



**Migrant Seasonal Head Start  
Policy Council Meeting  
VPN/Conference Call  
August 15, 2009**

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8 **1. WELCOME**

9 Claudia Salazar, Policy Council President, welcomed everyone and called the meeting to order at 9:14 A.M.

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

12 Claudia Salazar initiated the roll call and ensured quorum was established with members via VPN and on the  
13 conference call.  
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15 **MEMBERS PRESENT VIA VPN**

16 Karla Valdez, Treasurer-Rio Grande Valley 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 Claudia Salazar, Policy Council President-Western Region  
24 Maria Rios, Vice President-Wintergarden Region  
25 Maria Esparza, Secretary-Indiana 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 Patricia Carreon, Member at Large-Rio Grande Valley Region  
30 Richard Langford, Community Representative-Ohio Region  
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32 **MEMBERS ABSENT**

33 Sonya Gonzalez, Member at Large-Wintergarden Region  
34 Nydia Palomo, Member at Large-Wintergarden Region  
35 Odalis Zuniga, Member at Large-Rio Grande Valley Region  
36 Edward Villarreal, Member at Large-Rio Grande Valley Region  
37 Guadalupe Perez, Member at Large-Rio Grande Valley Region  
38 Elizabeth Ibarra, Member at Large-Rio Grande Valley Region  
39 Ismael Perez, Member at Large-Ohio Region  
40 Guadalupe Andrade, Member at Large-Ohio Region  
41 Miguel Torres, Member at Large-UMOS  
42

43 **STAFF**

44 Manuel E. DuQué, Chief Operations Officer  
45 Nestor Atkinson, Interim Migrant Seasonal Head Start Director  
46 Cesar Sotelo, Budget Director  
47 Norma Ybarra, Human Resource Director  
48 Alicia Yanez, Family Partnership Director  
49 Melissa Garcia, Family Partnership Coordinator-Wintergarden Region  
50 Carmen Valle, MIS Coordinator, Rio Grande Valley  
51 Javier Rodriguez, Network Operations Manager  
52 Edna Valdez, MSHS Secretary for Policy Council  
53

54 Having twelve (12) members present established a quorum.

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

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

6 **4. PENDING BUSINESS**

7 **Approve the Minutes for the Regular Meeting on June 6, 2009**

8 The minutes were provided in the binder for their review. Maria Rios, Vice President, made a motion to approve  
9 the minutes for the regular meeting on June 6, 2009. Maria Esparza, Secretary from the Indiana Region,  
10 seconded. Motion carried unanimously.

11 **Approve the Minutes for the Special Meeting on June 18, 2009**

12 The minutes were provided in the binder for their review. Patricia Carreon from the Rio Grande Valley Region  
13 made a motion to approve the minutes for the special meeting on June 18, 2009. Maria Esparza seconded.  
14 Motion carried unanimously.

15 **Update on revised By-Laws**

16 Claudia Salazar informed the Council that the Board of Directors approved the Policy Council By-Laws at their last  
17 meeting on June 28, 2009. Alicia Yanez, Family Partnership Director, informed the Council that the revised By-  
18 Laws were in compliance with the new Head Start Act.  
19

20 **5. NEW BUSINESS**

21 **Approve the Infant Menu for 2009-10 and the Toddler and Pre-School Menu for 2009-10**

22 These menus were provided in the binder for their review. Sonia Cotto-Moreno, CCFP Director, informed  
23 everyone that the menu development was provided with input from the parents via parent surveys, parents from  
24 Policy Council Child Development/Health/Nutrition Committee and from local parents that attended the Food  
25 Advisory Committee Meeting in March. Minor changes in the menus will occur due to production and food  
26 availability.

27 Leeann Benavides from the Wintergarden Region made a motion to approve the Infant Menu for 2009-10 as  
28 presented. Maria Esparza seconded. Motion carried unanimously.

29 Patricia Carreon made a motion to approve the Toddler and Pre-School Menu for 2009-10 as presented. Richard  
Langford, Community Representative from the Ohio Region seconded. Motion carried unanimously.

31 **Approve the Human Resource Policy**

32 This document was provided in the binder for their review. Norma Ybarra, Human Resource Director, presented  
33 the Employment Background Checks Policy for approval. This policy will safeguard staff and children by  
34 requiring background checks for TMC employees or volunteers. Manuel DuQue, Chief Operations Officer, went  
35 on to explain that the word volunteer includes parents that volunteer at the center. Volunteers are one who  
36 volunteers regularly one hour a week or more. He also went on to inform the Council that TMC will be  
37 responsible for requesting the background checks and for the payment of all background checks.

38 Maria Rios made a motion to approve the Human Resource-Employment Background Checks Policy as presented.  
39 Richard Langford seconded. Motion carried unanimously.  
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41 **6. EXECUTIVE SESSION**

42 No Business to discuss at this time.  
43

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

45 Claudia Salazar, Chairman of the Personnel Committee stated that the committee has been meeting every month  
46 to review the reports. She went on to comment that the reports have been very informative and has not had  
47 any major questions on the reports. Maria Rios, Committee member, mentioned that Norma Ybarra the Human  
48 Resource Director and Nestor Atkinson the MSHS Director presented information on the report and had no  
49 questions. Anita Cuevas, Committee member, stated that she had no questions on the reports and  
50 recommended approval of the Hiring and Termination reports for May, June and July. Maria Rios seconded.  
51 Motion carried unanimously.  
52

53 **8. MSHS REPORTS**

54 The reports were provided in the binder for review. Mr. Atkinson presented an overview of his report.

- 55 ✓ The award letter was received for the COLA:  
Every MSHS employee received a 3.04% retroactive pay increase.
- 57 ✓ The award letter was received for the ARRA and Quality Funds:  
58 All Employees will be receiving 1.9% increase guaranteed for a year starting the next pay period.

- 1 The Quality Funds will be used for renovations for the center in Mercedes, San Juan, Shiloh, Willard,  
2 Falfurrias, Floydada and Roma II. The Quality funds will be used for the purchase of four (4) buses.  
3 ✓ Received approval for One Time Funds in the amount of \$516,421 to purchase two (2) buses and  
4 renovations for the center in Las Milpas and Alto Bonito.  
5 ✓ The status on the Expansion Proposal is still pending.  
6 ✓ Visited the centers in Oklahoma; Tahlequah and Fort Cobb.  
7 ✓ Started the Self Assessment Process and conducted the Self Assessment for the Ohio Region and the  
8 Indiana Region.

9 Christopher Pena from the Western Region informed Mr. Atkinson about a possible donation of a building in  
10 Floydada that can possibly be used to provide services for children in that area. Mr. Atkinson thanked Mr. Pena  
11 for that information and will communicate with Diane Miller, Regional Administrator for the Western Region  
12 regarding that information.

### 13 **Fiscal Report**

14 The reports were provided in the binder for review.

### 15 **Regional Activity Reports**

16 Reports were provided in the binder for review. No questions or discussion on this agenda item.  
17

## 18 **9. STANDING COMMITTEE REPORTS**

19 No business to discuss.  
20

## 21 **10. BOARD LIAISON REPORT**

22 This report was provided in the binder for review. Diana Palacios, Board Liaison, mentioned that in addition to  
23 attending the conference in Nevada they also visited the city of Yerrington which is a possible site for expansion.  
24

## 25 **11. DATE FOR THE NEXT MEETING**

26 The next meeting is scheduled for Saturday, October 17, 2009 and will be conducted in person in the Rio Grande  
27 Valley Regional Office at 9:00 A.M. central time.

28 Leeann Benavides made a motion to approve the date for the next meeting to be October 17, 2009 and will be  
29 conducted in person in the Rio Grande Valley at 9:00 A.M. central time. Barbara Ramon seconded. Motion  
carried unanimously.

## 32 **12. OPEN FORUM**

33 Alicia Yanez, Family Partnership Director, mentioned that the signature page for the by-laws has been routed for  
34 signatures and will need to be sent back to the Corporate Office as soon as possible.

35 Manuel Duque, Chief Operations Officer, informed Alicia that once the By-Laws are approved by the Policy  
36 Council and the Board she can implement and send out any information on the by-laws.

37 Maria Rios asked why everyone had received the bank and credit card statement reports.

38 Alicia Yanez informed Ms. Rios that this information was provided to the Council as per the new Head Start Act.

39 This information is for the Council to review for information purposes only. Cesar Sotelo, Budget Director,  
40 explained that as per the Performance Standards the Board and the Policy Council should be receiving the same  
41 information and should also include information on other programs that are not Head Start. Policy Council  
42 should be informed on the status of other programs because the failing status of those programs can affect the  
43 running of the Migrant Seasonal Head Start Program. This information will be presented to the Fiscal Committee  
44 for review and discussion on a monthly basis. A schedule for the Fiscal Committee and Budget meetings will be  
45 communicated as soon as it is available.

46 Karla Valdez presented her report on the Parent Affiliate.

- 47 ✓ Native American and Migrant programs did not receive funding as expected for 2010. Parents are  
48 encouraged to advocate with their local legislators to try to recover those fund for 2011.
- 49 ✓ National Education Association Public Forum – is working on a newsletter that will go out throughout  
50 the nation with information on all the grantees. This newsletter will have information on the location  
51 and services each grantee provides.
- 52 ✓ Parent Training in September-Members of the Board and Director Affiliates will be sending notices to  
53 grantees asking them to send at least one parent to attend this training. Training will include a session  
54 on Code of Conduct and another one on advocacy that will inform parents on how to advocate.
- 55 ✓ NMSHSA Parent Conference in February-The agenda for the conference in February will be discussed  
56 while at the training in Wisconsin. They will be proposing the scheduling of a plenary session for  
57 parents and a change of the date for elections. Guidelines for the voting process will also be discussed.

- ✓ The By-Laws were approved at the meeting on August 9<sup>th</sup> in Yakima. New wording will include the addition of an Ex-Officio member. The number of voting members for Super Grantees remained the same.
- ✓ T-Shirts for the Conference have been ordered and will be selling them in September

Patricia Carreon from the Rio Grande Valley requested clarification on the seating of new members for the summer programs. Alicia Yanez, Family Partnership Director, mentioned that as per the by-laws the seating of new members for the summer programs will be seated in immediately thereafter or at the next regular meeting.

**13. ADJOURN**

Patricia Carreon made a motion to adjourn the meeting. Maria Esparza seconded. Motion carried unanimously. The meeting adjourned at 10:10 A.M.



**Migrant Seasonal Head Start  
Policy Council Meeting**

**SUMMARY OF DECISIONS MADE BY POLICY COUNCIL  
AUGUST 15, 2009**

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- 1. **MINUTES** **APPROVED**  
     Regular Meeting on June 6, 2009  
     Special Meeting on June 18, 2009
- 2. **INFANT MENU FOR 2009-10** **APPROVED**
- 3. **TODDLER AND PRE-SCHOOL MENU FOR 2009-10** **APPROVED**
- 4. **HUMAN RESOURCE POLICY-EMPLOYMENT BACKGROUND CHECKS** **APPROVED**
- 5. **HIRING AND TERMINATION REPORTS FOR**  
     **MAY 2009, JUNE 2009, JULY 2009** **APPROVED**
- 6. **DATE FOR NEXT MEETING-** **APPROVED**  
     **OCTOBER 17, 2009; IN PERSON; RIO GRANDE VALLEY REGIONAL OFFICE**

APPROVED BY Claudio Salazar P.C. President  
NAME/TITLE

APPROVED ON 10/17/09  
DATE