



## Early Childhood Center Head Start

### POLICY COUNCIL MEETING Minutes October 3, 2011

- I. The meeting was called to order by Roxane Hall at 5:40 p.m. A quorum was established with six voting members present: Roxane Hall, Joseph Tijerina, Erica Bell, Julie Ewing, Janet Everett, and Katherine Sutherlin. Head Start Director, Brenda Heimann, was also present.
- II. Roxane Hall, Chairperson, established that a quorum was present.
- III. Action Items from the agenda were considered:
  - A. Approval of the Minutes from the September 12, 2011, Policy Council meeting was discussed. The motion to approve the minutes was made by Katherine Sutherlin and seconded by Erica Bell. The motion passed unanimously.
  - B. Approval of the *By-Laws of the Kerrville ISD Policy Council* was discussed. Brenda Heimann, Director, proposed one change and one addition. It was proposed to combine the positions of Secretary and Treasurer. Also proposed was the addition of Article IX – Conflict of Interest Policy. After discussion, Julie Ewing made the motion to approve the by-laws as amended and it was seconded by Janet Everett. The motion passed unanimously.
  - C. Approval of the *Procedure for Implementation of Shared Decision Making* was discussed. Katherine Sutherlin made the motion to approve the procedure and it was seconded by Joseph Tijerina. The motion passed unanimously.
  - D. Approval of the *Procedure for Resolving Community Complaints against the Program* was discussed. The motion to approve the procedure was made by Katherine Sutherlin and seconded by Erica Bell. The motion passed unanimously.
  - E. Approval of the *Head Start-Specific Personnel Policies* was discussed. Erica Bell made the motion to approve the policies and it was seconded by Joseph Tijerina. The motion passed unanimously.
  - F. Approval of the *Procedure for Resolving Internal Disputes including Impasse Procedures* was discussed. Julie Ewing made the motion to approve the procedure and it was seconded by Katherine Sutherlin motion passed unanimously.
  - G. Approval of the *Procedure for Program Planning* was discussed. Katherine Sutherlin made the motion to approve the procedure and it was seconded by Joseph Tijerina. The motion passed unanimously.
  - H. Approval of the Kerrville ISD Head Start Organizational Chart was discussed. Janet Everett made the motion to approve the organizational chart and it was seconded by Katherine Sutherlin. The motion passed unanimously.
  - I. Approval of the FY to Date Budget was discussed. Erica Bell made the motion to approve the budget and it was seconded by Janet Everett. The motion passed unanimously.
- IV. The following training was given:  
Policy Council Roles and Responsibilities

- V. The following item was discussed:  
Governing Board Training Date and Time – 11:30-1:00 on either November 8 or 9 was agreed upon.
  
- VI. The following information items were distributed / reported:
  - A. Annual Report
  - B. Treasurer's Report
  - C. KISD Bulletin
  
- VI. Adjournment: The meeting was adjourned by Roxane Hall at 6:30 p.m.