**SJCSD Head Start Policy Council Meeting**

**The Webster School MKY Cafeteria**

**October 26, 2015**

**6:00 p.m. – 7:30 p.m.**

**POLICY COUNCIL MEETING MINUTES**

In Attendance:

**Policy Council Members:** Policy Council (PC) Parent Representative Stephen Scaletti, PC Chairperson Kati Hubert, PC Community Representative Von Raburn, PC Parent Representative Heather Hansen, PC Parent Representative Petrina Wideman

**Head Start Staff:** Head Start Director Mary Ann Holanchock, Receptionist /Clerk Sarah Strickland, Head Start Family and Community Partnerships/ ERSEA Manager Christine Croyle, Early Childhood Services Program Specialist Lisa Studivant and Director of Early Childhood and District Assessment Development Brain McElhone

**Excused Absences:** School Board Member Bill Mignon, PC Community Representative Elaine Mathews, PC Parent Representative Cindy Kook and PC Community Representative Bridget Van Landingham

1. Call to Order/Roll Call

PC Chairperson Kati Hubert called the Policy Council meeting to order at 6:08 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 five (5) voting members in attendance, Head Start Director Mary Ann Holanchock will call members that were unable to attend to get their vote.

2. Welcome and Introductions

PC Chairperson Kati Hubert welcomed everyone to the meeting and Policy Council members introduced themselves.

3. Approval of 2015 September Policy Council Meeting Minutes

A motion to approve the 2015 September Policy Council Meeting Minutes was made by Parent Representative Stephen Scaletti 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 September Head Start Budget Report

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

A motion to approve the 2015 September Head Start Budget Report was made by PC Parent Representative Angelica Valenzuela and seconded by PC Parent Representative Heather Hansen. 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 September 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 area of Education, Mental Health, Disabilities and Health in addition to Family and Community Partnerships. The CSSR Protocol is designed to evaluate the program’s implementation of services to children and families that 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.*

6. Classroom Assessment Scoring Systems (CLASS) Review Results

Early Childhood Services Program Specialist Lisa Studivant went over our Head Start results from the Classroom Assessment Scoring System (CLASS). Observations were conducted during the last Head Start Review using the CLASS instrument to measure classroom interactions in Head Start classrooms. The CLASS looks at three domains and ten dimensions of teacher – child interactions measured on a seven point scale. SJCSD scores are well above the 2014 re-competition threshold; however the 2015 average will not be released until late November/Early December. At that time we will know how our program did in comparison to the National Average.

7. 2015 – 2016 SJCSD Head Start Reviews

Head Start Director Mary Ann Holanchock reported on the two Head Start Federal Reviews that will take place in the 2015- 2016 school year. The reviews to be conducted this year will focus on *Comprehensive Services and School Readiness and Leadership, Governance and Management Systems*.

8. 2014 – 2015 SJCSD Head Start Annual Report

Head Start Director Mary Ann Holanchock shared the 2014 -2015 SJCSD Head Start Annual Report with the Policy Council Members for their input. Policy Council Members requested clarification to a section entitled *At a Glance* regarding the number of eligible pre-k students being served last year. Mary Ann Holanchock agreed to clarify the information by reporting on the *Percentage of Head Start eligible children served in St. Johns County.*

9. Old Business

Policy Council Training was set for November 17, 2015 at 9:00 a.m. – 11:30 a.m.

10. New Business

There was no old business.

11. Adjourned

A motion for adjournment was made by PC Parent Representative Heather Hansen and seconded by PC Community Representative Von Raburn. The meeting was adjourned at 7:32 p.m.