**SJCSD Head Start Policy Council Meeting**

**The Webster School MKY Cafeteria**

**September 28, 2015**

**6:00 p.m. – 7:00 p.m.**

**POLICY COUNCIL MEETING MINUTES**

In Attendance:

**Policy Council Members:** Policy Council (PC) Parent Representative Diane Degnan, PC Chairperson Roni Capo, 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 Parent Representative Kati Hubert, PC Parent Representative Heather Hansen, PC Parent Representative Cindy Kook

**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, Head Start Family and Community Partnerships/ ERSEA Manager Christine Croyle and PC Parent Representative Justin Parrish, PC Parent Representative Stephen Scaletti, PC Community Representative Elaine Mathews

1. Call to Order/Roll Call

PC Chairperson Roni Capo called the Policy Council meeting to order at 6:04 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 and Policy Council members introduced themselves.

3. Approval of 2015 August Policy Council Meeting Minutes

A motion to approve the 2015 August Policy Council Meeting Minutes was made by PC Parent Representative Diane Degnan 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 August Head Start Budget Report

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

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

5. Approval of 2015-2016 Head Start Policy Council Meeting Schedule

A motion to approve the 2015 – 2016 Policy Council meeting schedule was made PC Parent Representative Nancy Finley and seconded by PC Parent Representative Diane Degnan. There was no discussion. The schedule was unanimously approved by all members present.

6. Program Information Report

Head Start Director Mary Ann Holanchock reported on required Head Start services and program information for 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.

Head Start Director Mary Ann Holanchock shared that Head Start students are now in 15 Pre-K classrooms at Crookshank, Osceola, South Woods and The Webster School, an increase of five (5) classrooms over last year. As a blended model at all four (4) of our Head Start school sites, each Pre-K classroom is comprised of Head Start, Pre-K ESE and VPK students. Head Start continues to serve 135 students. This year Head Start students have been distributed in the following manner:

Crookshank – 28 students in four (4) classrooms, Osceola – 30 students in three (3) classrooms, South Woods – 27 students in three (3) classrooms and The Webster School – 50 students in five (5) classrooms.

7. Five Year Head Start Grant Program Goals

Head Start Director Mary Ann Holanchock shared information regarding our St. Johns County School District Head Start Five Year Plan. All goals of our Five Year Plan are aligned with our school readiness goals. Goal #1 is to maximize student language and literacy development, Goal #2 is to increase the delivery of mental health services, Goal #3 is to increase staff awareness of healthy practices and its impact on student development and Goal #4 is to enhance parent engagement services to promote parents to become stronger leaders and decision makers.

8. 2015 – 2016 SJCSD Head Start Review

Head Start Director Mary Ann Holanchock shared our reviews for 2015- 2016 school year. The reviews to be completed are *Comprehensive Services and School Readiness and Leadership, Governance and Management Systems.* .

9. Old Business

There was no old business.

10. New Business

Elections were held to fill vacant officer positions on the Policy Council.

Kati Hubert was nominated for PC Chairperson and Cindy Kook was nominated for PC Vice Chairperson.

A motion to approve the newly elected Policy Council Officers was made by PC Parent Representative Angelica Valenzuela and seconded by Community Representative Von Raburn. There was no discussion. The election was unanimously approved by all members present.

11. Adjourned

A motion for adjournment was made by Bridget Van Landingham and seconded by Diane Degnan. The meeting was adjourned at 7:23 p.m.