service Center Region 12's (the "Service Center") financial performance provided an overview of the Service Center's financial activities for the fiscal year ended August 31, 2009.

Detailed audit reports are available in the ESC Region 12 Business Office. The audit was unanimously approved by the board after Ms. Lowe completed her report.

MOTION: KILLIAN
SECOND: BARNES

Approval of Minutes of October 15, 2009

There were no corrections to the October minutes and they were unanimously approved by the board.

MOTION: DANIELS
SECOND: BARNES

Financial Reports

Mr. Marak submitted a copy of the statement of cash flows for September 2009, October 2009, and November 2009 to the board and staff. Mr. Marak discussed the monthly financial reports, which included the bills paid as of October and November, the board report as of November, and the interest earnings report. The board unanimously approved all financial reports.

MOTION: WHITE
SECOND: BARNES

Discuss and Consider Approval of 2010-2011 ESC 12 Operating Calendar

The board reviewed the 2010-2011 ESC 12 Operating Calendar submitted by the staff. After reviewing the calendar submitted by the staff, the board unanimously approved the operating calendar for the 2010-2011 school year.

MOTION: KILLIAN
SECOND: WHITE

Discuss and Consider Quotes Received for 2009-2010 Events Catalogs

Education Service Center Region 12 requested quotes on printing packaging, and delivering the Events Catalogs for 2010. ESC Region 12 published the request for bids and also faxed the specifications to area printers. Bids were received from Davis Brothers, Mail Max and Phillips Brothers. Based on the cost and the acceptance of all specifications, the ESC Region 12 management requested that the Board of Directors approve the bid submitted by Davis Brothers for the printing, packaging and distribution of both 2010 Events Catalogs.

The board unanimously approved the bid for the events catalogs submitted by Davis Brothers in the amount of \$7,500 for 36 pages plus the cover or \$10,350 for 56 pages plus the cover.

MOTION: BARNES

SECOND: LANE

Discuss and Consider Lease Purchase of Three Ford Automobiles

The Education Service Center Region 12 requested bids for full-size new automobiles in June 2009. The low bid was from Bird Kultgen Ford. Bird Kultgen Ford has confirmed that the bid is still valid and will be honored by Ford Motor Company.

Education Service Center Region 12 administration recommends that the Board of Directors approve the use of the Bird Kultgen Ford low bid and authorize the purchase of three full-size automobiles (2010 Ford Taurus SE) with a per unit price of \$20,256.64. Each automobile will be purchased through the Ford Motor Company municipal lease program. The board unanimously approved the municipal lease of three full-size automobiles.

MOTION: KILLIAN

SECOND: WHITE

Discuss and Consider Authorization to Begin Board Election Process

Dr. Norris informed the board that the *term of office* will expire for the board members listed below:

- Connie Z. White, Place 4, Hamilton and Coryell Counties
- Clarence Fields, Place 5, Bosque and Hill Counties

Mrs. White and Mr. Fields will seek re-election and the superintendents will be informed of the timeline for election in January. The board unanimously authorized the staff to begin the election process.

MOTION: BARNES

SECOND: KILLIAN

Executive Session in Accordance with Texas School Law 551.001

An executive session was not required for this meeting.

Personnel Report

Dr. Leslie Bennett submitted the personnel report to the board. The following names were listed on the report:

Employment

Bonnie Arrington	Software Support Technician I	Information Svcs
Sue Jordan	Secretary II	Teaching & Learning Services – Sp Ed
Daryl Knowles	Programmer	Technology Planning & E-Rate Support Ctr
Keith Macik	Technology Specialist I	Tech & Bldg Svcs
Kris Munro	Ed Specialist I	Teaching & Learning Svcs – Sp Ed
Becky Ralston	Ed Specialist I	Teaching & Learning Svcs – Gen Ed
Lindsay Westmoreland	Secretary II	Teaching & Learning Svcs – Gen ED
Stephanie Wyatt	Secretary II	Information Svcs

Resignations

Cindy Campos	Retirement
Maci Frost	Termination
Peggy Rogers	Retirement
Linda Wheeler	Retirement
Daryl Knowles	Resignation

Informational Reports

Dr. Norris gave a brief update on the Region 12 project for expanded parking lot road to Building 3 by CWA Construction, Inc. Phase I should be completed after the Winter Break and staff should be able to move into Building 3 by the middle of January.

There being no further business the meeting was adjourned and the board members joined the ESC staff for their annual Winter Break luncheon.

MOTION: KILLIAN

SECOND: WHITE

Joe Pirtle, Chairman

Sharon Barnes, Secretary