



State of Texas
County of Hidalgo
Edinburg, Texas

Hidalgo County Head Start Program
WEDNESDAY, OCTOBER 18, 2023
6:00 p.m. - Meeting

**POLICY COUNCIL REGULAR AGENDA
HIDALGO COUNTY HEAD START PROGRAM
WEDNESDAY, OCTOBER 18, 2023
6:00 P.M.**

| | | | | |
|---|------|-------|---|--------|
| AT | 4:07 | FILED | P | M |
| OCT 13 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 Hidalgo County Head Start Program will be held Wednesday, October 18, 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.

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

- I. Call Meeting to Order, Roll Call, Establish Quorum *Avelina Peña Segovia*
- II. Prayer/Pledge of Allegiance *Adelita Figueroa Muñoz*
- III. Approval of Consent Agenda *Avelina Peña Segovia*
- IV. Public Comments *Avelina Peña Segovia*
- V. Executive Director's Report *Irma Peña*
 - A. Notice from the Office of Head Start New Program Specialist, Maura Murray, as of Monday, October 23, 2023
 - B. Federal Head Start Review
- VI. Program Operations *Avelina Peña Segovia*
 - A. Administration - Discussion/Approval of the Following Items:
 - 1. Resolution 2023-01 *Ric Gonzalez*
A RESOLUTION RELATING TO GRIEVANCE PROCEDURES IN COMPLIANCE WITH THE HEAD START ACT SECTION 642(c)(2)(D)(vi)
 - 2. Revise Organizational Chart *Irma Peña*
 - 3. Absence Control Policy – Define Catastrophic Illness
 - B. Finance - Discussion/Approval of the Following Item: *Elma Carrera*
 - 1. Stipend for Parents who Attend Weekend Trainings
 - C. Procurement – Discussion/Approval of the Following Items: *Ambrosio Tovar*
 - 1. Bid Award and Contract of the Best and Lowest Bidder Meeting all Specifications for Bid #1822101: Hidalgo County Head Start Program Outdoor Learning Environment and Discovery Classrooms
 - 2. Request to Purchase Building Maintenance, Repair, and Operations Supplies and Equipment (Contract #657-21) through the Hidalgo County's Membership/Participation with the Texas Association School Board (TASB) Buyboard's Multiple Awarded Vendors for the Term of the TASB Contract Expiring on November 30, 2024
 - a. McCoy's Building Supply
 - b. The Home Depot Pro
 - c. Grainger
 - 3. Discussion/Approval of Request to Enter into a Two (2) Year Interlocal Agreement between Hidalgo County Head Start Program and the Donna Independent School District

- VII. Programmatic Services – No Items Listed *Avelina Peña Segovia*
- VIII. Closed Session: Policy Council may go into Closed Session Pursuant Chapter 551, Texas Government Code, Sections 551.071, 551.072 and to 551.074-to discuss the following: *Avelina Peña Segovia*
1. Personnel Status Report - New Hires, Resignations, Terminations
 2. Vacancies Report
 3. Employment Recommendations for:
 - i. Staff Development Director
 - ii. Staff Development Coordinator
 - iii. Registered Nurse
 - iv. Campus Director(s)
 - v. Teacher(s)
 4. Re-Classification of Chief Financial Officer (CFO) to Assistant Program Director for Fiscal Operations
 5. Revision of the Following Job Descriptions:
 - i. Assistant Program Director for Operations
 - ii. Assistant Program Director for Programmatic Services
- IX. Open Session: Action on Items Discussed in Closed Session *Marissa Reyes*
1. Personnel Status Report - New Hires, Resignations, Terminations
 2. Vacancies Report
 3. Employment Recommendations for:
 - i. Staff Development Director
 - ii. Staff Development Coordinator
 - iii. Registered Nurse
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 - v. Teacher(s)
 4. Re-Classification of Chief Financial Officer (CFO) to Assistant Program Director for Fiscal Operations
 5. Revision of the Following Job Descriptions:
 - i. Assistant Program Director for Operations
 - ii. Assistant Program Director for Programmatic Services
- X. Policy Council *Irma Peña*
- a. Recognition of Current 2022-2023 Policy Council Members
 - b. Election Results of 2023-2024 Parent Representatives and Alternates
 - Formal Presentation and Swearing-In of Parent Representatives, 1st Alternates, 2nd Alternates
 - Formal Presentation and Swearing-In 2023-2024 Community Representatives
 - c. Review of Procedures for Election of Policy Council Officers
 - Officers Responsibilities
 - Election of Officers
 1. Chairperson
 2. Vice-Chairperson
 3. Secretary
 4. Treasurer
 5. Parliamentarian

d. Formation of Committees:

1. Executive Committee – Policy Council Officers
2. Budget Committee
3. Planning Committee
4. Personnel Committee

e. Prayer Schedule

f. Public Information Access Notification

g. Policy Council Meeting Packet Delivery Information

h. Governance Leadership Institute: Friday, October 20, 2023 – Sunday, October 22, 2023

Location: Margaritaville Beach Resort (956/761-6551)
310 Padre Boulevard
South Padre Island, Texas 78597

j. Professional Development for Policy Council Members

➤ National Head Start Association Conferences

1. Parent & Family Engagement Conference:
New Orleans, Louisiana (December 4 - 7, 2023)
2. Winter Leadership Institute
Crystal City, VA (January 22-25, 2024)
3. National Head Start Conference
Portland, Oregon (April 15 - 18, 2024)

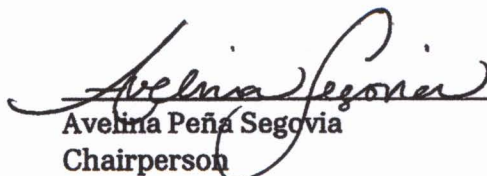
k. Next Policy Council Regular Meeting Date/Time

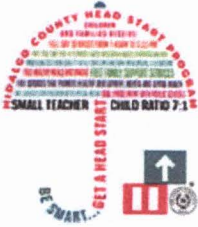
XI. Other Business

Irma Pena

XII. Adjournment

Irma Pena

 10.13.23
Avelina Peña Segovia Date
Chairperson



State of Texas
County of Hidalgo
Edinburg, Texas

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WEDNESDAY, OCTOBER 18, 2023
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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: a. September 20, 2023
- II. Approval of Monthly Reports: September 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 10.13.23
 Avelina Peña Segovia Date
 Chairperson