



## POLICY COUNCIL MEETING

### Minutes

September 14, 2009

- I. Brenda Heimann, Director, welcomed the new Policy Council members for the 2009-2010 school year. The following members were present and introduced: Classroom Representatives Jamie Wanhainen, Lettie Albiter and Julie Ewing; Alternates Adriana Gauna and Dan Peterman; and Community Representative Julie Gallegos. Also present was Head Start Executive Director, Steve Schwarz.
- II. Training: Parliamentary Procedures were reviewed and materials given to members.
- III. Brenda Heimann described the roles and duties of Policy Council officers and called for nominations for Chairperson. Julie Ewing was elected as Chairperson by unanimous vote. Julie Ewing assumed the role of Chair to conduct the remaining officer elections. The 2009-2010 Kerrville ISD Head Start Policy Council Officers are: Chairperson, Julie Ewing; Vice-Chairperson, Lettie Albiter; Secretary, Jamie Wanhainen; and Treasurer, Amber Dye (not present).
- IV. Julie Ewing established that a quorum was present.
- V. Action Items from the agenda were considered:
  - A. Approval of the three community members on Policy Council was discussed.
    1. Lettie Albiter made the motion to approve Dr. David Sprouse as a Community Member and the motion was seconded by Jamie Wanhainen. The motion passed unanimously.
    2. Jamie Wanhainen made the motion to approve Debbie Baer as a Community Member and the motion was seconded by Dan Peterson. The motion passed unanimously.
    3. Dan Peterson made the motion to approve Julie Gallegos as a Community Member and the motion was seconded by Lettie Albiter. The motion passed unanimously.
  - B. Approval of the Minutes from the May 4, 2009 Policy Council meeting was discussed. The motion to approve the minutes was made by Julie Gallegos and seconded by Dan Peterson. The motion passed unanimously.
  - C. Approval of the FY to Date Budget was discussed. Julie Gallegos made the motion to approve the budget and it was seconded by Jamie Wanhainen. The motion passed unanimously.
  - D. Approval of new employees was discussed:
    1. Julie Gallegos made the motion to approve Crystal Guel as Classroom Aide. Dan Peterson seconded the motion and it passed unanimously.
    2. Dan Peterson made the motion to approve Elizabeth Molina as Classroom Aide. Lettie Albiter seconded the motion and it passed unanimously.
    3. Lettie Albiter made the motion to approve Veronica Evans as Part Time Parent Aide and Dan Peterson seconded. The motion passed unanimously.
    4. Julie Gallegos made the motion to approve Gloria Ramirez as Part Time Parent Aide and Lettie Albiter seconded the motion. The motion passed unanimously.

- E. The Policy Council schedule for the 2009-2010 school year was reviewed and discussed. Julie Gallagos made the motion to approve the schedule without changes, Lettie Albiter seconded and the motion passed unanimously.

VI. 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.*

VII. The following information items were distributed / reported:

- A. Copy of narrative portions of the 2009-2010 Grant Applications
- B. Copy of spring 2009 Self-Assessment
- C. Copy of 2009-2010 Program Improvement Plan
- D. Copy of 2009-2010 Service Plans
- F. Copy of the 2008-2009 Program Information Report (PIR)
- G. Copy of the Kerrville ISD Head Start Annual Report for 2008-2009
- H. Copy of *KISD Bulletins* (May, June, July, August)
- I. Copy of *Kerrville ISD Board of Education Roster*
- J. Copy of *Parent Leader Roster*
- K. Treasurer's Report
- L. In-Kind and Volunteer Program Reports for May and August 2009

VII. Adjournment: The meeting was adjourned by Julie Ewing at 7:45 p.m.