

**SJCSD Head Start Policy Council Meeting
The Webster School MKY Cafeteria
October 27, 2014
6:00 p.m. – 7:30 p.m.**

MINUTES

In Attendance:

Policy Council Members: Policy Council (PC) Chairman Jennifer Mudge, PC Vice-Chairman Anita Miller-Sackman, PC Parent Representative Stan Berry, PC Parent Representative Diane Degnan, PC Parent Representative Roni Collins, PC Community Representative Elaine Mathews, School Board Member Bill Mignon, PC Community Representative Bridget Van Landingham, PC Parent Representative Stephen Scaletti, PC Parent Representative Nancy Finley

Guest: Angelica Valinzuela, Chelsey Cooley, 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, Receptionist /Clerk Sarah Strickland,

Excused Absences: PC Parent Representative Jessica Tobler, PC Parent Representative Justin Parrish, PC Parent Representative William Rodrigues, PC Community Representative Von Raburn

1. Call to Order/Roll Call
PC Chairman Jennifer Mudge called the Policy Council meeting to order at 6:00 p.m. Roll call was called by Receptionist/ Clerk Sarah Strickland. There was a quorum.
2. Welcome and Introductions
PC Chairman Jennifer Mudge welcomed everyone to the meeting. Policy Council and Head Start staff members introduced themselves.
3. Approval of 2014 September Policy Council Meeting Minutes
A motion to approve the 2014 September Policy Council Meeting Minutes was made by PC Parent Representative Roni Collins 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 September Head Start Budget Report
Head Start Director Mary Ann Holanchock presented the 2014 Head Start Budget report.
A motion to approve the 2014 September Head Start Budget was made by PC Parent Representative Roni Collins and seconded by PC Community Representative Bridget Van Landingham. 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 September 2014 including enrollment, wait list, Average Daily Attendance (ADA), Head Start/VPK dual enrollment, disabilities, in-kind, purchase card activity and health services.

Head Start Director Mary Ann Holanchock shared we received our official Comprehensive Federal Review monitoring schedule from the Office Head Start for our five year grant period. Sometime during year 1 in 2014-2015, three separate reviews will be conducted to monitor Environmental Health & Safety and Fiscal Integrity & Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA). In addition, the Classroom Assessment Scoring System (CLASS) will be administered in all Head Start classrooms.

During year 2 in 2015-2016, two additional reviews will be conducted to monitor Management Systems and Program Governance and Comprehensive Services and School Readiness. The office of Head Start will give us a 30 day notice prior to each monitoring review.

6. Approval of the 2014 Community Assessment
There was open discussion to table the approval of the 2014 Community Assessment.
7. Arrival and Dismissal Procedures
8. Approval of Policy Council Community Representatives
A motion to accept the Policy Council Community Representatives recommended by Head Start Director: There was no discussion. The motion passed unanimously.
9. Election of Policy Council Officers
Policy Council members volunteered to remain serving or begin serving as Policy Council officers as follows for the upcoming year: Jennifer Mudge as Chairperson, Anita Miller – Sackman as Vice – Chair, and Roni Collins as the new Policy Council Secretary.

A motion to approve the 2014 Election of the Policy Council officers was made by PC Parent Representative Diane Degnan and seconded by PC Parent Representative Nancy Finley. There was no discussion. The 2014 Election of the Policy Council officers were unanimously approved by all members present.
10. Revised Annual Report
A motion to approve the Revised Annual Report was made by PC Community Representative Elaine Mathews and seconded by PC Vice-Chairman Anita Miller-Sackman. There was no discussion. The Revised Annual Report was unanimously approved by all members present.
11. New Business
There was no new business.
12. Old Business
There was no old business.
13. Adjournment
The meeting was adjourned at 7:15 p.m.