

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



REGULAR POLICY COUNCIL MEETING AGENDA

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

DATE: May 20, 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: 10

Quorum: 6 members required to meet quorum

I. Open Meeting

1. Call to order, time: _____ Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Brittany Martinez

Center	Member	P/A	Alternate	P/A
Hemphill	Lydia Ramirez-Vice Chairperson		<i>Brittany Taylor</i>	
Bonham	Brittany Martinez-Secretary		Maria Cristela Gonzalez	
Henry Bush	Joshua Romero-Chairperson		Sandra Lopez	
Luling	Cindy Partida-CAI Board Rep		Samantha Wynn	
A. Washington	Gabriela Hernandez-Translator		David Gonzalez	
LBT	Bianca Castillo		Tonansy Suarez	
Lockhart	Manuela Cantu		Suzanne Rivas	
Hays PEP	Yahaira Gonzalez			
Community Rep.	Flora Amaya-Community Rep			
Community Rep.	<i>Lana Wagner</i>			
Head Start Staff				
Director	Dr. Imelda Medrano			
ERSEA	Dani Ramirez			
Family Services	David Gonzalez			
Office Manager	Patricia Sanchez			
Special Guest	LaBreca Fennell, Operations and Safety Coordinator			

3. Public Comment Period (2-minute maximum)
4. Member report from sites (2-minute maximum)

II. Policy Council Training

1. Bidding Process-LaBreca Fennell, Operations & Safety Coordinator
2. [Head Start Self-Assessment Report](#)-Dr. Imelda Medrano

III. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: _____

Policy Council Members / Program Director

Executive Session Pursuant to Government Code Section 551.074 for purpose of discussing Personnel

1. New Hire Report – *for approval*
2. Termination Report-*NA*

Executive session adjourns. End Time: _____

Regular meeting reconvenes. Time: _____

VI. OLD BUSINESS

Approval of [Meeting Minutes from April 15, 2021](#).-for approval

V. NEW BUSINESS-for approval

- a. [Corrective Action Plan Active Supervision of Children](#)
- b. [Code of Conduct Guidance and Discipline Policy](#)
- c. [Progressive Discipline for Child Guidance and Safety Concerns](#)
- d. [Ongoing Monitoring Procedure](#)
- e. [Adjustment to COLA Funds Distribution](#) (Show Cook Salary Adjustment Proposal)
- f. [COVID Funding Plan 2021-2023](#)
- g. [A. W. Request for PC Funds \(2nd request\)](#)
- h. Mental Health Services Contract Proposals 2021-2022
 - i. [Bid #1 Family Services](#)
 - ii. [Bid #2 Vida Clinic](#)
 - iii. Bid #3 Frontier Behaviors (Failed to provide proposal. Due to COVID they are currently not providing consultation services.)

VI. MONTHLY REPORTS (for information)

1. [EHS Attendance](#)

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

VII. FINANCIAL – March 2021 (for information)

1. Child and Adult Care Food Program (CACFP)
2. [Federal HS/EHS](#)
3. [In Kind](#)
4. [Credit Card Reports – April 2021](#)
5. [Store Account Expenditures – April 2021](#)
6. [Policy Council Funds](#)
7. Recent Invoices for Building Repairs/Operations
 - [Laminator Repair Luling](#)
 - [AC Repair Hemphill EHS](#)
 - [Door Repair Lockhart](#)
 - [AC Repair Henry Bush](#)
 - [Floor Tile Repair Henry Bush](#)
 - [Door Repair A. Washington](#)

VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report April 2021](#)
2. [CLASS Scores 2nd Observation 2020-2021](#)
3. [Revised EHS Teacher Job Description](#)
4. [Revised EHS Teacher Long Term Sub Job Description](#)
5. [Learning Genie Contract](#)
6. [HH CCL Inspector Report April 6 Incident Outcome](#)
7. [ACF-IM-HS-21-01 COVID Funding Guidance](#)
8. [CCL Inspection Report LBT](#)
9. [Carryover Awarded](#)
10. [Emergency Rule COVID Guidelines Lifted](#)
11. [Application to purchase modular office for HH submitted](#)
12. [Notice of Award of 2nd half of annual funding](#)
13. [Covid Guidance Update CAI May 2021 \(masks\)](#)
14. [COLA Prior to Revision for Cooks](#)
15. [OHS COLA Funding Guidance](#)
16. [Sites and Square Footage for Janitorial Services Contract](#)
17. [Scope of Work for Janitorial Services](#)
18. [Maintenance of Austin Janitorial Bid](#)
19. [RBS Building Maintenance Janitorial Bid](#)

20. [Jani King Janitorial Bid](#)
21. [Eco Care Current Contract](#)

Next Meeting: June 17, 2021 11:00 AM Zoom

Meeting adjourned by Chairperson, Mr. Joshua Romero at: _____