**SJCSD Head Start Policy Council Meeting**

**The Webster School MKY Cafeteria**

**May 18, 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, PC Community Representative Mariana L. Eusebio and PC Parent Representative Justin Parrish

**Head Start Staff:** Health/ Nutrition/ VPK Manager Donna Fenech, Head Start Family and Community Partnerships/ ERSEA Manager Christine Croyle, Receptionist /Clerk Sarah Strickland, Education/Disabilities/ Mental Health Facilitator Lisa Studivant, Confidential Secretary/ Fiscal Specialist Laurie Jones

**Excused Absences:** PC Community Representative Elaine Mathews, PC Parent Representative Betty Hodges, PC Community Representative Von Raburn, School Board Member Bill Mignon and Head Start Director Mary Ann Holanchock

 1. Call to Order/Roll Call

PC Chairperson Roni Capo called the Policy Council meeting to order at 6:03 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 March Policy Council Meeting Minutes

A motion to approve the 2015 March Policy Council Meeting Minutes was made by PC Parent Representative Nancy Finley 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 April Head Start Budget Report

 Confidential Secretary/ Fiscal Specialist Laurie Jones presented the 2015 Head Start Budget Report.

A motion to approve the 2015 April Head Start Budget Report was made by Parent Representative Diane Degnan 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 Family and Community Partnerships/ ERSEA Manager Christine Croyle reported on required Head Start services and program information for April 2015 including enrollment, wait list, Average Daily Attendance (ADA), Head Start/VPK dual enrollment, disabilities, dental and health services.

Health/ Nutrition/ VPK Manager Donna Fenech reported that 100% of Head Start students from Osceola, Crookshank and The Webster School received a vison screening from our new partner Vision is Priceless.

6. Environmental Health and Safety Federal Review

 Education/Disabilities/ Mental Health Facilitator Lisa Studivant reported that The Office of Head Start

conducted an Environmental Health and Safety Review on March 25, 2015 through March 27, 2015.

Results from The Environmental Health and Safety Federal Review are still pending.

 7. Classroom Assessment Scoring System (CLASS) Federal Review

 Education/Disabilities/ Mental Health Facilitator Lisa Studivant also reported that The Office of Head Start conducted a CLASS review a month later from April 28, 2015 through May 1, 2015. Results of the CLASS Review are also still pending.

8. Old Business

 There was no old business.

9. New Business

Head Start Family and Community Partnerships/ ERSEA Manager Christine Croyle shared that we still have two weeks left of Head Start open enrollment. She encouraged all Policy Council Members to spread the word to family, friends and community agencies.

10. Adjourned

 The meeting was adjourned at 6:24 p.m.