Otero Junior College

Child Development Services

Migrant & Seasonal Head Start

**Parent Policy Council Meeting**

**May 20, 2021**

Members Present: Gabrielle Rodriguez (Center); Yazmin Gonzalez (Center);

Members Absent: Amanda Brown (Boone)

Staff Present: Tracey Lucero, Brenda Almeida and Sherri White

The meeting was called to order by Tracey at 11:45 am

MSHS Minutes from April 26, 2021 were reviewed. Yazmin made a motion to approve the minutes as presented. Gabrielle seconded. Motion approved.

The Migrant Program has two centers open for duration. They are funded to serve 16 infants and toddlers in Center and Alamosa. Alamosa currently has 11 enrolled and there are 7 in Center.

They are working on recruitment to get those numbers to capacity.

The regular Migrant Season will start in June.

We are currently training for the 2021 MSHS season. Highlights of the training include: Active Supervision, transportation, policies and procedures, etc. The regular MSHS season will begin June 28th for Alamosa, Center, and Boone. Manzanola will begin July 6th.

The meal report was reviewed.

250 H2A workers have been scheduled to work in the Arkansas and San Luis Valleys. These workers often travel without their families, so recruitment will be a huge priority this summer. Sandra Carton is pushing to find an alternate facility for Alamosa Center. They are looking at a building that could be used as an Annex. Any repairs over $15,000 the Alamosa School District has to fund on the Waverly building. They have met with an engineer to work on the septic issue. Marsha (Interim Superintendent) has accepted a position in Haxton. The Alamosa School District does have another Superintendent selected.

Financial Report- Sherri reviewed the P-card expenditure report. The current budget was reviewed. We are currently at 73.79%. We should be at 91.63%. We are under on this budget due to COVID closures. No transportation and fewer staff were the biggest problems. COVID budget was reviewed. It is currently at 100%.

We received the Notice of Award (NOA) for the MSHS base grant.

We received NOA for the CRRSA (COVID) funds in the amount of $97,815. We have requested the American Rescue funds (COVID) in the amount of $388,863. The COVID grants go through March 31, 2023.

COLA/Quality Improvement funds- All staff will receive the 1.22% Cost of living pay increase for a total of $38,777. This becomes a permanent part of the salary scale. Sherri discussed new positions that will be funded with Quality Improvement Funds in the amount of $177,315. These positions are: Education assistant, Data clerk, business manager and center aides. These funds will go in to the base budget. We have not received our NOA at this time.

Budget Revision- We have not received our NOA for the Budget Revision at this time.

Personnel Report- Tracey read the personnel report. Gabrielle made a motion to approve the personnel report as presented. Yazmin seconded. Motion approved.

Next Meeting is scheduled for July 8th, 2021 at 5pm. New members will be selected previous to this meeting. This is a training for the new and reappointed members.

Gabrielle made a motion to adjourn the meeting. Yazmin seconded. Motion approved.

Meeting was adjourned at 12:30 pm.