**SJCSD Head Start Policy Council Meeting**

**The Webster School MKY Cafeteria**

**November 23, 2015**

**6:00 p.m. – 7:30 p.m.**

**POLICY COUNCIL MEETING MINUTES**

In Attendance:

**Policy Council Members:** Stephen Scaletti Policy Council (PC) Parent Representative (South Woods), PC Parent Representative Heather Hansen (South Woods), PC Parent Representative Cindy Kook (Crookshank), PC Community Representative Jaimi Blaszka (ECS) and Parent Representative Alternate Shirley Mayo (South Woods)

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

**Guest:** Head Start Parent Priscilla Perez - Pending Parent Committee Approval for PC (Crookshank)

**Excused Absences:** School Board Member Bill Mignon, PC Community Representative Elaine Mathews, PC Community Representative Von Raburn, PC Parent Representative Petrina Wideman and PC Community Representative Bridget Van Landingham

1. Call to Order/Roll Call

PC Vice-Chairperson Cindy Kook called the Policy Council meeting to order at 6:03 p.m. Roll was called by Receptionist /Clerk Sarah Strickland. With 13 total voting PC members, there must be at least seven (7) members in attendance for a quorum. Since there were only four (4) voting members in attendance, Head Start Director Mary Ann Holanchock will get in touch with members who were unable to attend to get their approvals.

 2. Welcome and Introductions

PC Chairperson Cindy Kook welcomed everyone to the meeting and Policy Council members introduced themselves.

3. Approval of 2015 October Policy Council Meeting Minutes

A motion to approve the 2015 October Policy Council Meeting Minutes was made by PC Community Representative Jaimi Blaszka and seconded by PC Parent Representative Heather Hansen. There was no discussion. The minutes were unanimously approved by all members present.

 4. Approval of 2015 October Head Start Budget Report

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

A motion to approve the 2015 October Head Start Budget Report was made by PC Parent Representative Heather Hansen and seconded by PC Parent Representative Stephen Scaletti. 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 October 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.

Head Start Director Mary Ann Holanchock provided a copy of the official notice of the Comprehensive Services and School Readiness (CSSR) Federal Review scheduled for the week of November 30, 2015. This includes monitoring in the service areas of Education, Mental Health, Disabilities, Health, Nutrition and Family and Community Partnerships. The CSSR Protocol is designed to evaluate the program’s implementation of services to children and families who participate in the program. Key performance areas to be monitored will include: *Identifying and Addressing Family and Child Needs, Providing High Quality Teaching and Learning and Planning for Transition.*

Head Start Director Mary Ann Holanchock was so excited to share that once again The Players Championship and the PGA Tour have generously agreed to provide holiday gifts for our Head Start students. Gifts will be distributed at the Lincolnville Museum and Cultural Center the last week of school before winter break.

 6. 2015 – 2016 SJCSD Head Start Review

 A. Comprehensive Services and School Readiness (CSSR) Review

 The CSSR Reviewer will come on Tuesday, December 1, 2015 and conduct the review for the

 remainder of the week. In addition to focusing on family services, she will be reviewing how

 our program measures student outcomes and individualizes for students. The reviewer will

 be conduction classroom observations in 10 out of 15 of our Head Start classrooms.

 B. CSSR Interviews

 During the CSSR Review, the Head Start Reviewer will be conducting interviews with the

 Head Start Director and Education Facilitator, the Head Start Management Team, Head Start classroom teachers and Head Start parents.

 7. Approval of the 2015 SJCSD Head Start Community Assessment

A motion to approve the 2015 SJCSD Head Start Community Assessment was made by PC Parent Representative Stephen Scaletti and seconded by PC Parent Representative Heather Hansen. There was no discussion. The 2015 SJCSD Head Start Community Assessment was unanimously approved by all members present.

8. Approval of Program Governance Policy PG1 Revision

A motion to approve the Program Governance Policy PG1 revision and By – laws revision was made by PC Community Representative Jaimi Blaszka and seconded by PC Parent Representative Heather Hansen. There was no discussion. Program Governance Policy PG1 revision and By – laws revision was unanimously approved by all members present.

 9. Old Business

Head Start Director Mary Ann Holanchock confirmed that the requested change to the 2015 SJCSD Head Start Annual Report changes were made. Copies of the revised 2015 Annual Report were included in the

Policy Council Meeting Packets.

10. New Business

The Head Start Director asked if anyone was interested in serving as the new Policy Council Chairperson and Heather Hansen volunteered to fill the vacancy. PC members unanimously approved Heather Hansen to fill the vacancy for Head Start Policy Council Chairperson.

 11. Adjourned

A motion for adjournment was made by PC Parent Representative Stephen Scaletti and seconded by PC Community Representative Jaimi Blaszka. The meeting was adjourned at 7:08 p.m.