**SJCSD Head Start Policy Council Meeting**

**The Webster School MKY Cafeteria**

**March 30, 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 Parent Representative Betty Hodges, PC Community Representative Von Raburn, PC Community Representative Bridget Van Landingham, PC Parent Representative Stan Berry, PC Community Representative Mariana L. Eusebio and School Board Member Bill Mignon

**Head Start Staff:** Head Start Director Mary Ann Holanchock, Health/ Nutrition/ VPK Manager Donna Fenech, Head Start Family and Community Partnerships/ ERSEA Manager Christine Croyle, Receptionist /Clerk Sarah Strickland

**Excused Absences:** PC Parent Representative Justin Parrish, PC Community Representative Elaine Mathews

1. Call to Order/Roll Call

PC Chairperson Roni Capo called the Policy Council meeting to order at 6:00 p.m. Roll was called by Receptionist /Clerk Sarah Strickland. There was a quorum.

2. Welcome and Introductions

PC Parent chairperson Roni Capo welcomed everyone to the meeting. Policy Council members and Head Start staff introduced themselves.

3. Approval of 2015 February Policy Council Meeting Minutes

A motion to approve the 2015 February Policy Council Meeting Minutes was made by PC Parent Representative Diane Degnan and seconded by PC Parent Representative Stephen Scaletti. There was no discussion. The minutes were unanimously approved by all members present.

4. Approval of 2015 February Head Start Budget Report

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

A motion to approve the 2015 February Head Start Budget Report was made by PC Community Representative Von Raburn and seconded by PC Parent Representative Angelica Valenzuela. There was no discussion. The budget was unanimously approved by all members present.

5. Program Information Report

Head Start Director Mary Ann Holanchock reported on required Head Start services and program information for February 2015 including enrollment, wait list, Average Daily Attendance (ADA), Head Start/VPK dual enrollment, disabilities, dental and health services.

Head Start Director Mary Ann Holanchock shared that the Office of Head Start (OHS) is scheduled to conduct an Environmental Health and Safety review on March 23, 2015. This Head Start Federal Review will include the areas of facilities, transportation, food service and personnel.

6. ERSEA Requirement Updates

Head Start Family and Community Partnerships/ ERSEA Manager Christine Croyle shared the updates on ERSEA guidelines that began March 12, 2015.

7. Fiscal/ ERSEA Overview of Findings

Head Start Director Mary Ann Holanchock reported on the official *Overview of Findings Letter* for our recent Fiscal/ERSEA Federal Review. There were no findings in either area of Fiscal or ERSEA.

8. Old Business

There was no old business.

9. New Business

Health/ Nutrition/ VPK Manager Donna Fenech shared with Policy Council members the many health projects going on this school year. Projects included health presentations in the classrooms, the Childhood Obesity Program and Vision is Priceless screenings. Donna extended an invitation to all Policy Council members to attend the Head Start Annual Health Services Advisory Committee meeting on April 23, 2015.

10. Adjourned

The meeting was adjourned at 7:20 p.m.