

**HEAD START Policy Council Meeting
Monday, December 12, 2016
MCIU – Washington Conference Room A**

ATTENDEES:

Moises Tula	Chairperson, Souderton
Donna Malcolm	Secretary, Abington
Gloria Xelhua Tamayo	Ambler
Gloria Llanos-Divon	Early Learning Academy
Anthony Divon	Early Learning Academy
Angela Durant	Lansdale
Tina Viletto	Director of Community and Government Relations
Paula Rice	Program Administrator
Ashley Berger	Personnel Coordinator
Vanessa Diaz	Early Learning Account Specialist
Sherilyn Homans West	Family/Community Partnerships Supervisor
Ann Wilson	Education Supervisor
Jennifer Lowe	Education Supervisor
Alicia Evans	Disabilities Supervisor
Samantha Bader	Health and Wellness Coordinator
Camila Anderson	Head Start Administrative Assistant
Ruth Lastra	Family Engagement Worker
Kathleen Bacon	Parent Guest, Early Learning Academy

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. **ADJOURNMENT**

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.**