I. **WELCOME/INTRODUCTIONS:**
   A. Meeting called to order at 10:45 a.m. by Moises Tula.

II. **REVIEW AND APPROVAL OF MINUTES:**
   A. Approval of November 14, 2016 Policy Council Meeting Minutes

   **Motion:** It was moved by Donna Malcolm and seconded by Anthony Divon that the Head Start Policy Council approve the minutes of the November 14, 2016 Policy Council Meeting.

   Motion passed unanimously.

III. **DIRECTOR’S REPORT:**
   A. Approval of Director’s Report

   **Motion:** It was moved by Gloria Xelhua Tamayo and seconded by Kristen Barrett that the Head Start Policy Council approve the December 2016 Director’s Report.

   Motion passed unanimously.
B. Approval of Reallocation of Funded Slot

**Motion:** It was moved by Gloria Xelhua Tamayo and seconded by Kristen Barrett that the Head Start Policy Council approve the Reallocation of Funded Slot.

Motion passed unanimously.

IV. **FINANCIAL SERVICES REPORT:**
   A. Approval of Head Start Financial Report Year One Grant

   **Motion:** It was moved by Toscha Blalock and seconded by Anthony Divon that the Head Start Policy Council approve the Head Start Financial Report Year One Grant.

   Motion passed unanimously.

   B. Approval of Head Start Financial Report Year Two Grant

   **Motion:** It was moved by Donna Malcolm and seconded by Anthony Divon that the Head Start Policy Council approve the Head Start Financial Report Year Two Grant.

   Motion passed unanimously.

V. **FAMILY AND COMMUNITY PARTNERSHIPS REPORT:**
   A. Approval of Community Partnerships Report

   **Motion:** It was moved by Kristen Barrett and seconded by Angela Durant that the Head Start Policy Council approve the December 2016 Community Partnerships Report.

   Motion passed unanimously.

   B. Approval of Revised Home Learning Form

   **Motion:** It was moved by Gloria Llanos-Divon and seconded by Angela Durant that the Head Start Policy Council approve the Revised Home Learning Form.

   Motion passed unanimously.

VI. **HUMAN RESOURCES REPORT:**
   A. Approval of Human Resources Report
Motion: It was moved by Donna Malcolm and seconded by Gloria Xelhua Tamayo that the Head Start Policy Council approve the December 2016 Human Resources Report.

Motion passed unanimously.

- It was noted by Tina Viletto that employment location information be added to the Human Resources report.

VII. CENTER REPORTS:
A. Approval of Center Reports

Motion: It was moved by Angela Durant and seconded by Gloria Llanos-Divon that the Head Start Policy Council approve the December 2016 Center Reports.

Motion passed unanimously.

- Gloria Xelhua Tamayo expressed concerns regarding Ambler site ELL needs.
- Angela Durant expressed concerns regarding Lansdale site ELL needs, Family Literacy parent presenter, and parking.
- Gloria Llanos-Divon expressed concerns regarding Early Learning Academy site parking.
- Donna Malcolm expressed concerns regarding Abington site distribution of information to parents.
- Moises Tula expressed concerns regarding Souderton site parking.
- It was agreed that Steve Beck would be scheduled to come to next Parent Committee Meeting for each site requesting assistance with parking.
- It was agreed that correspondence to parents regarding Special Committees formation would be distributed in the form of a flyer.

VIII. OTHER

IX. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:
A. The next Policy Council meeting is scheduled for Tuesday, January 17, 2016 from 10:30 a.m.-12:30 p.m. in Washington Conference Room A.
X. ADJOURMENT
   A. Approval for Adjournment of December 12, 2016 Head Start Policy Council Meeting.

      Motion: It was moved by Donna Malcolm and seconded by Angela Durant that the Head Start Policy Council approve the adjournment of the December 12, 2016 Policy Council Meeting.

      Motion passed unanimously.

   B. Meeting adjourned at 12:35 p.m. by Moises Tula.