

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

**TUESDAY, APRIL 3, 2018  
2:00 PM  
MUNICIPAL PLAZA BUILDING, ROOM B**

**Members Present:** Board Member Elaine Mendoza, Chair, *Mayoral*  
Board Member Dr. Richard Middleton, *District 1*  
Board Member Richard Perez, *District 4*  
Board Member Gloria Ramirez, *District 5*  
Board Member Dr. Tracy Hurley, *District 6*  
Board Member Frances Guzman, *District 7*  
Board Member Dr. Shari Albright, Secretary, *District 8*  
Board Member Dr. Gogi Dickson, *District 9*

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**Members Absent:** Board Member Pamela Ray, *District 2*  
Board Member Major General Joe Robles, *District 3*  
Board Member Vacant, *District 10*

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**Staff Present:** Sarah Baray, Ph.D., *Pre-K 4 SA Chief Executive Officer*; Peter Zaroni, *Deputy City Manager*; Ed Guzman, *City Attorney's Office*; Alfredo Martinez, *Pre-K 4 SA*; Brad Davenport, *Pre-K 4 SA*

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**Also Present:** Andie Rodriguez, *Pre-K 4 SA*; Vickie Garza, *Pre-K 4 SA*; Sarah Perez, *Pre-K 4 SA*; Larrisa Wilkinson, *Pre-K 4 SA*; Rafael Gracia, *Pre-K 4 SA*; Amber French, *Pre-K 4 SA*; Jill Byrd, *Creative Noggin*; Gay Lamey, *Westat*; Lauren Woodrow, *Westat*; Simon Nicholson, *Office of Budget and Management*

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**Call To Order**

Chairwoman Mendoza called the meeting to order.

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

There were citizens that were heard during this time in reference to agenda item 7.

Board Member Albright entered the meeting at this time.

**7. Staff briefing and possible Board action to approve a contract with the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for three years, with two, one year options to renew for a total contract value not to exceed \$12,795,502 [Sarah Baray, Ph.D., Pre-K 4 SA; Brad Davenport, Pre-K 4 SA Assistant to the CEO]**

Dr. Baray briefed the Board with a summary of the process for this Request for Competitive Sealed Proposals (RFCSP). She began explaining the timeline process for the contract for nutrition services with San Antonio Food Bank. The evaluation team was comprised of Pre-K 4 SA and other city employees that reviewed the proposals, conducted interviews, and requested a taste test from the vendors and were scored accordingly. The Finance Department scored on cost, and the incentive points were scored by Small Business Economic Development Advocacy Program (SBEDA). There were two proposals that were submitted. Dr. Baray provided background for moving to family style as it helps accomplish the program's mission, which is that meal time is instruction time. This helps children develop helpful habits, language skills, manners. The vendors knew this was going to be a different delivery model, but they were positive in indicating they could do this. The maximum point system was scored by the experience, background, and qualifications; proposed plan from proposal; subcontracting that was scored by the Evaluation Team; price schedule scored by the Finance Department; and Small Business Economic Development Advocacy Program (SBEDA) was scored by the Economic Development Department.

Chairwoman Mendoza opened the floor for questions. Board Member Perez questioned the low score for Selrico Services and the difference between the current vendor and the proposed new vendor. Dr. Baray explained that family style serving is new for both vendors, but that the San Antonio Food Bank provided a better proposal. The scoring took place the day of the interview and taste testing. Overall, the San Antonio Food Bank was more responsive and prepared. Board Member Perez questioned the track record of service of the current partner. Dr. Baray mentioned that when she first joined Pre-K 4 SA, she worked with the company to address issues of processed foods being provided more than fresh products. For this proposal, the taste test was a night and day quality difference between the two vendors.

Board Member Dickson inquired about the level of communication with the current provider. Dr. Baray mentioned staff has had weekly meetings with Selrico but has scaled back on meetings in recent months to be mindful about the RFCSP process.

Board Member Middleton requested to move into executive session to further discuss item 7. Board Member Dickson seconded the motion. Chairwoman Mendoza agreed to move into executive session in accordance with section 551.071. At 2:34 PM the Board went into executive session.

At 3:24 PM the Board came out of executive session.

Dr. Baray summarized her recommendation for the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for three years, with two, one-year option to renew. Based on the proposal, interview, and taste test, the evaluation committee rated one organization far greater than the other. San Antonio Food Bank scored 74.83, Selrico scored 53.92 in total.

Board Member Hurley moved to approve the contract with San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA. Board Member Dickson seconded the motion. Motion carried unanimously by those present.

## **2. Approval of minutes of the March 6, 2018 Early Childhood Education Municipal Development Corporation Board of Directors Meetings**

Board Member Middleton moved to approve the minutes of the March 6, 2018 Early Childhood Education Municipal Development Corporation Board of Directors Meeting. Board Member Guzman seconded the motion. Motion carried unanimously by those present.

**5. Staff briefing and possible Board action to accept the FY 2018 Financial Report and Mid Year Budget Estimate [Sarah Baray, Ph.D., Pre-K 4 SA; Alfredo Martinez, Pre-K 4 SA Departmental Fiscal Administrator]**

Dr. Baray briefed the Board on the Mid Year Budget Estimate and had Mr. Martinez present. Mr. Martinez moved forward with presenting the mid year budget estimate with the updated fund balance of eight months plus anticipated resources and expenses for the remaining four months of the fiscal year. He went into detail on the revenue, salary adjustments, updated contractual requirements, and adjustments from re-organization.

Chairwoman Mendoza opened for questions. Referring to the strategic plan, Board Member Hurley requested more information on the expenses aligned to goals. Dr. Baray mentioned the retreat facilitator would be back to discuss the strategic plan at an upcoming Board meeting.

Board Member Middleton questioned position vacancies and how they are filled or if they are permanently vacant in budget. Mr. Martinez clarified that most of the positions are in recruitment and a few will hold savings in 2019. Staff will revisit year to year.

Board Member Perez moved to approve the FY 2018 Financial Report and Mid Year Budget Estimate. Board Member Middleton seconded the motion. Motion carried unanimously by those present.

Board Member Albright left at this time.

Chairwoman Mendoza mentioned moving CEO Update and Westat to the May Board meeting.

**6. Staff briefing and possible Board action to approve the Pre-K 4 SA Fiscal Year 2019 Annual Operating Budget, appropriation of funds, and Personnel Complement [Sarah Baray, Ph.D., Pre-K 4 SA CEO; Alfredo Martinez, Pre-K 4 SA Departmental Fiscal Administrator]**

Mr. Martinez briefed the Board on the Pre-K 4 SA Fiscal Year 2019 Annual Operating Budget. He summarized the budget assumptions and the proposed budget appropriations and revenues. He also briefed on increasing revenue and decreasing appropriations from fiscal year 2018. Mr. Martinez went into further discussion on the personnel complement additions with an emphasis on the funding of the police officers at the four centers.

Dr. Baray quickly discussed the police officer positions and how they will be able to work in the interest of Pre-K 4 SA students.

Board Member Perez moved to approve the Pre-K 4 SA Fiscal Year 2019 Annual Operating Budget, appropriation of funds, and Personnel Complement. Board Member Middleton seconded the motion. Motion carried unanimously by those present.

Mr. Martinez reminded the adopted budget will go to City Council for approval in May.

## **Consent Agenda**

- 3. Possible Board action to approve the Pre-K 4 SA 2018-2019 academic calendar [Sarah Baray, Ph.D., Pre-K 4 SA]**

Board Member Perez moved to approve the Pre-K 4 SA 2018-2019 academic calendar. Board Member Middleton seconded the motion. Motion carried unanimously by those present.

## **Individual Briefing**

- 4. Staff briefing and possible Board action to approve a contract with Star Shuttle, Inc. to provide student transportation services for Pre-K 4 SA for three years, with two, one year options to renew with a total contract value not to exceed \$4,066,444 [Sarah Baray, Ph.D., Pre-K 4 SA; Brad Davenport, Pre-K 4 SA Assistant to the CEO]**

Dr. Baray briefed the Board on the transportation contract. She explained the contract terms and services expected would be similar to the current contract. Each year an assessment is done on the bus routes to make them more efficient. There was only one vendor that bid for this contract. She asked for the contract to be approved.

Chairwoman Mendoza opened the floor for questions. The Board went into discussion on the services they offer for the students and assessments made each year to become more efficient.

Board Member Guzman moved to approve the contract with Star Shuttle, Inc. to provide student transportation services for Pre-K 4 SA. Board Member Dickson seconded the motion. Motion carried unanimously by those present.

Dr. Baray announced the Gracias Art reception invitations have been sent out and to see her staff if they have not received them.

## **Consideration of Future Meetings**

- 5. The next meeting of the Board of Directors is scheduled to take place on Tuesday, May 8, 2018.**

## **Adjournment**

**There being no further discussion, the meeting was adjourned at 3:50 pm.**

*Respectfully Submitted,*

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*Elaine Mendoza, Chairperson*

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