

# Policy Council

Kids Are First, Inc.  
Policy Council Minutes  
Thursday, April 18, 2019

Agenda Item	Discussion	Action
<b>Welcome</b>	Ms. Yanez welcomed the policy council members to the meeting.	
<b>1. Call Meeting to Order/Establish Quorum</b>	<p>In the absence of Lidia A. Puente Ms. <u>Kaylane Morales</u> called the meeting to order at <u>10:00</u> AM</p> <p>Roll Call Quorum was established with <u>9</u> members present.</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"><li>1. Kaylane Morales, Las Colonias EHS Rep.</li><li>2. Sandra Polendo, Rosita Valley, HS Rep.</li><li>3. Veronica Garcia, Pearsall, EHS Rep.</li><li>4. Marissa Orosco, Carrizo HS Rep.</li><li>5. Cynthia Francis, Pearsall HS Rep.</li><li>6. Jovana Padilla, Las Colonias HS Rep.</li><li>7. Linda Garcia, Las Colonias HS Rep.</li><li>8. San Juanita Carvajal, Seco Mines HS Alternate Rep.</li><li>9. Alberto Esquivel, Dimmit Rep</li></ol> <p><b>Other Parents Present:</b> Julia Escobedo, Carrizo Alternate Melissa Demaree, Pearesall HS Alternate Marisol Perez, Las Colonias, EHS Alternate Cecilia Castillo, Guest</p> <p><b>Members Absent:</b> Lidia A. Puente, LBJ Rep. Lucinda Mata Gonzalez, Cotulla HS Rep. Sofia Ortiz, LBJ HS Rep. Claudia Espinosa, Seco Mines, HS Rep. Noemi Flores, Frio Representative Lupita Fuentes, Maverick Community Rep.</p>	Meeting was called to order and a quorum was established at <u>10:00</u> AM

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<b>2. Approval of Agenda</b>	Approval of the agenda as presented. Julie Escobedo, Carrizo Policy Council Alternate arrived at 10:15 a.m. and was added to the list of Other Parents present.	Motion to approve the agenda was made by Cynthia Francis. Seconded Veronica Garcia Motion carried
<b>3. Approval of Minutes</b>	Approval of February 22, 2019 meeting minutes.	Motion to approve the February 22, 2019 meeting minutes was made by Marissa Orosco. Seconded Cynthia Francis Motion carried
<b>4. Reports for February and March 2019</b>	Alicia Yanez, CEO/Program Director informed the Policy Council of the following: <ul style="list-style-type: none"><li>• Correspondence received from The Office of Head (OHS) regarding the program eligible for a non-competitive five year grant award to operate the Head Start program.</li><li>• The agency had not received notice for the Cost of Leaving Adjustment.</li><li>• The agency had not received notice for the EHS expansion, since it had been extended for three (3) more weeks.</li><li>• Entered into a Partnership Agreement with the Carrizo ISD, to implement 10 Classroom Teachers with TSR comprehensive support.</li><li>• Velma McNeil, 2 coordinators and Ms. Yanez will be attending the National Head Start conference in San Antonio at the end of the month.</li><li>• The agency will undergo the Audit and the Retirement yearly audit during the week of April 29<sup>th</sup>.</li><li>• We are advertising for a Facility Coordinator. Mr. Jasso will be retiring at the end of the month.</li></ul>	Informational

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	<p>Mr. Esquivel asked for the hiring process to replace the vacancy.</p> <p>Ms. Yanez mentioned the agency advertises, screens applications, a committee interviews and selects the best qualified applicant recommended for hire.</p> <p><b>Operations Report</b> Velma Mc Neil, Director of Operations presented the Operations report for the month of February and March 2019.</p> <p><b>Financial Report</b> Alicia Yanez, CEO/Program Director presented the Financial Report January 2019.</p> <p><b>In- Kind Report</b> Alicia Yanez, CEO/Program Director presented the In-Kind Report for February and March 2019.</p> <p><b>CACFP Report</b> Alicia Yanez, CEO/Program Director presented CACFP Report for February and March 2019.</p> <p><b>Credit Card Report</b> Alicia Yanez, CEO/Program Director presented Credit Card report for February and March 2019.</p> <p><b>Enrollment Report</b> Alicia Yanez, CEO/Program Director presented the Enrollment Report for February and March 2019 which reflects fully enrolled.</p> <p><b>Attendance Report</b> Alicia Yanez, CEO/Program Director presented Attendance Report for February and March 2019.</p>	<p>Informational</p> <p>Informational</p> <p>Motion to approve the following reports for the month of February and March 2019 as presented was made by Albert Esquivel</p> <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• In-Kind Report</li> <li>• CACFP Report</li> <li>• Credit Card Report</li> <li>• Enrollment Report</li> <li>• Attendance Report</li> <li>• New Hire/ Termination Report</li> </ul> <p>Seconded by Veronica Garcia Motion carried.</p>

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	<p><b>New Hire/Termination Report</b>            Alicia Yanez, CEO/Program Director presented New Hire Termination Report for the month of February and March 2019.</p>	Continued
<p><b>5. Old Business</b></p>	No discussion	No action
<p><b>6. New Business</b>  <b>A. Approval to submit the Supplemental Application</b></p>	<p>Alicia Yanez, CEO/Program Director presented the Supplemental Application for review. Healthy and Safe improvements were identified:</p> <ul style="list-style-type: none"> <li>• A security system for 40 doors for all center entrances, and has 24 stations where the door would have electromagnetic locks and touch video hands free stations in the amount of \$72,296.00</li> <li>• A generator to safeguard the food during power outages at the Eagle Pass Central Kitchen in the amount of \$32,500.00</li> <li>• Fencing is needed in some facilities due to snakes, rodents and chick coops that come into the playground. The need of fencing repairs are at Pearsall center cost \$9,000, Cotulla center cost \$11,188 and Seco Mines center cost \$9,424.</li> </ul> <p>Ms. Yanez mentioned the total cost being submitted for the Supplemental application was in the amount of \$134,408 with additional non-federal share in the amount of \$33,602. There were no questions.</p>	<p>Motion to approve the submit the Supplemental Application was made by Linda Garcia            Seconded by Cynthia Francis            Motion carried.</p>
<p><b>6. New Business</b>  <b>B. CLASS Observation Summary</b></p>	<p>Maria V. Leal, Mentor Coaching Coordinator presented the CLASS Observation Summary. She mentioned it took three (3) weeks to complete thirty-one classroom observations and the Spring summary had been compared with the Fall summary results.</p>	Informational

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	<p>Mr. Esquivel asked if the staff were certified to do observations. Mrs. Leal mentioned yes, all mentors and some managers were certified to conduct observations.</p> <p>Mr. Esquivel asked if the children learned through observations. Ms. Leal replied the results were shared at the center level with the teacher and were provided with guidance on how to improve the teacher's job performance and the knowledge of the child.</p> <p>Ms. Leal also mentioned the teacher needed to be in a classroom setting for 10 days in order to be observed. There were no more questions.</p>	Continued
7. Executive Session	No discussion	No Action
8. Open Forum	Center monthly reports were presented to the policy council.	No Action
9. Adjourn	Meeting adjourned at 11:10 AM	Motion to adjourn meeting was made by Albert Esquivel Seconded by Veronica Garcia.

Approved by:

  
Kaylane Morales, Policy Council Secretary

Date:

4/20/19