



## Early Childhood Center Head Start

### POLICY COUNCIL MEETING

#### Minutes

September 12, 2011

- I. Brenda Heimann, Head Start Director, welcomed the new Policy Council members for the 2011-2012 school year. The following members were present and introduced: Classroom Representatives Roxanne Hall, Joseph Tijerina, Charlotte DeLaCruz, and Erica Bell; Alternates Leslie Jasso and Jasmine DeLuna; and Community Representatives Julie Ewing and Janet Everett. Also present was Head Start Executive Director, Steve Schwarz.
- II. Brenda Heimann described the roles and duties of Policy Council officers and called for nominations for Chairperson. Roxanne Hall was elected as Chairperson by unanimous vote. Roxanne Hall assumed the role of Chair to conduct the remaining officer elections. The 2011-2012 Kerrville ISD Head Start Policy Council Officers are: Chairperson, Roxanne Hall; Vice-Chairperson, Charlotte DeLaCruz; and Secretary/Treasurer, Erica Bell.
- III. Roxanne Hall established that a quorum was present.
- IV. Action Items from the agenda were considered:
  - A. Approval of the three Policy Council Community Representatives was discussed.
    1. Charlotte DeLaCruz made the motion to approve Katherine Sutherlin as a Community Representative and the motion was seconded by Erica Bell. The motion passed unanimously.
    2. Charlotte DeLaCruz made the motion to approve Julie Ewing as a Community Representative and the motion was seconded by Joe Tijerina. The motion passed unanimously.
    3. Erica Bell made the motion to approve Janet Everett as a Community Representative and the motion was seconded by Charlotte DeLaCruz. The motion passed unanimously.
  - B. Approval of the Minutes from the May 2, 2011 Policy Council meeting was discussed. The motion to approve the minutes was made by Charlotte DeLaCruz and seconded by Joe Tijerina. The motion passed unanimously.
  - C. Approval of the FY to Date Budget was discussed. Erica Bell made the motion to approve the budget and it was seconded by Joe Tijerina. The motion passed unanimously.
  - D. Approval of new employees was discussed:
    1. Charlotte DeLaCruz made the motion to approve Rebekah Jenkins as Classroom Teacher. Joe Tijerina seconded the motion and it passed unanimously.
    2. Charlotte DeLaCruz made the motion to approve Elizabeth Oehler as Classroom Teacher (transfer from PK). Joe Tijerina seconded the motion and it passed unanimously.
    3. Erica Bell made the motion to approve Cherie Smith as Classroom Aide (transfer from TCDC). Joe Tijerina seconded the motion and it passed unanimously.
    4. Charlotte DeLaCruz made the motion to approve Angela Keith as Classroom Aide (transfer from PK). Joe Tijerina seconded the motion and it passed unanimously.
    5. Charlotte DeLaCruz made the motion to approve Karen Saunders as Receptionist/Attendance Clerk (transfer from THS) and Joe Tijerina seconded. The motion passed unanimously.
    6. Charlotte DeLaCruz made the motion to approve Laura Forsythe as Part Time Parent Aide and Joe Tijerina seconded. The motion passed unanimously.

7. Charlotte DeLaCruz made the motion to approve Alejandra Hood as Part Time Parent Aide and Joe Tijerina seconded the motion. The motion passed unanimously.
  - E. The Policy Council schedule for the 2011-2012 school year was reviewed and discussed. Charlotte DeLaCruz made the motion to approve the schedule without changes, Joe Tijerina seconded, and the motion passed unanimously.
- V. The following items were discussed:
- A. *By-Laws of Kerrville ISD Head Start Policy Council*
  - B. *Procedures for Internal Disputes Including Impasse Procedures*
  - C. *KISD Head Start- Specific Personnel Policies*
  - D. *Procedure for Implementing Shared Decision Making*
  - E. *Procedure for Resolving Community Complaints about the Program.*
- VI. The following information items were distributed / reported
- A. Copy of narrative portion of the 2011-2012 Grant Application
  - B. Copy of spring 2011 Self-Assessment
  - C. Copy of 2011-2012 Campus Improvement Plan
  - D. Copy of 2011-2012 Service Plans
  - E. Copy of the 2010-2011 Program Information Report (PIR)
  - F. Copy of *KISD Bulletins* (May, June, July, August)
  - G. Copy of the ECC Staff Roster
  - H. Copy of Kerrville ISD Board of Education Roster
  - I. Copy of Parent Leader Roster
  - J. Treasurer's Report
  - K. In-Kind and Volunteer Program Report for May and August 2011
  - L. Monthly Report for May 2011
- VII. Adjournment: The meeting was adjourned by Rebecca Hall at 7:00 p.m.