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**Migrant Seasonal Head Start
Policy Council Meeting
Laredo, Texas
January 15, 2011**

1. WELCOME

Maria Rios, Policy Council President, welcomed everyone and called the meeting to order at 9:23 A.M.

2. ROLL CALL/INTRODUCTION/SIGN IN

Cristina Perez, Secretary, proceeded with the roll call to established quorum.

MEMBERS PRESENT

Maria Rios, Policy Council President-Wintergarden Region
Leeann Benavides, Vice President-Wintergarden Region
Cristina Perez, Secretary-Wintergarden Region
Veronica Solis, Alternate for Ana Artiaga, Member at Large-Wintergarden Region
Norma Nevarez, Member at Large-Western Region
Melissa Carrizalez, Member at Large-Western Region
Maria Esparza, Member at Large-Indiana Region
Yesenia Morales, Member at Large-Ohio Region

MEMBERS PRESENT VIA VPN

Karla Valdez, Treasurer, Rio Grande Valley Region
Matilde Gutierrez, Member at Large-Rio Grande Valley Region
Elizabeth Ibarra, Member at Large-Rio Grande Valley Region

MEMBERS PRESENT VIA TELEPHONE CALL

Josefa Hurtado, Member at Large-Ohio Region
Anita Cuevas Lomas, Community Representative-Wintergarden Region

MEMBERS ABSENT

Raul Alvarez, Member at Large-Wintergarden Region
Nydia Palomo, Member at Large-Wintergarden Region
Odalis Zuniga, Member at Large-Rio Grande Valley Region
Angel Gonzalez, Member at Large-Rio Grande Valley Region
Joel Paredes, Member at Large-UMOS
Jesus Cardoza, Community Representative-Indiana Region
Edward Cortez, Community Representative-Western Region
Edith Martinez, Community Representative-Rio Grande Valley Region
Reverend Chester Phyffer, TMC Board of Directors

GUESTS PRESENT

Veronica Solis, Parent Representative from the Wintergarden Region
Ramiro Barrientos, Parent Representative from the Wintergarden Region
Guadalupe Jimenez, Parent Representatives from the Wintergarden Region
Yvonne Torres, Parent Representative from the Wintergarden Region
Marisa Miranda, Parent Representative from the Rio Grande Valley
Reyna Salazar, Alternate from the Rio Grande Valley
Norma Zambrano, Parent Representative from UMOs
Mary Ramos, New Community Representative from the Rio Grande Valley
Taiya Jones, New Community Representative from the Western Region

1 **STAFF**

2 Manuel E. DuQue, Vice President of Operations
3 Nestor Atkinson, Migrant Seasonal Head Start Director
4 Javier Rodriguez, Network Operations Manager
5 Alicia Yanez, Family Partnership Director
6 Edna Valdez, MSHS Secretary for Policy Council
7

8 Having twelve (12) members present established a quorum.
9

10 **3. REVIEW AND APPROVAL OF AGENDA**

11 The Council reviewed the agenda. Leean Benavides made a motion to approve the agenda as presented. Maria
12 Esparza seconded. Motion carried unanimously.
13

14 **4. EXECUTIVE SESSION**

15 No business to discuss at this time.
16

17 **5. HIRING AND TERMINATION REPORTS**

18 The Hiring and Termination report for November 2010 was reviewed by the Personnel Committee on December
19 13, 2010. Maria Rios, Chairman of the Committee, reported to the council that the reports were reviewed and the
20 information was found to be in order, recommended the approval of the hiring and termination report for the
21 month of November 2010. Cristina Perez made a motion to approve the Hiring and Termination Reports for the
22 month of November 2010. Anita Cuevas-Lomas seconded. Motion carried unanimously.
23

24 **6. PENDING BUSINESS**

25 **Approval of Minutes**

26 The minutes for the regular meeting of November 12, 2010 and the special meeting on December 13, 2010 were
27 provided in the binder for their review. Cristina Perez the Secretary reviewed the minutes and made a motion to
28 approve the minutes for the regular meeting on November 12, 2010 and the special meeting on December 13,
29 2010. Leean Benavides seconded. No discussion or questions on the agenda item. Motion carried unanimously.

30 **Status on the Dress Code Policy**

31 Nestor Atkinson the MSHS Director explained that the Directors for the different programs will be meeting this
32 year to discuss several main issues with this policy. He went on to inform everyone that the agency has a policy
33 in place and is in force at this time.
34

35 **7. NEW BUSINESS**

36 **2010 Final Self Assessment Report**

37 This report was provided in advance for review. Nestor Atkinson, MSHS Director, gave an overview of the report.
38 This process takes about six months and every region is assessed. The report identifies the strengths, findings,
39 and recommendations for improvement. He proceeded to inform the Council that any findings with Health and
40 Safety were resolved immediately. The regions that had non-compliance findings developed a Program
41 Improvement Plan that includes a time schedule in which the findings will be resolved. Leean Benavides made a
42 motion to approve the final 2010 Self Assessment Report. Cristina Perez seconded. No discussion or questions on
43 this agenda item. Motion carried unanimously.
44

45 **2010-11 Workplans**

46 This document was provided in advance for review. Mr. Atkinson informed the Council that the workplans had
47 been updated, reviewed and were to be in line with the community assessment and its goals and objectives.
48 Cristina Perez made a motion to approve the 2010-11 Workplans as presented. Maria Esparza seconded. No
49 questions or discussion on this agenda item. Motion carried unanimously.
50

51 **8. MSHS REPORT**

52 The MSHS report was provided in the binder for review. Nestor Atkinson mentioned the highlights of his report.

- 53 ♦ The budget revision was approved-will be purchasing nine buses, computers, printers, and a research
54 based curriculum for infant and toddlers.
- 55 ♦ Enrollment-is at 94% at this time and will increase to meet funded enrollment for this year in the next
56 two weeks
- 57 ♦ In-Kind- will need to work to meet the goal for in-kind. Urged parents to volunteer at the center to
58 help meet this goal

1 **Fiscal Report**

2 This report was provided in the binder for review. The report includes the financial statements, summary sheets,
3 and expenditure reports on all TMC programs.

4 **Regional Activity Reports**

5 Reports were provided in the binder for review. No questions or discussion on this agenda item.

6 **9. BOARD LIAISON REPORT**

7 No report available at this time.

8
9 **10. STANDING COMMITTEE REPORTS**

10 **Fiscal Committee Report**-Karla Valdez, Chairperson

11 The committee met on January 7, 2011 to review the bank and credit card statements for the month of
12 September and October and the current meals and snack report. A question was posed regarding a particular
13 expense. Resource Personnel reviewed the backup documentation and provided the explanation to the
14 satisfaction of the Committee Chairman and recommended approval of this report. Cristina Perez made a motion
15 to approve the fiscal report. Leean Benavides seconded. Motion carried unanimously.
16

17 **11. SEATING OF NEW MEMBERS**

18 Maria Rios introduced the new members by region.

19 **Wintergarden Region:**

20 **Laredo Service Area**

21 Migrant: Leean Benavides-Falfurrias Center, Cristina Perez-Alice Center, Veronica Solis-San Antonio Center

22 Alternate: Melissa Gutierrez-Laredo Infant and Toddler Center

23 **Crystal City Service Area**

24 Migrant: Guadalupe Jimenez-Carrizo Springs Center, Ramiro Barrientos-Eagle Pass I Center

25 Migrant Alternate: Jennifer Barrera, Uvalde Center

26 Seasonal: Yvonne Torres-Carrizo Springs Center

27 Cristina Perez made a motion to approve the seating of the new members and alternate for the Wintergarden
28 Region. Maria Esparza seconded. Motion carried unanimously.

29 **Rio Grande Valley Region:**

30 Migrant: Celia Garza-Alton Center, Ruth Gonzalez-Palmview Center, Brenda Garcia-Brownsville Center

31 Matilde Gutierrez-Edcouch Center, Marisa Miranda-Las Milpas Center

32 Migrant Alternates: 1st Reyna Salazar-Mercedes Center, 2nd Yesenia Hernandez-La Paloma Center, 3rd Ernesto
33 Rodriguez-Progreso Center, 4th Erika Guerra-Raymondville Center, 5th Perla Luna-Mission Center, 6th

34 Ricardo Ibarra-Brownsville I/T Center

35 Seasonal: Elizabeth Ibarra- Edinburg Center

36 Maria Esparza made a motion to approve the seating of the new members and alternates for the Rio Grande
37 Valley Region. Leean Benavides seconded. Motion carried unanimously.

38 **Western Region:**

39 Migrant: Norma Nevarez-Mesquite Center

40 Seasonal: Melissa Carrizalez-Hereford Center

41 Seasonal Alternate: Brittany Lockhart-Plainview Center

42 Cristina Perez made a motion to approve the seating of the new members and alternates for the Western Region.
43 Leean Benavides seconded. Motion carried unanimously.

44 **Ohio Region:**

45 Migrant: Josefa Hurtado-Wauseon Center

46 Seasonal: Yesenia Morales-Willard Center

47 Seasonal Alternate: Loyda Patricia-Willard Center

48 Leean Benavides made a motion to approve the seating of the new members and alternates for the Ohio Region.
49 Maria Esparza seconded. Motion carried unanimously.

50 **Indiana Region:**

51 Migrant: Maria Esparza, Kokomo Center

52 Alternate: 1-Delfino Santiago, Elwood Center, 2-Sandra Longoria, Marengo Center (Iowa)

53 Veronica Solis made a motion to approve the seating of the new members and alternates for the Indiana Region.

54 **UMOS:**

55 Migrant: Norma Zambrano

56 Leean Benavides made a motion to approve the seating of the new member from UMOS. Josefa Hurtado
57 seconded. Motion carried unanimously.

1 Maria Rios introduced the newly elected Community Representatives from each region.

2 Taiya Jones for the Western Region, Mary Ramos for the Rio Grande Valley Region, Anita Cuevas-Lomas for
3 the Wintergarden Region, and Jesus Cardoza for the Indiana Region.

4 Leean Benavides made a motion to seat the new Community Representatives. Maria Esparza seconded. Motion
5 carried unanimously.
6

7 **12. ELECTIONS OF THE EXECUTIVE COMMITTEE**

8 Ballots for voting were provided in the binder in advance. The process was discussed and established for the
9 votes that were to be received by fax or telephone call.

10 **Election of President**

11 Maria Rios opened the floor for nominations for President. Cristina Perez nominated Leean Benavides for
12 President. Yvonne Torres made a motion to close the nominations. Guadalupe Jimenez seconded. Motion carried
13 unanimously. Nominations ceased. Not having other nominations, by acclamation, the new President is Leean
14 Benavides.

15 **Election of Vice President**

16 Leean Benavides opened the floor for nominations for Vice President. Cristina Perez self nominated herself.
17 Veronica Solis nominated Maria Esparza. Elizabeth Ibarra self nominated herself. Veronica Solis made motion to
18 close the nominations. Yvonne Torres seconded. Motion carried unanimously. Nominations ceased.
19 The President addressed the Council with a point of order. Due to the absence of a Policy Council Member from
20 the Rio Grande Valley and the presence of the Alternate a recommendation was presented to the Council for
21 approval.

22 Veronica made a motion to allow Reina Salazar the alternate to vote for Celia Garza the voting member that was
23 absent from the Rio Grande Valley being that the alternate was in attendance at the time of elections stating that
24 this was an exception because all members who are absent need to submit a letter to allow the alternate to vote.
25 Melissa Carrizalez seconded. Motion carried unanimously. Reyna Salazar, Alternate, will be voting for Rio Grande
26 Member Celia Garza.

27 All candidates were given an opportunity to address the Council. Ballots were submitted and counted. By
28 majority of votes the new Vice President is Cristina Perez.
29

30 **Election of Secretary**

31 Leean Benavides opened the floor for nominations for Secretary. Yvonne Torres self nominated herself. Elizabeth
32 Ibarra self nominated herself. Maria Esparza self nominated herself. Cristina Perez made a motion to close the
33 nominations. Veronica Solis seconded. Motion carried unanimously. Nominations ceased. All candidates were
34 given an opportunity to address the Council. Ballots were submitted and counted. By majority of votes the new
35 Secretary is Elizabeth Ibarra.

36 **Election of Treasurer**

37 Leean Benavides opened the floor for nominations for Treasurer. Veronica Solis nominated Maria Esparza.
38 Cristina Perez nominated Melissa Carrizalez. Veronica Solis made a motion to close nominations. Guadalupe
39 Jimenez seconded. Motion carried unanimously. Nominations ceased. All candidates were allowed to introduce
40 themselves to the Council. Ballots were submitted and counted. By majority of votes the new Treasurer is Maria
41 Esparza.

42 **Election of Sergeant at Arms**

43 Leean Benavides opened the floor for nominations for Sergeant At Arms. Yvonne Torres was nominated by
44 Guadalupe Jimenez. Marisa Miranda self nominated herself. Melissa Carrizalez was nominated by Leean
45 Benavides. Cristina Perez made a motion to close nominations. Veronica Solis seconded. Motion carried
46 unanimously. Nominations ceased. All candidates were given an opportunity to address the Council. Ballots were
47 submitted and counted. By majority of votes the new Sergeant at Arm is Melissa Carrizalez.
48

49 **13. REPRESENTATION FOR THE PARENT AFFILIATE**

50 The MSHS Director and the Family Partnership Director made the recommendation to have the first four Executive
51 Officers attend the NHSA Leadership Conference in Washington D.C. from January 23 through 27, 2011 and to
52 also participate as the Parent Affiliate Representatives for our program. The first four Executive Officers are
53 Leean Benavides, Cristina Perez, Elizabeth Ibarra and Maria Esparza. Melissa Carrizalez made the motion to
54 approve the recommendation for the first four Executive Officers travel to attend the NHSA Leadership
55 Conference and represent our program as the Parent Affiliate Representatives. Yvonne Torres seconded. Motion
56 carried unanimously.
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58 **14. OPEN FORUM**

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Karla Valdez read her report on the Parent Affiliate.

- ◆ Informed the Council of the dates for the parent orientation, meeting, and elections
- ◆ Reminded Staff that was present to submit the Letters of Intent for the four voting representatives for the Parent Affiliate
- ◆ Informed the Council of the pending changes to the Parent Affiliate By-law; will be presented at the meeting

15. DATE OF NEXT MEETING

Discussion went on regarding the date for the next regular meeting and training. The date for the next training will be on February 18, 2011 and the meeting on February 19, 2011 in person, in the Valley. Members who are not able to travel may participate via VPN or conference call.

16. ADJOURN

Cristina Perez made a motion to adjourn the meeting. Guadalupe Jimenez seconded. Motion carried unanimously. The meeting adjourned at 10:48 A.M.



**Migrant Seasonal Head Start
Policy Council Meeting**

**SUMMARY OF DECISIONS BY THE POLICY COUNCIL
JANUARY 15, 2011**

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| 11 | 1. HIRING AND TERMINATION REPORT FOR | |
| 12 | NOVEMBER 2010 | APPROVED |
| 13 | | |
| 14 | 2. MINUTES OF: | |
| 15 | REGULAR MEETING ON NOVEMBER 12, 2010 | APPROVED |
| 16 | SPECIAL MEETING ON DECEMBER 13, 2010 | APPROVED |
| 17 | | |
| 18 | 3. 2010 FINAL SELF ASSESSMENT REPORT | APPROVED |
| 19 | | |
| 20 | 4. 2010-11 MSHS WORKPLANS | APPROVED |
| 21 | | |
| 22 | 5. SEATING OF NEW MEMBERS AND ELECTION OF OFFICERS | APPROVED |
| 23 | | |
| 24 | 6. PARENT AFFILIATE REPRESENTATIVES | APPROVED |
| 25 | | |
| 26 | 7. STATUS ON THE DRESS CODE POLICY | NO ACTION |
| 27 | | |
| 28 | | |
| 29 | | |
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| 31 | | |

APPROVED BY 
NAME/TITLE

APPROVED ON 2-19-11
DATE