

**EARLY CHILDHOOD EDUCATION MUNICIPAL DEVELOPMENT  
CORPORATION BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, NOVEMBER 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 Jan Kirby, *District 10*

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**Members Absent:** Board Member Dr. Gogi Dickson, *District 9*

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**Staff Present:** Sarah Baray, Ph.D., *Pre-K 4 SA Chief Executive Officer*; Carlos Contreras, *Assistant City Manager*; Andy Segovia, *City Attorney*; Ray Rodriguez, *City Attorney's Office*; Shreya Shah, *City Attorney's Office*; Chelsea Mikulencak, *City Attorney's Office*; Eryanne Taft, *Pre-K 4 SA*; Daisy Castillo, *Pre-K 4 SA*; Marc Sewell, *RSM*

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**Also Present:** Vickie Garza, *Pre-K 4 SA*; Larrisa Wilkinson, *Pre-K 4 SA*; Paul Chapman, *Pre-K 4 SA*; Jill Byrd, *Creative Noggin*; Amanda Davila, *Creative Noggin*; Samantha Wickwire, *District 10 Council Office*

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## **Call To Order**

Chairwoman Mendoza called the meeting to order via video conferencing.

Board Member Perez joined the meeting at this time.

- 1. Public Comments [If a member of the public would like to provide comment to the Pre-K 4 SA Board on Pre-K 4 SA related matters, please email comments to [prek4sa@sanantonio.gov](mailto:prek4sa@sanantonio.gov) before 2:00 PM on the day of the meeting]**

There were no public comments to be heard.

## **Executive Session**

- 7. Legal and contractual issues related to the Workforce Development Initiative 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 2:02 PM. She reconvened the meeting at 2:29 PM. There was no action taken at this time.

Board Member Ramirez entered the meeting at this time.

## **2. Approval of minutes of the October 6, 2020 Early Childhood Education Municipal Development Corporation Board of Directors Meeting**

Board member Perez moved to approve the minutes of the October 6, 2020 Early Childhood Education Municipal Development Corporation Board of Directors Meeting. Board Member Guzman seconded the motion. Motion carried unanimously by those present.

## **CEO Update**

### **3. CEO Update to include Reauthorization, Gracias, partnership updates, and promotion and outreach [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Dr. Baray began her CEO update by sharing the living memorial Pre-K 4 SA held honoring Robert Hiller in early November. A tree was planted at the South Education Center in his memory with his family in attendance. She then moved into the recent reauthorization of Pre-K 4 SA. Of the 499,425 votes cast, 73% voted in favor of Pre-K 4 SA compared to 53% in 2012. Next steps for the program will include Strategic Planning for the next eight years, including discussion during our Board Retreat on January 26, 2021 and an organizational survey for staff in December 2020. The Gracias San Antonio Election took place in early November with early voting in classrooms and during drop off using QR codes. Children voted on three non-profits which were Purple Up USA, Big Brothers Big Sisters of South Texas, and Therapy Animals of San Antonio. Therapy Animals of San Antonio won the election and Pre-K 4 SA will work with this organization to identify their needs as we move into our Week of Giving. The Call for Artist Reception will take place virtually in early December to identify artists to work with the students during the Spring on art piece that would be auctioned off. All proceeds will be donated to the elected organization. The annual Gracias Auction is planned for Spring 2021.

Dr. Baray continued with Partnership updates. KickUp Professional Learning was approved earlier this year to provide software platform for a three-year term in an amount not to exceed \$142,387.00. Procurement process required us to contract with SHI (Buyboard) and subcontract with Kick Up for a one-year term not to exceed \$60,129.00. The online registration platform was rolled out early November. Here, instructional staff can register for professional development events within KickUp, and the system maintains a record of their professional learning. The system is also set up for registering and collecting data on external professional learning events. She continued with the Perales 1882 Partnership. Pre-K 4 SA submitted application materials in conjunction with TAMUSA to Edgewood ISD in August. Contract negotiations are ongoing as we work to develop an MOU outlining roles and responsibilities for all Parties. The partnership is planned to go into effect next year.

Dr. Baray finished her update with Promotion and Outreach. She highlighted October's engagement, which included City of Fort Collins, CO and City of Newport News, VA, neighborhood organization meetings, Facebook Live Chats, SA Talk Podcast, SA Charter Moms, and SA Socialista Instagram Live Chat. She ended with most recent partner effort with families and staff regarding COVID testing. Pre-K 4 SA is working with Community Labs, who will be testing

staff every Friday at their respective centers. This is another strategy to prevent the spread of the virus. Additionally, Pre-K has partnered with the San Antonio Food Bank and Kinsa to provide thermometers to families to help them monitor temperatures of family members during the break.

Board Members went into discussion regarding current 1882 agreement and status of the program.

### **Consent Agenda**

- 4. Board action to approve a professional services agreement with Worldwide Languages & Communication, LLC to provide written Spanish translations of Pre-K 4 SA documents and communications for three (3) years with two (2) one-year renewal options in an amount not to exceed \$75,000.00 [Sarah Baray, Ph.D., Pre-K 4 SA CEO]**

Board Member Middleton moved to approve consent agenda item 4. Board Member Albright seconded the motion. Motion carried unanimously y those present.

### **Individual Briefings**

- 5. Briefing of the ongoing Pre-K 4 SA Fiscal Year 2020 Financial Audit and related reports [Marc Sewell, CPA, Partner; RSM US LLP]**

Mr. Sewell gave an update on the ongoing Fiscal Year 2020 Financial audit and related reports. Due to the impacts of COVID-19, there has been a delay in finalizing report, but will have completed in the new year and the findings will be shared with the Board.

- 6. Staff briefing and Board discussion of the FY2021 Financial Report and possible board action to approve a mid-year adjustment to the Pre-K 4 SA budget [Sarah Baray, Ph.D., Pre-K 4 SA CEO; Daisy Castillo, Pre-K 4 SA Department Fiscal Administrator]**

Dr. Baray began the presentation of the FY 2021 Financial Report with mid-year adjustment to the Pre-K 4 SA budget. She highlighted that total revenue adopted for FY 2021 was \$42.0 million with appropriations totaling \$42.0 million.

Ms. Castillo reviewed the current fund balance with revenue and expenses. The adopted fund balance was \$3.9 million. The estimated ending balance of \$8.3 million represents a positive variance of \$4.3 million that can carry over to future year appropriations. A conservative approach was used to develop FY 2021 revenues due to COVID-19. However, actuals had come in higher than anticipated resulting in a positive variance of \$1.2 million through the first quarter. By contrast, increased expenses due to COVID-19 accounted for a negative variance in expenditures of \$731K through the first quarter.

The mid-year budget re-estimate establishes revised budgets detailing three months of activity plus anticipated resources and expenses for the remaining nine months of the fiscal year. Positions frozen in the personal compliment are to remain frozen for FY 2021. Ms. Castillo summarized and recommended the Board to approve the mid-year budget re-estimate with a revised ending balance of \$2.2 million based on our first quarter and remaining nine months for FY 2021.

Board Members went into discussion regarding indirect and direct state local match.

Board Member Middleton moved to approve the FY 2021 mid-year adjustment to the Pre-K 4 SA budget. Board Member Albright seconded the motion. Motion carried unanimously y those present.

### **Consideration of Future Meetings**

- 8. The Board will convene on Tuesday, January 26, 2021 for a strategic planning retreat at the Botanical Gardens.**

### **Adjournment**

**There being no further discussion, the meeting was adjourned at 3:17 p.m.**

*Respectfully Submitted,*

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*Elaine Mendoza, Chairperson*

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