**SJCSD Head Start Policy Council Meeting**

**The Webster School MKY Cafeteria**

**January 26, 2015**

**6:00 p.m. – 8:00p.m.**

**Head Start Refunding Application Workshop**

**6:00 p.m. -7:30 p.m.**

Recognitions:

**Special recognitions** were presented to Anita Miller-Sackman and Jennifer O’Connor Mudge for their dedicated service on the Policy Council.

 As a representative of Episcopal Children’s Services (ECS) Anita Miller-Sackman served three years on the Policy Council. Anita has been an extremely dedicated and committed community representative on the Policy Council. Three years is the maximum number of years that any member may serve on the Policy Council.

As a Head Start Parent Representative for Osceola Elementary School, Jennifer O’Connor Mudge was recognized for serving a year on the Policy Council. Jennifer took a very active role on the Policy Council and served as chairperson. Jennifer was an important link between the Osceola Parent Committee and the Head Start Policy Council. Jennifer was highly committed to the Head Start Program both as a parent and a Policy Council member.

**The Head Start Management Team presented the 2015-2016 Head Start Refunding Application** to the Policy Council members for additional input, revisions and/or additions. The refunding application included our Five Year Plan, Training and Technical Assistance (T/TA) Plan and Head Start Budget. The Policy Council had previously approved our Community Assessment and Self-Assessment. All components of our refunding application were aligned with our program goals in our Five Year Plan.

The Policy Council members requested no revisions, additions or corrections. Many comments were made by Policy Council members and School Board Representative Bill Mignon stressing the importance of parental participation. In addition, Policy Council members strongly advocated for mental health support for our Head Start parents. Both increased student outcomes in the classroom as well as improved student health outcomes were recognized as being important and meaningful goals for our program.

**Refunding Application Documents**

1. 2015-2020 Five Year Plan with Long-Term Goals, Expected Outcomes, Annual Objectives and Action Plans
2. 2015-2016 Training and Technical Assistance (T/TA) Plan
3. 2015-2016 Head Start Budget

**January 26, 2015**

**POLICY COUNCIL MEETING MINUTES**

In Attendance:

**Policy Council Members:** Policy Council (PC) Parent Representative Diane Degnan, PC Chairman Roni Capo, PC Community Representative Bridget Van Landingham, PC Parent Representative Stephen Scaletti, PC Parent Representative Nancy Finley, PC Parent Representative Justin Parrish, PC Community Representative Von Raburn, PC Parent Representative Stan Berry, PC Parent Representative Angelica Valenzuela, School Board Member Bill Mignon, PC Vice-Chairman Anita Miller-Sackman

**Guests:** Mary Olsen,

**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, Education/ Disabilities/ Mental Health Facilitator Lisa Studivant

**Excused Absences:** PC Community Representative Elaine Mathews, PC Parent Representative Jessica Tobler, PC Parent Representative William Rodriguez, PC Parent Representative Betty Hodges

1. Call to Order/Roll Call

PC Chairman Roni Capo called the Policy Council meeting to order at 6:05 p.m. Roll was called by Receptionist /Clerk Sarah Strickland. There was a quorum.

 2. Welcome and Introductions

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

3. Approval of 2014 December Policy Council Meeting Minutes

A motion to approve the 2014 December Policy Council Meeting Minutes was made by PC Parent Representative Nancy Finley and seconded by PC Parent Representative Angelica Valenzuela. There was no discussion. The minutes were unanimously approved by all members present.

 4. Approval of 2014 December Head Start Budget Report

Head Start Director Mary Ann Holanchock presented the 2014 Head Start Budget Report.

A motion to approve the 2014 December Head Start Budget Report was made by Parent Representative Diane Degnan and seconded by PC Parent Representative Nancy Finley. 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 December 2014 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) will conduct a Fiscal Integrity/ and Eligibility, Recruitment, Selection, Enrollment and Attendance ( ERSEA) review of the SJCSD Head Start Program from February 9, 2015 through February 13, 2015. OHS will return again twice this budget year to conduct an Environmental Health and Safety review and classroom observations.

 6. Elections

 The Head Start Director asked for volunteers to fill vacancies for Policy Council secretary and

 vice-chairperson. Parent Representative Angelica Valenzuela volunteered to be vice-chairperson

 and Community Representative Mariana Eusebio volunteered to be secretary.

A motion to approve Angelica Valenzuela as vice-chairperson and Mariana Eusebio as secretary was made by PC Community Representative Von Raburn and seconded by PC Parent Representative Nancy Finley. There was no discussion. The motion to accept Angelica Valensuela and Mariana Eusebio as new officers was unanimous.

 Director Mary Ann Holanchock recommended Mariana Eusegio to serve as replacement for Anita

 Miller-Sackman. After three years of dedicated service on the Policy Council, Anita’s term had expired.

Anita recommended Mariana Eusegio as her replacement to continue to represent Episcopal Children’s Services (ECS) on the Policy Council. A motion to approve Mariana Eusegio as the new community representative was made by Angelica Valensuela and seconded by Stan Berry. There was no discussion. The motion passed unanimously.

8. Approval of the 2015-2016 Refunding Application Packet

A motion was made by PC Parent Representative Angelica Valenzuela and seconded by PC Parent Representative Stan Berry. There was no further discussion. The 2015 -2016 Head Start Refunding Application packet was unanimously approved by all members present.

7. New Business

 There was no new business.

8. Old Business

There was no old business.

 9. Adjournment

 The meeting was adjourned at 7:52 p.m.