

**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: July 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: 9

Quorum: 5 members required to meet quorum

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	A	<i>Brittany Taylor</i>	P
Bonham	Brittany Martinez-Secretary	A	Maria Cristela Gonzalez	P
Henry Bush	Joshua Romero-Chairperson	P	Sandra Lopez	A
Luling	Cindy Partida-CAI Board Rep	A	Samantha Wynn	A
A. Washington	Gabriela Hernandez-Translator	P	David Gonzalez	P
LBT	Bianca Castillo	P	Tonansy Suarez	P
Lockhart	Manuela Cantu	P	Suzanne Rivas	A
Hays PEP	Vacant	NA		
Community Rep.	Flora Amaya-Community Rep	P		
Community Rep.	<i>Lana Wagner</i>	P		
Head Start Staff				
Director	Dr. Imelda Medrano	P		
ERSEA	Dani Ramirez	A		
Family Services	David Gonzalez	A		
Office Manager	Patricia Sanchez	P		

3. Public Comment Period (2-minute maximum) NA
4. Member report from sites (2-minute maximum)
 - *Bianca Castillo, parent member from LBT, shared that children, parents and staff were having lots of fun with Splash Day, Sports Day, Pajama Day and the special events that were taking place at LBT. She further shared she'd noticed lots of positive change since the new Center Director, Mrs. Niki Lettinga had started. Parents are excited!*
 - *Manuela Cantu, parent member from Lockhart, shared that attendance was strong at Lockhart and enrollment was going very well. They only have 11 slots left to be full for next year.*

II. Policy Council Training

1. [Parents Return to Centers English Version](#)-Dr. Imelda Medrano
 - *Dr. Medrano shared that all centers were opening their doors and welcoming parents back into the buildings for parent conferences, open house, and regular visits. Please see linked flyer for details. There were questions about whether or not we would be asking for vaccination cards. Dr. Medrano responded that we would not require anyone to show a vaccination card but we would ask them to be responsible and wear a mask if they were not vaccinated. There will be a limit to 2 parents in a classroom at a time.*
2. [School Readiness Goals](#)-Dr. Imelda Medrano
 - *Dr. Medrano reviewed the School Readiness Goals for the PC members and explained the process in selecting the goals based on the data from the most recent child progress assessments for both Head Start and Early Head Start. Mr. Romero called for a motion to approve the School Readiness Goals. Manuela made a motion to approve the School Readiness Goals and Brittany seconded the motion. Mr. Romero called for discussion and hearing none, he called for a vote. The motion passed unanimously.*
3. CLASS Results for [Infants](#) and [Toddlers](#)-Dr. Imelda Medrano
 - *Dr. Medrano reviewed the Class scores for Fall and Spring for Infants and Toddlers. She expressed great pride in the progress that was made between the Fall and the Spring in all dimensions. She shared that very few Early Head Start programs used CLASS but she had found one in San Antonio that does and we scored as good as or better than they did in all dimensions.*

III. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 11:08

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*

- a. *Dr. Medrano reviewed the New Hire Report for the committee. Mr. Romero called for a motion. Manuela made a motion to approve the New Hire Report and Flora seconded the motion. Hearing no discussion or questions, Mr. Romero called for a vote and the motion passed unanimously.*

2. Termination Report-*for approval*

- a. *Dr. Medrano reviewed each individual member on the Termination Report and answered questions from the members. The members approved the recommendations for termination.*

Executive session adjourns. End Time: 11:32

Regular meeting reconvenes. Time: 11:33

VI. OLD BUSINESS

Approval of Meeting Minutes from June 17, 2021.-*for approval*

Mr. Romero asked if there were any questions regarding the minutes from the previous meeting. The minutes had been sent to committee members for review in advance of the meeting. Hearing no questions, Mr. Romero called for a motion to approve the minutes. Manuela called for a motion to approve the June meeting minutes and Lana seconded the motion. Hearing no discussion, Mr. Romero called for a vote and the motion was approved unanimously.

V. NEW BUSINESS-*for approval*

- a. School Readiness Goals-
 - i. *Approved, see details in the training section of the minutes.*
- b. Grant Continuation Budget 21-22
 - i. *Dr. Medrano shared the proposed budget for the 21-22 school year as would be submitted for the grant continuation application. Mr. Romero called for a motion to approve the upcoming budget. Gabbi made a motion to approve the new budget and Manuela seconded the motion. Hearing no questions, Mr. Romero called for a vote and the budget was approved unanimously.*
- c. Tuition Reimbursement Program
 - i. *Dr. Medrano reviewed the guidelines for the Tuition Reimbursement Program and explained the Head Start Performance Standard that*

gives guidance over what is allowable. She shared that teachers would be required to stay with the program for at least 3 years after they graduated or they would have to repay the funds to the program at a prorated rate. Mr. Romero called for a motion to approve the Tuition Reimbursement Program Guidelines. Brittany Taylor made a motion to approve the guidelines and Manuela seconded the motion. Hearing no discussion, Mr. Romero called for a vote and the motion passed unanimously.

d. [Request for Policy Council Funds LBT](#)

- i. *Dr. Medrano reviewed the request for funds from LBT. Mr. Romero called for a motion to approve the request. Gabi made a motion to approve the request for Policy Council Funds submitted by LBT and Lana seconded the motion. Mr. Romero called for a vote and the motion was passed.*

VI. MONTHLY REPORTS (for information)

1. [EHS Attendance](#)

2. [HS & EHS Enrollment](#)

- *Dr. Medrano reviewed the attendance report for Early Head Start and the program enrollment status.*

VII. FINANCIAL – March 2021 (for information)

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

2. [Federal HS/EHS](#)

3. [COVID Funds](#)

4. [American Rescue Plan Funds](#)

5. [In Kind](#)

6. [Credit Card Reports – June 2021](#)

7. [Store Account Expenditures – June 2021](#)

8. [Policy Council Funds](#)

9. Recent Invoices for Building Repairs/Operations

- [1st Home & Commercial Services 6-24 Henry Bush Hydrostatic Test](#)
- [Ted Breihan Electric 6-29 A. Washington Ballasts & Bulbs](#)
- [1st Home & Commercial Services A. Washington 6-8 Kitchen Faucet](#)
- [1st Home & Commercial Services 6-3 Hemphill HS Water Heater](#)
- [Divided Sky Construction 6-16 Henry Bush Classroom Ceiling](#)

- *Dr. Medrano reviewed the financial reports and shared that we would not have two additional budget reports at each meeting, the American Rescue*

Plan funds and the COVID funds.

VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report June 2021](#)
2. [CAI Program Calendar 2021-2022](#)
3. [Notice of Award June 2021](#)
4. [Annual Training Plan for Head Start Staff August 2021](#)
5. [Infant CLASS Averages 20-21](#)
6. [Toddler CLASS Averages 20-21](#)
7. [Notification Emergency Services called out to Lockhart July 8, 2021](#)
8. [Notification of classroom closure Hemphill EHS due to COVID Exposure](#)
9. [Notification of classroom closure LBT due to COVID Exposure](#)
10. [CCL Investigation Report Hemphill HS](#)
11. [CCL Investigation Report Henry Bush](#)
12. [Staff Mental Wellness Contract](#)
13. [Child Care Relief Funding Approved](#)
14. [Frog Street Training Invoice New Teachers](#)
15. [Tuition Reimbursement Program Guidelines](#)
16. [Hays CISD MOU 21-22](#)
17. [Luling CISD MOU 21-22](#)

- *Dr. Medrano reviewed all of the announcements/correspondence items for the committee members.*

Next Meeting: August 19, 2021 11:00 AM Zoom

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 12:14 PM