**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.