

**CHILDHOOD EDUCATION MUNICIPAL DEVELOPMENT
CORPORATION BOARD OF DIRECTORS
MEETING MINUTES**

**TUESDAY, AUGUST 2, 2016
2:00 PM
MUNICIPAL PLAZA ROOM B**

Members Present: Boardmember Elaine Mendoza, Chair, *Mayoral*
Boardmember Pamela Ray, *District 2*
Boardmember Major General Joe Robles, *District 3*
Boardmember Richard Perez, *District 4*
Boardmember Gloria Ramirez, *District 5*
Boardmember Lucy Hall, *District 6*
Boardmember Frances Guzman, *District 7*
Boardmember Dr. Gogi Dickson, *District 9*
Boardmember Phillip Thomson, *District 10*

Members Absent: Boardmember Dr. Richard Middleton, *District 1*
Boardmember Dr. Shari Albright, Secretary, *District 8*

Staff Present: Sheryl Sculley, *City Manager*; Peter Zandoni, *Deputy City Manager*; Edward Guzman, *City Attorney's Office*; Sarah Baray, *Ph.D., Pre-K 4 SA Chief Executive Officer*; Alfredo Martinez, *Pre-K 4 SA Department Fiscal Administrator*; Ana Acevedo, *CoSA Education Policy Administrator*

Also Present: William Davenport, *Pre-K 4 SA*; Andrea Rodriguez, *Pre-K 4 SA*; Vickie Garza, *Pre-K 4 SA*; Sarah Perez, *Pre-K 4 SA*

Call To Order

Chairwoman Mendoza called the meeting to order.

1. Ceremonials

Chairwoman Mendoza mentioned Kathy Bruck was going to be honored today, but due to ill family member, she was not able to attend and we would honor her at the next meeting.

2. Citizens to be Heard [Interested speakers will have 3 minutes to address Pre-K 4 SA Board on Pre-K related matters]

There were no citizens to be heard at this time.

3. Approval of minutes of the June 7, 2016 Early Childhood Education Municipal Development Corporation Board of Directors Meetings

Board Member Perez moved to approve the minutes of the June 7, 2016 Early Childhood Education Municipal Development Corporation Board of Directors Meeting. Board Member Guzman seconded the motion. Motion carried unanimously by those present.

Consent Agenda

There was no consent agenda.

Individual Briefings

4. Staff briefing on the Education Center operations for 2016-17 school year [Dr. Sarah Baray, Pre-K 4 SA CEO]

Dr. Baray gave a briefing on the Education Center operations for the 2016-17 school year. On Thursday, July 28, Pre-K 4 SA hosted the 2016-17 Faculty and Staff Convocation to welcome new and returning employees. The theme for 2016-17 is “One Program, One Promise”. Dr. Baray showed a PowerPoint with staff participating in a Random Acts of Kindness Urban Adventure exercise in Downtown San Antonio.

Dr. Baray reviewed staff vacancies and the program’s hiring process. She noted that most positions are filled but there were still a few remaining. Dr. Baray announced plans to begin the recruitment process earlier in the year so that the program is fully staffed early next summer.

Chairwoman Mendoza asked the feedback from the staff on the Random Acts of Kindness exercise.

Dr. Baray mentioned the staff enjoyed this exercise as they integrated with other Centers, performed kind deeds, and represented Pre-K 4 SA.

Board members discussed the different staff positions, associated duties, and their roles in the Education Centers.

5. Staff briefing on Professional Development Division operations [Dr. Sarah Baray, Pre-K 4 SA CEO]

Dr. Baray gave a briefing on the Professional Development Division. Dr. Baray mentioned that Ms. Hamilton left the organization and the Department is moving forward to find a new Director of Professional Development. The recruitment process will include working with an external recruiter to find someone who is skilled at comprehensive professional development and can help build the program’s visibility across the city and nationwide. A candidate should have experience with comprehensive professional development and face-to-face and online professional development.

Dr. Baray identified four components that should be included in the Professional Development Division: Internal Professional Development for Pre-K 4 SA, In-Service for SA Educators, Pre-Service for Future Educators, and Parent Education and Child Development Center Professional Development. Dr. Baray is also looking for Pre-K 4 SA to develop professional development modules that support best practices in early childhood education.

Board members discussed the importance of filling the position with someone who specializes in early childhood development and professional development, and is able to reach out to the

community for resources. Tracking the metrics and demonstrating program effectiveness is important. The Board requested to see more on the outcomes of the programs using professional development. One example was utilizing surveys to track feedback from participants.

Dr. Baray agreed with all responses and mentioned she will select an interim Professional Development Director by the end of the week before moving forward with a search to fill the position permanently.

6. Staff briefing of Competitive Grants and Student Enrollment for 2016-17 school year [Dr. Sarah Baray, Pre-K 4 SA CEO]

Dr. Baray gave a briefing on Competitive Grants and Student Enrollment for the 2016-17 school year. Dr. Baray explained the process for the competitive grants with public and private schools, as well as for the selected child development centers. Dr. Baray reviewed the plan and timeline for working with the child development centers to ensure all the centers are raising the quality of their programs. Dr. Baray explained that data are being gathered from each grant recipient to assess the efficacy of each project. Pre-K 4 SA staff will be conducting site visits to assess program quality. Grantees will be making a showcase presentation at the end of the year to demonstrate project effects.

Board members discussed the importance of having metrics and measures for assessing grant awardees. Board members requested a mid-year report. The Board questioned the public relations planning for grants and strategies to reach the general public and utilizing former Pre-K 4 SA parents as ambassadors.

Dr. Baray agreed with all suggestions and reiterated that metrics will be tracked throughout the year and assessed at the end of the year.

Dr. Baray gave a briefing of student enrollment which included total students enrolled, wait list students by school district, and marketing. Meet the Teacher events will take place during the week of August 15 – 19.

Board members and City Manager Sculley discussed enrollment numbers throughout the city.

7. Staff briefing on hail damage sustained at the North, West, and East Education Centers during the April 2016 hail storms [Dr. Sarah Baray, Pre-K 4 SA CEO]

Dr. Baray gave a briefing on the hail damage that occurred during the April 18 storm event. The North and West Centers sustained minor damage. The East Center sustained significant damage to the roof, metal walkway coverings, siding, air conditioning units, and playground canopies. The original repair estimate provided by the insurance adjuster did not appear to be sufficient to fully restore the building to pre-damage condition. Pre-K 4 SA staff worked with insurance representatives to negotiate an appropriate settlement. Because of the extent of the damage, the building will need to be closed during much of the repair period. Repairs will be scheduled to coincide with breaks in the school year. The playground canopies are scheduled to be replaced before school begins August 22.

Dr. Baray shared that due to the extensive damage that occurred throughout the San Antonio area, insurance companies are raising deductible rates. The deductible for the East Center is rising from \$5,000 to \$92,000, which equates to 1% of the building cost.

Chairwoman Mendoza questioned whether the \$92,000 is accounted for in the current operating

budget. Alfredo Martinez, Fiscal Manager for Pre-K 4 SA, mentioned that although this cost was not included in the adopted FY 2017 budget, there will be an opportunity to make the adjustment during preparation for the FY 2018 budget.

Consideration of Future Meetings

8. The next meeting of the Board of Directors meeting is scheduled to take place on Tuesday, September 13, 2016 at 2:30 pm.

Adjournment

There being no further discussion, the meeting was adjourned at 2:55 pm.

Respectfully Submitted,

Elaine Mendoza, Chairperson

Vickie W. Garza, Pre-K 4 SA