



POLICY COUNCIL MEETING NOTICE

HIDALGO COUNTY HEAD START PROGRAM
POLICY COUNCIL REGULAR AGENDA
WEDNESDAY, MAY 17, 2023

AT	4:04	FILED	P.	M
		O'CLOCK		
MAY 11 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 on Wednesday, May 17, 2023, at 6:00 P.M 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.

Discussion and possible action relating to the following business will be transacted:

- I. Call Meeting to Order, Roll Call, Establish Quorum *Avelina Pena Segovia*
- II. Prayer/Pledge of Allegiance *Avelina Pena Segovia*
- III. Approval of Consent Agenda *Avelina Pena Segovia*
- IV. Public Comments *Avelina Pena Segovia*
- V. Executive Director’s Report *Irma E. Pena*
 - A. Visit by Monica Flores, Office of Head Start
 - B. UTRGV Meeting with Staff Regarding Certification Classes
- VI. Program Operations *Irma E. Pena*
 - A. Administration
 - 1. Discussion/Approval to Disburse Lump Sum Summer Paychecks to Staff Who Resign as of the Last Summer Leave Day/Last Working Day for Position Assigned
 - 2. Discussion/Approval of Program Year 2023-2024 Program Calendars
 - 3. Revision of the Following Job Descriptions (By Department)
 - a. Education
 - i. Education Area Director
(Revision of Job Responsibilities and Requirements)
 - ii. Education Coordinator
(Revision of Job Responsibilities and Requirements)
 - b. Human Resources
 - i. Staff Development Coordinator (Job Title Change to Staff Development Manager, Reclassification of Job Description, Revision of Responsibilities)
 - 4. Change in Scope Recommendation for Staff Development Manager

5. Discussion/Approval of the Hidalgo County Head Start Program
 Program Year 2023-2024 Program Plans

Irma E. Pena

Child Nutrition Services	Mental Health Services
Education Services	Special Services
Family Services	Transition and Community Partnership
Health Services	Transportation Services
Human Services	

B. Procurement

Ambrosio Tovar

1. Ratify Action Taken by Commissioners Court on May 16, 2023
 - A. Acceptance of the Sole and Qualified Response Received From Versidi, Inc., dba, Teach Us Texas for Award of RFP 23-003-05-05-AS "Educator Preparation Program"
 - B. Approval of Contract with Versidi, Inc., dba, Teach Us Texas (C-23-003-05-17AS) for "Educator Preparation Program"
2. Discussion/Approval for Hidalgo County Head Start Program to Exercise Option to Extend for an Additional Two-Year Term the Inter-local Agreements for Head Start Facilities and/or Land (Under same terms and conditions) with the following entities

Entity	Head Start Facility	Rent Facility/ Land	Monthly Rent
1. City of Alamo	Alamo HS	Land	\$1.00
2. City of Donna	Donna II HS	Land	\$1.00
3. Edcouch-Elsa ISD	Edcouch Kitchen	Facility	\$500
4. City of Hidalgo	Hidalgo HS	Land	\$1.00
5. City of La Joya	La Joya HS	Land	\$1.00
6. City of Pharr	Las Milpas I HS	Land	\$1.00
7. City of Pharr	Pharr HS	Land	\$1.00
8. City of Progreso	Progreso HS	Land	\$500
9. City of San Juan	San Juan I HS	Land	\$1.00

3. Presentation for Discussion, Consideration and Approval to Enter Into a Memorandum of Understanding (MOU) between Hidalgo County Head Start Program (HCHSP) and Pharr-San Juan-Alamo Independent School District (PSJA ISD) for Transition Services from Early Head Start
4. Request Approval of Application and Certificate for Payment for Invoice #20373 in the Amount of \$1,338.77 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
5. Discussion/Approval of Interlocal Cooperation Agreement between Hidalgo County Head Start Program and University of Texas Rio Grande Valley

- 6. A. Requesting Exemption from Competitive Bidding Requirements Under the Texas Local Government Code 262-024 (A)(4) A Professional Appraisal Service
- B. Presentation of the Scoring Grid (for the Purpose of Ranking by County Commissioners) of the Firms Graded and Evaluated through the County’s approved “Pool” of Appraisal Services for the Appraisal of the Head Start Leased Land and Facilities

	Leonel Garza, Jr. & Associates, LLC	CBRE, Inc.	Appraisal HAUS, LLC
Evaluator 1	97	87	79
Evaluator 2	98	89	92
Evaluator 3	96	83	74
Total Score	291	259	245
Ranking			

- C. Authority to Negotiate a Professional Contract with the No.1 Ranked Firm of _____, for the Appraisal of the Head Start Leased Land and Facilities

- VII. Programmatic Services *Avelina Pena Segovia*
- VIII. Closed Session: Policy Council may go into Closed Session Pursuant to Chapter 551, Texas Government Code, Sections 551.071, 551.672 and 551.074 – to discuss the following: *Avelina Pena Segovia*
 - 1. Personnel Report – New Hires, Resignations, Terminations
 - 2. Vacancies Report
 - 3. Employee ID#:4023
 - 4. Weslaco ISD Memorandum of Understanding (MOU)
 - 5. Chief Pre-K Collaboration Officer – New Position
 - 6. Family Services Coordinator (Vacant Position Replacement)
 - 7. Advertise for RFP 23-003-06-16-AS) “Professional Services for Legal Counsel”
- IX. Open Session *Avelina Pena Segovia*
 - 1. Personnel Report – New Hires, Resignations, Terminations
 - 2. Vacancies Report
 - 3. Employee ID#:4023
 - 4. Weslaco ISD Memorandum of Understanding (MOU)
 - 5. Chief Pre-K Collaboration Officer – New Position
 - 6. Family Services Coordinator (Vacant Position Replacement)
 - 7. Advertise for RFP 23-004-06-16-AS) “Professional Services for Legal Counsel”
- X. Policy Council *Avelina Pena Segovia*
 - 1. Next Policy Council Meeting Date and Time
- XI. Other Business *Avelina Pena Segovia*
- XII. Adjournment *Avelina Pena Segovia*


 Avelina Pena Segovia 5.12.23
 Chairperson Date



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POLICY COUNCIL MEETING CONSENT AGENDA
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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: a. April 19, 2023
- II. Approval of Monthly Reports for April 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

 5.12.23
 Avelina Pena Segovia Date
 Chairperson