



**Migrant Seasonal Head Start
Policy Council Meeting
Via Conference Call
June 19, 2010**

1. WELCOME

Maria Rios, Policy Council President, welcomed everyone and called the meeting to order at 10:52 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
Marisa Miranda, Alternate for Karla Valdez, Treasurer-Rio Grande Valley Region
Raul Alvarez, Sergeant at Arms-Wintergarden Region
Ana Artiaga, Member at Large-Wintergarden Region
Nydia Palomo, Member at Large-Wintergarden Region
Odalys Zuniga, Member at Large-Rio Grande Valley Region
Maria Ramirez, Member at Large-Western Region
Blanca Ramirez, Member at Large-Indiana Region
Anita Cuevas Lomas, Community Representative-Wintergarden Region
Richard Langford, Community Representative-Ohio Region

MEMBERS ABSENT

Matilde Gutierrez, Member at Large-Rio Grande Valley Region
Angel Gonzalez, Member at Large-Rio Grande Valley Region
Michelle Contreras, Member at Large-Rio Grande Valley Region
Elizabeth Ibarra, Member at Large-Rio Grande Valley Region
Maria Barrientez, 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
Jesus Cardoza, Community Representative-Indiana Region
Edward Cortez, Community Representative-Western Region
Edith Martinez, Community Representative-Rio Grande Valley Region
Reverend Chester Phyffer, TMC Board of Directors

GUESTS

Mayra A. Alvarez, Parent-Eagle Pass-I Center
Anival Perez, Parent-Alice Center

STAFF

Nestor Atkinson, Migrant Seasonal Head Start Director
Alicia Yanez, Family Partnership Director
Edna Valdez, MSHS Secretary for Policy Council

Having twelve (12) members present established a quorum.

3. REVIEW AND APPROVAL OF AGENDA

1 The Council reviewed the agenda. Raul Alvarez from the Wintergarden Region made a motion to approve the
2 agenda. Cristina Perez from the Wintergarden Region seconded. No discussion on this agenda item. Motion
3 carried unanimously.
4

5 **4. EXECUTIVE SESSION**

6 No business to discuss at this time.
7

8 **5. HIRING AND TERMINATION REPORTS**

9 Maria Rios, Chairperson for the Personnel Committee stated that the Personnel Committee met on a monthly basis
10 with the MSHS Director, Family Partnership Director and the Human Resource Director to review the information
11 on hiring and terminations for the months of March, April and May. Questions on the report were answered, all
12 was in order, and recommended approval of the reports. Anita Cuevas Lomas made a motion to approve the
13 Hiring and Termination Reports for the month of March, April and May of 2010. Leean Benavides from the
14 Wintergarden Region seconded. No discussion on this agenda item. Motion carried unanimously.
15

16 **6. STANDING COMMITTEE REPORTS**

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

18 Maria Rios presented a verbal report. The Fiscal Committee met on a monthly basis to review the monthly bank
19 and credit card statements. Most often the questions are on charges or check amounts that are of a big amount.
20 The answers regarding the amounts in question were communicated to the committee and everything was in
21 order. Mr. Sparenberg reviewed the Fiscal Management System with the committee and informed them that it
22 was revised to include changes within the Corporation. No meals and snacks report and no financial audits were
23 presented at this time. Cristina Perez made a motion to approve the fiscal report. Blanca Ramirez seconded. No
24 discussion on this agenda item. Motion carried unanimously.

25 **AdHoc Committee Report**-Maria Rios, Chairperson

26 A report was provided in the binder in advance for review. The AdHoc committee met to discuss and list the final
27 revisions to the TMC/MSHS Policy Council By-Laws. The revisions were presented to the Council in a special
28 meeting and will be presented for final approval at the next regular meeting.
29

30 **7. PENDING BUSINESS**

31 **Approval of Minutes**

32 The minutes for the regular meeting of April 9, 2010; special meeting of April 26, 2010; special meeting of May 4,
33 2010; special meeting of June 4, 2010 were provided in the binder for their review. Cristina Perez the Secretary
34 stated that there is a mistake in the minutes for the meeting of June 4th that lists Jesus Cardoza and Odalis Zuniga
35 as present and they should be listed as absent. The minutes will be corrected to reflect the change as mentioned
36 for the minutes of . Ana Artiaga from the Wintergarden Region made a motion to approve the minutes of April 9,
37 April 26, May 4, and June 4, 2010 with the corrections as mentioned for the minutes of June 4, 2010. Raul
38 Alvarez seconded. No questions on this agenda item. Motion carried unanimously.

39 **Approval of revised TMC/MSHS Policy Council By-Laws**

40 The document was provided in advance for review. This document was not presented for approval due to the lack
41 of two-thirds of membership needed for voting. Cristina Perez made a motion to table this agenda item until the
42 next meeting. Raul Alvarez seconded. No questions or discussion on this agenda item. Motion carried
43 unanimously.

44 **Status on the Dress Code Policy**

45 Nestor Atkinson, MSHS Director, stated that priority at this time was to finalize the relocation of staff. He was not
46 able to meet with the Director from the regular Head Start to discuss the changes to this policy. A meeting will be
47 scheduled in following week to discuss changes and present them to the Council at the next meeting.
48

49 **8. NEW BUSINESS**

50 **Child Development Policy, CD-105 Biting Policy**

51 This policy is part of the incident reporting process and is followed at all the centers. This policy was produced in
52 writing to comply with those states that require a written policy. Cristina Perez made a motion to approve the
53 Biting Policy-CD105 as presented. Blanca Ramirez seconded. No questions or discussion on this agenda item.
54 Motion carried unanimously.

55 **MSHS Record Keeping and Reporting System**

56 This document was provided in advance for review. This system describes how the program should maintain
57 records. The system is in place and was updated to comply with the New Head Start Act and Performance

Standards. Raul Alvarez made a motion to approve the MSHS/HS/EHS/ Record Keeping and Reporting System. Cristina Perez seconded. No questions or discussion on this agenda item. Motion carried unanimously.

Fiscal Management System

This document was provided in advance for review. This system is already in place but was updated to include changes within the corporation. Ana Artiaga made a motion to approve the Fiscal Management System as presented. Marisa Miranda seconded. No questions or discussion on this agenda item. Motion carried unanimously.

9. MSHS REPORT

The MSHS report was provided in the binder for review. Nestor Atkinson mentioned the highlights of his report.

- The Temporary Transfer Process Package was finalized to reflect recommendations made during the Ohio Special Review.
- At A Glance Monitoring is underway at all regions to prepare for the upcoming Federal Review.
- Met and exceeded funded enrollment for Phase I which is Texas. Enrollment for the summer/Phase II which is Indiana, Ohio, and Iowa, is on track. Ohio has already enrolled 367 children which is one-third of funded enrollment for that region. New Mexico has also started the enrollment process.
- Pre-Service is underway in Iowa, Oklahoma and Nevada

Fiscal Report

This report was provided in the binder for review. The report includes the financial statements, summary sheets, and expenditure reports on all TMC programs.

Regional Activity Reports

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

10. BOARD LIAISON REPORT

Report not available.

11. OPEN FORUM

No discussion or comments on this agenda item.

12. DATE OF NEXT MEETING

Ms. Rios mentioned that the next meeting was scheduled for August 19, 2010. Discussion went on about changing the location and time for this meeting to get more participation from the members. The location and time for this meeting will be communicated as soon as it is available.

13. ADJOURN


Raul Alvarez made a motion to adjourn the meeting. Leeann Benavides seconded. Motion carried unanimously. The meeting adjourned at 11:16 A.M.



**Migrant Seasonal Head Start
Policy Council Meeting**

**SUMMARY OF DECISIONS MADE BY POLICY COUNCIL
JUNE 19, 2010**

- | | | |
|----|---|------------------|
| 11 | 1. HIRING AND TERMINATION REPORT FOR | |
| 12 | MARCH, APRIL AND MAY 2010 | APPROVED |
| 14 | 2. MINUTES OF: | |
| 15 | REGULAR MEETING ON APRIL 9, 2010 | APPROVED |
| 16 | SPECIAL MEETING ON APRIL 26, 2010 | APPROVED |
| 17 | SPECIAL MEETING ON MAY 4, 2010 | APPROVED |
| 18 | SPECIAL MEETING ON JUNE 4, 2010 | APPROVED |
| 20 | 3. REVISED TMC/MSHS POLICY COUNCIL BY-LAWS | TABLED |
| 22 | 4. DRESS CODE POLICY | NO ACTION |
| 24 | 5. CD 105 BITING POLICY | APPROVED |
| 26 | 6. MSHS RECORD KEEPING AND REPORTING SYSTEM | APPROVED |
| 28 | 7. FISCAL MANAGEMENT SYSTEM | APPROVED |
| 30 | 8. DATE OF NEXT MEETING-AUGUST 19, 2010; LOCATION AND TIME TO BE ANNOUNCED | |

APPROVED BY 
NAME/TITLE

APPROVED ON Aug. 21, 2010
DATE