

**HEAD START Policy Council Meeting
Monday, February 13, 2017
MCIU – Washington Conference Room A**

ATTENDEES:

Moises Tula	Chairperson, Souderton
Angela Durant	Lansdale
Gloria Llanos-Divon	Early Learning Academy
Anthony Divon	Early Learning Academy
Angela Ray	Pottstown
Dr. Lois Robinson	Director of Office of Student Services
Tina Viletto	Director of Community and Government Relations
Paula Rice	Program Administrator
Vanessa Diaz	Early Learning Accounting Specialist
Ashley Berger	Personnel Coordinator
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
Toscha Blalock	Director, Early Head Start
Francine Eluden	Interpretive Services

I. WELCOME/INTRODUCTIONS:

A. Meeting called to order at 10:38 a.m. by Moises Tula.

II. OLD BUSINESS:

A. Approval of January 17, 2017 Policy Council Meeting Minutes

Motion: It was moved by Angela Ray and seconded by Angela Durant that the Head Start Policy Council approve the minutes of the January 17, 2017 Policy Council Meeting.

Motion passed unanimously.

- Paula Rice reported that new traffic pattern was implemented at ELA, with complications still occurring.

III. DIRECTOR'S REPORT:

A. Approval of Director's Report

Motion: It was moved by Angela Ray and seconded by Angela Durant that the Head Start Policy Council approve the February 2017 Director's Report.

Motion passed unanimously.

IV. FINANCIAL SERVICES REPORT:

A. Approval of Head Start Financial Report Year One Grant

B. Approval of Head Start Financial Report Year Two Grant

C. Approval of Revised In-Kind Documents

Motion: It was moved by Angela Ray and seconded by Toscha Blalock that the Head Start Policy Council approve items A, B, and C of the February 2017 Financial Services Report.

Motion passed unanimously.

- It was confirmed that the In-Kind Other Document would be translated into all necessary languages for parent use.

V. EDUCATION REPORT:

A. Approval of Education Report

Motion: It was moved by Angela Ray and seconded by Angela Durant that the Head Start Policy Council approve the February 2017 Education Report.

VI. FAMILY AND COMMUNITY PARTNERSHIPS REPORT:

A. Approval of Community Partnerships Report

Motion: It was moved by Angela Ray and seconded by Angela Durant that the Head Start Policy Council approve the February 2017 Community Partnerships Report.

Motion passed unanimously.

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

Motion: It was moved by Angela Ray and seconded by Anthony Divon that the Head Start Policy Council approve the Revised 2016-2017 Head Start Policy Council Schedule.

Motion passed unanimously.

VII. HEALTH AND WELLNESS REPORT:

A. Approval of Health and Wellness Report

Motion: It was moved by Toscha Blalock and seconded by Angela Durant that the Head Start Policy Council approve the February 2017 Health and Wellness Report.

Motion passed unanimously.

VIII. HUMAN RESOURCES REPORT:

A. Approval of Human Resources Report

Motion: It was moved by Angela Ray and seconded by Anthony Divon that the Head Start Policy Council approve the February 2017 Human Resources Report.

Motion passed unanimously.

IX. CENTER REPORTS:

A. Approval of Center Reports

Motion: It was moved by Anthony Divon and seconded by Angela Ray that the Head Start Policy Council approve the February 2017 Center Reports.

Motion passed unanimously.

- Moises Tula requested information regarding the Picture Committee meeting; was informed it is scheduled for Wednesday, February 23, at the Early Learning Academy Conference room.
- Angela Ray reported that Kindergarten Transition Parent meetings have been scheduled for the Pottstown site.
- Angela Durant reported that language barrier issues were decreasing and higher numbers of parent representation at the Lansdale Parent Committee Meetings.
- Angela Durant requested information regarding incident reporting; specifically if parents are notified if a child has been aggressive or was involved in an altercation during the school day.
- Angela Durant expressed concerns with how behavior challenges are addressed and handled in the classroom. She was informed that teachers are provided strategies by the Education Supervisor and Disabilities Supervisor.

- Anthony Divon expressed growing concerns regarding ELA parking problems. Paula Rice informed him that she was meeting with Norristown Police Chief to resolve issues.
- Anthony Divon requested update on Lice Policy. Samantha Bader informed him that it would be presented at the next Policy Council meeting for approval.
- Donna Malcolm requested ability to celebrate Black History Month; permission granted.

X. OTHER:

A. Maternity Care Coalition Early Head Start Representatives Concern

- Early Head Start parent representative presented letter of concern regarding transportation issues for families living on the East end of Norristown. It was decided that further discussion around resolutions would occur in the future.

XI. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:

- A. The next Policy Council meeting is scheduled for March 13, 2017 from 10:30 a.m.-12:30 p.m. in Washington Conference Room A.**

XII. ADJOURNMENT:

- A. Approval for Adjournment of February 13, 2017 Head Start Policy Council Meeting.**

Motion: It was moved by Anthony Divon and seconded by Angela Ray that the Head Start Policy Council approve the adjournment of the February 13, 2017 Policy Council Meeting.

Motion passed unanimously.

- B. Meeting adjourned at 12:10 p.m. by Moises Tula.**