

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

**TUESDAY, MAY 8, 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 Pamela Ray, *District 2*
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*

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

Staff Present: Sarah Baray, Ph.D., *Pre-K 4 SA Chief Executive Officer*; Sheryl Sculley, *City Manager*; Peter Zanoni, *Deputy City Manager*; Ed Guzman, *City Attorney's Office*; Larrisa Wilkinson, *Pre-K 4 SA*

Also Present: Andie Rodriguez, *Pre-K 4 SA*; Brad Davenport, *Pre-K 4 SA*; Rafael Gracia, *Pre-K 4 SA*; Vickie Garza, *Pre-K 4 SA*; Sarah Perez, *Pre-K 4 SA*; Amber French, *Pre-K 4 SA*; Lisa Harper, *Pre-K 4 SA*; Vero Flores-Malagon, *Pre-K 4 SA*; Jill Byrd, *Creative Noggin*; Gay Lamey, *Westat*; Lauren Woodrow, *Westat*

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 no citizens were present at this time.

- 2. Approval of minutes of the April 3, 2018 Early Childhood Education Municipal Development Corporation Board of Directors Meetings**

Board Member Perez moved to approve the minutes of the April 3, 2018 Early Childhood Education Municipal Development Corporation Board of Directors Meeting. Board Member Middleton seconded the motion. Motion carried unanimously by those present.

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 \$450,000 through 2021 [Sarah Baray, Ph.D., Pre-K 4 SA CEO]

- 5. Possible Board action to authorize the purchases of playground equipment, classroom furniture and clinic supplies for the following vendors [Sarah Baray, Ph.D., Pre-K 4 SA] a.) Grounds for Play for the Pre-K 4 SA Education Centers and Competitive Grants Program in an amount not to exceed \$80,000 through September 30, 2019: b.) Community Playthings for Pre-K 4 SA Education Centers and Competitive Grants Program in an amount not to exceed \$80,000 through March 31, 2019 c.) School Health Corporation for Pre-K 4 SA Education Centers and Competitive Grants Program in an amount not to exceed \$30,000 through May 31, 2020**
- 6. Possible Board action to authorize an amendment to the Teaching Strategies agreement to increase the contract value from \$190,000.00 to \$265,547.50 and extend the term through June 30, 2021 [Sarah Baray, Ph.D., Pre-K 4 SA]**

Board Member Perez moved to approve Consent Agenda items 4, 5, and 6. Board Member Ray seconded the motion. Motion carried unanimously by those present.

- 3. CEO Update to include student enrollment, South Center construction, contracts, competitive grants, and outreach and promotion [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Dr. Baray began her CEO update with enrollment for school year 2018-19. Applications at the four centers increased from the prior year. Staff are working with partner districts to increase enrollment numbers with that benefit both partner districts and Pre-K 4 SA. She mentioned discussions with non-partner districts to show the benefits of a partnership.

Dr. Baray described the difference between tuition and scholarship applications with partner districts. Each year, staff revisit the process to make improvements.

Board Members went into discussion on providing an identifiable measure to show improvement. Dr. Baray responded by mentioning positive changes to the enrollment process, increased fidelity to curriculum, and family engagement.

Next, Dr. Baray provided a status update on construction at the South Center Construction with an anticipated completion date in August 2018.

Dr. Baray reviewed new contracts for transportation and nutrition that will start on July 1. Both are moving smoothly. Staff will start working with the San Antonio Food Bank and partner, CHEF Program this summer. CHEF focuses on educating children and families about how healthy eating is connected to wellness.

Dr. Baray gave a brief recap on the Gracias event where Pre-K 4 SA raised \$9,300 with art work and fiesta medal sales. She followed with outreach and promotions of Pre-K 4 SA including media coverage with a KENS 5 segment on garden to table and the Gracias art exhibit. She briefly mentioned the Community Leaders Community Meetings and the Faith Based Initiative that took place at the centers. Dr. Baray mentioned events that took place recently including the presentation her and Board Member Perez at the Santa Fe United Way County partners meeting, the Momentum Conference in Fort Worth in April, and Literacy Events happening in May that include direct

assessment between children that attended Pre-K 4 SA and those on the waitlist. Results are anticipated for release in August. She went on to mention that she and Sandy Weser were selected as keynote speakers for the Lawson Foundation Outdoor Play and Early Learning Policy Research International Invitational Symposium in October 2018. City Council A Session will be on Wednesday, May 9 and B Session on Thursday, May 10.

Board Member Albright commended Dr. Baray on her presentation at the Momentum Early Learning Summit Conference.

Dr. Baray finished her CEO Report with an update on Strategic Planning. She mentioned the release of the updated quarterly report reflected work at the Board Retreat that took place earlier in the year. In the June meeting, the Board will conduct a work session to discuss strategic planning further and discuss a timeline for the next Board retreat.

Individual Briefing

7. Briefing and Board discussion of the Pre-K 4 SA financial audit engagement that will be managed by RSM US LLP for the 2018 fiscal year beginning on July 1, 2017 and ending June 30, 2018 [Marc Sewell, CPA, Partner, RSM US LLP]

Mr. Sewell briefed the Board on the pre-audit communications. He reviewed the engagement team and roles and described the audit process and planning that concludes with an exit conference. Mr. Sewell followed with the audit scope, deliverables, and timeline. There are two audits taking place: financial statement and federal compliance.

8. Staff briefing and possible Board action to approve for Pre-K 4 SA to extend the Westat independent evaluation contract for three years and amend the contract for a total amount not to exceed \$2,283,313 [Sarah Baray, Ph.D., Pre-K 4 SA]

Dr. Baray began her briefing on the Westat independent evaluation. She mentioned that Westat has been the program's external evaluation provider since 2013. She noted that Westat has been a great partner. Extending the contract with Westat will allow Pre-K 4 SA to continue existing evaluations and conduct a cost benefit analysis to demonstrate how Pre-K 4 SA contributed to the City of San Antonio. The extension would include consultation with the advisory group that assists with evaluations. Finally, the Wolf Trap evaluation has become an integral part of the program and is part of what Pre-K 4 SA offers to other schools. She discussed the cost summary with the different options for the next three years.

Board Member Hurley questioned how the evaluation aligns with the strategic plan. She noted that she would like additional information and a summary of the additional work with Westat to help with the decision to approve.

Dr. Baray explained the components of the additional work with Westat including the core evaluation measures, open records request, advisory group, and Wolf Trap evaluation. Board Members discussed moving forward to approve and discuss strategic plan alignment further during the June meeting.

Board Member Hurley motioned to defer to approve pending the modification or mapping of strategic planning for the following years.

Board Member Perez moved to approve the staff recommendation on Westat independent evaluation. Board Member Dickson seconded the motion.

The mentioned prevailed by the following vote: **AYES:** Mendoza, Middleton, Ray, Perez, Ramirez, Guzman, Albright, and Dickson. **NAYES:** Hurley. **ABSTAIN:** None. **ABSENT:** Robles.

9. Staff briefing of Family Engagement efforts at Pre-K 4 SA [Larrisa Wilkinson, Director of Professional Learning and Program Innovation]

Dr. Baray introduced Veronica Flores-Malagon, Family Program Development Coordinator who would brief the Board on Pre-K 4 SA Family Engagement efforts. Ms. Flores-Malagon introduced herself and Ms. Lisa Harper, Family Specialist, who works with the Family Engagement Team. She began with the Family Engagement Division's core belief and vision. She moved on to discuss the research behind changes in operations. Ms. Flores-Malagon described the different types of family involvement and levels of engagement. The goal is to improve levels two and three with more family events and center celebrations. She continued with the purpose of past research and finding what Pre-K 4 SA was doing well and where there was room for improvement.

Ms. Flores-Malagon continued with the Family engagement focus areas including spending the majority of time on current families, but expanding to include prospective families in the spring. Alumni families are the greatest ambassadorship opportunity. She continued with SMART goals which include advocacy, cultural responsiveness and inclusiveness, and authentic home-school connections. With this shift taking place, at least seventy percent of families have participated in one event or another.

Ms. Flores-Malagon introduced Grace Lira, current parent at the South Education Center. Ms. Lira gave an emotional speech about the positive experience she had at Pre-K 4 SA. She noted that participating in the Parents as Partners program encouraged and prepared her to have a voice for her child in school.

Ms. Flores-Malagon continued her briefing with community partnerships, new partnerships, program support, and steps moving forward. She noted that moving forward with partnerships will benefit everyone involved.

Board Members went into discussion on family engagement surveys and the program's capability to reach all parents and if a hard copy is offered to those that do not have computer access. Dr. Baray responded that most families do respond electronically and very few request paper documents.

Ms. Flores-Malagon finished with the positive response they are having with parents getting involved with the program and the great stories from each center. When one center noticed that not all students had a dollar to purchase fresh produce from the produce market, parents raised enough money for each student to buy at least one bag of produce. At another center, a parent who is committed to healthy eating meets twice a week with other parents to motivate healthy eating. Ms. Sculley acknowledged the great work the family engagement team has accomplished and encouraged the Board to think about how to communicate these efforts with the community.

Chairwoman Mendoza finished the board meeting by introducing new Board Member Brandon Logan (District 2). Additionally, she acknowledged that current District 2 representative, Board

Member Pamela Ray would be leaving the Board. Board Member Ray was one of the original board members and will be missed. Chairwoman Mendoza thanked Board Member Ray for serving on the Board.

Consideration of Future Meetings

- 10. The next meeting of the Board of Directors is scheduled to take place on Tuesday, June 19, 2018.**

Adjournment

There being no further discussion, the meeting was adjourned at 3:29 pm.

Respectfully Submitted,

Elaine Mendoza, Chairperson

Vickie W. Garza, Pre-K 4 SA