Otero College

Child Development Services

Migrant & Seasonal Head Start

Parent Policy Council Meeting

January 19, 2022

Members Present: Sabina Alvarez (MZ), Maribel Perez (MZ),

Members Absent: Maria Martinez (Center), Diana Garcia (Alamosa)

Staff Present: Tracey Lucero, Christina Ramos and Sherri White

The meeting was called to order by Tracey at 12:35 pm.

MSHS Minutes from September 13, 2021 were reviewed. Sabina made a motion to approve the minutes as presented. Maribel seconded. Motion approved.

Member Reports: No Centers are open

**Community Assessment- Draft-** Tracey reviewed the community assessment with members.

**Self-Assessment Results-Draft-** Tracey reviewed the results compiled from the assessment that was completed by the program with the input of Policy Council and Board. The results determine program strengths, areas of concern and challenges.

**Program Goals and School Readiness Goals-Draft-** were reviewed. These goals are long term 5 year goals. We update or change the objectives yearly.

**Grant-DRAFT-** We are writing for year 4 of our 5 year grant. This is an update year. Tracey will email the grant for review.

**Financial Report-** We are 7 months into the MSHS Budget. We should be at 58.33% and we are at 64.01%. Workers Comp and Unemployment have come out of the benefits line item so we are a little over. Transportation is high due to higher fuel prices and hotel stays for additional staff training and facility is high due to repairs and maintenance. Rental expense is high due to paying leases for Boone and Alamosa in June. COVID budgets were reviewed.

**Draft Budget-** Sherri presented the first reading of the DRAFT budget for Migrant and Seasonal Head Start. There was an increase in full time staff due to one new full time and 2 shared full-time staff. There was a decrease in part time staff due to fewer children and COVID-19 closures. Increases in the program piece include: facility maintenance, operating, vehicle maintenance, fuel, Professional Development and travel (hotels for training). Policy Council will review for a second reading at the next scheduled meeting in February.

Next Meeting is scheduled for February 16, 2022 at 12:30 pm.

Sabina made a motion to adjourn the meeting. Maribel seconded. Motion approved.

Meeting was adjourned at 1:00 pm.