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Migrant Seasonal Head Start
Policy Council Meeting
Eagle Pass, Texas
April 23, 2009

1. WELCOME

Claudia Salazar, Policy Council President, welcomed everyone and called the meeting to order at 1:36 P.M.

2. ROLL CALL/INTRODUCTION/SIGN IN

Maria Rios, Vice President, conducted roll call.

Claudia Salazar announced that she received a letter of resignation from Patricia Lira from UMOS and will be seating Miguel Torres as the new parent representative for UMOS. Karla Valdez, Treasurer, made the motion to seat Miguel Torres as the new parent representative for UMOS. Odalis Zuniga Member at Large from the Rio Grande Valley Region seconded. Motion carried unanimously.

Claudia Salazar requested a motion to seat Patricia Carreon to fill the migrant position in the Rio Grande Valley Region. Odalis Zuniga made motion to seat Patricia Carreon from the Rio Grande Valley Region. Leeann Benavides from the Wintergarden Region, seconded. Motion carried unanimously.

MEMBERS PRESENT

Claudia Salazar, Policy Council President-Western Region
Maria Rios, Vice President-Wintergarden Region
Maria Esparza, Secretary-Indiana Region
Karla Valdez, Treasurer-Rio Grande Valley Region
Veronica Solis, Sergeant At Arms-Rio Grande Valley Region
Leean Benavides, Member at Large-Wintergarden Region
Barbarita Ramon, Member at Large-Wintergarden Region
Nydia Palomo, Member at Large-Wintergarden Region
Odalis Zuniga, Member at Large-Rio Grande Valley Region
Guadalupe Perez, Member at Large-Rio Grande Valley Region
Christopher Pena, Member at Large-Western Region
Anita Cuevas Lomas, Community Representative-Wintergarden Region

MEMBERS PRESENT ON THE TELEPHONE

Edward Villarreal, Member at Large-Rio Grande Valley Region
Elizabeth Ibarra, Member at Large-Rio Grande Valley Region
Richard Langford, Community Representative-Ohio Region
Diana Palacios, Board Liaison

MEMBERS ABSENT

Sonya Gonzalez, Member at Large-Wintergarden Region
Ismael Perez, Member at Large-Ohio Region
Guadalupe Andrade, Member at Large-Ohio Region
Patricia Lira, Member at Large-UMOS
Edward Cortez, Community Representative-Western Region

GUESTS

Patricia Carreon, Parent Representative from the Rio Grande Valley
Miguel Torres, Parent Representative from UMOS

STAFF

Mary G. Capello, Chief Executive Officer
Manuel E. DuQué, Chief Operations Officer
Nestor Atkinson, Interim Migrant Seasonal Head Start Director
Cesar Sotelo, Budget Director
Alicia Yanez, Family Partnership Director

1 Yolanda I. Rodriguez, Early Childhood Education Director
2 Monica Gonzales, Family Partnership Coordinator
3 Edna Valdez, MSHS Secretary for Policy Council
4

5 **GUESTS**

6 Patricia Carreon, Parent Representative (Alternate)-Mercedes Center
7 Miguel Torres, Parent Representative-UMOS
8

9 Having eleven (11) members present established a quorum.
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11 **3. REVIEW AND APPROVAL OF AGENDA**

12 The Council reviewed the agenda. Maria Rios, Vice President, made a motion to approve the agenda as
13 presented. Guadalupe Perez from the Rio Grande Valley Region seconded. Motion carried unanimously.
14

15 **4. PENDING BUSINESS**

16 **Approve the Minutes for the Regular Meeting on February 18, 2009**

17 The minutes were provided in the binder for their review. Leeann Benavides from the Wintergarden Region
18 made the motion to approve the minutes for the regular meeting on February 18, 2009. Patricia Carreon from
19 the Rio Grande Valley Region seconded. Motion carried unanimously.

20 **Approval of the final revision of the Policy Council By-Laws**

21 This document was sent out for review prior to the meeting. Alicia Yanez, Family Partnership Director, explained
22 that the Council and the Board have already approved the changes that are shaded in yellow on the document.
23 The attorney reviewed the changes and has added and/or changed what appears in red. The changes were
24 submitted to the attorney for legal review and he made the necessary changes to comply with Performance
25 Standards, legal issues, and Robert's Rules of Order, Simplified and Applied, second edition. Discussion went on
26 regarding changes to the following sections to avoid disagreements with other sections:

- 27 ♦ Clarification was given on page three (3), section three (3), number two (2)-elections and seating of
28 summer/seasonal members.
- 29 ♦ Page three (3), section three (3), number three (3)-the words Community Representative will be added
- 30 ♦ Page four (4), section four (4)-the word selection will need to be deleted
- 31 ♦ Page six (6), the chart explains the election process for the community representatives
- 32 ♦ Page twenty one (21), section five (5) cannot change. It must stay as it was originally written. The
33 Chief Executive Officer, Chief Operations Officer, Migrant Seasonal Director, and or designee must be
34 included in Executive Session for the purpose of providing technical assistance. This section will only
35 change to include the Chief Operations Officer.
- 36 ♦ Page twenty two (22), section 6, specifies a particular edition of the Robert's Rules Of Order

37 A final review will be done to make sure there are no other disagreements on the document.

38 Maria Rios made a motion to approve the by-laws with the proper corrections. Maria Esparza, Secretary
39 seconded. Motion carried unanimously.
40

41 **5. NEW BUSINESS**

42 **Approve the Health Service Policy**

43 Manuel DuQué, Chief Operations Officer, gave a brief explanation of this policy. Christopher Pena from the
44 Western Region made a motion to approve the Health Service Policy, HS-119, Short Term-Long Term Exclusion
45 Policy as presented. Maria Esparza seconded. Motion carried unanimously.

46 **Approve the MSHS Organizational Chart**

47 Nestor Atkinson, Interim MSHS Director, mentioned the following changes on the organizational chart that
48 required approval:

- 49 ♦ The position for MSHS Assistant Director was added under the MSHS Director
- 50 ♦ The position of Professional Development Manager was moved to be under the Human Resource
51 Director
- 52 ♦ The National Reporting Systems Director was changed to Education Research Development Director
- 53 ♦ The HRIS Manager was moved from the Human Resource to the Information Technology Department
- 54 ♦ A File Clerk position was added to the Accounts Payable Department

55 Karla Valdez made a motion to approve the organizational chart as presented. Barbarita Ramon seconded.
56 Motion carried unanimously.
57

1 **Approve the request for 50 percent reimbursement from AED for Training Cost-Region 12 "I am**
2 **moving I am Learning" on February 17-20, 2009**

3 Odalis Zuniga made a motion to approve the request for reimbursement from AED for the training cost for region
4 12, "I am moving, I am learning" on February 17-20, 2009. Leeann Benavides from the Wintergarden Region
5 seconded. Motion carried unanimously.
6

7 **6. EXECUTIVE SESSION**

8 No business to discuss on this agenda item.
9

10 **7. APPROVAL OF HIRING AND TERMINATION REPORTS**

11 The Personnel Committee met on April 15, 2009 with Norma Ybarra the Human Resource Director and Nestor
12 Atkinson the MSHS Director to review the hiring and termination reports for February and March of 2009. The
13 committee members reported that there were no concerns to report and recommended the approval of the
14 reports. Anita Cuevas Lomas made a motion to approve the hiring and termination reports for the months of
15 February and March of 2009. Maria Rios seconded. Motion carried unanimously.
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17 **8. MSHS REPORTS**

18 The reports were provided in the binder for review. Nestor Atkinson, Interim MSHS Director gave a brief
19 overview of his report. He informed the Council that he received information from the Bureau about the
20 availability of funds for cost of living increase and quality improvement. A plan will be developed to decide how
21 the funds will be disbursed. This plan will need to be presented to the Council for approval which will require a
22 call for a special meeting in about two weeks. Enrollment for phase I was short by twenty four (24) children but
23 it is up to date at this time. He informed the council that he continues to work on getting the E-Rate discount
24 program for telecommunication service.
25

26 **Fiscal Report**

27 The reports were provided in the binder for review. Cesar Sotelo, Budget Director, gave a brief explanation on
28 the report that he submitted. No questions or discussion on this agenda item.

29 **Regional Activity Reports**

30 Reports were provided in the binder for review. No questions or discussion on this agenda item.
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32 **9. STANDING COMMITTEE REPORTS**

33 **Child Development/Health/Nutrition Committee**

34 Maria Rios presented her report. The committee attended the Food Advisory Committee meeting from March 23
35 through 25. The committee reviewed information to set up the menus for the next year.
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37 **10. BOARD LIAISON REPORT**

38 This report was provided to the Council for review.
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40 **11. DATE FOR THE NEXT MEETING**

41 The next meeting is scheduled for June 6, 2009 and is to be conducted in person in the Rio Grande Valley.
42 Discussion went on regarding the participation for this meeting. Most of the parents will have already traveled
43 up north to work and will have a problem getting time off to travel to attend this meeting. Several
44 recommendations were mentioned regarding the change of date and location. Odalis Zuniga made a motion to
45 change the participation for the meeting on June 6, 2009 to be conducted via VPN and to change the meeting
46 scheduled for October 17, 2009 to be conducted in person in the Rio Grande Valley. Maria Esparza seconded.
47 Motion carried unanimously.
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49 **12. OPEN FORUM**

50 Karla Valdez informed the Council that members of the Parent Affiliate attended a training in Oregon in March
51 where they also met to established goals for this year. Discussion went on about conducting a parent
52 conference in Wisconsin in the month of August and the sale of T-shirts to help the members raise funds.
53 Odalis Zuniga requested an update on the repairs for the center of Mercedes. Mr. Atkinson informed the Council
54 that the center is in need of repairs. He also stated that the center is safe for the children at this time and the
55 needed repairs will be done as soon as possible within the next year. Odalis also inquired on the status of the
56 Community Representative for the Rio Grande Valley. Applications from two candidates have been received and
are pending additional information.

1 Christopher Pena mentioned the need for extended hours of service at the centers in the Western region. Mr.
2 Atkinson provided Mr. Pena with the additional information that is needed to proceed with his request for
3 extended hours.
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5 **13. ADJOURN**

6 Odalis Zuniga made a motion to adjourn the meeting. Guadalupe Perez seconded. Motion carried unanimously.
7 The meeting adjourned at 3:13 P.M.
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T M C
Migrant Seasonal Head Start
Policy Council Meeting

SUMMARY OF DECISIONS MADE BY POLICY COUNCIL
APRIL 23, 2009

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|---|-----------------|
| 1. MINUTES Regular Meeting on February 18, 2009 | APPROVED |
| 2. FINAL REVISION OF POLICY COUNCIL BY-LAWS | APPROVED |
| 3. HEALTH SERVICE POLICY | APPROVED |
| 4. MSHS ORGINIZATIONAL CHART | APPROVED |
| 5. REQUEST FOR 50 PERCENT REIMBURSEMENT FROM AED FOR THE TRAINING COST-REGION 12 "I AM MOVING I AM LEARNING" ON FEBRUARY 17-20, 2009 | APPROVED |
| 6. HIRING A TERMINATION REPORTS February and March 2009 | APPROVED |
| 7. DATE FOR NEXT MEETING JUNE 6, 2009 VIA VPN | APPROVED |

APPROVED BY Maura Drapege Secretary
NAME/TITLE

APPROVED ON 6/6/09
DATE