



**Migrant Seasonal Head Start
Policy Council Meeting
VPN/Conference Call
June 6, 2009**

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8 **1. WELCOME**

9 Claudia Salazar, Policy Council President, welcomed everyone and called the meeting to order at 9:13 A.M.

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

12 Maria Esparza, Secretary, proceeded with calling roll.

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14 **MEMBERS PRESENT VIA VPN**

15 Claudia Salazar, Policy Council President-Western Region
16 Nydia Palomo, Member at Large-Wintergarden Region
17 Christopher Pena, Member at Large-Western Region
18 Anita Cuevas Lomas, Community Representative-Wintergarden Region
19 Edward Cortez, Community Representative-Western Region
20 Diana Palacios, Board Liaison

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22 **MEMBERS PRESENT ON THE TELEPHONE**

23 Maria Rios, Vice President-Wintergarden Region
24 Maria Esparza, Secretary-Indiana Region
25 Karla Valdez, Treasurer-Rio Grande Valley Region
26 Veronica Solis, Sergeant At Arms-Rio Grande Valley Region
27 Leeann Benavides, Member at Large-Wintergarden Region
28 Barbarita Ramon, Member at Large-Wintergarden Region
29 Odalis Zuniga, Member at Large-Rio Grande Valley Region
30 Patricia Carreon, Member at Large-Rio Grande Valley Region

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32 **MEMBERS ABSENT**

33 Sonya Gonzalez, Member at Large-Wintergarden Region
34 Edward Villarreal, Member at Large-Rio Grande Valley Region
35 Guadalupe Perez, Member at Large-Rio Grande Valley Region
36 Elizabeth Ibarra, Member at Large-Rio Grande Valley Region
37 Ismael Perez, Member at Large-Ohio Region
38 Guadalupe Andrade, Member at Large-Ohio Region
39 Miguel Torres, Member at Large-UMOS
40 Richard Langford, Community Representative-Ohio Region

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42 **STAFF**

43 Mary G. Capello, Chief Executive Officer
44 Manuel E. DuQué, Chief Operations Officer
45 Nestor Atkinson, Interim Migrant Seasonal Head Start Director
46 Norma Ybarra, Human Resource Director
47 Alicia Yanez, Family Partnership Director
48 Melissa Garcia, Family Partnership Coordinator-Wintergarden Region
49 Martin Garcia, Family Partnership Coordinator-Western Region
50 Javier Rodriguez, Network Operations Manager
51 Edna Valdez, MSHS Secretary for Policy Council

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53 Having twelve (12) members present established a quorum.
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1 **3. REVIEW AND APPROVAL OF AGENDA**

2 The Council reviewed the agenda. Leeann Benavides from the Wintergarden Region made a motion to approve
3 the agenda as presented. Maria Esparza from the Indiana Region seconded. Motion carried unanimously.

4 **4. PENDING BUSINESS**

5 **Approve the Minutes for the Regular Meeting on April 23, 2009**

6 The minutes were provided in the binder for their review. Maria Rios, Vice President, made a motion to approve
7 the minutes for the regular meeting on April 23, 2009. Leeann Benavides seconded. Motion carried unanimously.

8 **Approve the Minutes for the Special Meeting on May 7, 2009**

9 The minutes were provided in the binder for their review. Maria Rios made a motion to approve the minutes for
10 the special meeting on May 7, 2009. Barbarita Ramon seconded. Motion carried unanimously.

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12 **5. NEW BUSINESS**

13 **Approve the Human Resource Policy-HR 630**

14 Norma Ybarra, Human Resource Director, gave an explanation of the changes on this policy. The wording on
15 this policy was modified to make reference to the number of holidays instead of particular dates. Karla Valdez,
16 Treasurer, made a motion to approve the Human Resource Policy-HR630 as presented. Leeann Benavides
17 seconded. Motion carried unanimously.

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19 **6. EXECUTIVE SESSION**

20 **Personnel Matter**

- 21 ✓ **Approval of the Migrant Seasonal Head Start Director and the Assistant Migrant Seasonal**
22 **Head Start Director**

23 Patricia Carreon from the Rio Grande Valley Region made a motion to go into executive session. Leeann
24 Benavides seconded. Motion carried. The Council went into executive session at 9:25 A.M. Executive session
25 ended at 9:35 A.M. No action was taken in executive session. Eddie Cortez made a motion to return to regular
26 session. Leeann Benavides seconded. Motion carried unanimously.

27 Claudia Salazar, President, asked for a motion to approve Nestor Atkinson as the Migrant Seasonal Head Start
28 Director. Leeann Benavides made the motion to approve Nestor Atkinson as the Migrant Seasonal Head Start
29 Director. Eddie Cortez seconded. Motion carried unanimously.

30 Claudia Salazar, President, asked for a motion to approve Betty Easley as the Assistant Migrant Seasonal Head
31 Start Director. Karla Valdez made the motion to approve Betty Easley as the Assistant Migrant Seasonal Head
32 Start Director. Eddie Cortez seconded. Motion carried unanimously.

33 Claudia Salazar, President, asked for a motion to approve Sandra Morales as the Assistant Migrant Seasonal
34 Head Start Director. Maria Rios made a motion to approve Sandra Morales as the Assistant Migrant Seasonal
35 Head Start Director. Leeann Benavides seconded. Motion carried unanimously.

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

38 The Personnel Committee met on May 11, 2009 with Norma Ybarra the Human Resource Director, Alicia Yanez
39 the Family Partnership Director and Nestor Atkinson the MSHS Director to review the hiring and termination
40 reports for April, 2009. The committee members reported that there were no concerns to report and
41 recommended the approval of the reports. Maria Rios made a motion to approve the hiring and termination
42 reports for the month of April, 2009. Anita Cuevas Lomas seconded. Motion carried unanimously.

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44 **8. MSHS REPORTS**

45 The reports were provided in the binder for review. Mr. Atkinson thanked the parents for their vote of approval
46 as the new MSHS Director. Mr. Atkinson gave an overview of his report.

- 47 ✓ E-Rate House Bill 635 was passed. Will be beneficial to all Head Starts in Texas.
48 ✓ He informed the Council that funds will be available for expansion and for One Time Funding that can be
49 used for training and technical assistance and quality improvement. These funds will also be used for
50 expansion in all regions. UMOs will not expand their delegate. A special meeting will need to be called
51 late this month to approve the applications for the funds.
52 ✓ Enrollment is current at this time. The Ohio region is doing very well in comparison to this time last
53 year.

54 **Fiscal Report**

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

56 **Regional Activity Reports**

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

No business to discuss.

10. BOARD LIAISON REPORT

Diana Palacios, TMC Board Liaison gave a verbal report.

- ✓ E-Rate House Bill 635 had passed; will be working to possibly have the governor to do the signing of the bill at the Laredo Corporate Office.
- ✓ The center in the Valley that had roof damage was repaired.
- ✓ There was a building committee meeting to discuss the construction of a building for the Corporate Office.

11. DATE FOR THE NEXT MEETING

The next meeting is scheduled for Saturday, August 15, 2009 and will be conducted via VPN at 9:00 A.M. central time.

Manuel DuQué, Chief Operating Officer, informed the Council that there might be a need for a special meeting this month to approve the expansion applications. Proper notification and information will be provided in advance to prepare for this meeting.

Eddie Cortez made a motion to approve the date for the next meeting to be August 15, 2009, at 9:00 A.M. via VPN. Anita Cuevas Lomas seconded. Motion carried unanimously.

12. OPEN FORUM

Karla Valdez informed the Council that the members of the Parent Affiliate conducted a telephone conference and reported the following:

- ✓ The date for the parent conference will be September 12 and 13
- ✓ Working to finalize an agenda.
- ✓ Funds were approved to buy the t-shirts
- ✓ Members from the CEO and Director Affiliates will provide the training at this conference

13. ADJOURN

Leeann Benavides made a motion to adjourn the meeting. Maria Rios seconded. Motion carried unanimously. The meeting adjourned at 10:00 A.M.



**Migrant Seasonal Head Start
Policy Council Meeting**

**SUMMARY OF DECISIONS MADE BY POLICY COUNCIL
JUNE 6, 2009**

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|----|--|-----------------|
| 10 | 1. MINUTES | APPROVED |
| 11 | Regular Meeting on April 23, 2009 | |
| 12 | Special Meeting on May 7, 2009 | |
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| 14 | 2. TMC-HUMAN RESOURCE POLICY – 630 | APPROVED |
| 15 | | |
| 16 | 3. APPROVE THE MIGRANT SEASONAL HEAD START DIRECTOR | |
| 17 | AND THE ASSISTANT MIGRANT SEASONAL HEAD START DIRECTORS | APPROVED |
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| 19 | 4. DATE FOR NEXT MEETING-AUGUST 15, 2009 VIA VPN | APPROVED |
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27 **APPROVED BY** Claudio Salague P.C. President
28 **NAME/TITLE**

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32 **APPROVED ON** August 15, 2009
33 **DATE**