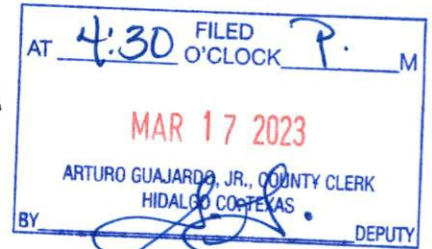




**HIDALGO COUNTY HEAD START PROGRAM
POLICY COUNCIL REGULAR MEETING AGENDA
WEDNESDAY, MARCH 22, 2023
6:00 P.M.**



NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Policy Council of the Hidalgo County Head Start Program will be held in the LBJ Head Start Administration Building Conference Room 2nd Floor located at 1901 West State Highway 107, McAllen, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted.

In accordance with Section 551.127, NOTICE is hereby given that a physical quorum, including the presiding officer/member, will be present at the specified meeting location. Some members of the governing body and/or government officials may participate via videoconference.

- I. Call Meeting to Order, Roll Call, Establish Quorum *Avelina Pena Segovia*
- II. Prayer/Pledge of Allegiance *Carlos Finol*
- III. Approval of Consent Agenda *Avelina Pena Segovia*
- IV. Public Comments *Avelina Pena Segovia*
- V. Executive Director's Report *Irma E. Pena*
 - 1. Update on the Mission Consolidated Independent School District Moving Cantu Head Start Center to Salinas Elementary
 - 2. Notification of Upcoming Executive Director's Evaluation in April 2023
- VI. Program Operations *Avelina Pena Segovia*
 - A. Administration
 - 1. Discussion/Approval of Change of Scope Model *Irma E. Pena*
 - 2. Discussion/Approval of Memorandums of Understanding (MOUs) with the Following Nine (9) School Districts *Irma E. Pena*

| School Districts | |
|------------------|--------------|
| Donna ISD | Mercedes ISD |
| Edcouch-Elsa ISD | Mission CISD |
| Edinburg CISD | PSJA ISD |
| La Joya ISD | Weslaco ISD |
| McAllen ISD | |

- 3. Discussion/Approval of the Hidalgo County Head Start Program 2023 Self-Assessment Results *Nora S. Munoz*
- 4. Discussion/Approval of Cost of Living Adjustment (COLA) and Quality Improvement (QI) Applications *Irma E. Pena*
- 5. Discussion/Approval of COVID-19 Mitigation Policy *Yesenia Quintanilla*

6. Discussion/Approval of Revisions to the Following Job Descriptions

Irma E. Pena

| Department | Revision of the Following Job Descriptions |
|-----------------|---|
| Administration | Executive Secretary – Title Change to Chief Executive Secretary, Revision of Job Responsibilities, and Addition of Supervisory Responsibilities |
| | Executive Secretary – Revision of Reporting Relationship and Deletion of Supervisory Responsibilities |
| | Secretary – Revision of Reporting Relationship |
| Education | Support Service Facilitator – Title Change to Family Service Worker |
| | Campus Director – Change in Job Standards |
| | Disability Classroom Assistant – Title Change to Disability Aide/Floater, Revision of Department, Revision of Reporting Relationship, and Add to Qualifications: CDA Required within Two (2) Year of Hire |
| Finance | Assistant Chief Financial Officer – Revision of Job Responsibilities |
| | Assistant Payroll Bookkeeper – Title Change to Payroll Bookkeeper |
| Human Resources | Secretary – Title Change to Assistant Human Resources Secretary, Revision of Job Responsibilities |
| Procurement | Assistant Procurement Bookkeeper – Title Change to Procurement Bookkeeper, Revision of Job Responsibilities |
| Transportation | Bus Aide/Substitute – Title Change to Bus/Campus Aide, Revision of Reporting Relationship, Revision of Job Responsibilities |
| | Bus Driver/Maintenance – Revision of Reporting Relationship |

B. Procurement

Ambrosio Tovar

1. Discussion/Approval of Application and Certificate for Payment
 Payment for Invoice #20347 in the Amount of \$1,444.03 and Invoice #20363 in the Amount of \$678.25 for Professional Services Submitted by B2Z Engineering, Construction Management Engineer, through Contract C-21-004-09-21-AS for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms
2. Discussion/Approval to Advertise and Approval of Statement of Qualifications, Requirements and Scope of Services for the Following:
 - a. Medical and Dental Providers

VII. Programmatic Services – No Items Listed


Avelina Pena Segovia

VIII. Closed Session: Policy Council may go into Closed Session Pursuant to Chapter 551, Texas Government Code, Sections 551.071, 551.072 and 551.074-to discuss the following:

Avelina Pena Segovia

1. Personnel - New Hires, Resignations, Terminations
2. Vacancies Report
3. Employment Recommendations for the Following Two (2) Positions
 - a. Mental Health Director
 - b. Mental Health Counselor

- | | | |
|------|--|-----------------------------|
| IX. | Open Session: Action on Items Discussed in Closed Session 1. Personnel - New Hires, Resignations, Terminations 2. Vacancies Report 3. Employment Recommendations for the Following Two (2) Positions a. Mental Health Director b. Mental Health Counselor | <i>Avelina Pena Segovia</i> |
| X. | Policy Council 1. Next Policy Council Meeting Date | <i>Avelina Pena Segovia</i> |
| XI. | Other Business | <i>Avelina Pena Segovia</i> |
| XII. | Adjournment | <i>Avelina Pena Segovia</i> |

 Avelina Peña Segovia 3/17/2023
Avelina Peña Segovia Date
Chairperson



State of Texas
 County of Hidalgo
 Edinburg, Texas

Hidalgo County Head Start Program
WEDNESDAY, MARCH 22, 2023
 6:00 P.M.

**HIDALGO COUNTY HEAD START PROGRAM
 POLICY COUNCIL REGULAR MEETING CONSENT AGENDA
 WEDNESDAY, MARCH 22, 2023
 6:00 P.M.**

| | | | | |
|---|------|---------|----|--------|
| AT | 4:30 | FILED | P. | M |
| | | O'CLOCK | | |
| MAR 17 2023 | | | | |
| ARTURO GUAJARDO, JR., COUNTY CLERK HIDALGO CO. TEXAS | | | | |
| BY | | | | DEPUTY |

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Policy Council of the Hidalgo County Head Start Program will be held in the LBJ Head Start Administration Building Conference Room located at 1901 West State Highway 107, McAllen, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

**NOTICE TO THE PUBLIC
 CONSENT AGENDA**

The following items are of a routine or administrative nature. The Policy Council Members have been furnished with background and support on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Policy Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

- I. Approval of Minutes:
 - a. February 15, 2023
 - b. February 22, 2023
 - c. February 28, 2023

- II. Approval of Monthly Reports for February 2023:
 - 1. Program Information Summary (PIS) Report
 - 2. Financial and Credit Card Log Reports
 - 3. Enrollment – Average Daily Attendance Report
 - 4. Texas Department of Agriculture Meals/Snack Report

Avelina Pena Segovia 3/17/2023
 Avelina Pena Segovia Date
 Chairperson