

**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: April 15, 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	Nikki Loftice, School Readiness and Child Development Coordinator			

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

II. Policy Council Training

1. School Readiness Data presented by Nikki Loftice
2. [Parent Survey Outcomes](#) presented by David Gonzales

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-*for approval*

Executive session adjourns. End Time: _____

Regular meeting reconvenes. Time: _____

VI. OLD BUSINESS

[Approval of Meeting Minutes from March 11, 2021](#).-for approval

V. NEW BUSINESS-*for approval*

- a. Approval of new Policy Council Members
 - i. Bianca Castillo as member representing Hays LBT
- b. Review of member attendance: [Policy Council Members Attendance Tracker 2021](#)
- c. English Version [Program Hours and Teacher Preparation Time Proposal](#).
- d. Spanish Version of [Program Hours and Teacher Preparation Time Proposal](#)
- e. [HS COLA Proposal 1.63%](#)
- f. [Human Resource Policy-Attendance Standards](#)
- g. [Human Resource Policy-Discrimination-Sexual Harassment Policy](#)
- h. [LBT Policy Council Funds Request](#)
- i. [HH EHS Policy Council Funds Request](#)

VI. MONTHLY REPORTS *for Approval*

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

VII. FINANCIAL – March 2021 for Approval

1. Child and Adult Care Food Program (CACFP)
2. [Federal HS/EHS](#)
3. [In Kind](#)
4. [Credit Card Reports](#) – March 2021
5. [Store Account Expenditures](#) – March 2021
6. [Policy Council Funds](#)
7. February Invoices for Building Repairs/Operations
 - [Repairs to ADA Door at Henry Bush](#)
 - [Replace Air Conditioning Unit at Luling EHS](#)

VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start March Monthly Report](#)
2. [Padres Poderosos Parent Newsletter English April 21](#)
3. [Report to OHS Incident at Hemphill CDC](#)
4. [CCL Investigation Report Hemphill CDC 4-7-21](#)
5. [OHS Memorandum Service Duration Requirement](#)
6. [OHS Memorandum COLA Funding Guidance](#)
7. [Annual Water Test 2021](#)
8. [Relocation of PEP Program for Summer School](#)
9. [Mental Health Consultant Job Posting 4-5-21](#)
10. [Unleash Your Inner Child PD Day April 12th](#)
11. [Human Resources Guidelines for Personnel, Policies and Procedures DRAFT](#)
12. [DRDP Data Analysis April 21](#)
13. [DRDP Parent Report Example](#)
14. [CLASS Averages HS 20-21](#)
15. [CLASS Averages Toddler 20-21](#)
16. [Class Averages Infant 20-21](#)
17. [CLI Progress Monitoring Results](#)

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