

**SJCSD Head Start Policy Council Meeting
The Webster School MKY Cafeteria
September 22, 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 Community Representative Debra Alexander, PC Community Representative Von Raburn, PC Parent Representative Stan Berry, PC Secretary Jessica Tobler, PC Parent Representative Justin Parrish, PC Parent Representative Diane Degnan, PC Parent Representative Roni Collins, PC Parent Representative William Rodrigues

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 Manager Lisa Studivant

Excused Absences: PC Community Representative Elaine Mathews, PC Parent Representative Jillian Blakely, PC Parent Representative Jessica Romeo, School Board Member Bill Mignon, PC Community Representative Bridget Van Landingham,

1. Call to Order/Roll Call
PC Chairman Jennifer Mudge called the Policy Council meeting to order at 6:05 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. Special Policy Council Member Recognitions
Head Start Director Mary Ann Holanchock presented special recognition plaques to outgoing Policy Council members Debra Alexander for three years of service and to Jessica Romeo for two years of service. Debra Alexander was recognized for her outstanding service as a Head Start Policy Council Community Representative and Jessica Romeo was recognized as a dedicated and committed Head Start Policy Council Parent Representative.
4. Approval of 2014 May and June Policy Council Meeting Minutes
A motion to approve the 2014 May and June Policy Council Meeting Minutes was made by PC Vice-Chairman Anita Miller-Sackman and seconded by PC Community Representative Debra Alexander. There was no discussion. The minutes were unanimously approved by all members present.
5. Approval of Budget Reports
Head Start Director Mary Ann Holanchock presented the end of the year 2013-2014 Federal Financial Report showing that our Head Start grant totaling \$936,659 was completely expended with a balance of zero dollars. The July 2014 budget was asked to be revised due to some discrepancies found in the report.
6. Director's Report
Head Start Director Mary Ann Holanchock reported on required Head Start services and program information for August 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 that our Region IV Head Start Program Specialist Olissa Williams had begun conducting monthly conference calls with all of her assigned programs including the St. Johns County School District Head Start Program. These on-going monthly conference calls are part of the changes in oversight of Head Start programs for improved communication between federal staff and grantees, as well as on-going analysis of data to determine the type of support needed by grantees. The main purpose of the improved oversight is to assure the quality of program services, the effectiveness of management systems, and the achievement of outcomes for children, families and communities.

7. Approval of New Hires

Head Start Director Mary Ann Holanchock secured phone vote approvals for new hire teachers Stacy Masciarelli at Crookshank and Stephanie Virnstein at South Woods prior to the start of school. Since the beginning of the new school year, a replacement was needed for Head Start Teacher Cindi Wright at The Webster School. Both the Head Start Director and Policy Council Member Jennifer Mudge were participants on the interview committee and recommended Donna Dingler for the Webster vacancy.

A motion to approve Stacy Masciarelli, Stephanie Virnstein and Donna Dingler as new Head Start teachers was made by PC Parent Representative William Rodrigues and seconded by PC Parent Representative Roni Collins. There was no discussion. All new hires were officially and unanimously approved by all members present.

8. Student Outcomes Data Reports

Education/Disabilities/ Mental Health Facilitator Lisa Studivant presented student outcomes data from the Teaching Strategies Gold Assessment System. In all learning domains, student outcomes tied to the SJCS Head Start School Readiness Goals exceeded program expectations.

9. Annual Report

A motion to approve the Head Start Annual Report was made by PC Community Representative Debra Alexander and seconded by PC Community Representative Von Raburn. There was no discussion. The Annual Report were unanimously approved by all members present.

10. New Business

There was open discussion to table the election of Policy Council Officers until all new Policy Council members were voted onto the Policy Council. Osceola and South Woods had not had their parent meeting prior to the September Policy Council meeting.

11. Old Business

There was no old business.

12. Adjournment

The meeting was adjourned at 7:40 p.m.