

**COMMUNITY ACTION INC., OF
CENTRAL TEXAS HEAD START
PROGRAM
2021-2022**



SPECIAL POLICY COUNCIL MEETING MINUTES

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psanchez@communityaction.com.

DATE: October 7, 2021

TIME: 11:00 am -11:30 am

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, Head Start Program Director at 512-396-3395 X 228 or 281-967-0197.

Total Members: 5 Quorum: 3 members required to meet quorum

I. Open Meeting-Executive Members

1. Call to order, time:_____11:00 am__Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Patricia Sanchez

Center	Member	P/A	Alternate	P/A
Hemphill	Lydia Ramirez-Vice Chairperson	P	Brittany Taylor	NA
Bonham	Maria Cristela Gonzalez-Secretary	P	Vacancy	NA
Henry Bush	Joshua Romero-Chairperson	P	Sandra Lopez	NA
Luling	Vacancy		Samantha Wynn	NA
A. Washington	Gabriela Hernandez-Translator	A	David Gonzalez	NA
LBT	Bianca Castillo	P	Tonansy Suarez	NA
Lockhart	Manuela Cantu	P	Vacancy	NA
Hays PEP	Vacancy			
Community Rep.	Flora Amaya-Community Rep	P		
Community Rep.	Lana Wagner	A		
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) *None*

V. NEW BUSINESS

1. [Request for 1 Time Emergency Funds for Repairs at Hemphill EHS](#) (for approval)

- *Dr. Medrano presented the letter requesting approval for one-time funds for the repairs being done at Hemphill Building B and answered questions. Flora asked if we could just get another building and Dr. Medrano discussed the process for getting approval for a new portable building and the timeline involved. Josh asked if we should ask for the full amount instead of a partial amount. Dr. Medrano responded stating she wanted to show the program's willingness to attempt to resolve the problem with any available funds before asking for help. Chris asked where the children were being served during the repairs and Dr. Medrano explained that those children were participating in virtual instruction and had not been attending in person since the first day of school. Josh called for a motion to approve the request for one time funds to repair Hemphill Building B. Flora made a motion to do so and it was seconded by Manuela. Josh called for a vote and the motion was passed unanimously.*

2. [Professional Development Plan](#) (for approval)

- *Dr. Medrano explained the Head Start Act requirement for all teachers to have a Professional Development Plan in place each year. She explained that we were already meeting this requirement by making it part of the teachers annual Performance Evaluation. She shared a sample goal and walked the PC members through the process. Cris asked what was being used now. Dr. Medrano explained that the goal setting portion of the Performance Evaluation was being used now, but this procedure would clearly state how we were meeting the standard. Josh called for a motion to approve the Professional Development Plan Procedure. Flora made a motion to approve it and Manuela seconded the motion. A vote was called and the motion was passed unanimously.*

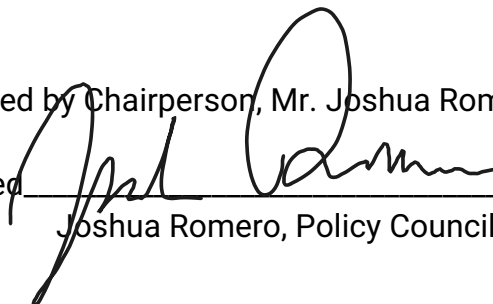
3. [Program Operations-Investigative Procedure](#) (for approval)

- Dr. Medrano shared with the PC members a recent allegation that was made against a teacher and the resulting negative posts on Facebook made by the parent making the allegation. She shared the steps the agency took in investigating, removing the staff member from the classroom during the investigation, and notifying Child Care Licensing, Child Protective Services, the Office of Head Start, and the local police so that everyone could conduct their own independent investigation. Cris commented that this was a very thorough chart but wanted to know if there were timelines stated. Dr. Medrano referred to the written procedure where it is stated that the teacher is removed immediately and everything else should happen within 24 hours when possible. The outside investigating agencies will take longer to conduct their investigations, but we attempt to do ours right away so that any witnesses can clearly remember what they saw or heard. We are only required to report to Child Care Licensing, but we report to CPS and the Police as well so that we can have as much information as possible as we make decisions about next steps for the accused employee and to safeguard our children. Manuela asked if anyone else was present during the time the recent allegation was made. Dr. Medrano shared that there were always two staff members with any child at all times. In this particular situation there were two teachers with the child the entire time and a third teacher joined them for a short period of time as the child was picked up late and the teachers had gone back into the classroom with him to prepare for the next day as they waited for him to be picked up by his parents. Josh called for a motion to approve the Investigation Procedure. Flora made a motion to approve it and Bianca seconded the motion. A vote was called and the motion was passed unanimously.

Next Meeting: October 21, 2021 11:00 AM
Casa Maria (10:30 AM for Executive Committee)

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 11:35

Minutes approved



10/7/2021

Joshua Romero, Policy Council Chairperson/Date