



**HIDALGO COUNTY HEAD START PROGRAM  
POLICY COUNCIL REGULAR MEETING AGENDA  
WEDNESDAY, APRIL 19, 2023  
6:00 P.M.**

AT	1:15	FILED	O'CLOCK	P	M
APR 14 2023					
ARTURO GUAJARDO, JR., COUNTY CLERK HIDALGO CO. TEXAS					
BY	P.Tor				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 2<sup>nd</sup> 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 *Jazmin Rubalcava*
- III. Approval of Consent Agenda *Avelina Pena Segovia*
- IV. Public Comments *Avelina Pena Segovia*
- V. Executive Director's Report *Irma E. Pena*
  - 1. Update Report by Crystal Lopez, Project Manager, The Warren Group; David Rivera and Julian Ybarra, Project Managers, B2Z Engineering Re: HCHSP Discovery Learning Environments and Discovery Classrooms Project
  - 2. Community Partnership Appreciation Assembly  
Thursday, April 27, 2023  
Fellowship Baptist Church Hall  
4811 W. University Drive, Edinburg, Tx
- VI. Program Operations *Avelina Pena Segovia*
  - A. Administration *Irma E. Pena*
    - 1. Discussion/Approval of Revisions to the Following Job Descriptions and Approve New Positions as Listed by Department
      - a. Education Department
        - i. Campus Director (Revision of Job Requirements)
      - b. Family Services Department
        - i. Family Services Coordinator (Revision of Job Requirements)
      - c. Field Operations Department
        - i. Field Operations Director (Revision of Job Requirements)
      - d. Human Resources Department
        - i. Communications Coordinator (New Position)
      - e. Administration Department
        - i. Chief Pre-K Collaboration Officer (New Position)
    - 2. Discussion/Approval of Summer Work Schedule

B. Procurement

*Ambrosio Tovar*

1. Discussion/Approval on Request to Purchase a Play Structure with Safety Surface through the Hidalgo County's Membership/Participation with The Buyboard Awarded Vendor Exerplay, Inc. (Contract #679-22)
2. Requesting Approval and Authority to Advertise the Procurement Package as Attached hereto for RFP 23-003-05-05-AS "Educator Preparation Program"
3. Requesting Approval of Submitted Proposal and Award to 8A Builders, LLC through the Interlocal Purchasing System (TIPS) Contract #200201 with Authority to Process Purchase Order

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. Recommendation for Termination
  - a. Employee ID#: 5155
4. Recommendation for Employment for
  - a. Special Services Coordinator
5. Change of Scope Recommendations
6. Six (6) Month Evaluation of Executive Director
7. Consider, Deliberate the Employment, Evaluation, Renumeration, Reassignment, Duties, Discipline, or Dismissal of the Executive Director

IX. Open Session: Action on Items Discussed in Closed Session

*Avelina Pena Segovia*

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X. Policy Council

*Avelina Pena Segovia*

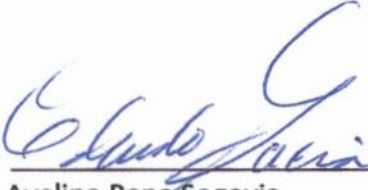
1. Next Policy Council Meeting Date

XI. Other Business

*Avelina Pena Segovia*

XII. Adjournment

*Avelina Pena Segovia*

*for*   
Avelina Pena Segovia  
Chairperson

*4/14/23*  
Date



State of Texas  
 County of Hidalgo  
 Edinburg, Texas

Hidalgo County Head Start Program  
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**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: March 22, 2023
- II. Approval of Monthly Reports for March 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/Snacks Report

  
 \_\_\_\_\_  
 Avelina Pena Segovia  
 Chairperson

4/14/23  
 \_\_\_\_\_  
 Date