

**EARLY CHILDHOOD EDUCATION MUNICIPAL DEVELOPMENT
CORPORATION BOARD OF DIRECTORS
MEETING MINUTES
MONDAY, AUGUST 3, 2020
2:00 PM
VIDEOCONFERENCE**

Members Present: Board Member Elaine Mendoza, Chair, *Mayoral*
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 Dr. Richard Middleton, *District 1*
Board Member Vacant, *District 10*

Staff Present: Sarah Baray, Ph.D., *Pre-K 4 SA Chief Executive Officer*; Carlos Contreras, *Assistant City Manager*; Shreya Shah, *City Attorney's Office*; Brad Davenport, *Pre-K 4 SA*; Paul Chapman, *Pre-K 4 SA*; Larrisa Wilkinson, *Pre-K 4 SA*; Eryanne Taft, *Pre-K 4 SA*

Also Present: Vickie Garza, *Pre-K 4 SA*; Michelle Montemayor, *Pre-K 4SA*; Rebecca Garza, *Pre-K 4 SA*; Joe De La Rosa, *Pre-K 4 SA*; Chelsea Mikulencak, *City Attorney's Office*; Andy Segovia, *City Attorney's Office*; Ray Rodriguez, *City Attorney's Office*; Jill Byrd, *Creative Noggin*; Amanda Davila, *Creative Noggin*

Call To Order

Chairwoman Mendoza called the meeting to order via video 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 June 16, 2020 Early Childhood Education Municipal Development Corporation Board of Directors Meeting

Board member Perez moved to approve the minutes of the June 16, 2020 Early Childhood Education Municipal Development Corporation Board of Directors Meeting. Board Member Logan seconded the motion. Motion carried unanimously by those present.

Board Member De La Garza joined the meeting at this time.

CEO Update

3. CEO Update to include Student Enrollment, 2020-21 Convocation and COVID-19 Response [Sarah Baray, Ph.D., Pre-K 4 SA CEO]

Dr. Baray began her CEO update by providing an update on Pre-K 4 SA's COVID-19 response. Since the last board meeting, the Pre-K 4 SA team has been working to get the buildings ready for a return to in-person instruction. The school year will begin with remote instruction starting August 17. Pre-K 4 SA will work with Metro Health to determine when it will be safe to begin in person learning. When in person learning does resume, classroom capacity will be capped at 50%. Most staff are continuing to work remotely, and instructional staff returned to work from summer break on Monday, July 27. Pre-K 4 SA is limiting the number of Pre-K 4 SA employees in buildings at one time. Retrofitting of buildings is still in progress, but is scheduled to be completed before students return.

Next, Dr. Baray highlighted the Remote Learning Framework that was designed by a committee of teachers, assistant teachers, directors, and support staff. This framework has been shared with TEA and other cities. It follows the HighScope model, and will include specialized training to support families agreeing to remote learning. Tuition rates for remote learning will be reduced to 50%, and Pre-K 4 SA will continue to provide meals to all families. She went in to an in depth discussion of the in-person instructional approach, which is anticipated to resume after Labor Day at 50% capacity. Students, teachers and staff will be required to wear face shields and face masks. Students will be grouped in pods of 10 per group with enhanced sanitation procedures, additional outdoor time, and individual style meals.

She highlighted the Return to Work committee that consisted of teachers, assistant teachers, directors, assistant directors and support staff who worked in conjunction to develop the Return to Work plan. The committee aligned the plan with the City of San Antonio's Return to Work Plan, and consulted with public health officials and our own consulting physician to develop procedures and protocols to keep the virus out of the building, reduce the chance of an outbreak, and respond quickly to potential COVID-19 exposure. New processes and procedures will limit who enters the buildings, and limit outside items brought into the building. Staff and children will be screened for symptoms daily, and a contactless drop off and pick up system will be implemented for students. The HVAC systems have been updated with high grade filters. Nursing staff have been trained to actively monitor for COVID-19 exposures and assist with isolating potential cases. Classrooms will be closed if a student or staff in the pod is suspected of infection, and the entire center will close if a case of COVID-19 is confirmed.

Board members went into discussion regarding the Return to Work plan and remote learning option.

Dr. Baray moved on to discuss Student Enrollment. She highlighted online registration is a completely contactless system. She noted that the enrollment team has been conducting outreach to families to determine their enrollment preference for the Fall semester. As of the end of July, 2,706 applications have been received, 2,285 applicants have been accepted and offered registration appointments, and 859 have fully completed their registration.

Dr. Baray noted that Edgewood ISD has expressed an interest in entering into an SB 1882 Partnership with Pre-K 4 SA and TAMUSA. The proposal will have Pre-K 4 SA partner with TAMUSA for the Perales campus for the 2021-22 school year. Pre-K 4 SA will submit a letter of intent and application materials in conjunction with TAMUSA and Edgewood ISD.

She concluded her CEO update by showing a video from Convocation 2020.

Consent Agenda

- 4. Approval of a new Memorandum of Agreement (MOA) with the Culinary Health Education for Families (CHEF) and acceptance of funds in an amount up to \$147,044.00 to hire an additional Professional Learning Specialist and cover additional food costs to support expansion of the CHEF curriculum for Pre-K 4 SA and Pre-K 4 SA Competitive Grants funded schools [Larrisa Wilkinson, Pre-K 4 SA Director of Professional Learning and Innovation; Sarah Baray, Ph.D., Pre-K 4 SA CEO]**
- 5. Appropriating \$250,000.00 from the FY 2021 Pre-K 4 SA fund balance to provide South San Independent School District a Competitive Grants to increase the quality of the district's early learning program [Joe De La Rosa, Pre-K 4 SA Grants Manager; Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

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

Individual Briefings

- 6. Briefing and ratification of the use of a Job Order Contract with the Public Works Department and LMC Corporation for building retrofits in an amount not to exceed \$665,328.00; and appropriating funding from the FY 2021 Pre-K 4 SA fund balance in an amount not to exceed \$919,806.00 for COVID 19 Response Safety Countermeasures [Brad Davenport, Pre-K 4 SA COO; Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Mr. Davenport provided the briefing on the COVID-19 Response Safety Countermeasures. He reviewed the timeline and background information regarding the Return to Work Plan. He gave a detailed summary of the retrofitting that will take place in all centers. He finished the briefing with a recommendation that the Board approve the Job Order Contract with Public Works Department and LMC Corporation for building retrofits, and the appropriation of corresponding funding.

Board member Logan moved to approve the use of a Job Order Contract with the Public Works Department and LMC Corporation for building retrofits in an amount not to exceed \$665,328.00; and appropriating funding from the FY 2021 Pre-K 4 SA fund balance in an amount not to exceed \$919,806.00 for COVID-19 Response Safety Countermeasures. Board Member Hurley seconded the motion. Motion carried unanimously by those present.

- 7. Briefing and approval of a request to purchase 800 iPads and broadband internet services in an amount not to exceed \$489,800.00, for all previously ordered iPads and**

new purchases, to support remote learning in response to COVID-19 [Sarah Baray, Ph.D., Pre-K 4 SA CEO]

Dr. Baray began her briefing to the Board with an overview of instructional format for the 2020-2021 school year. Outreach from the enrollment team indicated that roughly 50% of families were requesting remote instruction, which was in line with survey results from early July. Many families indicated a need for device to support remote learning, both for the first three weeks of 100% remote instruction and thereafter. Pre-K 4 SA has 100 iPad devices on hand and an additional 900 needed to support 1,000 remote instruction seats, as well as broadband internet service for some families. Dr. Baray requested to use up to \$489,800.00 to provide devices and internet to those families that indicated a need for these services.

Board Members went into discussion regarding the maintenance and accountability of the devices.

Chairwoman Mendoza motioned to approve item 7 as stated with the understanding that Pre-K 4 SA will come back in September with an accountability plan, and that the Board may adjust the amount depending on the plan.

Board member Perez moved to approve the request to purchase 800 iPads and broadband internet services in an amount not to exceed \$489,800.00, for all previous ordered iPads and new purchases, to support remote learning in response to COVID-19. Board Member Logan seconded the motion.

8. Briefing and approval of a purchase with Kickup, Inc. to provide the KickUp software platform to manage and assess professional development programs for a term of three (3) years in an amount not to exceed \$142,387.00 [Larrisa Wilkinson, Pre-K 4 SA Director of Professional Learning & Innovation; Sarah Baray, Ph.D., Pre-K 4 SA CEO]

Ms. Wilkinson provided an overview of the KickUp software and services. She gave a timeline of the professional learning programs used throughout the years. She explained that adopting a professional learning management system would assist with several delivery methods utilized by the PL team. She provided an overview of the software, which includes real-time analytics for both professional learning and professional growth. She finished the briefing with a recommendation that the Board approve the purchase with KickUp software platform to manage and assess professional development programs for a term of three (3) years.

Board Members went into discussion regarding the professional learning components and services.

Board member Perez moved to approve a purchase with Kickup, Inc. to provide the KickUp software platform to manage and assess professional development programs for a term of three (3) years in an amount not to exceed \$142,387.00. Board Member Logan seconded the motion. Motion carried unanimously by those present.

9. Staff and Agency update and review of 2019-20 marketing activities and metrics to include: paid, earned and owned media marketing, public relations, and key messaging [Paul Chapman, Pre-K 4 SA Chief Marketing and Communications Officer; Amanda Davila, Creative Noggin Account Supervisor; Jill Byrd, Creative Noggin Senior Public Relations Account Supervisor]

Chairwoman Mendoza requested to have item 9 postponed until next Board meeting in September in consideration of time.

Executive Session

10. Legal and contractual issues related to the November 2020 election 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 3:45 PM. She reconvened the meeting at 4:21 PM. There was no action taken at this time.

Consideration of Future Meetings

11. The next meeting of the Board of Directors is scheduled to take place on Tuesday, September 8, 2020 at 2:00 p.m.

Adjournment

There being no further discussion, the meeting was adjourned at 4:23 p.m.

Respectfully Submitted,

Elaine Mendoza, Chairperson

Vickie W. Garza, Pre-K 4 SA