**Head Start Refunding Application Workshop**

**Monday, January 22, 2018**

**The Yates Building**

**47 Orange Street**

**5:45 p.m. – 7:10 p.m.**

**MINUTES**

In Attendance:

Policy Council Members: Policy Council (PC) Parent Representative Adam Hardy (Osceola),

PC Parent Representative Nicole Newton (Osceola), PC Parent Representative Patricia Turner (Crookshank), PC Parent Representative Nancy Clay (Crookshank), PC Community Representative Valentina Gibson (Webster)

Head Start Staff: Head Start Director Mary Ann Holanchock, Early Childhood Services Director Brian McElhone, Receptionist /Clerk Sarah Strickland, Head Start Family and Community Partnerships/ ERSEA Facilitator Christine Croyle, Health/Nutrition /VPK Facilitator Donna Fenech

The following documents were presented to the Policy Council for their input and feedback:

1. 2018-2023 SJCSD Five Year Plan

 The Head Start Management Team presented our four program goals each tied to a

 school readiness goal, expected outcome, objective tied to measurable outcomes, and

 strategies as they related to Program Management, Early Childhood Development, Child

 Health and Safety, and Parent/Family/and Community Engagement. All additions and

 revisions to the plan were highlighted to the Policy Council members.

2. Comprehensive Service Plan

 The 2018-2019 SJCSD Head Start Service Plan was presented to the Policy Council for their

 review. The Plan is an overview of any changes or additions to our Five Year Plan in

 narrative form.

3. Training and Technical Assistance Plan

 The 2018-2019 SJCSD Head Start Training and Technical Assistance (T/TA) Plan was

 presented to the Policy Council for their review. The plan tied money to trainings based on

 program training needs and required trainings. T/TA funds awarded to our Head Start

 Program to be used solely for training is $17,186.

4. Budget

 Head Start Director Mary Ann Holanchock reviewed the line item budget with the Policy

 Council. The total SJCSD Head Start Grant Award totaled $1,028,136. Salaries and benefits

 amounted to $846,546, indirect cost was $63,000, T/TA was $17,186, and the remaining

 funds were distributed to required comprehensive services.

5. Program Improvement Plan

 Although a Program Improvement Plan is required to address any non-compliances found

 during the annual Self-Assessment, there were no non-compliances noted. Therefore, a plan

 was submitted that compiled self-assessment committee recommendations and/or

 suggestions.

Policy Council Members and School Board Member Bill Mignon recommended no changes to the refunding application. Members thanked the Head Start Management Team for all their hard work throughout the planning process for the 2018-2019 SJCSD Refunding Application.