

**HEAD START Policy Council Meeting
Monday, August 15, 2016
MCIU – Washington Conference Room A**

ATTENDEES:

Dr. Lois Robinson	Director of Student Services
Jack Hurd	Director of Human Resources
Ashley Berger	Human Resources Specialist
Tina Viletto	Director of Community and Government Relations
Sandy Edling	Assistant Director of Management Services
Vanessa Diaz	Early Learning Account Specialist
Sherilyn Homans West	Family/Community Partnerships Supervisor
Samantha Bader	Health and Wellness Supervisor
Cindy Heckman	Early Learning Administrative Assistant
Adair Hightower	Lansdale, Policy Council Chairperson
Anthony Divon	Marshall
Gloria Llanos-Divon	Marshall
Monica Gutierrez	Ambler
Maria Jose Battaglia	Interpretive Services
Toscha Blalock	Early Head Start

I. WELCOME/INTRODUCTIONS:

A. Meeting called to order at 10:46 a.m. by Adair Hightower.

II. REVIEW AND APPROVAL OF MINUTES:

A. Approval of July 11, 2016 Meeting Minutes

Motion: It was moved by Toscha Blalock and seconded by Anthony Divon that the Head Start Policy Council approve the minutes of the July 11, 2016 Council Meeting.

Motion passed unanimously.

III. DIRECTOR'S REPORT:

A. Approval of Director's Report

Motion: It was moved by Anthony Divon and seconded by Toscha Blalock that the Head Start Policy Council approve the August 2016 Director's Report.

Motion passed unanimously.

B. Approval of Corrective Action Plan

Motion: It was moved by Gloria Llanos-Divon and seconded by Toscha Blalock that the Head Start Policy Council approve the Head Start Corrective Action Plan document.

Motion passed unanimously.

- Adair Hightower, Policy Council Chairperson, signed the Certification of the Corrective Action Plan.

C. Approval of Child Supervision Procedures for Corrective Action Plan

Motion: It was moved by Gloria Llanos-Divon and seconded by Anthony Divon that the Head Start Policy Council approve the Head Start Child Supervision Procedures for the Corrective Action Plan.

Motion passed unanimously.

D. Approval of MCIU Head Start Policies and Procedures

Motion: It was moved by Anthony Divon and seconded by Toscha Blalock that the Head Start Policy Council approve the Head Start Policies and Procedures.

Motion passed unanimously.

E. Approval of Head Start 2016-2017 Calendar

Motion: It was moved by Toscha Blalock and seconded by Anthony Divon that the Head Start Policy Council approve the Head Start Plan.

Motion passed unanimously.

IV. FINANCIAL SERVICES REPORT:

A. Approval of Head Start Financial Report Fiscal Year 2015-2016

Motion: It was moved by Anthony Divon and seconded by Toscha Blalock that the Head Start Policy Council approve the Head Start Financial Report Fiscal Year 2015-2016.

Motion passed unanimously.

B. Approval of Head Start Financial Report Fiscal Year 2016-2017

Motion: It was moved by Toscha Blalock and seconded by Anthony Divon that the Head Start Policy Council approve the Head Start Financial Report Fiscal Year 2016-2017.

Motion passed unanimously.

C. Approval of the Head Start Policy Council Carryover Request

Motion: It was moved by Anthony Divon and seconded by Monica Gutierrez that the Head Start Policy Council approve the Head Start Policy Council Carryover Request.

Motion passed unanimously.

- Adair Hightower, Policy Council Chairperson, signed the Certification of Carryover Budget Approval.

V. FAMILY AND COMMUNITY PARTNERSHIPS REPORT:

A. Approval of Community Partnerships Report

Motion: It was moved by Toscha Blalock and seconded by Gloria Llanos-Divon that the Head Start Policy Council approve the July 2016 Community Partnerships Report.

Motion passed unanimously.

B. Approval of the Head Start Policy Council 2016-2017 Meeting Schedule

Motion: It was moved by Anthony Divon and seconded by Monica Gutierrez that the Head Start Policy Council approve the Head Start Policy Council 2016-2017 Meeting Schedule.

Motion passed unanimously.

C. Approval of In-Kind Visitor Log

Motion: It was moved by Anthony Divon and seconded by Monica Gutierrez that the Head Start Policy Council approve the Head Start Policy Council 2016-2017 Meeting Schedule.

Motion passed unanimously.

D. Approval of Home Volunteer Form

Motion: It was moved by Gloria Llanos-Divon and seconded by Toscha Blalock that the Head Start Policy Council approve the Head Start Policy Council 2016-2017 Meeting Schedule.

Motion passed unanimously.

VI. HUMAN RESOURCES REPORT:

A. Approval of Human Resources Report

Motion: It was moved by Anthony Divon and seconded by Monica Gutierrez that the Head Start Policy Council approve the August 15, 2016 Human Resources Report.

Motion passed unanimously.

VII. CENTER REPORTS:

A. Approval of Center Reports

Motion: It was moved by Gloria Llanos-Divon and seconded by Monica Gutierrez that the Head Start Policy Council approve the Center Reports.

Motion passed unanimously.

- Monica Gutierrez expressed concerns regarding Ambler site drinking water.

VIII. OTHER:

- Anthony Divon received confirmation that only one (1) representative from each site is permitted to be a member on the MCIU Head Start Policy Council, per MCIU Head Start Policy Council By-Laws and Handbook.

IX. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:

- A. The next Policy Council meeting is scheduled for Monday, September 19, 2016 from 10:30 a.m.-12:30 p.m. in Washington Conference Room A.**

X. ADJOURNMENT

- A. Approval for Adjournment of August 15, 2016 Head Start Policy Council Meeting.**

Motion: It was moved by Anthony Divon and seconded by Toscha Blalock that the Head Start Policy Council approve the adjournment of the meeting.

Motion passed unanimously.



B. Meeting adjourned at 11:46 a.m. by Adair Hightower.