

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



**REGULAR POLICY COUNCIL MEETING MINUTES**

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psanchez@communityaction.com.

**DATE:** October 21, 2021

**TIME:** 10:30 am – 11:00 am Executive Meeting \* 11:00 am –12:30 pm Regular Meeting

**LOCATION:** Casa Maria 706 S. Guadalupe St.  
San Marcos, Texas 78666

**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: 7                      Quorum: 4 members required to meet quorum

I. Open Meeting

1. Call to order, time: 10:35 Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Patricia Sanchez

Center	Member	P/A	Alternate	P/A
Hemphill	Lydia Ramirez-Vice Chairperson	P	<i>Brittany Taylor</i>	A
Bonham	Maria Cristela Gonzalez	P	Vacancy	NA
Henry Bush	Joshua Romero-Chairperson	P	Sandra Lopez	A
Luling	Vacancy	NA	Samantha Wynn	A
A. Washington	Gabriela Hernandez-Translator	P	David Gonzalez	A
LBT	Bianca Castillo	P	Tonansy Suarez	A
Lockhart	Manuela Cantu	A	Vacancy	NA
Hays PEP	Vacancy			
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	P		

Family Services	David Gonzalez	P		
Office Manager	Patricia Sanchez	P		
New Policy Council Members and Alternates 21-22				
Center	Member	P/A	Alternate	P/A
Hemphill	Lydia Ramirez	P	Zadiah Berry	
Bonham	Joshua Romero	P	Metilda Lucio	P
Henry Bush	John Saucedo	P	Yesenia Esquivel	
Luling	Tina Morales	P	Kim Kimball	
A. Washington	Breanna Perez	P	Nancy Suarez	
LBT	Bianca Castillo	P	Maria Guadalupe Soto	P
Lockhart	Ashley Salazar	P	Delores Tristan	
Hays PEP	Calanda Lindsey	A	Amanda Rivers	P
Community Rep.	<b>Flora Amaya-Community Rep</b>	P		
Community Rep.	<b>Lana Wagner</b>	P		
Community Rep.	David Gonzales	A		
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) NA

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

- *Mr. Romero, who represents Bonham Head Start, shared that he was still not seeing the level of communication from his son's classroom that he was accustomed to. Dr. Medrano promised to speak with Mrs. Martinez, the Bonham principal, to make her aware of his concern.*

## II. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 10:35

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 shared the New Hire Report for the month of*

*September with the policy council members. Mr. Romero asked if there were any questions. Hearing none, he asked for a motion from the floor to approve the New Hire Report. Gabi made a motion to approve the New Hire Report and Lana seconded the motion. Hearing no discussion, Mr. Romero called for a vote and the motion was approved unanimously.*

2. Termination Report-na

3. [Meeting Minutes from September 16, 2021](#)- for approval

a. *Mr. Romero asked if everyone had a chance to review the Meeting Minutes from September's meeting. He asked if there were any questions or discussion about the minutes. Hearing none, he called for a motion to approve the Meeting Minutes from September. Gabi made a motion to approve the September PC Meeting Minutes and Flora seconded the motion. Mr. Romero again opened the floor for discussion. Hearing none, he called for a vote and the motion to approve the September PC minutes was approved unanimously.*

Executive session adjourns. End Time: 10:42 am

Regular meeting reconvenes. Time: 11:00 am

### III. Policy Council Training

1. Social Bingo-Dr. Imelda Medrano

- *Members were given a bingo card and invited to get to know each other.*

2. Ins & Outs of Serving on the Policy Council Discussion Panel-Mr. Joshua Romero

- *Mr. Romero and some of the other Policy Council Members that served for the 20-21 school year shared their experience with the new PC members and answered their questions. Mr. Romero shared that it was not hard to serve on the council, as they had lots of support from Head Start staff and that it was a great opportunity to learn a lot about what goes on in Head Start at all of the centers.*

3. Appreciation Awards for 20-21 Policy Council Members

- *Policy Council Members who served for the 20-21 school year were presented with a small gift and a certificate of appreciation for all of their hard work. Dr. Medrano shared that she was very proud of them and very grateful for their faithful attendance and support.*

## VI. OLD BUSINESS

None

## V. NEW BUSINESS

### 1. Election of Officers for the 21-22 School Year

- *Dr. Medrano established that quorum had been achieved and guided the Policy Council members through a description of each of the Executive Officer positions and job descriptions. She then presented the members with a ballot and opened the floor for nominations for the new officers for the current school year. The first positions to be filled were for the Policy Council Community Representatives and the following members were elected: Ms. Lana Wagner, San Marcos Housing Authority, Ms. Flora Amaya, former Lockhart Head Start parent, and Mr. David Gonzales, current Henry Bush Head Start parent.*
- *Once the Community Representatives had been elected, Dr. Medrano asked for nominations from the floor for the Chairperson. Mr. Josh Romero, Bonham Head Start parent, nominated himself. Flora made a motion for the Policy Council Members to approve Joshua Romero as the Chairperson. Bianca seconded the motion. Dr. Medrano called for a vote and Joshua was unanimously approved as the Chairperson for the 21-22 school year.*
- *Mr. Romero called for nominations for the Vice Chairperson. Breanna Perez, parent from A. Washington, nominated herself to be the Vice Chairperson. Flora made a motion for Breanna to be appointed as the Vice Chairperson. Ashley seconded the motion. Joshua called for a vote and Breanna was unanimously appointed as the Vice Chairperson for the 21-22 school year.*
- *Mr. Romero called for nominations for the position of Secretary. Amanda Rivers, parent from Hays PEP, nominated herself to be the secretary. Mr. Romero called for a motion for Amanda to be appointed as the secretary. Bianca made a motion for the PC members to appoint Amanda as the secretary and Flora seconded the motion. Mr. Romero called for a vote and Amanda was appointed as the secretary for the 21-22 school year.*
- *Mr. Romero called for nominations for the Translator. Lydia nominated herself for the position of Translator. Mr. Romero called for a motion for Lydia to be appointed as the Translator for the 21-22 school year. Bianca made the motion and Tina seconded the motion. Mr. Romero called for a vote and Lydia was appointed to serve as the Translator.*

- *Mr. Romero called for nominations for the CAI Board Representative. Bianca and Flora nominated themselves to serve. Mr. Romero was about to call for a vote, but Flora withdrew. She stated she had already had the opportunity to serve in the past and wanted to give someone else the option to serve this year. Mr. Romero called for a motion for Bianca, parent at LBT, to serve as the CAI Board Representative. Ashley made a motion for Bianca to serve as the CAI Board Representative and Amanda seconded the motion. A vote was called and Bianca was appointed to serve as the CAI Representative for the 21-22 school year.*

## 2. Required Signatures for Policy Council Members

- Code of Conduct/Guidance and Discipline
- Progressive Discipline Procedures
- Procedures for Resolving Internal Disputes
- Policy Council Commitment and Confidentiality Agreement
- Acknowledgement of Receipt of Bylaws and Robert's Rules
  - *Training was provided on each of the above items and Policy Council Members were asked to sign an acknowledgement for the training and receipt of the documents.*

## VI. MONTHLY REPORTS (for information)

1. [EHS Attendance September 21](#)
2. [HS Attendance September 21](#)
3. [EHS Enrollment September 21](#)
4. [HS Enrollment September 21](#)

*Dani Ramirez, ERSEA & Transition Coordinator, reviewed the attendance and enrollment reports for the month of September. She explained that Attendance Plans were now being put in place for families who had less than 85% attendance rates. She emphasized that these plans were not intended to feel like a reprimand but instead were intended to problem solve with the family and figure out ways to ensure the children were attending school regularly. There was also discussion regarding the eligibility requirements and the 10% cap on the number of families the program can serve who do not meet the income eligibility requirements. Dr. Medrano explained that families who were over income and currently being served in the program may not be able to be served next year depending on our overall over income numbers.*

## 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 – September 2021](#)
7. [Store Account Expenditures – September 2021](#)
8. [Policy Council Funds](#)
9. Recent Invoices for Building Repairs/Operations
  - [Hines Septic–Luling Serviced Septic Tank](#)
  - [Hines Septic–Luling Repaired Septic Systems](#)
  - [TF Harper – Lockhart Playground Repairs](#)
    - *Dr. Medrano asked if everyone had the opportunity to review the financial documents that had been shared a week in advance of the meeting. She reviewed the most recent repair invoices. There were no questions at this time.*

#### VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report September 2021](#)
2. [CAI Program Calendar 2021-2022](#)
3. [CAI Memo Executive Director COVID Vaccination Requirement](#)
4. [OHS Communication Allegation HB](#)
5. [CCL Investigative Report Allegation HB Zero Findings](#)
6. [CCL Investigation Form Allegation HB Zero Findings](#)
7. [OHS Information Memorandum Staff Wellness](#)
8. [OHS Communication Closure HB Sewage Issue](#)
9. [OHS Communication Class Closure LBT COVID](#)
10. [OHS Communication Center Closure LBT No Water](#)
11. [OHS Communication Allegation LBT](#)
12. [OHS Communication Center Closure LBT Lightning Strike](#)
13. [OHS Communication Class Closure Lockhart COVID](#)
14. [OHS Communication Over Income Families](#)
15. [OHS Communication Hemphill Repairs Insurance Claim Denied](#)
16. [OHS Communication Class Closure Hemphill HS Positive TB Results](#)
17. [OHS Communication 1303.44 Application Status Hemphill Modular](#)
18. [OHS Request for 1 Time Emergency Funds Hemphill Repairs](#)
19. [OHS Communication Clearance for Positive TB Cases & Reopening of Classroom](#)
20. [Termination of MOU with Foster Grandparent Program](#)
21. [Special Meeting Minutes October 7, 2021](#)
22. [Executive Officer Ballot Policy Council](#)

*Dr. Medrano reviewed each of the correspondence items and answered questions from the parents. There were some questions about the One Time Emergency Funds request and about the status of the 1303.44 application which Dr. Medrano responded to.*

*There was discussion regarding Staff Wellness and the strategies that have been put in place thus far to recruit and retain qualified teachers. There was discussion about the mandate for staff to be vaccinated and how that would impact our staff shortage.*

**Next Meeting: November 18, 2021 11:00 AM Zoom**

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 12:38 pm.

Minutes Reviewed: \_\_\_\_\_  
Policy Council Chair/Date