

**COMMUNITY ACTION INC., OF  
CENTRAL TEXAS HEAD START  
PROGRAM  
2020-2021**



**REGULAR POLICY COUNCIL MEETING MINUTES**

Hard copies of this agenda and/or any of the attachments are available by contacting psanchez@communityaction.com.

**DATE:** March 11, 2021

**TIME:** 11:00 am -12:00 pm

**LOCATION:** Zoom Conference Call (COVID-19)

**CHILD CARE:** N/A

**POLICY COUNCIL CHAIRPERSON:** Mr. Joshua Romero, Henry Bush CDC

If you have questions, please contact Dr. Imelda Medrano, Early Childhood Program Director at 512-396-3395 X 228 or 281-967-0197.

Total Members: 9                      Quorum: 5 members required to meet quorum (8 members in attendance)

**I. Open Meeting**

1. Call to order, time:11:03\_\_\_Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Brittany Martinez

Center	Member	P/A	Alternate	P/A
Hemphill	Lydia Ramirez-Vice Chairperson	P	Brittany Taylor	P
Bonham	Brittany Martinez-Secretary	A	Maria Cristela Gonzalez	P
Henry Bush	Joshua Romero-Chairperson	P	Sandra Lopez	P
Luling	Cindy Partida-CAI Board Rep	P	Samantha Wynn	A
A. Washington	Gabriela Hernandez-Translator	P	David Gonzalez	A
LBT	Vacancy	X	Tonansy Suarez	P
Lockhart	Manuela Cantu	P	Suzanne Rivas	A
Hays PEP	Yahaira Gonzalez	P		
Community Rep.	Flora Amaya-Community Rep	P		
Community Rep.	Lana Wagner	P		
Head Start Staff				
Director	Dr. Imelda Medrano	P		

<b>ERSEA</b>	Dani Ramirez	P		
<b>Family Services</b>	David Gonzalez	P		
<b>Office Manager</b>	Patricia Sanchez	P		
<b>Special Guest</b>	William Henry, CAI Human Resource Director			P

3. Public Comment Period (2-minute maximum) *None*

4. Member report from sites (2-minute maximum)

- *Mr. Romero shared that Henry Bush was having a great year in spite of Covid and the Winter Storm. The center has been fully staffed and things are going very well.*
- *Mrs. Hernandez from A. Washington stated that Mrs. Patricia Vargas, Mental Health and Disability Coordinator, had gone above and beyond the call of duty by personally reaching out to a parent with a special needs child and making special accommodations to meet the needs of this family. She was very professional and very caring and is much appreciated. Mrs. Martinez also shared that staff at A. Washington was working very well as a team.*
- *Lydia Ramirez, from Hemphill Head Start, shared that Mrs. Rodriquez and her team worked very hard to move two entire classrooms that had been damaged by the winter storm. They were able to reopen those classrooms in record time and did a great job of communicating clearly with parents so that there was no confusion. Special thanks go to Elias Lujano and David Ramirez for their help.*
- *Brittany Taylor, from Hemphill Early Head Start, shared the teachers for her child were doing a phenomenal job. She shared that her child had come a long way as a result of the excellent teachers. The teachers often call mom with individual updates and it has been a very positive experience to participate in Early Head Start.*
- *Yahira Gonzalez, from Hays PEP, shared that she wanted to give a shout out to both Gloria Jackson and Grace. Gloria often shows up with surprises for the baby and Grace does a great job of presenting zoom classes that are helpful to her baby.*
- *Cindy Partida, from Luling, shared that one of the Luling Teachers, Michelle Gallegos, was recognized as Spotlight Teacher of the Week. Sandy Martel was just at Luling giving books to all of the children and she felt like Sandy's desire to serve the children comes straight from her heart. She further shared that the teachers offer excellent support for the children and are very caring.*

## II. Policy Council Training

### 1. Interview Protocol presented by William Henry

- *Mr. Henry, HR Director, informed the council members that the questions used to interview candidates are all job related and meet the standards for quality questions. He further shared that when serving on an interview panel, everyone should stick to the questions and refrain from engaging in conversations about race, color, national origin, gender identity, age, marital status, religion, illnesses, disability, political views and anything else that could be considered a bias against any candidate.*
- *Dr. Medrano emphasized that while members of the council were encouraged to participate on interview committees for their center and would receive an invitation, the interview would go on as scheduled if neither parent showed up. She further stated that the final candidate that would be brought forth for approval for hire to policy council would be decided by Dr. Medrano as the Head Start Program Director using input from the members of the interview committee.*
- *Dr. Medrano also emphasized the importance of treating all interviews as highly confidential. Once the interview is over, there should be no conversation with anyone not on the panel about the interviews and/or the candidates. Everything that takes place during an interview and all of the interview materials are to be kept confidential at all times.*

### 2. [Roles and Responsibilities of Policy Council Committees](#) by Josh Romero

- *Mr. Romero reviewed the slides regarding Policy Council Committee Roles and Responsibilities. The members of the Council were invited to volunteer for service on the various committees later in the meeting. The Committee Membership Roster is linked below.*

**III. EXECUTIVE SESSION (CLOSED TO PUBLIC)** Start Time: NA-There were no new hires in February 2021.

Policy Council Members / Program Director  
Executive Session Pursuant to Government Code Section 551.074 for  
purpose of discussing Personnel

1. New Hire Report – *Zero New Hires February*

Executive session adjourns. End Time: NA

Regular meeting reconvenes. Time: NA

## VI. OLD BUSINESS

Approval of [Meeting Minutes from February 25, 2021](#).-for approval

*Mr. Romero opened the floor for a motion to approve the Meeting Minutes from February 25, 2021. Flora made a motion to approve the February Minutes. Manuela seconded the motion. Hearing no discussion, Mr. Romero called for a vote and the minutes were approved unanimously.*

## V. NEW BUSINESS-for approval

- a. Approval of new Policy Council Members
  - i. Yahira Gonzalez as member representing Hays PEP
    1. *Mr. Romero called for a motion to approve Ms. Yahira Gonzalez as the newest member on the Policy Council representing Hays PEP. Gabriella made the motion to accept Yahira and Manuela seconded the motion. Hearing no discussion Mr. Romero called for a vote and Yahira was approved unanimously.*
- b. Termination of membership approval for members with 3 or more unexcused absences in accordance with our current By Laws Article III, Section 5 (a). [Policy Council Members Attendance Tracker 2021](#)
  - i. *The Policy Council Members Attendance Tracker was reviewed. It was agreed folks with more than two absences would be sent a warning letter as called for in the By Laws. It was further agreed that Mrs. Brittany Martinez would be given grace this time because her job was interfering with her ability to attend.*
- c. Discussion regarding [program hours and teacher preparation time](#).
  - i. *Dr. Medrano reviewed the presentation regarding the lack of paid time for teachers to prepare for instruction, sanitize the classrooms, and take care of all of their teaching responsibilities including, but not limited to, lesson plans, parent communication, and student assessment. Dr. Medrano compared the amount of planning time public school teachers receive to that of Head Start teachers: Public School teachers get 45 minutes of planning and 30 minutes of duty-free lunch every day. HS Teachers receive two five-minute breaks daily and 1 hour of planning per week if there is coverage available. They do not receive a duty-free lunch as they are required to eat with the children. The proposal is to adjust program operation hours to allow for teachers to have 30 minutes of planning daily. The Council agreed this was needed but recommended sharing this information with all parent committees at every center prior to making a final decision in order to allow time to give their input. Dr. Medrano*

*shared she would share this presentation with the Center Directors and make sure it was on the agenda for April parent meetings. The topic will be revisited at the April Policy Council meeting, or the May if all parent meetings haven't yet taken place by April 15<sup>th</sup>.*

- d. Assignments to [Policy Council Committees](#)
  - i. *Click on the link above to see who volunteered for each committee and to see where there is still room for volunteers.*
- e. [ERSEA Eligibility Criteria 2021-2022](#)
  - i. *Dani Ramirez, ERSEA Coordinator, shared the proposed ERSEA Eligibility Criteria for 2021-2022 with the council members. Dani reviewed the breakdown of the points system and reminded parents that they are the best recruiters for our program and we continue to accept applications year-round.*
    - 1. *Mr. Romero called for a motion to approve the ERSEA Eligibility Criteria for the upcoming year. Gabriella made a motion to approve the Eligibility Criteria. Cindy seconded the motion. Hearing no discussion, Mr. Romero called for a vote and the Eligibility Criteria was approved unanimously.*
- f. [Luling CDC Policy Council Funds Request](#)
  - i. *Luling submitted a request for Policy Council Funds. The application was reviewed. Mr. Romero called for a motion to approve the funds request. Manuela made a motion that Luling's request be approved. Gabriella seconded the motion. Hearing no discussion Mr. Romero called for a vote and the request for PC funds for Luling was passed unanimously. Click on the link to view the actual application details.*
- g. [Henry Bush Policy Council Funds Request Application](#)
  - i. *Henry Bush submitted a request for Policy Council Funds. The application was reviewed. Mr. Romero called for a motion to approve the funds request. Gabriela made a motion that Henry Bush's request be approved. Cindy seconded the motion. Hearing no discussion Mr. Romero called for a vote and the request for PC funds for Henry Bush was passed unanimously. Click on the link to view the actual application details.*
- h. [Henry Bush Policy Council Funds Request Description](#)

## VI. MONTHLY REPORTS for Approval

- 1. [EHS Attendance](#)
- 2. [EHS Enrollment](#)
- 3. [HS Attendance](#)

#### 4. [HS Enrollment](#)

- *Reports were reviewed by Dani Ramirez, ERSEA Coordinator. Mr. Romero called for a motion to approve the reports as presented. Gabriela made a motion for approval of the attendance and enrollment reports. Manuela seconded the motion. Hearing no discussion, Mr. Romero called for a vote and the motion passed unanimously.*

#### VII. FINANCIAL – February 2021 **for Approval**

##### 1. [Child and Adult Care Food Program \(CACFP\)](#)

##### 2. [Federal HS/EHS](#)

##### 3. [In Kind](#)

##### 4. [Credit Card Reports – February 2021](#)

##### 5. [Store Account Expenditures – February 2021](#)

##### 6. [Policy Council Funds](#)

##### 7. February Invoices for Building Repairs/Operations

- [ASAP All Service Invoice](#)


- *Reports were reviewed by Dr. Medrano. Mr. Romero called for a motion to approve the reports as presented. Gabriela made a motion for approval of the financial reports. Lana seconded the motion. Hearing no discussion, Mr. Romero called for a vote and the motion passed unanimously.*

#### VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start February Monthly Report](#)
2. [CCL Investigation Report Hemphill CDC](#)
3. [OHS Memorandum Additional Funding](#)
4. [Environmental Services Proposal for Hemphill HS Modular Building](#)
5. [Community Assessment 2020-2021](#)
6. [Letter of Support for William Crook CDC from Lloyd Doggett](#)

*Dr. Medrano reviewed the correspondence for the council members. She encouraged folks to take some time to review the Head Start Monthly Report, as it now includes pictures of our actual children currently in the program. Dr. Medrano explained each of the attachments and invited questions. There were no questions.*

*Meeting adjourned by Chairperson, Mr. Joshua Romero at: 12:34 pm*

Minutes Approved:  3/23/2021

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Mr. Joshua Romero, Chairperson/Date