

# Policy Council

Kids Are First, Inc.  
Policy Council Minutes  
Thursday, October 26, 2017

Agenda Item	Discussion	Action
<b>I. Welcome</b>	Ms. Yanez welcomed the policy council members to the meeting.	
<b>II. Call Meeting to Order/Establish Quorum</b>	<p><u>Lidia Fonscea</u> called the meeting to order at <u>9:33 AM</u></p> <p>Roll Call Quorum was established with <u>17</u> parents present.</p> <p><b>Members Present</b>            Marissa Orsoco            Melissa Demaree            Bridget Schondua            Alexandra Gonzalez            Lidia Fonseca            Sofia Ortiz            Nailea Gonzalez            Osbaldo Tijerina, Jr.            Gerardo Quiroz            Claudia Espinoza            Christina Rodriguez            Daisy Longoria            Leslie Guillot            Emilce Sanchez            Leyda Jimenez            Alberto Esquivel (Community Rep.)            Noemi Flores (Community Rep.)</p> <p><b>Members Absent</b>            Lucinda Mata            Cynthia Benavidez            Jenifer Castilleja            Ruby Gaitan            San Juanita Carvajal            Sonia Guerrero (Liason)</p>	Meeting was called to order at 9:33 AM

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<b>III. Approval of Agenda</b>	Approval of agenda	Motion to approve agenda was made by <u>Emilce Sanchez</u> Seconded by <u>Leslie Guillot</u> Motion carried
<b>IV. Approval of Minutes</b>	Approval of <u>September 28, 1017</u> minutes	Motion to approve <u>9/28/17</u> meeting minutes was made by Alberto Esquivel Seconded by <u>Alexandra Gonzalez</u> Motion Carried
<b>V. New Business</b>	<p><b>Program Director Report/Communication</b> Alicia Yanez, CEO/Program Director informed the Policy Council official notice was received that Kids Are First, Inc will be getting a federal review. The review will consist of Focus 2 and CLASS for the fiscal year of 2018 within 60 days.</p> <p>Ms. Yanez explained to the Policy Council that on November 1<sup>st</sup> the CACFP support team would be coming to provide T&amp;TA.</p> <p>Ms. Yanez informed that Heather, Program Regional Specialist, would be making a visit November 13<sup>th</sup>-15<sup>th</sup>.</p> <p><b>Director of Operations</b> Velma McNeil, Director of Operations presented her report for the month of September 2017. See attached report</p>	<p>Informational</p> <p>Informational</p>

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	<p><b>Financial Report</b> Alicia Yanez, CEO/Program Director presented the Financial Report for September 2017.</p> <p><b>Credit Card Report</b> Alicia Yanez, CEO/Program Director presented Credit Card report for September 2017.</p> <p><b>In- Kind Report</b> Alicia Yanez, CEO/Program Director presented In-Kind Report for September 2017</p> <p><b>CACFP Report</b> Alicia Yanez, CEO/Program Director presented CACFP Report for September 2017.</p> <p><b>Enrollment Report</b> Velma McNeil, Director of Operations presented Enrollment Report for September 2017.</p> <p><b>Attendance Report</b> Velma McNeil, Director of Operations presented Attendance Report for September 2017</p> <p><b>New Hire/Termination Report</b> Alicia Yanez, CEO/Program Director presented New Hire Termination Report for the month of September 2017.</p>	<p>Motion to approve the following reports was made by <u>Gerardo Quiroz</u></p> <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Credit Card Report</li> <li>• In-Kind Report</li> <li>• CACFP Report</li> <li>• Enrollment Report</li> <li>• Attendance Report</li> <li>• Hire/Termination Report</li> </ul> <p>Seconded by Claudia Espinoza Motion carried</p>
	<p><b>Approval of Head Start Management Systems</b></p> <ul style="list-style-type: none"> <li>➤ Training &amp; Professional Development</li> <li>➤ Communication Systems</li> <li>➤ Record Keeping &amp; Reporting System</li> <li>➤ On Going Monitoring &amp; Continuous</li> <li>➤ Program Planning &amp; Service System</li> <li>➤ Fiscal Management System</li> <li>➤ Community &amp; Self-Assessment System</li> <li>➤ Technology &amp; Information System</li> <li>➤ Facilities &amp; Learning Environment</li> </ul>	<p>Action</p> <p>Motion to approve the Head Start Management Systems was made by Lidia Fonseca. Seconded by Bridget Schondua. Motion carried</p>

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	<p><b>Approval of Policies</b></p> <ul style="list-style-type: none"> <li>• Policy No. FLE 101</li> <li>• Policy No. FLE 102</li> <li>• Policy No. FLE 103</li> <li>• Policy No. FLE 105</li> <li>• Policy No. FLE 106</li> </ul>	<p>Action</p> <p>Motion to approve the policies was made by Lidia Fonseca.            Seconded by Leyda Jimenez.            Motion carried</p>
	<p><b>2017 Parent and Family Engagement Conference</b></p> <p>Date of conference is scheduled for Dec.4<sup>th</sup>-7<sup>th</sup>. Location is set for Austin, TX. Policy Council Members will notify the Center Managers if they will be able to attend.</p>	<p>Action</p> <p>Motion to approve policy council members to attend conference was made by Leyda Jimenez.            Seconded by Leslie Guillot.            Motion carried</p>

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<b>VI. Open Forum</b>		
<b>VII. Old business</b>	No old business	
<b>VIII. Adjourn</b>	Meeting adjourned at 11:20 AM	Motion to adjourn meeting was made by Leyda Jimenez Seconded by Leslie Guillot

Approved by: Cecilia L. Fonseca  
 Policy Council President

Date: 11-27-17