**SJCSD Head Start Policy Council Meeting**

**The Webster School MKY Cafeteria**

**August 24, 2015**

**6:00 p.m. – 7:00p.m.**

**POLICY COUNCIL MEETING MINUTES**

In Attendance:

**Policy Council Members:** Policy Council (PC) Parent Representative Diane Degnan, PC Chairperson Roni Capo, PC Parent Representative Stephen Scaletti, PC Parent Representative Nancy Finley, PC Parent Representative Angelica Valenzuela, PC Community Representative Bridget Van Landingham, PC Parent Representative Stan Berry, Community Representative Von Raburn, PC Community Representative Elaine Mathews

**Head Start Staff:** Head Start Director Mary Ann Holanchock, Health/ Nutrition/ VPK Manager Donna Fenech, Receptionist /Clerk Sarah Strickland and Director of Early Childhood and District Assessment Development Brain McElhone

**Excused Absences:** PC Parent Representative Betty Hodges, School Board Member Bill Mignon, PC Parent Representative Angelica Valenzuela, Head Start Family and Community Partnerships/ ERSEA Manager Christine Croyle and PC Parent Representative Justin Parrish

1. Call to Order/Roll Call

PC Chairperson Roni Capo called the Policy Council meeting to order at 6:05 p.m. Roll was called by Health/ Nutrition/ VPK Manager Donna Fenech. There was a quorum.

2. Welcome and Introductions

PC Parent chairperson Roni Capo welcomed everyone to the meeting.

3. Approval of 2015 May Policy Council Meeting Minutes

A motion to approve the 2015 May Policy Council Meeting Minutes was made by Community Representative Von Raburn and seconded by PC Parent Representative Nancy Finley. There was no discussion. The minutes were unanimously approved by all members present.

4. Approval of 2015 July Head Start Budget Report

Head Start Director Mary Ann Holanchock presented the 2015 July Head Start Budget Report.

A motion to approve the 2015 July Head Start Budget Report was made by PC Parent Representative Nancy Finley and seconded PC Parent Representative Stephen Scaletti. There was no discussion. The budget was unanimously approved by all members present.

5. Approval of New Hires

Head Start Director Mary Ann Holanchock reviewed all new Head Start summer hires. Policy Council approvals for the new summer hires had been obtained previously by the director by phone or email after each recommendation was made by the interview committees. A motion was made by Diane Degnan to officially approve all summer hires and seconded by Nancy Finley. The new hires were unanimously approved by all members present.

6. Approval of 2015 – 2016 Policy Council Meeting Schedule

Policy Council members were given a draft 2015-2016 Policy Council Meeting Schedule for their review.

The meeting schedule will be included in next month’s agenda for approval.

7. Program Information Report

Head Start Director Mary Ann Holanchock reported on required Head Start services and program information for July/ August 2015 including enrollment, wait list, Average Daily Attendance (ADA), Head Start/VPK dual enrollment, credit card purchases, in-kind, VPK funds collected, dental/ health services and disabilities services.

Health/ Nutrition/ VPK Manager Donna Fenech shared that dental screenings will begin the second week in September. All dental exams will be due in 90 days (November 6). Donna went on to share that all hearing and vision screenings remaining are due in 45 days (September 23). Our Head Start Program is partnering again with *Vision is Priceless* to provide vision screenings for all Pre-K students at all Head Start school sites.

Head Start Director Mary Ann Holanchock stated that all Family Partnership Agreements must be completed within 60 days of the start of the Head Start Program (October 8).

Head Start Director Mary Ann Holanchock reported that the Head Start Pre- Service was held at Osceola Elementary on Friday, July 31, 2015 and Wednesday August 5, 2015. There was a total of 15 teachers and 15 paraprofessionals in attendance. The Head Start management team provided the required trainings.

8. Environmental Health and Safety/CLASS Federal Review Updates

Head Start Director Mary Ann Holanchock explained the Environmental Health and Safety *Overview of Findings* was received on July 18, 2015. There were two minor non – compliances sited in the *Overview of Findings Report*. The SJCSD Head Start Program has 120 days to correct all non – compliances and report the corrections to The Office of Head Start. Both findings have been corrected.

The results of the Classroom Assessment Scoring System (CLASS) Review conducted in April 2015 has not been received to date.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Adjourned

The meeting was adjourned at 6:55 p.m.