

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



REGULAR POLICY COUNCIL MEETING Minutes

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DATE: August 26, 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:___11:03___Chairperson: Joshua Romero
 - 2. Roll Call (Attendance) Secretary: Brittany Martinez

Center	Member	P/A	Alternate	P/A
Hemphill	Lydia Ramirez-Vice Chairperson	P	Brittany Taylor	A
Bonham	Brittany Martinez-Secretary	A	Maria Cristela Gonzalez	A
Henry Bush	Joshua Romero-Chairperson	P	Sandra Lopez	A
Luling	Vacancy		Samantha Wynn	A
A. Washington	Gabriela Hernandez-Translator	P	David Gonzalez	A
LBT	Bianca Castillo	P	Tonansy Suarez	P
Lockhart	Manuela Cantu	P	Vacancy	
Hays PEP	Vacancy			
Community Rep.	Flora Amaya-Community Rep	P		
Community Rep.	Lana Wagner	A		
Head Start Staff				
Director	Dr. Imelda Medrano			

ERSEA	Dani Ramirez			
Family Services	David Gonzalez			
Office Manager	Patricia Sanchez			

3. Public Comment Period (2-minute maximum) **NONE**

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

🔗 *Bianca Castillo from LBT reported that some children were still crying at drop off but other than that everyone was getting used to the return to school. There was a bit of a struggle at first with the increase in the number of children, there were lines and parents didn't know where to park at drop off and pick up. It seems like they have a new system now and it is working. Ms. Sandy came already with the literacy bus and children were able to get books.*

🔗 *Gabriella Hernandez from A. Washington shared that she was very happy to see A. Washington with a new paint job! The building looks great and it is wonderful to see a bright spot in our community.*

II. Policy Council Training

1. Revised COVID Guidelines-Dr. Imelda Medrano

🔗 *Dr. Medrano shared the procedures that are in place currently to try and keep our centers open during the COVID pandemic. We are wearing masks and asking children over the age of 2 to wear masks. We are making sure to wash hands and teach children to wash hand frequently. We are closely monitoring children or staff for signs of illness and following CDC guidelines for quarantine and sanitizing when we have a positive case. A parent made a recommendation for us to also check temperatures again and Dr. Medrano agreed that it was a good practice and we would begin soon. Dr. Medrano shared the numbers of staff and children who are currently out due to positive COVID or exposure. She also shared that we currently have 5 classrooms closed due to COVID.*

2. [HS Program Information Report](#) and [EHS Program Information Report](#) -Dr. Medrano

🔗 *Dr. Medrano and Dani Ramirez, ERSEA Coordinator, reviewed the Program Information Report with the PC members and answered questions. Dr. Medrano explained that we collect data all your long regarding all aspects of the program as evidence that we are meeting Head Start Performance Standards as we implement the program.*

III. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 11:21

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*

Dr. Medrano reviewed the new hire report for the Executive Committee. There were no questions. Mr. Romero called for a motion. Manuela Cantu made a motion to approve the New Hire Report. Gabriella Hernandez seconded the motion. There was no discussion. A vote was called and the motion to approve the new hire report was passed unanimously.

2. Termination Report-*for approval*

Dr. Medrano reviewed the new termination report for the Executive Committee. There were no questions. Mr. Romero called for a motion. Manuela Cantu made a motion to approve the Termination Report. Gabriella Hernandez seconded the motion. There was no discussion. A vote was called and the motion to approve the Termination report was passed unanimously.

Executive session adjourns. End Time: ____11:31____

Regular meeting reconvenes. Time: ____11:32____

VI. OLD BUSINESS

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

Mr. Romero asked if there were any questions or discussion regarding the July Meeting Minutes. There were no questions. Mr. Romero called for a motion. Manuela Cantu made a motion to approve the July Meeting Minutes. Gabriella Hernandez seconded the motion. There was no discussion. A vote was called and the motion to approve the July Meeting Minutes was passed unanimously.

V. NEW BUSINESS

1. [Waiver of In-Kind Funds 21-22](#)-*for approval*

Dr. Medrano reviewed the Waiver of In Kind Funds request for the Policy Council. She explained that due to the pandemic, we were unable to collect the entire In Kind amount for the past program year. She mentioned the new parent communication tool that we are using this upcoming year, Learning Genie, and talked about the option for parents to claim IN Kind time for activities they do with their children

that support our goal of getting our children kindergarten ready. Mr. Romero called for a motion to approve the IN Kind Waiver request. Gabriela Hernandez made a motion to approve the In Kind Waiver Request. Manuela Cantu seconded the motion. There was no discussion. A vote was called and the motion to approve the In-Kind Waiver Request was passed unanimously.

There was some discussion regarding Learning Genie. Parents requested training for the In-Kind portion of the app. They also expressed concern over receiving multiple notifications for the same message. Parents shared they were pleased with being able to get notified when their child ate or had a diaper change. Dr. Medrano shared a little more information about the app and agreed to schedule parent training at upcoming parent meetings. She also agreed to look into the matter of multiple notifications.

VI. MONTHLY REPORTS (for information)

1. [EHS Attendance](#)
2. [HS & EHS Enrollment 21-22](#)

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 – July 2021](#)
7. [Store Account Expenditures – July 2021](#)
8. [Policy Council Funds](#)
9. Recent Invoices for Building Repairs/Operations
 - [Demo Wall at Henry Bush and Exterior Paint at Lockhart](#)
 - [Plumbing Repair at Henry Bush](#)
 - [Plumbing Repair at Henry Bush](#)
 - [Plumbing Repair at Luling](#)
 - [HVAC Work at A. Washington](#)

VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report July 2021](#)
2. [CAI Program Calendar 2021-2022](#)

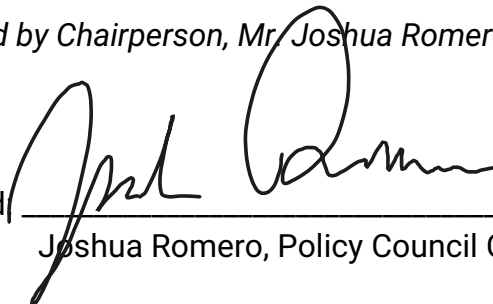
3. [Policy Council Recruitment Flyer 21-22](#)
4. [Temporary Closure of 2 Classrooms at Hemphill EHS](#)
5. [Temporary Combined Classes Classroom #3 Henry Bush](#)
6. [Foster Grandparent Program](#)
7. [Foster Grandparent MOU](#)
8. [CCL Investigation Report Lockhart July 2021](#)
9. [Information Memorandum OHS Monitoring Visits 7-27-21](#)
10. [Mold Remediation Report Hemphill EHS](#)

Dr. Medrano reviewed the program data, financial reports, and correspondence with the committee members. She spoke about the term of service for the PC members and urged parents to continue coming to meetings through the month of October even if they no longer had a child in the program. She described the election process and encouraged current members to notify their center director if they wanted to be considered for the PC positions at their center for this upcoming school year. Dr. Medrano expressed her gratitude to the parents for their continued service.

Next Meeting: September 16, 2021 11:00 AM Zoom

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 12:01 pm

Minutes approved



8/26/2021

Joshua Romero, Policy Council Chair Person/Date