



**Migrant Seasonal Head Start  
Policy Council Meeting  
Via VPN and Conference Call  
April 9, 2010**

**1. WELCOME**

Maria Rios, Policy Council President, welcomed everyone and called the meeting to order at 10:20 A.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  
Odalis Zuniga, Member at Large-Rio Grande Valley Region  
Elizabeth Ibarra, Member at Large-Rio Grande Valley Region  
Luis Degollado, Member at Large-UMOS  
Jesus Cardoza, Community Representative-Indiana Region  
Richard Langford, Community Representative-Ohio Region  
Edward Cortez, Community Representative-Western Region

**MEMBERS ABSENT**

Ana Artiaga, Member at Large-Wintergarden Region  
Angel Gonzalez, Member at Large-Rio Grande Valley Region  
Michelle Contreras, Member at Large-Rio Grande Valley Region  
Maria Barrientez, Member at Large-Western Region  
Maria Ramirez, Member at Large-Western Region  
Blanca Ramirez, Member at Large-Indiana Region  
Ismael Perez, Member at Large-Ohio Region  
Marta Soto, Member at Large-Ohio Region  
Anita Cuevas Lomas, Community Representative-Wintergarden Region  
Edith Martinez, Community Representative-Rio Grande Valley 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  
Cesar Sotelo, Budget Director  
Rene Gonzalez, Corporate Communications Manager  
Javier Rodriguez, Network Operations Manager  
Edna Valdez, MSHS Secretary for Policy Council

Having eleven (12) members present established a quorum.

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

2 The Council reviewed the agenda. Nydia Palomo from the Wintergarden Region made a motion to approve the  
3 agenda. Leeann Benavides from the Wintergarden Region seconded. No discussion on this agenda item. Motion  
4 carried unanimously.  
5

6 **4. EXECUTIVE SESSION**

7 No business to discuss at this time.  
8

9 **5. HIRING AND TERMINATION REPORTS**

10 Maria Rios, Chairperson for the Personnel Committee stated that the Personnel Committee met with the MSHS  
11 Director, Family Partnership Director and the Human Resource Director on March 17, 2010. The committee  
12 reviewed the Hiring and Termination report for February 2010. Questions on the report were answered, all was in  
13 order, and recommended approval of the report. Leeann Benavides made a motion to approve the Hiring and  
14 Termination Reports for the month of February 2010. Eddie Cortez from the Western Region seconded. No  
15 discussion on this agenda item. Motion carried unanimously.  
16

17 **6. PENDING BUSINESS**

18 **Minutes for the Regular Meeting on February 24, 2010**

19 The minutes were provided in the binder for their review. Cristina Perez the Secretary stated that she reviewed  
20 the minutes and recommended approval of the minutes for the regular meeting on February 24, 2010. Nydia  
21 Palomo seconded. No questions or discussion on this agenda item. Motion carried unanimously.

22 **Status on the Dress Code Policy**

23 Nestor Atkinson, MSHS Director, stated that the meeting with the Director of the regular Head Start and Early  
24 Head Start programs did not take place due to conflict of schedules. A meeting will be scheduled as soon as the  
25 schedules permit to address the concerns with this policy.  
26

27 **7. NEW BUSINESS**

28 **Corporate Communication System**

29 This document was provided in advance for review. Rene Gonzalez, Corporate Communications Manager, stated  
30 that this document was recently updated to include the listing of the new TMC programs. Nydia Palomo made a  
31 motion to approve the Corporate Communication System as it was presented. Leeann Benavides seconded. No  
32 questions or discussion on this agenda item. Motion carried unanimously.

33 **MSHS Budget Revision**

34 This document was provided in advance for review. Cesar Sotelo, Budget Director, presented an explanation for  
35 the request. The budget revision will indicate the movement of funds from "other" to "equipment" for the  
36 purchase of a stove. This purchase will replace the stove that was posing a safety risk at the Roma center.  
37 Leeann Benavides made the motion to approve the MSHS Budget Revision as presented. Raul Alvarez seconded.  
38 No questions or discussion on this agenda item. Motion carried unanimously.

39 **Continuation of ARRA COLA**

40 This document was provided in advance for review. Cesar Sotelo, Budget Director, presented an explanation for  
41 this request. ARRA funds were received in July of 2009 to provide an increase for staff of 1.84 percent for a year,  
42 ending in July of 2010. Notification was received stating that the increase will be permanent. The remainder of  
43 the ARRA funds for this year will be included in the current grant and the full amount will be added to the grant  
44 for the incoming year. The increase of 1.84 percent will now be allocated through MSHS funds. Nydia Palomo  
45 made a motion to approve the proposal for the continuation of ARRA COLA as it was presented. Raul Alvarez  
46 seconded. No questions or discussion on this agenda item. Motion carried unanimously.

47 **Program Governance System**

48 This document was provided in advance for review. Alicia Yanez, Family Partnership Director, presented an  
49 explanation on this agenda item. This document was revised to reflect changes and information to comply with  
50 changes as per the new Head Start Act regarding the election of Community Representative/Board Liaison.  
51 Cristina Perez made a motion to approve the Program Governance System as it was presented. Nydia Palomo  
52 seconded. No questions or discussion on this agenda item. Motion carried unanimously.  
53 Alicia Yanez explained that the Policy Council by-laws will need to be amended to reflect the changes of election of  
54 a Community Representative and Board Liaison. There will be an AdHoc Committee appointed by the Policy  
55 Council President to amend the by-laws to implement the changes on the process to elect a Community  
56 Representative and Board Liaison to comply with the new Head Start Act.  
57  
58

1 **8. MSHS REPORT**

- 2 The MSHS report was provided in the binder for review. Nestor Atkinson mentioned the highlights of his report.
- 3 > Enrollment: The Wintergarden and Rio Grande Valley Regions met and exceeded funded enrollment for
  - 4 Phase I which runs from February 1 through May 15
  - 5 > In-Kind: Met and exceeded the required amount for year ending January 31,2010
  - 6 > Planning Meeting: The first Planning meeting was held on April 7, 2010. Discussed goals and objectives
  - 7 of the program. Most objectives have already been met. The next Planning meeting is
  - 8 scheduled for August 17, 2010

9 **Fiscal Report**

10 This report was provided in the binder for review. Cesar Sotelo, Budget Director, gave an overview of the report.

11 The report includes the financial statements, summary sheets, and expenditure reports on all TMC programs.

12 **Regional Activity Reports**

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

14

15 **9. BOARD LIAISON REPORT**

16 Report not available.

17

18 **10. STANDING COMMITTEE REPORTS**

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

20 A verbal report was given by Karla Valdez. The Fiscal Committee met on March 17, 2010.

- 21 > Reviewed the bank and credit card statements
- 22 > The committee discussed several expenditures on the financial statements.
- 23 > Discussed the budget revision
- 24 > Meals and snacks report-no report at this time
- 25 > Financial Audits-no report at this time

26 Karla Valdez made a motion to approve the financial reports that were presented to the fiscal committee. Leeann

27 Benavides seconded. No discussion or questions on this agenda item. Motion carried unanimously.

28 **Child Development/Health/Nutrition Committee-Cristina Perez, Chairperson**

29 A verbal report was given by Cristina Perez. Members of this committee attended the Food Advisory Committee

30 meeting on March 22-26, 2010. This meeting took place in Laredo, Texas and was facilitated by Sonia Cotto-

31 Moreno and the Nutrition Coordinators. Members of this committee participated in the development of the menu

32 for the incoming year.

33

34 **11. OPEN FORUM**

35 Reports from the NMSHSA Conference

- 36 > Reports were provided in the binder for review.

37 Parent Affiliate-Karla Valdez, President

- 38 > The fundraisers were a success;
- 39 > The sale of tickets for the dance and the t-shirt sale exceeded the goal
- 40 > There will be a Public Policy Forum in Washington, D.C. in April
- 41 > Attending Enrollment Committee meetings

42 Discussion went on about the installation of a canopy for the Edcouch center; will be set-up during the summer

43 months.

44 The Parent Affiliate will be a conference call on April 15, 2010 at 9:00 P.M. central time.

45 Reverend Chester Phyffer informed everyone that he attended a meeting with a group that will be advocating for

46 Migrants across the nation. Will send information to the MSHS Director to encourage try and join in on these

47 efforts.

48 Alicia Yanez informed the Council that the Self Assessments will be starting soon and parents will be taking part in

49 this process.

50 Discussion went on regarding the surveillance cameras at the Crystal City center. Mr. Atkinson will address this

51 concern and will get the equipment repaired as soon as possible.

52

53 **12. DATE OF NEXT MEETING**

54 Ms. Rios announced the date of the next meeting; Thursday, June 17, 2010, VPN, at 10:00 A.M.

55

56 **13. ADJOURN**

57 Nydia Palomo made a motion to adjourn the meeting. Raul Alvarez and Leeann Benavides seconded. Motion

58 carried unanimously. The meeting adjourned at 11:15 A.M.



Migrant Seasonal Head Start  
Policy Council Meeting

SUMMARY OF DECISIONS MADE BY POLICY COUNCIL  
APRIL 9, 2010

- 1. HIRING AND TERMINATION REPORT FOR FEBRUARY 2010 APPROVED
- 2. MINUTES OF: REGULAR MEETING ON FEBRUARY 24, 2010 APPROVED
- 3. DRESS CODE POLICY NO ACTION
- 4. CORPORATE COMMUNICATION SYSTEM APPROVED
- 5. MSHS BUDGET REVISION APPROVED
- 6. CONTINUATION OF ARRA COLA APPROVED
- 7. PROGRAM GOVERNANCE SYSTEM APPROVED
- 8. DATE NEXT MEETING

APPROVED BY Cristina PZ  
NAME/TITLE

APPROVED ON 6-19-10  
DATE