Otero Junior College

Child Development Services

Migrant & Seasonal Head Start

**Parent Policy Council Meeting**

**December 15, 2020**

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

Members Absent: Manuel Diaz (Boone), Amanda Brown (Boone)

Staff Present: Tracey Lucero, Brenda Almeida and Sherri White

The meeting was called to order by Tracey at 12:05 pm.

MSHS Minutes from June 1, 2020 were reviewed. Gabrielle made a motion to approve the minutes. Yazmin seconded. Motion approved.

Member Reports: No member reports as the centers are closed.

Director Reports-

Meal Reports- no report

Enrollment Report- All centers are closed.

Health report- no report

Tracey presented the Draft Self-Assessment and Community Assessment to the members. Members will review and bring their questions back to the next Policy Council meeting.

Tracey discussed where we are with the 1303 Alamosa Building Grant.

Financial Report- Sherri reviewed the P-card expenditure report. We are 6 months into the MSHS Budget. We should be at 50% and we are at 48.54%. Workers Comp and Unemployment have come out of the benefits line item so we are a little over. Office and computer supplies are over due to purchasing for remote learning. Rental expense is high due to paying leases for Boone and Alamosa in June. The COVID budget was discussed.

Sherri presented the first reading of the DRAFT budget for Migrant and Seasonal Head Start. There was a increase in full time staff due to actual salaries. There was a decrease in part time staff as we planned through Quality money to do additional training days. This will still happen this season, but will not plan for next year at this time. Increases in the program piece include: phone service (admin for additional iPads), copy machines (actuals), Educational, facility maintenance, Custodial, operating (preparing for additional COVID expenses). Decreases in the program include: Contract Service (Quality money for training). Policy Council will review for a second reading at the next scheduled meeting in February.

Sherri presented the Personnel Report. Yazmin made a motion to approve the personnel report. Gabrielle seconded. Motion approved.

Next Meeting is scheduled for February 2, 2021 at noon. It will be held in Boone for the Arkansas Valley members and in Center for the SLV members. We will connect with Zoom.

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

Meeting was adjourned at 12:35 pm.