

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



REGULAR POLICY COUNCIL MEETING MINUTES

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

DATE: September 16, 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: **8**

Quorum: **5** members required to meet quorum

I. Open Meeting

1. Call to order, time:11:04 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	A
Bonham	Vacancy	NA	Maria Cristela Gonzalez	P
Henry Bush	Joshua Romero-Chairperson	P	Sandra Lopez	A
Luling	Vacancy	NA	Samantha Wynn	A
A. Washington	Gabriela Hernandez-Translator	P	David Gonzalez	P
LBT	Bianca Castillo	P	Tonansy Suarez	P
Lockhart	Manuela Cantu	P	Vacancy	NA
Hays PEP	Vacancy	NA		
Community Rep.	Flora Amaya-Community Rep	P		
Community Rep.	Lana Wagner	P		
Head Start Staff				
Director	Dr. Imelda Medrano	P		

ERSEA	Dani Ramirez	P		
Family Services	David Gonzalez	P		
Office Manager	Patricia Sanchez	P		

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

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

🔗 *Mr. Romero, from Bonham Head Start, shared that he was not receiving the same level of communication from the school and the teacher as compared to when he was at Henry Bush. He also shared that he had not received any information regarding volunteering for Policy Council from the Center Director or the Family Advocate. Dr. Medrano committed to checking into both of these concerns for him.*

🔗 *Manuela, from Lockhart, shared that she was very proud of how her center staff handled a positive COVID situation and was happy to say everyone was back in school and safe.*

🔗 *Flora, Community Representative from the Lockhart area, requested Dr. Medrano explore getting a video doorbell for the two main doors at Lockhart for safety reasons. She also requested we look into getting a keyless keypad entry to the main entrances. Dr. Medrano shared she would explore the cost and see what she could do.*

II. Policy Council Training

1. [Thin Versus Thick Conversations with Children](#)-Dr. Imelda Medrano

🔗 *Dr. Medrano shared information with the parents regarding brain development in young children and the importance of engaging in deep and meaningful conversations with them that cause them to think and state their opinions and ideas. She allowed the parents to practice asking open ended questions that require thinking instead of closed questions that result in a one- or two-word answer. The parents stated they enjoyed the training and would like to have more of it. They shared examples of how they would talk with their children moving forward. Dr. Medrano challenged them to start practicing asking open ended questions by asking at least one per day until it became natural for the parents and the children.*

2. [CAI COVID Decision Making Tree](#)-Dr. Imelda Medrano

🔗 *Dr. Medrano explained the Decision-Making Tree recently put out by CAI and answered questions about our COVID Prevention procedures for the parents.*

III. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 11:45

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 Executive Members. Mr. Romero called for a motion to approve the New Hire Report. Manuela made a motion to approve the new hire report. Gabi seconded the motion. Mr. Romero called for a vote and the motion was passed unanimously.*

2. Termination Report-na

Executive session adjourns. End Time: 11:48

Regular meeting reconvenes. Time: 11:49

VI. OLD BUSINESS

Approval of Meeting Minutes from August 26, 2021.-*for approval*

Mr. Romero asked if anyone had any questions or comments about the meeting minutes from the August PC meeting. Hearing no questions or concerns, Mr. Romero called for a motion to approve said minutes. Manuela made a motion to approve the August meeting minutes. Lana seconded the motion. Mr. Romero called for a vote and the motion was passed unanimously.

V. NEW BUSINESS

1. Revised Budget Revision HHHS Modular Purchase 21-22-*for approval*

- Dr. Medrano explained the need to submit a revision to the previously submitted Budget Revision Request for a modular office at Hemphill Head Start. She shared that the new revision included costs for utility hook ups, a ramp, and a canopy. Mr. Romero called for questions or comments. Hearing none he asked for a motion to approve. Lana made a motion to approve the revised Budget Revision for the modular office at Hemphill Head Start. Bianca seconded the motion. Mr. Romero called for a vote and the motion was passed unanimously.*

2. Breakdown of estimated costs for HH HS Modular Installation (*for information*)

- Dr. Medrano reviewed the break down of the costs for the Hemphill Modular office.*

3. Replacement of PC Secretary/Bonham Member

- *Dr. Medrano informed PC members that our secretary position and Bonham's member position was now vacant. The previous parent had not come to the last 4 meetings and had failed to respond when she received the standard warning letter about attendance. Gabi Hernandez made a motion for the Bonham Alternate, Maria Cristela Gonzales, to take that vacant spot. Manuela seconded the motion. Mr. Romero called for a vote and all were in favor of approving the transfer of position for Cris to take the secretary/Bonham Member position for the current and next month's meeting.*

VI. MONTHLY REPORTS (for information)

1. [HS & EHS Attendance August 21](#)
2. [EHS Enrollment August 21](#)
3. [HS Enrollment August 21](#)
 - *Dani Ramirez, ERSEA Coordinator, reviewed the attendance and enrollment reports. She shared that enrollment was lower than initially expected because many families decided not to attend due to COVID and other families dropped after we started having so many classroom closures due to COVID. She also explained that Henry Bush currently had a class closed due to repairs and that class had not yet been enrolled since we did not know the start date. She also shared that in spite of COVID, the Office of Head Start expects full enrollment and 90% attendance rates, so we are working with the families on attendance plans because attendance is very low due to positive COVID cases and/or quarantines due to exposure.*

VII. FINANCIAL – July 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 – August 2021](#)
7. [Store Account Expenditures – August 2021](#)
8. [Policy Council Funds](#)
9. Recent Invoices for Building Repairs/Operations
 - [A. Washington Plumbing Repair August 10](#)
 - [A. Washington HVAC Issue](#)

- [Final Invoice Luling EHS Roof & Ceiling Repair](#)
- [Final Invoice Lockhart Exterior Paint & Power Wash](#)
- [Final Invoice A. Washington Exterior Paint](#)
- [Partial Payment A. Washington Exterior Paint](#)
- [Exterior Paint Henry Bush](#)

Dr. Medrano asked if the PC members had reviewed the budgets and offered to answer any questions about the current state of finances. She shared that we were right on point with the amount of money left for the fiscal year and the amount of money spent. She also briefly reviewed the most recent invoices for repairs at the various centers.

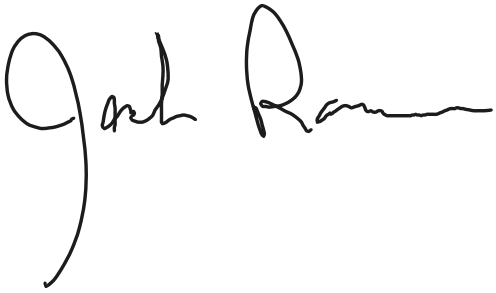
VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report August 2021](#)
2. [CAI Program Calendar 2021-2022](#)
3. [Vaccination Requirement for all HS Staff September 10, 2021](#)
4. [ACF-PI-HS-04-21 Program Expectations May 2021](#)
5. [ACF-PI-HS-04-21 Terminology Changes July 2021](#)
6. [Nomination Form for PC Volunteers 21-22](#)
7. [911 Call to HH HS Smoke in Classroom HVAC Issue](#)
8. [911 Call to HH HS Child Medical Concern 9-2-21](#)
9. [Temporary Closure of Classroom 4 at Hemphill HS](#)
10. [Temporary Closure of Classroom 4 at Henry Bush](#)
11. [Temporary Closure of 2 Classrooms at Luling HS](#)
12. [Temporary Closure Classroom 4 A Washington](#)
13. [Temporary Closure Classroom 1 A Washington](#)
14. [Temporary Closure Classroom Toddler 1 Luling](#)
15. [Temporary Closure Classroom 4 Lockhart](#)

Dr. Medrano reviewed all of the correspondence for the PC Members. There were several questions about service on the PC for the upcoming year. Dr. Medrano encouraged all members to speak to their Center Director and Family Advocate and let them know they were interested in serving again. The Vaccination Requirement for Head Start staff was discussed along with the shortage of staff members. Dr. Medrano thanked all of the members for their service and invited them to attend meetings even if they chose not to serve as all meetings are open to the public.

Next Meeting: October 21, 2021 11:00 AM Zoom

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 12:06

A handwritten signature in black ink, appearing to read "Josh Romero". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

9/17/2021