



2  
3  
4  
5  
6  
7  
8  
9

**Migrant Seasonal Head Start  
Policy Council Meeting  
Laredo, Texas  
October 21, 2011**

10  
11

**1. WELCOME**

Leean Benavides, Policy Council President, welcomed everyone and called the meeting to order at 9:33 A.M.

12  
13

**2. ROLL CALL/INTRODUCTION/SIGN IN**

Leean Benavides and Cristina Perez proceeded with the roll call and established quorum.

At this time Leean Benavides announced that she received a letter of resignation from Ruth Gonzalez from the Rio Grande Valley Region. The letter was accepted; a vacancy will be declared for the Rio Grande Valley Region.

14  
15  
16  
17

**MEMBERS PRESENT IN PERSON**

Leean Benavides, Policy Council President-Wintergarden Region  
Cristina Perez, Vice President-Wintergarden Region  
Melissa Carrizalez, Sergeant at Arms-Western Region  
Yvonne Torres, Member at Large-Wintergarden Region  
Norma Nevarez, Member at Large-Western Region  
Yesenia Morales, Member at Large-Ohio

18  
19  
20  
21  
22  
23  
24  
25

**MEMBERS PRESENT VIA TELEPHONE CALL**

Veronica Solis, Member at Large-Wintergarden Region  
Guadalupe Jimenez, Member at Large-Wintergarden Region  
Reyna Salazar, Member at Large-Rio Grande Valley Region  
Josefa Hurtado, Member at Large-Ohio Region  
Jesus Cardoza, Community Representative-Indiana Region  
Taiya Jones, Community Representative-Western Region  
Reverend Chester Phyffer, TMC Board of Directors

26  
27  
28  
29  
30  
31  
32  
33  
34

**MEMBERS ABSENT**

Ramiro Barrientos, Member at Large-Wintergarden Region  
Ruth Gonzalez, Member at Large-Rio Grande Valley Region  
Brenda Garcia, Member at Large-Rio Grande Valley Region  
Matilde Gutierrez, Member at Large-Rio Grande Valley Region  
Marisa Miranda, Member at Large-Rio Grande Valley Region  
Elizabeth Ibarra, Secretary-Rio Grande Valley Region  
Norma Zambrano, Member at Large-UMOS  
Anita Cuevas Lomas, Community Representative-Wintergarden Region  
Mary Ramos, Community Representative-Rio Grande Valley Region

35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

**GUESTS**

Veronica Gonzalez, Parent Representative-UMOS Delegate

46  
47  
48  
49

**STAFF**

Manuel E. DuQue, Vice President of Operations  
Dr. John Gasko, Director of Children and Families  
Cesar Sotelo, Budget Director  
Alicia Yanez, Family Partnership Director  
Edna Valdez, MSHS Secretary-Policy Council

50  
51  
52  
53  
54  
55

Having twelve (12) members present established a quorum.

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

2 The Council reviewed the agenda. The President stated that the agenda would change to include the approval of  
3 the hiring and termination report for the month of September of 2011. Cristina Perez made a motion to approve  
4 the agenda with the recommended changes. Melissa Carrizalez seconded. Motion carried unanimously.  
5

6 **4. EXECUTIVE SESSION**

7 No business to discuss at this time.  
8

9 **5. STANDING COMMITTEE REPORTS**

10 **Personnel Committee Report/Hiring and Termination Reports**

11 The committee report was included in the meeting binder for the Council to review. Leean Benavides, Chairman  
12 of the Committee, mentioned that the committee meets once a month to review the Hiring and Termination  
13 reports. The committee has reviewed the hiring and termination reports. There were questions regarding certain  
14 positions and answers were provided to satisfy the committee. The report showed more activity than usual in the  
15 northern states and in the Western region due to the opening of the centers in those service areas. There will  
16 also be more activity in the Wintergarden and Rio Grande Valley region once the centers close in the northern  
17 state and staff is hired in Texas. There were questions regarding the turnover of staff at a particular center. Mrs.  
18 Ybarra will review the information and inform the committee as soon as possible. Norma Nevarez made a motion  
19 to approve the hire and termination reports. Melissa Carrizalez seconded. Motion carried unanimously.  
20

21 **Fiscal Committee Report**

22 The committee report was included in the meeting binder for the Council to review. The Fiscal Committee met on  
23 a weekly basis to discuss and review the budget and once a month to review the credit card and bank statements  
24 and meals and snack report. The information on the checks and credit cards was in order, the meals and snack  
25 report was informative. Mr. Sotelo went over all the budget information for every region. He went over all the  
26 allocation on the budget for the upcoming year. Discussion went on about purchasing buses to replace old ones.  
27 Cesar explained that the purchase of buses was not included on the budget but rather going to wait and see if  
28 there is a surplus at the end of the year. If there is a surplus then there will be a possibility of purchasing buses.  
29 Discussion went on about the location for the two dishwashers that will be purchased for next year. Cesar  
30 explained that the dishwashers would be shipped out to the area where they are most needed. The information  
31 that was presented satisfied the committee. The budget amount that will be submitted on the continuation grant  
32 is \$67,489,696. The committee will present their report to the council and recommend approval of the budget to  
33 continue services for 2012-13 program year. Melissa Carrizalez made a motion to approve the Fiscal Committee  
34 report. Cristina Perez seconded. No questions or discussion. Motion carried unanimously.  
35

36 **6. PENDING BUSINESS**

37 **Approval of Minutes**

38 The minutes for the regular meeting of August 19, 2011 were provided in advance for the Council to review.  
39 Taiya Jones mentioned there was a correction on page four, line fourteen in the Open Forum section. The bed  
40 was not completely spelled out. Leean stated that the minutes will be corrected to show the word spelled out  
41 correctly. Yvonne Torres made a motion to approve the minutes for the regular meeting of August 19, 2011 with  
42 corrections. Cristina Perez seconded. No other discussion or questions on this agenda item. Motion carried  
43 unanimously.  
44

45 **7. NEW BUSINESS**

46 **Approval of the Continuation Grant PY 2012-13**

47 This document was provided in advance for the Council to review. The committee has been meeting on a weekly  
48 basis for about a month and half to review all the budget information for the upcoming year of services. The  
49 Budget Director gave an overview of the allocations for the total funding in the amount of \$67,489,696 that if  
50 approved will be submitted on the MSHS continuation grant for program year 2012-13. The allocations were  
51 clearly detailed and listed in the budget narrative for salaries, operations, fringe benefits, travels, equipment,  
52 supplies, contractual, for UMOS and "Other Costs" which included all items that are needed for operations. Leean  
53 informed the Council that questions were presented through out the budget process to ensure that funds were  
54 available for the all of the service area. The Council was satisfied with the report and with the detailed  
55 information in the packet and moved on to approve. Cristina Perez made a motion to approve the budget for the  
56 continuation grant for program year 2012-13. Yesenia Morales seconded. Motion carried unanimously.  
57  
58

1 **Seating of new members and alternates**

2 The new members and alternates for the Ohio Region were introduced. Josefa Hurtado from the Wauseon center  
3 will be the migrant Policy Council representative, her alternate is Brandy Moreno from the Fremont center, and  
4 Nilda Rendon from the Shiloh center will be the seasonal Policy Council representative. The new parent  
5 representative from the UMOS Delegate is Veronica Gonzalez from the Aurora center in Wisconsin. Melissa  
6 Carrizalez made a motion to approve the seating of the new members for the Ohio Region and the UMOS delegate  
7 as mentioned above. Norma Nevarez seconded. No discussion or questions on this agenda item. Motion carried  
8 unanimously.

9 **Program Information Report (PIR)**

10 This document was provided in advance for the Council to review. Dr Gasko reported the highlights of this report.

- 11 > The program met and exceeded funded enrollment for 2010-11.
- 12 > Teachers and Teacher Aides are on track with meeting the Head Start Mandate requirements. This  
13 requirement has already been met in some areas and those others are on track to meet all Head Start  
14 requirements.
- 15 > Health Services and Education is very important. This program was able to identify families that did not  
16 have insurance for their children. Staff was able to help about fifty percent of those families get medical  
17 insurance and they are now receiving medical services for their children.
- 18 > The "I am Moving I am Learning" program has been implemented across the program. Efforts will  
19 continue to prioritize and promote the importance of physical activity and wellness for the children. Will  
20 continue to work with the parent to help reduce the number of children diagnosed with chronic health  
21 conditions.
- 22 > Disability Services-Have not met the 10% requirement of services for children with disabilities. This is the  
23 third year that this requirement has not been met. This year the percentage of children that received  
24 disabilities services or early intervention services is at about 6.6 percent. Will have to carefully continue in  
25 its efforts to identify children with disabilities and make them feel comfortable and welcomed at the  
26 centers to discuss their child's concerns to hopefully meet this goal.

27 Melissa Carrizales made a motion to approve the Program Information Report (PIR) as presented. Cristina Perez  
28 and Taiya Jones seconded. No discussion or questions regarding this agenda item. Motion carried unanimously.

29 **Appointment of the Ad Hoc Committee**

30 Leean advised the Council that she would be appointing an Ad Hoc Committee to review and revise wording in the  
31 By Laws that makes reference to the role responsibility of the Personnel Committee. The changes will be in  
32 compliance with the new Head Start Act. Information for the meeting will be communicated as soon as it is  
33 available. The appointed committee members are the following:

34 Cristina Perez, Yvonne Torres, Leean Benavides, Melissa Carrizalez, Reverend Chester Phyffer, Veronica Gonzalez

35  
36 **8. MSHS REPORT**

37 This MSHS report was provided in advance for the Council to review. Dr. John Gasko, Director of Children and  
38 Families gave an overview of the report.

- 39 > The Office of Head Start introduced the Parent, Family, and Community Engagement Framework. The  
40 new framework will provide different opportunities for staff to work with parent to make sure that we are  
41 meeting their needs.
- 42 > Staff attended the Leadership Institute on October 3-5. The sessions at this conference provided  
43 opportunities for leadership development, strategies for achieving school readiness and continuous  
44 program improvement.

45 **Fiscal Report**

46 This report was provided in the binder for review. The report includes the financial statements, summary sheets,  
47 and expenditure reports on all TMC programs. Cesar Sotelo gave an overview on the budget and in-kind.

- 48 > Financial Report- the summary of all programs indicates that all programs are in order. The report did not  
49 reflect any information that could affect program.
- 50 > 15% Administrative Rate- the worksheet indicated that the program was operating at 13%.

51 Mr. Sotelo went on to explain that in-kind was very low at this time. The center staff is initiating efforts to help  
52 collect in-kind by sending lesson plan activities home. The time that parents spend helping their child complete  
53 the lesson plan activity will be documented as in-kind.

54 **Regional Activity Reports**

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

56  
57 **9. TMC BOARD REPORT**

1 The report was provided in the binder for review.

2 **10. DATE FOR NEXT MEETING**

3 The next meeting will be on Friday, November 18, 2011 at 9:00 A.M., in person, in San Antonio, Texas. The  
4 Council will also attend the School Readiness Summit that will take place November 15-17 also in San Antonio,  
5 Texas.  
6

7 **11. OPEN FORUM**

8 Leean Benavides advised the Council that it was very important that they attend the School Readiness Summit  
9 next month. The information that will be shared will be presented to the Council for review and approve. She  
10 also mentioned that parent involvement is beneficial to their children and to all the children in the program as  
11 well.

12 Taiya Jones informed the Council that she attended the Office of Head Start Leadership Conference. Will prepare  
13 and submit a report on the sessions she attended to share with the Council.

14 Cristina Perez reminded parents to share the information from the sessions they attend at the conferences with  
15 the parents at the centers and urged parents to volunteer as much as they can.  
16

17 **12. ADJOURN**

18 Cristina Perez made a motion to adjourn the meeting. Melissa Carrizalez seconded. Motion carried unanimously.  
19 The meeting adjourned at 10:28 A.M.  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56



**Migrant Seasonal Head Start  
Policy Council Meeting**

**SUMMARY OF DECISIONS BY THE POLICY COUNCIL  
OCTOBER 21, 2011**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

- |   |                  |
|---|------------------|
| <b>1. RESIGNATION</b>                                   | <b>ACCEPTED</b>  |
| ♦ RUTH GONZALEZ-RIO GRANDE VALLEY REGION                |                  |
| <b>2. HIRING AND TERMINATION REPORT FOR</b>             |                  |
| ♦ JULY, AUGUST, AND SEPTEMBER 2011                      | <b>APPROVED</b>  |
| <b>3. FISCAL REPORT</b>                                 | <b>APPROVED</b>  |
| <b>4. MINUTES OF:</b>                                   |                  |
| ♦ REGULAR MEETING OF AUGUST 19, 2011                    | <b>APPROVED</b>  |
| <b>5. CONTINUATION GRANT APPLICATION FOR PY 2012-13</b> | <b>APPROVED</b>  |
| <b>6. SEATING OF NEW MEMBERS AND ALTERNATES</b>         | <b>APPROVED</b>  |
| ♦ OHIO  |                  |
| ♦ UMOs  |                  |
| <b>7. PROGRAM INFORMATION REPORT (PIR)</b>              | <b>APPROVED</b>  |
| <b>8. AD-HOC COMMITTEE (BY-LAWS)</b>                    | <b>APPOINTED</b> |

**APPROVED BY**   
**NAME/TITLE**

**APPROVED ON** 11/18/11  
**DATE**