

**EARLY CHILDHOOD EDUCATION MUNICIPAL DEVELOPMENT
CORPORATION BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, MAY 19, 2020
2:00 PM
VIDEOCONFERENCE**

Members Present: Board Member Elaine Mendoza, Chair, *Mayoral*
Board Member Dr. Richard Middleton, *District 1*
Board Member Brandon Logan, *District 2*
Board Member Joe De La Garza, *District 3*
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 Vacant, *District 10*

Staff Present: Sarah Baray, Ph.D., *Pre-K 4 SA Chief Executive Officer*; Carlos Contreras, *Assistant City Manager*; Edward Guzman, *City Attorney's Office*; Shreya Shah, *City Attorney's Office*; Daisy Castillo, *Pre-K 4 SA*; Joe De La Rosa, *Pre-K4SA*; Marc Sewell, *RSM US LLP*; Kane Wells, *RSM US LLP*

Also Present: Eryanne Taft, *Pre-K 4 SA*; Vickie Garza, *Pre-K 4 SA*; Brad Davenport, *Pre-K 4 SA*; Paul Chapman, *Pre-K 4 SA*; Larrisa Wilkinson, *Pre-K 4 SA*; Jill Byrd, *Creative Noggin*; Amanda Davila, *Creative Noggin*; Chelsea Mikulencak, *City Attorney's Office*;

Call To Order

Chairwoman Mendoza called the meeting to order via telephone conferencing.

1. Public Comments [Interested speakers will have 3 minutes to address the Pre-K 4 SA Board on Pre-K related matters]

There were no public comments to be heard.

2. Approval of minutes of the April 28, 2020 Early Childhood Education Municipal Development Corporation Board of Directors Meeting

Board member Logan moved to approve the minutes of the April 28, 2020 Early Childhood Education Municipal Development Corporation Board of Directors Meeting. Board Member Albright seconded the motion. Motion carried unanimously by those present.

Board Member Perez entered the meeting at this time.

CEO Update

3. CEO Update to include Gracias, teacher retention and recruitment, nutrition services, and partnership policy [Sarah Baray, Ph.D., Pre-K 4 SA CEO]

Dr. Baray began her CEO update with a reminder of the upcoming Gracias Online Auction. She provided a brief description of Gracias, which teaches students about civic engagement, as well as the culminating Art auction. The students selected St. PJ's in November as this year's beneficiary. Students were able to finish their artwork with their assigned artists before Spring Break. The online art auction will begin Monday, May 22 and will end June 7. Auction winners will receive a booklet with their paid art piece. Picking up paid art pieces will begin week of June 8. All funds will be donated to St. PJ's Home.

Next, Dr. Baray provided updates on a number of items at the Board's request including teacher retention and recruitment efforts, nutrition services and the development of a Pre-K 4 SA partnership policy. She began with a review of the teacher personnel compliment, and noted that Letters of Intent were recently collected from teaching staff. The LOI done mid-March, which asks staff to indicate whether they intend to return for the following school year, helps leadership determine recruitment efforts needed to fill those vacancies. She provided a high-level overview of teacher demographics to include gender, ethnicity, education attained, average years of experience, and average service years. She also highlighted the Teacher Development Pipeline, which grooms entry-level positions to move forward in their field towards a master teacher position. She noted that this approach allows Pre-K 4 SA to develop highly qualified teachers to work with Pre-K 4 SA and to work throughout the community. Recruiting efforts include the Teacher Development Pipeline, but also includes partnerships with local universities, Teach for America, City Education Partners, and Relay. She also discussed the turnover rates, noting that the increase over the last few years is due to some moving to higher positions, retiring, or moving to school districts.

Dr. Baray moved on to discuss the Nutrition Services program. She highlighted the partnership with the San Antonio Food Bank, noting that SAFB has aided in implementing Family Style in the classrooms this school year as well as several sustainability efforts, including the use of reusable silverware and milk pitcher. The Nutrition Services program also utilizes composting as a part of its sustainability efforts. Since the onset of the COVID-19 pandemic, Pre-K 4 SA has continued providing food to families, through twice-weekly food distributions. Staff is conducting home deliveries to those families without transportation. Staff also introduced CACFP compliant lunches and ready meals for children and their siblings. Summer food distribution will continue this summer and take place once a week.

She next provided an overview of the Culinary Health Education for Families (CHEF) program, which implements the Garden to Table curriculum adopted by Pre-K 4 SA. CHEF was implemented in October 2019 at all four education centers, with support from the SAFB. Since the COVID-19 school closures, the CHEF program has developed online cooking recipes for families to follow at home. Families have shared numerous photos of them and their children, at home preparing the meals together.

Dr. Baray completed her CEO update with an update on the development of the Partnership policy. The Pre-K 4 SA team is in the process of developing a policy using existing city policy as a framework. This policy will follow the same format as the research project process, and will be brought to the Board in June for approval.

Board Members went into discussion regarding cost savings of food, home visits for families with potential concerns, and the teacher educational development.

Individual Briefings

4. Staff briefing and possible Board action to approve the Pre-K4 SA Fiscal Year 2021 Annual Operating Budget, appropriation of funds, and Personnel Complement [Sarah Baray, Ph.D., Pre-K 4 SA CEO, Daisy Castillo, Pre-K 4 SA Department Fiscal Administrator]

Dr. Baray began with the FY 2021 Budget assumptions, which included a projected loss of \$4.2 million in sales tax revenue from FY20. Additional assumptions included feedback from the Board retreat to continue to preserve and expand partnership with ISD's and CDC's as a top priority; as well as continuing to preserve key elements of the program. Pre-K 4 SA will continue to serve 2,000 students in the education centers, but instructional format may vary. Pre-K 4 SA will continue to offer a family engagement program at the education centers, but given current restraints, the format and frequency of services may vary. Professional Learning will continue to provide high quality professional learning to improve Pre-K through Grade 3 education throughout San Antonio. Pre-K 4 SA will continue to support high quality early childhood education through competitive grant awards. Lastly, Pre-K 4 SA will continue to measure the effects of the initiative and continue to build capacity at Gardendale Elementary made possible by SB 1882 funding.

Dr. Baray provided a high-level overview of the FY 2021 proposed budget of \$42.0 million, which represents a decrease of 12.5% in total revenue, and a 4.7% decrease in appropriations from the FY 20 Estimate. The fund balance will decrease to \$0 by the end of FY 2021. Focusing on FY 2021 Appropriations, Dr. Baray noted the decrease in transportation services, due to reducing routes. Competitive grants will also be reduced, with a lower award amount being given in the new grant cycle. She moved on to the personnel compliment, noting that position counts in all programs will stay the same. However, 20 positions will remain frozen unless funding changes considerably. Dr. Baray continued with the 8-year program financial forecast, highlighting again that the fund balance will reduce to zero by FY 21. She finished by noting updates to the Budget from what was presented at the Work Session. During the work session, staff forecasted freezing five teacher aide positions and have since been able to unfreeze these positions due to April sales tax actuals coming in higher than projected. Additionally, a journal entry was completed to move costs related to COVID-19 out of Pre-K 4 SA pending federal reimbursement

Ms. Castillo added that tracked expenses related to COVID-19 are relayed daily to the City Manager's Office.

Pre-K 4 SA staff recommended that the board approve the Pre-K4 SA Fiscal Year 2021 Annual Operating Budget, appropriation of funds, and Personnel Complement.

Board Members went into discussion regarding the fund balance, competitive grants, and open enrollment.

Board member Logan moved to approve the Pre-K4 SA Fiscal Year 2021 Annual Operating Budget, appropriation of funds, and Personnel Complement. Board Member Middleton seconded the motion. Motion carried unanimously by those present.

5. Briefing and Board discussion of the Pre-K 4 SA financial audit engagement that will be managed by RSM US LLP. For the 2020 fiscal year beginning July 1, 2019 and ending June 30, 2020 [Marc Sewell, CPA, Partner, RSM US LLP]

Mr. Sewell and Mr. Wells presented the initial process for the audit for Pre-K 4 SA beginning July 2019 ending June 2020. Mr. Sewell quickly reviewed the staff and their roles. He mentioned processes are in place while working remotely to ensure all information remains secure. Mr. Wells reviewed coordination with management, which includes scheduling meetings for an entrance conference, planning and interim procedures, year-end procedures, reporting and an exit conference. There will be two phases to the audit, consisting of a financial statement audit and compliance audit. He reviewed the timeline, which began with today's meeting with the Board and finished in October/November with a final presentation of the results of the Audit brought to the Board. He noted the required communications between RSM and the Board of Directors, which serve to establish a shared understanding of audit matters. The firm is also independent, and has policies and procedures to ensure RSM remains independent and to comply with professional standards.

Board Members went into discussion regarding the materiality and if any audit discrepancies will be brought to management with any findings or errors.

6. Staff briefing of Pre-K 4 SA Competitive Grants [Joe De La Rosa, Pre-K 4 SA Grants Manager]

Mr. De La Rosa began his briefing with acknowledging the Purchasing department for their tremendous support. He gave a quick Request for Proposal timeline recap, and provided a breakdown on the high-quality impact pyramid tool, which was used in the applicant approval process.

He discussed the three criteria proposals were evaluated against, as well as the multi-stage evaluation process conducted by the evaluation committee to determine the recommended finalists. He explained the reasons for responsive and non-responsive notes with the public, private, and charter categories. Mr. De La Rosa reviewed each ISD and academies proposed projects with the requested award and the recommended award, as well as background information for each awardee.

Board Members went into discussion regarding the requested and recommended award amounts.

Consideration of Future Meetings

7. The next meeting of the Board of Directors is scheduled to take place on Tuesday, June 16, 2020 at 2:00 p.m.

Adjournment

There being no further discussion, the meeting was adjourned at 4:13 p.m.

Respectfully Submitted,

Elaine Mendoza, Chairperson

Vickie W. Garza, Pre-K 4 SA