



# Board Meeting Minutes

January 13, 2022 Board Meeting

## CALL TO ORDER

### OPENING ACTIVITIES

- Establish Quorum
- Moment of Inspiration
- Pledge to the United States and Texas Flag

### PUBLIC COMMENT

## INFORMATION ITEMS

1 - Recognition of Board Members for School Board Appreciation Month and Board Service of Dr. Jerry Cook

2 - COVID Update and Wildly Important Goal Overview presented by Chief Executive Officer.

ED David Williams provides update regarding attendance and annual goals

3 - Presentation of the Financial Audit Report for Fiscal Year 2021 presented by DSS.

Gene reviews financial audit report. Overall rating based on 21 indicators signals to a potential score in the 90s

Auditor presents draft

Issues clean and unmodified opinion. Nothing out of the ordinary.

No material weaknesses

4 - Unaudited Monthly Financial Report and Budget Projection Report presented by DSS.

Gene review

## ACTION ITEMS

5 - Approve the Financial Audit Report for fiscal year 2021.

Joli Robinson moves to approve the financial audit, Justin Gobert seconds the motion all in favor, motion passes 7-0

6 - Consider all matters related to the selection of the office of Board Chair.

7 - Consider all matters related to the selection of the office of Vice Chair.

8 - Consider all matters related to the selection of the office of Secretary.

9 - Consider all matters related to the selection of the office of Assistant Secretary.

10 - Appoint Chair for the Board Nominating Committee.

11 - Approve purchases for technology equipment not to exceed \$250,000.

Funding sources include emergency connectivity fund, grant received.

A handwritten signature in black ink, appearing to be "MGF", is located in the bottom left corner of the page.

\$150,000 was budgeted for chrome books.

Using cooperatives . RFPs were completed per Johansens updates

Keya Tollossa moves to approve, Josh Nason seconds the motion, all in favor, motion passes

7-0

[12 - Consider all matters related to the Superintendent evaluation process and instrument.](#)

### CONSENT AGENDA ACTION ITEMS

[13 - Ratify the renewal of the Lotterease agreement.](#)

Glenna Woodall moves to approve the motion, Justin Gobert seconds the motion, all in favor, passes 7-0

[14 - Approve updates to the EDGAR Policy Manual.](#)

Pulling this agenda item off

[15 - Approve minutes from December 9, 2021 Board meeting.](#)

Ending open session at 8:01

### CLOSED SESSION

Closed session called to order at 8:20

[16 - 551.074 - Review the Superintendent evaluation process and instrument.](#)

[17 - 551.074 - The discussion of specific candidates for officer positions may be discussed in closed session, in accordance with law, but action and vote will be in open session.](#)

Back to open session 9:35

Jerry moves to Glenna seconds the motion all in favor motion passes 7-0

Keya Tollossa moves to nominate Martha Fernandez ad Board nominating committee char, Joli Robinson Seconds all in favor motion passes 7-0

Josh moves to adjourn Keya seconds

Adjourns 9:38

### ADJOURN

### OPENING ACTIVITIES





Establish Quorum

Moment of Inspiration

***Inspire*** - an animating action or influence, to fill with a feeling or thought, to give rise to, bring about, or cause

This week's moment of inspiration will be provided by *Cloak and Dagger*, Student Musical Performance.

Pledge to the United States and Texas Flag

**United States Flag**

*I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

**Texas Flag**

*Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

[Back to top](#)

A handwritten signature in black ink, appearing to be the initials "MGP".

**PUBLIC COMMENT**



The meetings of public schools, both charter and independent school districts, are meetings of the Board that are open to the public. As such, there are procedures for the public to engage with the Board of Directors/Trustees.

**Instructions to be read prior to Public Comment**

Public testimony may not be used to make personal comments towards any school officials nor may it violate FERPA and student confidentiality. Names will be called in the order on the sheet. The public testimony will conclude at the end of 15 minutes with each speaker being allotted no more than 3 minutes of speaking time. A VT faculty or staff member will follow up on the comment the week following comments made.

**Note for Board Members**

Items discussed in a Board meeting must be included in the agenda per the Texas Open Meetings Act. As a result, items brought up in public comment cannot be discussed unless already established on the agenda. Attendees to the meetings are observers and not participants, unless included in the agenda.

[Back to top](#)



## INFORMATION ITEMS

### **1 - Recognition of Board Members for School Board Appreciation Month and Board Service of Dr. Jerry Cook**

January is National School Board Appreciation Month. Thank you for your service to Village Tech Schools. You have stepped up for children in a time of crisis and tremendous challenge. There will be a presentation of a small token of appreciation.

Also, we are celebrating the service of Dr. Jerry Cook from August 2017 to January 2022. There will be time for each Board member to express their appreciation.

[Back to top](#)

## INFORMATION ITEMS



**2 - COVID Update and Wildly Important Goal Overview presented by Chief Executive Officer.**

[The Omicron Reset](#) (The Atlantic)

[Why More American Are Saying They're 'Vaxxed and Done'](#) (The Atlantic)

[2.1 - Ain't No Mountain High Enough WIG](#)

The Omicron surge is a real challenge for all of us. We started this week with over 10% of our staff (18-20 people) out due to a positive test or experiencing symptoms with a test pending. There were 38 positive cases reported on January 10 and 19 reported on January 11. For context, we had 42 cases in the entire month of September, our highest number in any single month prior.

*Attendance to End 3rd 6 Weeks*

<b>Tues Jan. 4</b>	<b>Wed Jan. 5</b>	<b>Thur Jan. 6</b>	<b>Fri Jan. 7</b>	<b>M Jan 10</b>	<b>T Jan 11</b>	<b>W Jan 12</b>
82%	86%	87%	82%	85%	84%	85%

Our goal is to remain open. Virtual school is not a viable option. There is no funding for moving to a virtual environment and the staffing efforts to put this in place overnight and for a brief window, in my opinion, will not lead to significant positive learning outcomes. Additionally, with the global data and reports, there is little to no evidence that this will have a positive impact on preventing the spread of the Omicron variant. It is surging across the globe and even in countries like Australia with strict COVID restrictions and the geographical advantage of being an island. Early research demonstrates the Omicron variant produces milder symptoms than Delta. Now that vaccinations are available for ages 5 and up, we are entering what I would call the fourth phase of the pandemic.

**Phase 1: March 2020-August 2020** - Close and assess to understand the potential public health impacts of COVID-19. School was 100% online.

**Phase 2: September 2020-August 2021** - Coordinated response to reduce risk and give time for the development of vaccines and treatments. Hybrid of online and in person environment.

**Phase 3: September 2021-December 2021** - Disjointed response at state and national level with delta variant on the rise and increased pandemic fatigue and political polarization. School in person with limited remote conferencing options. Logistically far more challenging than a designed for hybrid experience.

**Phase 4: January 2022-???** - Growing consensus that Omicron signals a shift to an endemic reality of this virus. COVID is here to stay. At the same time, CDC guidelines are creating more confusion as we work to put policies and procedures in place to function. Attendance challenges at school are unlike any we have seen.



In the Commissioner call on Friday, January 7, he said nothing has changed in terms of the tools we have. Virtual school is equivalent to a school closure and the time will need to be made up. Should this need arise, we have our Fridays to use as make up days. Commissioner Morath indicated they are exploring ways to help offset the funding loss of this season, but details are unknown at this time.

We are contacting students and families to ensure they log in to remote conferencing. We did not have much success last week, but we will see if that can change this week. Also, we are working to place professionals in classrooms from any level of the organization. As of right now, we have aides and instructional coordinators who are substituting for teachers who are out. If necessary, we will move to directors and my teaching certificate is still active, so I'm ready if needed.

### **WIG - THE SUMMIT**

In reviewing our GPS data, we set a wildly important goal for the spring.

**PK-8: Students will increase reading performance by 30% from beginning of year to end of year on NWEA MAP or early childhood assessment.**

**9-12: Students will increase their Lexile level by 100 points from beginning of year to end of year on the NewsELA assessment**

Reading is foundational to all other skills and we have already committed a great deal of time and resources to this effort in the fall. We feel this is a rolling stone that will position us for success and set the stage for a goal in math for next year.

In order to attain this WIG, our summit, we have three "paths" that we believe will increase our opportunities for success.

**Path 1 - Teacher Readiness:** Establish a baseline of performance for student learning objectives through 100% of VT teachers writing, curating, and presenting their SLO data. This goal is tied to the teacher incentive allotment process. Almost all of our teachers set SLO targets tied to reading at the beginning of the year.

**Path 2 - Attendance:** Student attendance will increase from 93% to 96%. Not really on track for those targets after the break, but ultimately, we need students here in order for them to be successful.

**Path 3 - Social Emotional Learning:** Increase academic goal attainment rating from 52-75 on the MRA by Spring 2022. More data can be shared on this later, but the MRA is a survey



provided through the Leader in Me program that assesses our academics, culture and leadership. Students, staff and parents complete the survey and provide comments. There is an academic goal attainment rating with 6 indicators. In order to meet a goal on reading, our students and staff need effective goal setting tools and processes.

[Back to top](#)





## INFORMATION ITEMS

### **3 - Presentation of the Financial Audit Report for Fiscal Year 2021 presented by DSS.**

[3.1 Management Rep Letter Final 1.10.2022](#)

[3.2 Certificate of Board](#)

[3.3 VT Audit Report DRAFT V3](#)

[3.4 Village Tech 2021 Audit Summary 1.10.2022](#)

The big news - we have an unmodified opinion on the audit! That's a good thing. Item 3.4, the Village Tech 2021 Audit Summary gives an overview of the audit findings.

[\*Back to top\*](#)



## INFORMATION ITEMS

### 4 - Unaudited Monthly Financial Report and Budget Projection Report presented by DSS.

[4.1 - VT Board Dashboard and Financials 12312021.pdf](#)

[4.2 FY2021-2022 Projection 12-30-2021-VT Projection NEW](#)

The unaudited monthly financial report will be presented as usual. The Budget Projection Report is provided at the request of the Board from the previous meeting. The financial team at DSS analyzed revenues and expenditures from September through November with projections for the rest of the year.

The FY 2021-2022 projection analyzed the Q1 financials to make predictions about future revenue and expenditures. Cell P44 sums up the final picture. Taking out depreciation, we are projecting a \$173,348 surplus. Important to note, this remains true even if we do not draw down any of the remaining \$1.2 million in federal funds.

But that's just one lens of a bigger picture. State FSP revenue is tracking at an **\$814,469 deficit** at this time. This is due to lower than projected enrollment (1207 v. 1250) and attendance (93% v. 96%). Our projected ADA was 1200 and we are closer to 1122. The primary offset for this loss is the \$580,000 in hold harmless funding from last year that is accounted for in this year's revenue. The Commissioner has indicated there may be some relief as a result of Omicron, but we are not counting on it. We are trending for higher than expected revenue in all other categories except for local revenue.

For expenditures, **we are projecting to spend \$312,044 less than budgeted**. This is due to a significant projected savings in payroll (6100) at this time. This is the result of 9 unfilled positions, conservative payroll budgeting (this is where the "cushion" is kept), as well as budgeted stipends that have not been communicated nor distributed.

6200 - Contracted services is tracking higher by approximately \$400,000. This is due to increased costs for substitute teachers compared to the budget (\$100K), higher costs in special education services (\$50K), an under projection in services for DSS and Renaissance Institute (\$100K - a small portion of this would have been reduced by hiring an HR Director), and increased utilities cost (\$50K).

6300 - Supplies and materials is tracking higher by approximately \$350,000. This is due to an increase in food supplies (\$60K), building maintenance costs not included in original budget (projected to be \$120K), and increased instructional materials and supplies (approximately \$150K increase anticipated - this is a good thing as it means teachers are designing and making with students).

The known additional large purchases being considered for the remainder of the year - 2 busses, 550 computers (in tonight's agenda) and utilizing phase 2 funds for theater lighting.

[Back to top](#)

## ACTION ITEMS

### **5 - Approve the Financial Audit Report for fiscal year 2021.**

[3.1 Management Rep Letter Final 1.10.2022](#)

[3.2 Certificate of Board](#)

[3.3 VT Audit Report DRAFT V3](#)

[3.4 Village Tech 2021 Audit Summary 1.10.2022](#)

The information for the audit was presented during the information items. The links are included here again. This is a must approve item as it is required by TEA for our Charter FIRST rating.

**Recommendation: Approve the financial audit report for fiscal year 2021 as presented.**

[Back to top](#)

A handwritten signature in black ink, appearing to be the initials "MF" with a stylized flourish.



## **ACTION ITEMS**

### **6 - Consider all matters related to the selection of the office of Board Chair.**

The January meeting is considered our annual meeting and per our bylaws, it is the time for officer elections. Officers can serve in their position for up to three years, but are voted on each year. At a minimum, we will need to fill the officer seats vacated by Dr. Cook (Vice Chair) and Mrs. Browning-Woodall (Assistant Secretary).

As discussed in closed session, we are electing new officers. The process will involve a motion with the specific officer roles identified and then a vote to approve.

**Recommendation:** *The recommendation is for the Board to nominate and select a Chair.*

[Back to top](#)

## **ACTION ITEMS**

### **7 - Consider all matters related to the selection of the office of Vice Chair.**

**Recommendation:** *The recommendation is for the Board to nominate and select a Vice Chair.*

[Back to top](#)

## **ACTION ITEMS**

### **8 - Consider all matters related to the selection of the office of Secretary.**

**Recommendation:** *The recommendation is for the Board to nominate and select a Secretary.*

[Back to top](#)

## **ACTION ITEMS**

### **9 - Consider all matters related to the selection of the office of Assistant Secretary.**

**Recommendation:** *The recommendation is for the Board to nominate and select an Assistant Secretary.*

[Back to top](#)



## ACTION ITEMS

### **10 - Appoint Chair for the Board Nominating Committee.**

With our Board resignations, we will resume the board nominating process. Martha Fernandez has served as our Board Nominating Chair. If she continues or if there is a new committee chair, we will need to determine that with this action item.

Please be sure to send any recommendations for potential Board members to our committee chair once established.

### **Bylaws**

7.3 Other Committees. The Board of Directors, by resolution adopted by a majority of the directors at a meeting at which a quorum is present, may establish other committees not having and exercising the authority of the Board of Directors in the management of the corporation. The Chair shall nominate and the Board of Directors shall approve chairs of such committees and the committee chair shall select members of the committee. Membership of such committees may, but need not be, limited to directors. One such committee shall be the Finance Committee, the members of which shall include, but shall not be limited to, the Chief Financial Officer of the corporation.

7.4 Term of Office; Removal. **Each member of a committee shall continue as such until the next annual meeting of the Board of Directors** and until his or her successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed from such committee, or unless such member shall cease to qualify as a member thereof. The Board of Directors may remove the member of any committee, with or without cause, at any time.

***Recommendation: The recommendation is for the Board to nominate and select a Board Nominating Committee Chair.***

[Back to top](#)



## ACTION ITEMS

### 11 - Approve purchases for technology equipment not to exceed \$250,000.

Village Tech applied for and was awarded \$140,000 in Emergency Connectivity Fund money. The funds can be used in the following ways:

Funding Request Number	Nickname	Total FRN Cost
ECF2190012955	1. VTEC Staples Chromebooks	\$102,000.00
ECF2190012962	2. VTEC Verizon Hotspot Svc	\$12,000.00
ECF2190012966	3. VTEC Verizon Hotspot Equip	\$6,000.00
ECF2190012975	4. VTEC Apple MacBook	\$20,000.00

Additionally, the plan is to purchase 150 Chromebooks at approximately \$75,000. Through ESSER, we budgeted \$158,000 for computers. Based on the unknowns around attendance and funding, we are working to preserve some amount of ESSER funds for next year.

Since the purchase is over \$50,000, Board approval is needed.

***Recommendation: The recommendation is for the Board to approve purchases for technology equipment not to exceed \$250,000.***

[Back to top](#)



## ACTION ITEMS

**12 - Consider all matters related to the Superintendent evaluation process and instrument.**

[16.1 - PROPOSED VT SUPT APPRAISAL, NEAR FINAL, 1.6.2022.docx](#)

After discussing in closed session, this item is included in the event we are ready to adopt the new evaluation instrument. If not, we can include this in a future meeting.

***Recommendation: The recommendation is for the Board to determine what action to take with the Superintendent evaluation process.***

[\*Back to top\*](#)



## CONSENT AGENDA ACTION ITEMS

*Consent agenda items are grouped together for action with one motion; however, any item may be pulled from the consent agenda and acted upon separately at the request of a Board Member.*

### **13 - Ratify the renewal of the Lotterease agreement.**

[13.1 - Lotterease Agreement Per Application Pricing V9 Signed.pdf](#)

This is the annual agreement for our lottery system that automates our annual student enrollment lottery process. This item would normally just be handled at the administrative level.

**Recommendation: Approve the consent agenda as presented.**

[Back to top](#)





## CONSENT AGENDA ACTION ITEMS

### 14 - Approve updates to the EDGAR Policy Manual.

This has not completed legal review. This will need to be included in the February meeting.

**Recommendation: Remove from Consent Agenda.**

[Back to top](#)



## CONSENT AGENDA ACTION ITEMS

15 - Approve minutes from December 9, 2021 Board meeting.

[December 9, 2021 Board Minutes](#)

**Recommendation: Approve the consent agenda as presented.**

[\*Back to top\*](#)



## **CLOSED SESSION**

**16 - 551.074 - Review the Superintendent evaluation process and instrument.**

[16.1 - PROPOSED VT SUPT APPRAISAL, NEAR FINAL, 1.6.2022.docx](#)

To be discussed in closed session.

[Back to top](#)

**17 - 551.074 - The discussion of specific candidates for officer positions may be discussed in closed session, in accordance with law, but action and vote will be in open session.**

To be discussed in closed session.

[Back to top](#)