



State of Texas
County of Hidalgo
Edinburg, Texas

Hidalgo County Head Start Program
WEDNESDAY, AUGUST 16, 2023
6:00 P.M. -MEETING

POLICY COUNCIL CONSENT AGENDA
HIDALGO COUNTY HEAD START PROGRAM
POLICY COUNCIL VIRTUAL MEETING
WEDNESDAY, AUGUST 16, 2023
6:00 P.M.

AT	4:46	FILED	O'CLOCK	P	M
• AUG 11 2023					
ARTURO GUAJARDO, JR., COUNTY CLERK HIDALGO COUNTY, TEXAS					
BY	A. Guajardo				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 Wednesday, **AUGUST 16, 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.

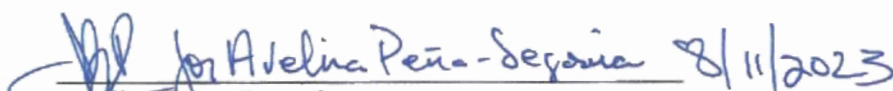
In accordance with Section 551.127, **NOTICE** is hereby given that a physical quorum, including the presiding officer/member, will be present at the specified meeting location. Some members of the governing body and/or government officials may participate via videoconference.

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discussed separately unless requested by a Policy Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon.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. June 14, 2023
 - b. July 24, 2023

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


Avelina Peña Segovia
Chairperson



State of Texas
 County of Hidalgo
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Hidalgo County Head Start Program
WEDNESDAY, AUGUST 16, 2023
6:00 P.M. – Meeting

FILED AT 4:46 O'CLOCK P M
AUG 11 2023
 ARTURO GUAJARDO, JR., COUNTY CLERK
 HIDALGO COUNTY, TEXAS
 BY PTA DEPUTY

HIDALGO COUNTY HEAD START PROGRAM
 POLICY COUNCIL REGULAR MEETING AGENDA
 WEDNESDAY, AUGUST 16, 2023
 6:00 P.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code that on **WEDNESDAY, AUGUST 16, 2023, at 6:00 P.M.**, a **REGULAR MEETING** of the Hidalgo County Head Start Program will be held in the Hidalgo County Head Start Program Administration Office, 2nd Floor Meeting Room located at 1901 West State Highway 107, McAllen, 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 *Azalia Rios*
- III. Approval of Consent Agenda *Avelina Pena Segovia*
- IV. Public Comments *Avelina Pena Segovia*
- V. Executive Director's Report *Irma E. Pena*
 - 1. Annual Training /Staff Development
 - 2. First Day of School

Monday, August 14, 2023		
ISDs	Instructional Day	Head Start Centers
Donna	8:00 am–3:40 pm	Donna/Donna II/Capt. Salinas/Singleterry
Edinburg	7:45 am–3:15 pm	Edinburg/Edinburg North/San Carlos/UTRGV
La Joya	7:35 am–3:05 pm	E. Chapa/Kiki Camarena/J. Seguin/Sam Fordyce/Tabasco
Monday, August 16, 2023		
Mission	7:45 am– 3:15 pm	Mission/Salinas
Monday, August 21, 2023		
Monte Alto	7:40 am–3:50 pm	Monte Alto
Monday, August 28, 2023		
Edcouch-Elsa	7:45 am–3:30 pm	JRG
McAllen	7:50 am–3:30 pm	Alvarez/Escandon/Thigpen-Zavala/Wilson
Mercedes	7:45 am–3:15 pm	MEL Early Learning/Travis
PSJA	8:15 am–3:55 pm	C. Anaya/Clover/Farias/Longoria/M. Garza/Palacios/San Juan

- 3. Cost-of-Living Adjustment Update
- 4. Scope of Services Update
- 5. Outdoor Learning Environment and Discovery Classrooms Update
 by David Rivera, Project Manager, B2Z Engineering

VI. Program Operations

A. Administration

1. Discussion/Approval of the Area Distribution 2023-2024

Nora S. Munoz

B. Procurement

Ambrosio Tovar

1. Discussion/Approval on Request to Purchase One (1) 2024 Chevrolet 4500 (Express Cutaway w/Box) Vehicle through The Hidalgo County's Membership/Participation with the Texas Association School Board (TASB) Buyboard's Awarded Vendor (Contract #601-19), Caldwell Country Chevrolet (Including TASB Administrative Fees)
2. Discussion/Approval on Request to Purchase Three (3) Vehicles (Cargo Vans) through the Hidalgo County's Membership/Participation With the Texas Association School Board (TASB) Buyboard's Awarded Vendor (Contract #601-19), Caldwell Country Chevrolet (Including TASB Administrative Fees)
3. Requesting Approval of Application and Certificate for Payment for Invoice #1822101-03 in the Amount of \$49,600.00 for Professional Services Submitted by Laura Warren, Project Architect, The Warren Group Architects, Inc. through Contract C-21-0683-08-24 for the Hidalgo County Head Start Program (HCHSP) Outdoor Learning Environments and Discovery Classrooms
4. Requesting Approval of Application and Certificate for Payment for Invoice #TJ11309 in the Amount of \$280.30 for Professional Services Submitted by Terracon Engineering, Geotechnical Engineer, through Contract C-21-006-11-02-AS for the HCHSP Outdoor Learning Environments and Discovery Classrooms
5. Discussion/Approval of Request to Enter into a Three (3) Year Memorandum of Understanding for School Readiness Partnership Model (SRPM) between HCHSP and Pharr-San Juan-Alamo (PSJA) ISD
6. Discussion/Approval for Hidalgo County Head Start Program to Enter into an Inter-Local Agreement for One (1) Year Term with the Pharr-San Juan-Alamo Independent School District (PSJA ISD)
7. Discussion/Approval to Advertise for Competitive Sealed Proposals For the "Construction of HCHSP Outdoor Learning Center" (pending Legal review) with Authority to Re-Advertise When/If Necessary
8. Request Approval of Application and Certificate for Payment for Invoice #0924 in the Amount of \$263,512.00 for Educational Services Submitted by Versidi, Incl, dba, Teach Us Texas, through Contract C-23-003-05-17-AS for the "Educator Preparation Program"

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, 551.672 and 551.074 – to discuss the following: **Avelina Pena Segovia**

1. Personnel Report – New Hires, Resignations, Terminations
2. Vacancies Report
3. Employment Recommendations for:
 - i. Campus Director
 - ii. Education Coordinator
 - iii. TSR Project Coordinator
 - iv. TSR Coach
4. Job Description Revisions for:
 - i. Teacher (Revision of FLSA Classification, Revision of Job Requirements)
 - ii. Campus Director (Revision of Job Requirements)
 - iii. Compliance, Accountability & Monitoring Director (Revision of Reporting Relationship, Revision of Job Responsibilities, Revision of Job Requirements)
 - iv. Assistant Director for Operations (Revision of Supervision Responsibilities, Revision of Job Responsibilities, Revision of Job Requirements)
5. Lateral Transfer and Job Title Change from Compliance, Accountability & Monitoring Director to Field Operations Director
6. Executive Director’s Annual Evaluation Schedule: September - October

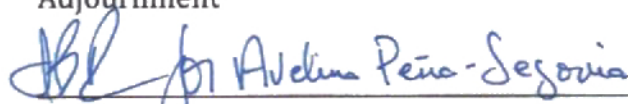
IX. Open Session **Avelina Pena Segovia**


1. Personnel Report – New Hires, Resignations, Terminations **Marissa Reyes**
2. Vacancies Report
3. Employment Recommendations for:
 - i. Campus Director
 - ii. Education Coordinator
 - iii. TSR Project Coordinator
 - iv. TSR Coach
4. Job Description Revisions for:
 - i. Teacher (Revision of FLSA Classification, Revision of Job Requirements)
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5. Lateral Transfer and Job Title Change from Compliance, Accountability & Monitoring Director to Field Operations Director
6. Executive Director’s Annual Evaluation Schedule: September - October

X. Policy Council **Avelina Pena Segovia**
1. Next Policy Council Meeting Date/Time

XI. Other Business **Avelina Pena Segovia**

XII. Adjournment **Avelina Pena Segovia**


Avelina Pena Segovia
Chairperson


Date