

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

**TUESDAY, APRIL 18, 2017**

**2:00 PM**

**MEETING ROOM B, MUNICIPAL PLAZA BUILDING**

**Members Present:** Board Member Elaine Mendoza, Chair, *Mayoral*  
Board Member Dr. Richard Middleton, *District 1*  
Board Member Pamela Ray, *District 2*  
Board Member Richard Perez, *District 4*  
Board Member Frances Guzman, *District 7*  
Board Member Dr. Shari Albright, Secretary, *District 8*  
Board Member Dr. Gogi Dickson, *District 9*  
Board Member Phillip Thomson, *District 10*

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**Members Absent:** Board Member Major General Joe Robles, *District 3*  
Board Member Gloria Ramirez, *District 5*  
Board Member Lucy Hall, *District 6*

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**Staff Present:** Peter Zaroni, *Deputy City Manager*; Edward Guzman, *City Attorney's Office*; Caroline Cho, *City Attorney's Office*; Sarah Baray, Ph.D., *Pre-K 4 SA Chief Executive Officer*; Alfredo Martinez, *Pre-K 4 SA*; Marc Sewell, *Engagement Partner, RSM*; Simon Nicholson, *Office of Management & Budget*

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**Also Present:** Brad Davenport, *Pre-K 4 SA*; Paul Chapman, *Pre-K 4 SA* Larrisa Wilkinson, *Pre-K 4 SA*; Andrea Rodriguez, *Pre-K 4 SA*; Vickie Garza, *Pre-K 4 SA*; Sarah Perez, *Pre-K 4 SA*

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**Call To Order**

Chairwoman Mendoza called the meeting to order.

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

No citizens were present at this time.

**2. Approval of minutes of the April 4, 2017 Early Childhood Education Municipal Development Corporation Board of Directors Meeting**

Board Member Middleton moved to approve the minutes of the April 4, 2017 Early Childhood Education Municipal Development Corporation Board of Directors Meeting. Board Member Dickson seconded the motion. Motion carried unanimously by those present.

Chairwoman Mendoza mentioned if the Board was in agreement they would move into Executive Session at this time. Board agreed unanimously.

**Executive Session**

- 9. At any time during the meeting, the Board may recess into executive session to deliberate or discuss legal issues related to Pre-K 4 SA center staffing and operations pursuant to Texas Government Code Section 551.071 (consultation with attorney).**

Chairwoman Mendoza recessed the Early Childhood Education Municipal Development Corporation Board of Directors Meeting into Executive Session at 2:03 PM. She reconvened the meeting at 2:46 PM and announced that no action had been taken in Executive Session.

### **Individual Briefings**

- 6. Staff briefing and possible Board action to approve the Pre-K 4 SA Fiscal Year 2018 Annual Operating Budget, appropriation of funds, and Personnel Complement authorization [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Mr. Martinez reviewed the budget and mentioned it was the same as what was presented at the last board meeting with minimal changes. The Budget office found one minor cost savings for Pre-K 4 SA. Additionally, the premiums for insurance coverage were underestimated. Mr. Martinez indicated he would discuss that change later in this meeting on item 4.

Mr. Martinez stated the proposed FY2018 budget was developed to support direct services for 2,000 students, a high quality instructional program, a model family engagement program, high quality professional learning to improve Pre-K -3 education throughout San Antonio, high quality early childhood education through competitive grants awards, and measuring the effects of Pre-K 4 SA initiative.

Mr. Martinez described the proposed budget in detail by appropriations and revenue source. The total proposed appropriations equaled \$48.3 million, representing a 2.7% increase from the FY2017 estimate. The \$41.7 million estimated revenue represents a 3.1% increase from the FY2017 estimate. Mr. Martinez then explained the proposed FY 2018 budget includes the use of \$6.6 million from the Fund balance, which is consistent with the business model. If the FY2018 budget is adopted as proposed, \$6.7 million will remain in the fund balance. The FY2018 budget includes 415 authorized positions, of which 389 are full-time positions.

Board Members asked for clarification regarding the proposed number of Master Teachers. Dr. Baray and Deputy City Manager Zanoni explained that Master Teacher positions that had been utilized as general classroom support were being reconfigured to more clearly define the positions as Instructional Specialists and Behavior Specialists.

Board Member Perez moved to approve the Pre-K 4 SA Fiscal Year 2018 Annual Operating Budget, appropriation of funds, and Personnel Complement. Board Member Ray seconded the motion. Motion carried unanimously by those present.

Deputy City Manager Zanoni concluded the next steps for City Council final approval. Chairwoman Mendoza reminded the Board full details were given at our last Board meeting.

### **Consent Agenda**

- 4. Possible Board action to approve the purchase of insurance coverage from Markel American Insurance Group for Pre-K 4 SA Property, Casualty, Director and Officers**

**insurance for a total annual premium of \$150,000 [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

- 5. Possible Board action to approve an agreement with HighScope Education Research Foundation for professional development services and support materials for teachers in an amount not to exceed \$350,000 for a term commencing at the start of the 2017-2018 school year and ending at the conclusion of the 2019-2020 school year [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Board Member Ray moved to approve Consent Agenda items 4 and 5. Board Member Middleton seconded the motion. Motion carried unanimously by those present.

## **CEO Update**

- 3. CEO update to include a briefing of curriculum and operations [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Dr. Baray presented the Instructional framework utilized by Pre-K 4 SA, explaining that Highscope will serve as the foundation of best practice at all four education centers. High Scope is the best known and one of the best researched instructional frameworks for early childhood instruction. High Scope provides training and coaching support for educators and is aligned with the Texas Pre-K guidelines and GOLD domains. Dr. Baray also mentioned that Pre-K 4 SA Curriculum Innovations, which includes outdoor learning, arts infusion, and civic engagement, would continue and that student interest and cultural responsiveness would remain at the heart of instructional practice at Pre-K 4 SA.

Dr. Baray gave a student enrollment update indicating nearly 2,500 families had applied, with 1,685 of those accepted. The North Center is at capacity and the West Center is almost at capacity. Targeted recruitment efforts have been developed to increase enrollment at the East and South Centers. Registration appointment began April 6.

Board Members and Dr. Baray discussed the variations in enrollment at education centers and what kind of discussions Pre-K 4 SA is having with the Independent School Districts and how we can make those connections stronger. Discussion continued regarding Extra Territorial Jurisdiction areas, recruiting efforts, and child development centers on how we can help and support them.

Dr. Baray provided information on the Meals Services Program. The current contract is with Selrico and will end June 2018. A request for competitive bids will be released in July 2017. The RFP will be discussed in greater detail at the June Board meeting.

Dr. Baray continued her briefing with by sharing an extensive list of upcoming events, including the Education Forum, staff presenting at The International Conference Children Nature and Networks in Vancouver; staff attending the HighScope International Conference, and partnering with UIW with their Community Health Improvements. Dr. Baray will attend the Bexar County Childrens Agenda meeting. Larrisa and a group of Pre-K 4 SA parents will present at the Center for Miracles. Pre-K 4 SA will be in attendance for the Kids Day in the Park. Pre-K 4 SA representatives will be attending the HEB Award Ceremony on May 7 in Austin. Groups from Tempe, AZ and Jefferson County, KY will be visiting to find out more about Pre-K 4 SA. Dr. Baray will be in attendance at several upcoming meetings including the P16 Board of Directors, AERA Conference, City Council Budget Sessions A and B, and the Neighborhoods and Livability

Committee. Dr. Baray has been invited to the Roundtable for the National League of Cities to discuss municipal support for education. Dr. Baray will also be presenting on early childhood teacher compensation at the QRIS National Meeting in Dallas in June.

Dr. Baray mentioned Pre-K 4 SA staff have visited Child Development Centers in East San Antonio and developed a working partnership. Pre-K 4 SA will host a meeting of CDC representatives in May to discuss opportunities for further collaboration.

Dr. Baray informed the Board about previous work to create a partnership with East Central Independent School District. Pre-K 4 SA is currently working on the draft MOU, which will be presented to the ECISD School Board on April 20. Pre-K 4 SA is looking forward to developing a strong partnership with ECISD that could serve as a model for other partnerships.

Dr. Baray reviewed the grants renewal timeline mentioning the second year resubmittals will be presented for Board approval during the June Board Meeting.

Dr. Baray concluded her briefing with the legislative update on HB 2039, which would create early childhood through third grade certification and HB 1389, which would create a Pre-K cap size for classrooms.

Board Member Albright mentioned how the commissioner did a great job of reinforcing the importance of Pre-K and supporting it at the Education Forum, although it is uncertain whether the legislature will provide funding for it.

## **Individual Briefings**

### **7. Staff Briefing and possible Board action to approve an application by East Central Independent School District (ECISD) to become a participating district in the Pre-K 4 SA Program contingent upon approval of the Program Memorandum of Understanding by the ECISD Board of Trustees [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Dr. Baray presented to the Board the application with East Central Independent School District. With the Board's approval the bundle of services would include direct services, professional learning, and grant services. Dr. Baray indicated Pre-K 4 SA had been working in collaboration with East Central staff to develop a partnership plan and draft an MOU.

City Attorney Guzman stated the proposed MOU was the same as the other partnering districts.

Board Member Perez moved to approve the application by East Central Independent School District (ECISD) to become a participating district in the Pre-K 4 SA Program contingent upon approval of the Program Memorandum of Understanding by the ECISD Board of Trustees. Board Member Middleton seconded the motion. Motion carried unanimously by those present.

### **8. Briefing and Board discussion of the Pre-K 4 SA financial audit engagement that will be managed by RSM US LLP. for the 2017 fiscal year beginning on July 1, 2016 and ending June 30, 2017 [ Marc Sewell, CPA, Partner, RSM US LLP]**

Mr. Sewell briefed the Board on the audit scope and deliverables, with an explanation of the

collaboration of PS&Co. with RSM and how the services will remain unchanged. Mr. Sewell gave a description on the coordination and timeline for the audit. Including Pre-K 4 SA goals.

### **Consideration of Future Meetings**

- 9. The next meeting of the Board of Directors meeting is scheduled to take place on Tuesday, June 20, 2017 at 2:00 pm.**

### **Adjournment**

**There being no further discussion, the meeting was adjourned at 3:30 pm.**

*Respectfully Submitted,*

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*Elaine Mendoza, Chairperson*

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*Vickie W. Garza, Pre-K 4 SA*