

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

**TUESDAY, AUGUST 7, 2018**

**2:00 PM**

**NORTH EDUCATION CENTER, TRAINING ROOM 1**

**Members Present:** Board Member Elaine Mendoza, Chair, *Mayoral*  
Board Member Dr. Richard Middleton, *District 1*  
Board Member Brandon Logan, *District 2*  
Board Member Major General Joe Robles, *District 3*  
Board Member Richard Perez, *District 4*  
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*  
Board Member Jenni Laster, *District 10*

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**Members Absent:** Board Member Gloria Ramirez, *District 5*

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**Staff Present:** Sarah Baray, Ph.D., *Pre-K 4 SA Chief Executive Officer*; Peter Zanoni, *Deputy City Manager*; Ed Guzman, *City Attorney's Office*; 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*; Jill Byrd, *Creative Noggin*; Brooke Haley, *Creative Noggin*; Colleen Pence, *Creative Noggin*; Larrisa Wilkinson, *Pre-K 4 SA* Freddy Martinez, *Pre-K 4 SA*; Leticia Espinoza, *Pre-K 4 SA*; Maria Bayoumi, *Pre-K 4 SA* Jay Rodriguez, *San Antonio Food Bank*; Rob Schneider, *San Antonio Food Bank*

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**Item 3, non-action item was addressed at this time.**

**CEO Update**

- 3. CEO update to include family engagement, preparation for the 2018-19 school year, student registration and enrollment, outreach and promotion, MOUs, and a USAA grant to expand Wolf Trap [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Dr. Baray began with the CEO update that included various program activities that have taken place over the summer while getting ready for the 2018-19 school year.

- Family engagement event *Come Play with Pre-K 4 SA* is a way for incoming families to meet during the summer before school starts. The San Antonio Library has been a part of this setting up literacy tents.
- Since the end of May, Pre-K 4 SA has worked with SAPD Hostage Negotiation Detail Team to assess best practices. From their recommendations Pre-K 4 SA has developed a crisis management plan and other strategies to make sure centers are secure.
- Pre-K 4 SA had over 300 applications for teachers, nurses, parent liaisons, and instructional specialists.

- Convocation was held at the Pearl Stable, Dr. Shari Albright, Raise Your Hand Texas; Molly Cox, President/CEO of SA2020; and Juany Torres, Former Senior Policy Advisor, Director of Community Engagement, and Founder of Organize SA served on a panel to share their perspectives of the vision of San Antonio. Several Pre-K 4 SA families joined to talk about their experience with the program.
- Teachers will reach out to families to schedule a home visit to meet the student and families. For Welcome Week, families select a day to visit their center for a few hours to meet teachers. Teachers are in training for the next few weeks.
- Transportation routes are being adjusted according to the need from family applications.
- The San Antonio Food Bank will be the new contracted meal provider. Staff is reviewing the process to ensure delivery and services are ready.

Board members went in to discussion on fresh produce and fresh items to be served to the students, and confirmed this is the path the Board is committed to.

Dr. Baray continued with her CEO update on enrollment, outreach and promotion, MOU's, and USAA Contribution.

- Pre-K 4 SA achieved 2,000 students fully registered a few weeks ago. The program is on track to have 2,000 students on the first day of school.
- Last Thursday, Dr. Baray and staff attended and participated in the CHEF Conference. Other events include the Texas Tribune Fest in September and City Council Back to School events.
- MOUs with New Frontiers and Edgewood are being finalized.
- At the request of USAA, Pre-K 4 SA applied for a grant to fund further work with Wolf Trap to help train ISDs.

Board Members Albright, Hurley, and Perez entered in at this time.

## **Call To Order**

Chairwoman Mendoza called the meeting to order

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

There were no citizens to be heard.

- 2. Approval of minutes of the June 19, 2018 Early Childhood Education Municipal Development Corporation Board of Directors Meetings**

Board Member Perez moved to approve the minutes of the June 19, 2018 Early Childhood Education Municipal Development Corporation Board of Directors Meeting. Board Member Albright seconded the motion. Motion carried unanimously by those present.

## **Consent Agenda**

- 4. Possible Board action to approved a contract with Intertech Securities in an amount not to exceed \$140,000 for the installation of integrated cameras and security**

**technology at the four Education Centers [Brad Davenport, Pre-K 4 SA Assistant to the CEO]**

- 5. Possible Board action to approve a Professional Services contract with New Teacher Center to provide District and Program Leader Services and Professional Development for principals and other District Leaders for Pre-K 4 SA for one year for a total contract value not to exceed \$77,400 [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Board Member Perez moved to approve consent agenda items 4 & 5. Board Member Middleton seconded the motion. Motion carried unanimously by those present.

### **Individual Briefing**

- 6. Possible Board action to approve a contract with Assessment Intervention Management (AIM) to provide speech services for Pre-K 4 SA for three years, with two one year options to renew for a total contract value not to exceed \$600,000 [Larrisa Wilkinson, Pre-K 4 SA Director of Professional Learning and Program Innovation]**

Ms. Wilkinson gave an overview of the speech and language services provided in the 2017-18 school year serving approximately 120 Children, or 6% of Pre-K 4 SA students. This service helps improve communication skills decrease challenging behaviors in classrooms. The contract for the 2018-19 school year seeks to provide comprehensive speech and language services.

Proposals and qualifications were requested from individuals/firms for speech language pathologists with a scope to include the following services: speech screeners, training for teachers, and services for special education students attending Pre-K 4 SA.

The program will work with partnering school districts to conduct the Admission, Review and Dismissal (ARD) processes to develop students' Individualized Education Programs (IEPs) for those students who need additional assistance.

Ms. Wilkinson reviewed the solicitation timeline coordinated with the Finance Department.

Ms. Wilkinson recommended the board approve the contract with Assessment Intervention Management (AIM).

Board members went into discussion on the services they offered and the total contract value. The board tabled this item for clarification of the services and contract total.

The item was tabled for the moment.

- 7. Briefing of marketing, public relations, and key messaging [Brooke Haley, Creative Noggin Account Supervisor; Jill Byrd, Creative Noggin Senior Public Relations Account Supervisor]**

Ms. Haley provided a marketing update. She briefed on Fiscal Year 2018 accomplishments and plans for Fiscal Year 2019. For Fiscal Year 2019, she discussed reintroducing Pre-K 4 SA to the community with the enrollment microsite that can be accessed in English and Spanish.

Ms. Byrd discussed public relations, especially as the program transitions into the sixth year of

enrollment.

Ms. Pence presented a Social Media overview. She briefly discussed the growth on social media accounts from January to July.

Board members went into discussion on the use of Facebook, social media, and the statistics of future and current families using the social media to get more information about Pre-K 4 SA.

Ms. Byrd spoke about the Pre-K 4 SA elevator speech and key messaging. Board members went into discussion about revisions to overall messaging.

Ms. Haley completed the marketing update with a summary of what is to come in the near future including a new website, overall program video, LinkedIn page, Facebook live events, Board features on social media, and YouTube library growth.

Item 6 was resumed at this time.

- 6. Possible Board action to approve a contract with Assessment Intervention Management (AIM) to provide speech services for Pre-K 4 SA for three years, with two one year options to renew for a total contract value not to exceed \$600,000 [Larrisa Wilkinson, Pre-K 4 SA Director of Professional Learning and Program Innovation]**

Mr. Martinez, Ms. Wilkinson, and Mr. Guzman provided further clarification about the total contract value, hourly rate of lead pathologist, and overall budgets.

Board Member Middleton moved to approve a contract with Assessment Intervention Management (AIM) to provide speech services for Pre-K 4 SA. Board Member Logan seconded the motion. Motion carried unanimously by those present.

- 4. Staff briefing and Board follow-up to January 2018 Strategic Planning Retreat [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Dr. Baray gave a briefing on the board retreat identifying program Big Promises. In the June board meeting, the board worked on the first three Big Promises, and the next steps moving forward. In October, staff will release the Annual Report and reconvene in January for another board retreat. The board proceeded to work on Big Promises 4 and 5.

### **Consideration of Future Meetings**

- 5. The next meeting of the Board of Directors is scheduled to take place on Tuesday, September 4, 2018 at 2:00 p.m. at a location to be determined.**

### **Adjournment**

**There being no further discussion, the meeting was adjourned at 3:51 pm.**

*Respectfully Submitted,*

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*Elaine Mendoza, Chairperson*

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