



State of Texas  
County of Hidalgo  
Edinburg, Texas

Hidalgo County Head Start Program  
**WEDNESDAY, SEPTEMBER 20, 2023**  
6:00 P.M. - Meeting

**HIDALGO COUNTY HEAD START PROGRAM  
POLICY COUNCIL MEETING REGULAR AGENDA  
WEDNESDAY, SEPTEMBER 20, 2023  
6:00 P.M.**

AT	4:36	FILED	O'CLOCK	P.	M
<b>SEP 15 2023</b>					
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, 2<sup>nd</sup> Floor, Conference Room 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  | <i>Avelina Peña Segovia</i>   |
| II. Prayer/Pledge of Allegiance  | <i>Adelita Figueroa Muñoz</i> |
| III. Approval of Consent Agenda  | <i>Avelina Peña Segovia</i>   |
| IV. Public Comments  | <i>Avelina Peña Segovia</i>   |
| V. Executive Director's Report   | <i>Irma E. Peña</i>           |
| 1. Report on Notice of Award (NOA) Received on Approval of the One-Funding Application in the Amount of \$250,000.00         |                               |
| VI. Program Operations   | <i>Avelina Peña Segovia</i>   |
| A. Administration  |                               |
| 1. Discussion/Approval to Submit the Following Two (2) 2024 Budget Applications:   | <i>Edmundo Garcia</i>         |
| a. Department of Health and Human Services (DHHS)  |                               |
| b. Texas Department of Agriculture (TDA)   |                               |
| 2. Discussion/Approval to Revise the Substitutes Pay to \$105.00   | <i>Irma E. Peña</i>           |
| 3. Discussion/Approval to Revise the Organizational Chart  | <i>Irma E. Peña</i>           |
| 4. Discussion/Approval of 2023-2024 Training and Technical Assistance (T/TA) Plan  | <i>Nora S. Munoz</i>          |
| 5. Discussion/Approval of 2022-2023 Program Information Report   | <i>Nora S. Munoz</i>          |
| 6. Discussion/Approval to Revise the Current Mileage Reimbursement Procedures and Update the Local Travel Expense Claim Form | <i>Elma Carrera</i>           |
| 7. Discussion/Approval for the Program to Pay ISD Teachers a Stipend to Attend Head Start Computer Training                  | <i>Elma Carrera</i>           |

B. Procurement

*Ambrosio Tovar*

1. Discussion/Approval of School of Social Work Program Agreement (Educational Experience) between The University of Texas Rio Grande Valley (UTRGV) and Hidalgo County Head Start Program
2. Request Approval of Application and Certificate for Payment for Invoice 320392 in the Amount of \$8,805.61 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
3. Discussion/Approval on Request to Purchase a Play Structure with Safety Surface through the Hidalgo County's Membership/Participation With the Buyboard Awarded Vendor Alamo Classroom Solutions' (Contract #653-21)
4. Presentation for Discussion/Consideration/Approval to Enter into a Interagency Cooperation Contract between Hidalgo County Head Start Program and Texas A&M University Health Science Center (Contract #653-21)

VII. Programmatic Services – No Items Listed

*Avelina Peña Segovia*

VIII. Closed Session:

*Avelina Peña Segovia*

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:

1. Personnel Report – New Hires, Resignations, Terminations
2. Vacancies Report
3. Employment Recommendations for:
  - i. Assistant Director for Operations
  - ii. Compliance, Accountability & Monitoring Director
  - iii. Campus Director(s)
  - iv. Registered Nurse
  - v. Teacher(s)
4. Discussion/Approval for the Following:
  - i. Add One (1) Staff Development Director
  - ii. Add One (1) Staff Development Coordinator
5. Job Descriptions Revisions for:
  - i. Staff Development Director (Revision of Reporting Relationship, Revision of Job Responsibilities, Revision of Job Requirements)
  - ii. Staff Development Coordinator (Revision of Reporting Relationship, Revision of Job Responsibilities, Revision of Job Requirements)
6. Recommendation for Termination
  - i. Employee I.D.#:5343
7. Civil Service Complaint Employee I.D.#3451



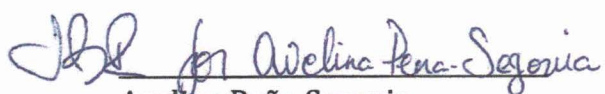
- IX. Open Session:
  - 1 Personnel Report – New Hires, Resignations, Terminations
  - 2. Vacancies Report
  - 3. Employment Recommendations for:
    - i. Assistant Director for Operations
    - ii. Compliance, Accountability & Monitoring Director
    - iii. Campus Director(s)
    - iv. Registered Nurse
    - v. Teacher(s)
  - 4. Discussion/Approval for the Following:
    - i. Add One (1) Staff Development Director
    - ii. Add One (1) Staff Development Coordinator
  - 5. Job Descriptions Revisions for:
    - i. Staff Development Director (Revision of Reporting Relationship, Revision of Job Responsibilities, Revision of Job Requirements)
    - ii. Staff Development Coordinator (Revision of Reporting Relationship, Revision of Job Responsibilities, Revision of Job Requirements)
  - 6. Recommendation for Termination
    - i. Employee I.D.#:5343
  - 7. Civil Service Complaint Employee I.D.#3451
- X. Policy Council
  - 1. Next Policy Council Meeting Date
- XI. Other Business
- XII. Adjournment

*Avelina Peña Segovia*  
*Marissa Reyes*

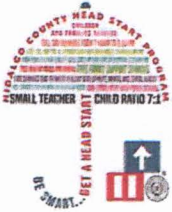
*Avelina Peña Segovia*

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Avelina Peña Segovia  
Chairperson

9/15/2023  
Date



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POLICY COUNCIL REGULAR MEETING CONSENT AGENDA  
WEDNESDAY, SEPTEMBER 20, 2023**

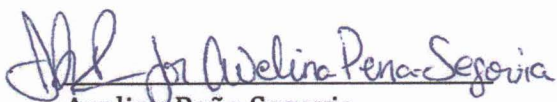
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**NOTICE TO THE PUBLIC  
CONSENT AGENDA**

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. August 16, 2023  
b. September 7, 2023
- II. Approval of Monthly Reports: August 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                      9/15/2023  
 Chairperson                                      Date