

GLCAP MSHS Policy Council Minutes
June 10, 2025

GLCAP MSHS Policy Council conducted their meeting virtually on June 10, 2025, through TEAMS and phone conferencing.

ICE BREAKER

Joan welcomed all attending. Anali Garza conducted an ice breaker; attendee introductions were made.

CALL TO ORDER

Joan Oliver called the meeting to order at 6:07 p.m.

ROLL CALL

Jill Butzin took roll call:

MSHS Policy Council Member Attendance			
Center	First Name	Last Name	Attendance
Fremont	Jennifer	Vazquez	Present
New Carlisle	Celia	Ruiz	Present
New Carlisle	Diana	Arevalo	Present
Shiloh	Krystal Ann	Gomez	Excused
Shiloh	Jennifer	Torres	Absent
Napoleon	Martha	Antonio Lorenzo	Present
Community Representative - New Carlisle	Maria	Goeser	Present
Community Representative - Fremont	Heatherly	O'Connor	Excused
Community Representative - Napoleon	Ana	Roland	Excused
Community Representative – Shiloh	Sandra	Iracheta	Present

Staff present: Joan Oliver, Gabriel Maxwell, Jill Butzin, and Anali Garza

Quorum was met.

ADOPTION OF THE AGENDA

Sandra Iracheta moved to approve the agenda.

Maria Goeser seconded the motion.

Motion carried.

APPROVAL OF THE MINUTES

Maria Goeser moved to approve the minutes.

Celia Ruiz seconded the motion.

Motion carried.

CORRESPONDENCE

Correspondence is included in the IM & PIs of the Early Childhood Board Report.

FINANCIAL REPORT

Jill Butzin presented and explained the financial report.

DIRECTOR'S REPORT

- ♦ Joan Oliver shared the Early Childhood Board Monthly Report which includes Information Memorandums and program instructions. The reports are available online.
- ♦ Joan Oliver reported on the Credit Card Summary. Reports are available online.
- ♦ Joan Oliver discussed an active supervision incident at Napoleon that was reported to the Office of Head Start. No finding was giving. T/TA staff will meet with us to review our procedures and systems around active supervision.

EXECUTIVE COMMITTEE REPORTS

None

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GLCAP MSHS EDUCATION REPORT

Joan Oliver reviewed the MSHS Education Report regarding completed Home visits, parent teacher conferences, ASQ screenings and number of children on IEP and IFSP.

CENTER HIGHLIGHT

A Video was shared about New Carlisle.

GLCAP BOARD REPORT

Jill Butzin shared the board meeting minutes are available online.

SUPPORT SERVICES REPORTS

Joan Oliver conducted a mini training on ERSEA.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. New Hires/Terminations Approval

Celia Ruiz moved to approve the New Hires/Terminations.
Sandra Iracheta seconded the motion.
Motion carried.

2. Election of Officers

Nominations came from the floor

Executive Committee

President: Diana Arevalo, New Carlisle
Vice-President: Celia Ruiz, New Carlisle
Secretary/Treasurer: Martha Antonio Lorenzo, Napoleon
Executive Member: Jennifer Vazquez, Fremont
Executive Member: Sandra Iracheta, Community Representative Shiloh

Health & Mental Health Advisory Board

Maria Goeser, Community Rep New Carlisle
Ana Roland, Community Rep Napoleon

Celia moved to approve the nominations for Executive Committee and Advisory Board
Diana Arevalo seconded the motion.
Motion carried.

3. Personnel Committee Raise approval

Joan Oliver reviewed the Board Personnel Committee's recommendation for raises.
Maria Goeser moved to approve raises.
Sandra Iracheta seconded the motion.
Motion carried.

QUESTIONS, COMMENTS, CONCERNS

- Policy Council members agreed to keep the 6:00 p.m. meetings. Next meeting will be August 12th.

ADJOURN

Joan Oliver adjourned the meeting at 7:10 p.m.

Respectfully submitted,



Jill Butzin
Administrative Assistant

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GLCAP Early Childhood Program