

**SJCSD Head Start Policy Council Meeting**  
**The Webster School MKY Cafeteria**  
**November 24, 2014**  
**6:00 p.m. – 7:30 p.m.**

**MINUTES**

In Attendance:

**Policy Council Members:** Policy Council (PC) Vice-Chairman Anita Miller-Sackman, PC Parent Representative Diane Degnan, PC Parent Representative Roni Collins, PC Community Representative Bridget Van Landingham, PC Parent Representative Stephen Scaletti, PC Parent Representative Nancy Finley, PC Parent Representative Jessica Tobler, PC Parent Representative Justin Parrish, PC Parent Representative William Rodriguez, PC Community Representative Von Raburn

**Guests:** Angelica Valenzuela, Betty Hodges

**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, Education/Mental Health/Disabilities Manager Lisa Studivant, Receptionist /Clerk Sarah Strickland and Director of Early Childhood and District Assessment Development Brian McElhone

**Excused Absences:** PC Chairman Jennifer Mudge, PC Parent Representative Stan Berry, PC Community Representative Elaine Mathews, School Board Member Bill Mignon

1. Call to Order/Roll Call  
PC Vice-Chairman Anita Miller-Sackman called the Policy Council meeting to order at 6:10 p.m. Roll was called by PC Parent Representative Roni Collins. There was a quorum.
2. Welcome and Introductions  
PC Vice-Chairman Anita Miller-Sackman welcomed everyone to the meeting. Policy Council members and Head Start staff introduced themselves.
3. Approval of 2014 October Policy Council Meeting Minutes  
A motion to approve the 2014 October Policy Council Meeting Minutes was made by PC Parent Representative William Rodriguez and seconded by PC Parent Representative Diane Degnan. There was no discussion. The minutes were unanimously approved by all members present.
4. Approval of 2014 October Head Start Budget Report  
Head Start Director Mary Ann Holanchock presented the 2014 Head Start Budget Report.  
A motion to approve the 2014 October Head Start Budget Report was made by PC Community Representative Von Raburn and seconded by PC Parent Representative William Rodriguez. There was no discussion. The budget was unanimously approved by all members present.
5. Director's Report  
Head Start Director Mary Ann Holanchock reported on required Head Start services and program information for October 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 PLAYERS Championship and The PGA Tour will once again be donating and delivering Christmas gifts to all of our Head Start students. Their continued

generosity over the holidays makes Christmas an extra special celebration for our Head Start children and their families.

6. **Approval of the 2014 Head Start Community Assessment**  
A motion to approve the 2014 Community Assessment was made by PC Parent Representative William Rodriguez and seconded PC Parent Representative Justin Parrish. There was no discussion. The 2014 Head Start Community Assessment was unanimously approved by all members present.
7. **Approval of the 2014 Head Start Self-Assessment**  
A motion to approve the 2014 Head Start Self-Assessment was made PC Parent Representative Nancy Finley and seconded PC Parent Representative William Rodriguez. There was no discussion. The 2014 Head Start Self-Assessment was unanimously approved by all members present.
8. **School Readiness Plan Overview**  
Lisa Studivant provided an overview of the School Readiness Alignment Plan and detailed how it included the alignment between national, state and Exceptional Student Educational (ESE) Standards and further aligning with the local School Readiness Health Plan and the Parent, Family and Community Engagement Plan.  
  
Each Policy Council member was provided with a results report of the School Readiness objectives and the fall 2014 (October 24) TS Gold results. The fall results indicate that the students are scoring higher than anticipated within each of the School Readiness objectives for the initial period of August – October. The teachers will continue to be monitored for fidelity and student portfolios will be monitored for adequate documentation weekly. The winter checkpoint is February 20, 2015. A mid-year School Readiness report will be developed and distributed to parents, teachers, administration, and Policy Council in late February.
9. **New Business**  
There was no new business.
10. **Old Business**  
Head Start Director Mary Ann Holanchock met with Policy Council members in need of training. It was agreed upon that Policy Council training would be provided on December 2, 2014 in the director's office from 12:00 p.m. until 4:00 p.m.
11. **Adjournment**  
The meeting was adjourned at 7:10 p.m.