The Education Service Center Region 12 Board of Directors met on Thursday, December 14, 2017, at the center, 2101 W. Loop 340, Waco, TX at 10 a.m.

**Board Members Present:**
- Joe Pirtle
- Bill Killian
- Connie White
- Alexis Neumann
- Rex Daniels
- John Turpin
- Sarah Lane

**Board Members Absent:**
- Bill Tarleton

**ESC Staff Members Present:**
- Jerry Maze
- Sharon Henson
- Terry Marak
- Charlene Simpson
- Nick Brown
- Tara Dillard

**Discuss and Consider Approval of Minutes of October 19, 2017**

With no correction to or questions about the minutes of the October 19, 2017 board meeting, the board approved them unanimously.

**MOTION: DANIELS**
**SECOND: KILLIAN**

**Discuss and Consider Approval of Fund Balance Designations and Reservations**

Per the GASB 54 policy, the ESC 12 management proposes the following fund balance assignments:

- Non-spendable (Inventories, Prepaid Exps) $56,578
- Total Non-Spendable $56,578
Assigned 3550 (Construction) $500,000
Assigned 3570 (Equipment) $250,000
Assigned 3590 (Other) $100,000
Total Assigned $850,000

These assignments are for the 2017-18 fiscal year.

MOTION: WHITE
SECOND: TURPIN

Discuss and Consider Approval of Annual Financial Report from Jaynes, Reitmeier, Boyd & Therrell, P.C.

Jaynes, Reitmeier, Boyd & Therrell, P.C., represented by Diana Ward 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, 2017, which collectively comprise the Service Center’s basic financial statements. The financial statements are the responsibility of the Center’s management. The auditor’s responsibility was to express opinions on the financial statements based on the audit.

In the auditors’ opinion, the financial statements referred to present fairly, in all material respects, the respective financial position of governmental activities, each major fund, and the aggregate remaining fund information of Education Service Center Region 12 as of August 31, 2017, and the respective changes in financial position, where applicable, cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

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

MOTION: KILLIAN
SECOND: DANIELS

Discuss and Consider Approval of Financial Reports

Mr. Marak discussed the bills paid as of September and October 2017, the board report as of October 31, 2017, the interest earnings report and the cash flow statement. The board unanimously approved all financial reports submitted by Mr. Marak.

MOTION: TURPIN
SECOND: DANIELS

Discuss and Consider Approval to Appoint Primary Submitter Designee for TEA Web Applications

Dr. Jerry Maze requested that TEA extend the authority issued to ESC 12 staff member, Sharon Henson, User Administrator in the role of Primary Submitter Designee. This will allow her to continue submitting to TEA the requests of staff who want access to TEA web applications. Dr. Maze requested that the Board authorize Sharon Henson to act as executive director

1-18/ES
designee for approving staff requests (also referred to as “submitting requests to TEA”) for access to one or more TEA web applications accessed through the TEA Secure Environment (TEASE). This authorization will be valid for the calendar year starting September 2017 through August 2018. The board unanimously approved the request for Mrs. Henson to act as executive director designee for approving staff requests.

MOTION: WHITE
SECOND: LANE

Discuss Information Report Regarding Internet Consortium

Mr. Nick Brown explained that this would be a new way for Region 12 districts to connect to the internet. We are currently in the early stages of gathering information. Bell County Schools are interested and would like us to investigate further.

Discuss and Consider Approval of BRIC Remodel by Huckabee Architects

Plans are underway to update the BRIC facility. Huckabee has contributed $140,000 to cover the cost of materials. Approval is needed from the Board to proceed. The Board unanimously approved to move forward with remodeling the BRIC.

MOTION: KILLIAN
SECOND: TURPIN

Discuss and Consider Authorization to Begin Board Election Process

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

Bill Killian, Place 1, McLennan County
Joe Pirtle, Place 2, Bell County

Both have agreed to seek re-election.

MOTION: DANIELS
SECOND: TURPIN

Executive Session in Accordance with Texas School Law Bulletin (Article 551.001)

An Executive Session was not required for this meeting.

Receive Building Renovation Report

Mr. Terry Marak explained that the renovation budget would be $490,000-$518,000. The next phase is the bidding process.
**Personnel Report**

Mr. Terry Marak submitted the personnel report to the board.

### Region 12

**Personnel Report**  
*October 7 thru December 5, 2017*

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
<th>Department/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/27/17</td>
<td>Jewell Armstrong</td>
<td>Accountant III</td>
<td>Business Services</td>
</tr>
<tr>
<td>1/8/17</td>
<td>Elisa Infante</td>
<td>Accountant III</td>
<td>Business Services</td>
</tr>
<tr>
<td>12/5/17</td>
<td>Samantha Symank</td>
<td>Accountant III</td>
<td>Business Services</td>
</tr>
<tr>
<td>11/13/17</td>
<td>Melissa Witcher</td>
<td>TSDS/PEIMS Analyst</td>
<td>Information Services</td>
</tr>
</tbody>
</table>

**Termination (resignation, retirement, dismissal, etc.)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
<th>Department/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/10/17</td>
<td>Donna Pedigo</td>
<td>Accountant III</td>
<td>Business Services</td>
</tr>
<tr>
<td>10/6/17</td>
<td>Yalonda Weaver</td>
<td>Accountant III</td>
<td>Business Services</td>
</tr>
<tr>
<td>10/5/17</td>
<td>Sarah-Jane Mensefoe</td>
<td>Digital Media &amp; Publications Specialist</td>
<td>Customer &amp; Marketing Services</td>
</tr>
<tr>
<td>10/9/17</td>
<td>Marilyn Rene Clayton</td>
<td>Manager of Industrial &amp; Community Initiatives</td>
<td>Heart of Texas Workforce Development Board</td>
</tr>
</tbody>
</table>

**FMLA**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
<th>Department/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/27/17</td>
<td>Mark Maxey</td>
<td>Building Maintenance Assistant</td>
<td>Building Operations</td>
</tr>
</tbody>
</table>

**Medical Leave**

| Date     | Name            | Position                  | Department/Division          |

**Workers Comp**

| Date     | Name            | Position                  | Department/Division          |
Receive Informational Reports

Dr. Maze discussed the upcoming Quality Leadership/Synergy Conference that will take place January 10-12, 2018 in Grapevine. Ms. Charlene Simpson gave a report on TransformEd.

There being no further business the meeting was adjourned.

MOTION: KILLIAN
SECOND: DANIELS

Joe Pirtle, Chairman

Connie Z. White, Secretary