



**Migrant Seasonal Head Start  
Policy Council Meeting  
In Washington, D.C.  
February 24, 2010**

**1. WELCOME**

Maria Rios, Policy Council President, welcomed everyone and called the meeting to order at 6:05 P.M.

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

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

**MEMBERS PRESENT**

Maria Rios, Policy Council President-Wintergarden Region  
Leeann Benavides, Vice President-Wintergarden Region  
Cristina Perez, Secretary-Wintergarden Region  
Karla Valdez, Treasurer-Rio Grande Valley Region  
Raul Alvarez, Sergeant at Arms-Wintergarden Region  
Nydia Palomo, Member at Large-Wintergarden Region  
Matilde Gutierrez, Member at Large-Rio Grande Valley Region  
Odalys Zuniga, Member at Large-Rio Grande Valley Region  
Michelle Contreras, Member at Large-Rio Grande Valley Region  
Maria Barrientez, Member at Large-Western Region  
Blanca Ramirez, Member at Large-Indiana Region  
Richard Langford, Community Representative-Ohio Region  
Edith Martinez, Community Representative-Rio Grande Valley Region

**MEMBERS ABSENT**

Ana Artiaga, Member at Large-Wintergarden Region  
Angel Gonzalez, Member at Large-Rio Grande Valley Region  
Elizabeth Ibarra, Member at Large-Rio Grande Valley Region  
Maria Ramirez, Member at Large-Western Region  
Ismael Perez, Member at Large-Ohio Region  
Marta Soto, Member at Large-Ohio Region  
Luis Degollado, Member at Large-UMOS  
Anita Cuevas Lomas, Community Representative-Wintergarden Region  
Jesus Cardoza, Community Representative-Indiana Region  
Edward Cortez, Community Representative-Western Region

**GUESTS**

Reverend Chester Phyffer, TMC Board of Directors

**STAFF**

Jerald Sparenberg, Chief Financial Officer  
Nestor Atkinson, Migrant Seasonal Head Start Director  
Alicia Yanez, Family Partnership Director  
Yolanda Rodriguez, Early Childhood Education Director  
Kimberly Martinez, Interim Early Intervention Prevention Director  
Sonia Cotto-Moreno, CCFP Director  
Elias Lozano, Transportation Director  
Javier Rodriguez, Network Operations Manager  
Edna Valdez, MSHS Secretary for Policy Council

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

4 The Council reviewed the agenda. Karla Valdez from the Rio Grande Valley Region made a motion to approve the  
5 agenda. Leeann Benavides from the Wintergarden Region seconded. Motion carried unanimously.  
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7 **4. EXECUTIVE SESSION**

8 No business to discuss at this time.  
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10 **5. HIRING AND TERMINATION REPORTS**

11 Maria Rios, Chairperson for the Personnel Committee stated that the Personnel Committee met with the MSHS  
12 Director, Family Partnership Director and the Human Resource Director on February 18, 2010, to review the Hiring  
13 and Termination report for January 2010 and recommended approval of the report. Leeann Benavides made a  
14 motion to approve the Hiring and Termination Reports for the month of January 2010. Maria Barrientez from the  
15 Western Region seconded. Motion carried unanimously.  
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17 **6. PENDING BUSINESS**

18 **Minutes for the Special Meeting on January 7, 2010**

19 The minutes were provided in the binder for their review. Karla Valdez from the Rio Grande Valley Region made a  
20 motion to approve the minutes for the special meeting on January 7, 2010. Odalis Zuniga from the Rio Grande  
21 Valley Region seconded. Motion carried unanimously.

22 **Minutes for the Regular Meeting on January 16, 2010**

23 The minutes were provided in the binder for their review. Cristina Perez, Secretary, mentioned that the location  
24 on the title on the English and Spanish minutes will need to be corrected to read that the meeting was in Laredo,  
25 Texas; the word "Vice" will need to be added before the word "President" on line fifty two of page four of the  
26 Spanish minutes. Leeann Benavides made a motion to approve the minutes for the regular meeting of January  
27 16, 2010 with the following corrections: the location on the title of the English and Spanish minutes will change to  
28 list Laredo, Texas and the word Vice will need to be added before the word President on line fifty two of page four  
29 of the Spanish minutes. Karla Valdez from the Rio Grande Valley Region seconded. Motion carried unanimously.

30 **Status on the Dress Code Policy**

31 Nestor Atkinson, MSHS Director, stated that he will meet with the Director of the regular Head Start to work out  
32 changes to this policy and work on a uniform for certain positions. If the recommendations are ready they will be  
33 presented to the Council at the next meeting.  
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35 **7. NEW BUSINESS**

36 **Health Policies**

37 These policies were provided in advance for review. Kimberly Martinez, Interim Early Intervention Prevention  
38 Director, stated that the policies are policies that are currently in place at this time but required modification to  
39 comply with the Head Start Performance Standards and the different Licensing Standards for the different states.  
40 Mrs. Martinez proceeded with the reading and explanation of each policy.

41 ➤ **HS 104-Daily Health Check Policy**

42 This policy was read and explained. Questions, answers, and comments were exchanged to provide  
43 clarification on this policy. Karla Valdez made a motion to approve the Daily Health Check Policy, HS 104,  
44 as presented. Maria Barrientez seconded. Motion carried unanimously.

45 ➤ **HS 107-Head Lice Policy**

46 This policy was read and explained. Questions, answers, and comments were exchanged to provide  
47 clarification on this policy. Nydia Palomo made a motion to approve the Head Lice Policy, HS 107, as  
48 presented. Karla Valdez seconded. Motion carried unanimously.

49 ➤ **HS 108-Immunization Policy**

50 This policy was read and explained. Questions, answers, and comments were exchanged to provide  
51 clarification on this policy. Leeann Benavides made a motion to approve the Immunization Policy, HS  
52 108, as presented. Odalis Zuniga seconded. Motion carried unanimously.

53 ➤ **HS 111-Medical Care Policy**

54 This policy was read and explained. Questions, answers, and comments were exchanged to provide  
55 clarification on this policy. Blanca Ramirez made a motion to approve the Medical Care Policy, HS 111, as  
56 presented. Leeann Benavides seconded. Motion carried unanimously.  
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- 1       ➤ **HS 112-Sick Child Policy**  
2       This policy was read and explained. Questions, answers, and comments were exchanged to provide  
3       clarification on this policy. The Council made a recommendation to change the wording describing the  
4       symptoms that were listed to identify a sick child. Leeann Benavides made a motion to approve the Sick  
5       Child Policy, HS 112, with the clarification and better wording for "lack of participation" and "poor feeding"  
6       to satisfy the parents. Nydia Palomo seconded. Motion carried unanimously.
- 7       ➤ **HS 113-Staff First Aid and CPR Training Policy**  
8       This policy was read and explained. Questions, answers, and comments were exchanged to provide  
9       clarification on this policy. Leeann Benavides made a motion to approve the Staff First Aid and CPR  
10      Training Policy, HS 113, as presented. Nydia Palomo seconded. Motion carried unanimously.
- 11      ➤ **HS 114-Tuberculosis Screening Policy**  
12      This policy was read and explained. No questions or comments on this policy. Karla Valdez made a  
13      motion to approve the Tuberculosis Screening Policy, HS 114, as presented. Leeann Benavides seconded.  
14      Motion carried unanimously.
- 15      ➤ **HS 115-Universal Precautions Policy**  
16      This policy was read and explained. No questions or comments on this policy. Raul Alvarez made a  
17      motion to approve the Universal Precautions Policy, HS 115, as presented. Karla Valdez seconded.  
18      Motion carried unanimously.
- 19      ➤ **HS 116-Health Service Advisory Committee Policy**  
20      This policy was read and explained. No questions or comments on this policy. Nydia Palomo made a  
21      motion to approve the Health Service Advisory Committee Policy, HS 116, as presented. Blanca Ramirez  
22      seconded. Motion carried unanimously.
- 23      ➤ **HS 117-Dental Care Policy**  
24      This policy was read and explained. Questions, answers, and comments were exchanged to provide  
25      clarification on this policy. Raul Alvarez made a motion to approve the Health Service Advisory Committee  
26      Policy, HS 116, as presented. Karla Valdez seconded. Motion carried unanimously.

27      **Monitoring System**

28      This document was provided in advance for review. Nestor Atkinson, MSHS Director, explain the importance of  
29      the monitoring system in preparation for the federal review. This system details how the program is monitored  
30      and has been recently been reviewed and updated. Edith Martinez made the motion to approve the monitoring  
31      system. Raul Alvarez seconded. Motion carried unanimously.

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33      **8. MSHS REPORT**

34      The MSHS report was provided in the binder for review. Nestor Atkinson introduced Jerald Sparenberg, Chief  
35      Financial Officer and he proceeded with his report on fiscal matters.

36      **Fiscal Report**

37      Jerald Sparenberg, Chief Financial Officer, explained that the budget information was not provided in the binder  
38      for review because the department is still in the process of closing out the end of the year. He went on to provide  
39      information on the status of the budget and assured that all was in order.

40      Nestor Atkinson stated that previous reports had already been presented and discussed with the Fiscal Committee.  
41      Questions, answers, and comments were exchanged between the committee members, Nestor Atkinson, Cesar  
42      Sotelo the Budget Director.

43      Nestor Atkinson presented an overview of his MSHS report.

- 44      ➤ Enrollment-As of February 2010 is at 2,726 children enrolled, which is equivalent to 98% for Phase one.  
45      The program met and exceeded the funded enrollment last year and will not have any problem meeting  
46      funded enrollment this year.
- 47      ➤ In-Kind-Exceeded the requirement for this year in the amount of \$159,000.

48      **Head Start Child Outcomes**

49      This report was provided in the binder for review. Yolanda Rodriguez, Early Childhood Education Director,  
50      presented her report on child outcomes for children in our program. She stated that this report will be provided  
51      times a year. Questions, answers and comments were exchanged regarding the information on her report.

52      **Regional Activity Reports**

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

54      

55      **9. BOARD LIAISON REPORT**

56      Report not available.

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1 **10. STANDING COMMITTEE REPORTS**

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

3 A verbal report was given by Maria Rios, member of the Fiscal Committee. The Fiscal Committee met on February  
4 18, 2010 to review the bank, credit card statements. The committee questioned several charges on the credit  
5 card statement and several pending checks on the bank statement. Answers were provided and everything else  
6 was in order. Maria Rios asked for a motion to approve the fiscal reports. Odalis Zuniga made a motion to  
7 approve the financial reports that were presented to the fiscal committee. Raul Alvarez seconded. Motion carried  
8 unanimously.

9 **Assignments for all Committees**

10 The list of the assignments for the committees was provided in the binder for review. Alicia Yanez, Family  
11 Partnership Director, gave an overview on the role and responsibilities of each committee.  
12 Maria Rios advised the Council the Food Advisory Committee will be meeting on March 22 thru 26, 2010 in Laredo,  
13 Texas. Two members from the Child Development/Health/Nutrition Committee will attend the meeting.  
14 Minor corrections were noted and a revised list will be distributed as soon as it is available. The committees and  
15 the members are the following:

16 > **Executive Committee:**

17 Maria Rios, President; Leeann Benavides, Vice President; Cristina Perez, Secretary;  
18 Karla Valdez, Treasurer; Raul Alvarez, Sergeant At Arms

19 > **Personnel Committee:**

20 Maria Rios, Chairperson; Maria Ramirez, Luis Degollado, Anita Cuevas-Lomas

21 > **Planning Committee:**

22 Leeann Benavides, Chairperson; Mario Rios, Nydia Palomo, Edith Martinez, Blanca Ramirez,  
23 Elizabeth Ibarra

24 > **Child Development/Health/Nutrition Committee:**

25 Cristina Perez, Chairperson; Maria Rios, Richard Langford, Matilde Gutierrez, Martha Soto

26 > **Fiscal Committee:**

27 Karla Valdez, Chairperson; Maria Rios, Edward R. Cortez, Raul Alvarez, Michelle Contreras,  
28 Maria Barrientez

29 > **Family Partnership Committee:**

30 Raul Alvarez, Chairperson; Maria Rios, Odalis Zuniga, Jesus Cardoza, Ismael Perez,  
31 Angel Gonzalez, Ana Artiaga

32 Odalis Zuniga made motion to approve the assignments to the committees. Nydia Palomo seconded. Motion  
33 carried unanimously.  
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35 **11. OPEN FORUM**

36 Maria Rios introduced Reverend Chester Phyffer member of the TMC Board of Directors. She went on to inform  
37 the Council that Reverend Phyffer was appointed by the Board as the new Liaison and will be seated at the next  
38 meeting.

39 Maria Rios announced that the Council the Food Advisory Committee will be meeting on March 22 thru 26, 2010 in  
40 Laredo, Texas.

41 Discussion went on regarding the designation for safe keeping of medication that belongs to staff, visitors, and  
42 volunteers during working hours. Nestor and Kimberly Martinez will discuss the matters regarding this concern to  
43 try and establish a way to address this concern.

44 Discussion went on regarding internet website postings that involve postings with obscene information referring to  
45 staff and/or children. Nestor Atkinson provided an explanation on the violation of confidentiality on the social  
46 networks.  
47

48 **12. SET THE DATE, LOCATION AND TIME FOR FUTURE MEETINGS**

49 The list of dates, location and time for future meetings is the following.

50 **April 17, 2010**, Saturday, in person, Rio Grande Valley, 11:00 AM; training will be scheduled before the meeting  
51 at 9:00 A.M.; the location will be announced as soon as the information is available.

52 **June 17, 2010**, Thursday, VPN, at 10:00 A.M.

53 **August 19, 2010**, Thursday, VPN at 10:00 A.M.

54 **October 21, 2010**, VPN at 10:00 A.M.

55 **November 13, 2010**, in person, in Oklahoma, location and time will be communicated as soon as it is available.

56 **January 13-15, 2011**, in person, in Laredo, Texas, time and schedule will be communicated as soon as it is  
57 available.

1 Leeann Benavides made a motion to approve the meeting schedule as it was presented. Odalis Zuniga seconded.  
2 Motion carried unanimously  
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4 **13. ADJOURN**

5 Cristina Perez made a motion to adjourn the meeting. Odalis Zuniga seconded. Motion carried unanimously.  
6 The meeting adjourned at 8:22 P.M.  
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**Migrant Seasonal Head Start  
Policy Council Meeting**

**SUMMARY OF DECISIONS MADE BY POLICY COUNCIL  
FEBRUARY 24, 2010**

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| 1. HIRING AND TERMINATION REPORT FOR<br>JANUARY 2010  | APPROVED             |
| 2. MINUTES OF:<br>SPECIAL MEETING ON JANUARY 7, 2010<br>REGULAR MEETING ON JANUARY 16, 2010 | APPROVED<br>APPROVED |
| 3. DRESS CODE POLICY  | NO ACTION            |
| 4. HEALTH POLICIES  | APPROVED             |
| 5. MONITORING SYSTEM  | APPROVED             |
| 6. FISCAL COMMITTEE REPORT  | APPROVED             |
| 7. STANDING COMMITTEES  | APPROVED             |
| 8. DATES, LOCATIONS, AND TIME FOR FUTURE MEETINGS   | APPROVED             |

APPROVED BY Cristina P. S.  
NAME/TITLE

APPROVED ON April 9, 2010  
DATE