

**HEAD START Policy Council Meeting
Tuesday, January 17, 2016
MCIU – Washington Conference Room A**

ATTENDEES:

Donna Malcolm	Interim Chairperson, Secretary, Abington
Gloria Llanos-Divon	Early Learning Academy
Anthony Divon	Early Learning Academy
Angela Ray	Pottstown
Lori Desimone	Schwenksville
Danielle Young	Upper Dublin
Dr. Lois Robinson	Director of Office of Student Services
Tina Viletto	Director of Community and Government Relations
Sandy Edling	Assistant Director of Office of Business Services
Paula Rice	Program Administrator
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
Naja Barksdale	Parent Guest, Early Learning Academy
Ursula Francis	Parent Guest, Early Learning Academy
Jennifer Cabezudo	Parent Guest, Abington
Francine Eluden	Interpretive Services

I. WELCOME/INTRODUCTIONS:

A. Meeting called to order at 10:36 a.m. by Donna Malcolm.

II. APPOINTMENT AND APPROVAL OF INTERIM CHAIRPERSON:

**A. Approval of Appointment of Interim Chairperson, Donna Malcolm,
Secretary**

Motion: It was moved by Angela Ray and seconded by Anthony Divon that the Head Start Policy Council approve the appointment of Donna Malcolm as interim Chairperson for the January 17, 2017 Head Start Policy Council Meeting.

Motion passed unanimously.

III. OLD BUSINESS:

A. Approval of December 12, 2016 Policy Council Meeting Minutes

Motion: It was moved by Gloria Llanos-Divon and seconded by Anthony Divon that the Head Start Policy Council approve the minutes of the December 12, 2016 Policy Council Meeting.

Motion passed unanimously.

- Paula Rice reported that Steve Beck visited the ELA site regarding previous parking concerns and is currently scheduling visits to the other locations with needs.

IV. DIRECTOR'S REPORT:

A. Approval of Director's Report

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

Motion passed unanimously.

B. Approval of 2017 National Head Start Association Convention and Expo Attendance

Motion: It was moved by Angela Ray and seconded by Anthony Divon that the Head Start Policy Council approve the 2017 National Head Start Association Convention and Expo Attendance.

Motion passed unanimously.

V. FINANCIAL SERVICES REPORT:

A. Approval of Head Start Financial Report Year One Grant

Motion: It was moved by Angela Ray and seconded by Gloria Llanos-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 Angela Ray and seconded by Gloria Llanos-Divon that the Head Start Policy Council approve the Head Start Financial Report Year Two Grant.

Motion passed unanimously.

C. Approval of 2017-2018 Head Start Budget

Motion: It was moved by Angela Ray and seconded by Gloria Llanos-Divon that the Head Start Policy Council approve the 2017-2018 Head Start Budget.

Motion passed unanimously.

VI. EDUCATION REPORT:

A. Approval of Education Report

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

VII. FAMILY AND COMMUNITY PARTNERSHIPS REPORT:

A. Approval of Community Partnerships Report

Motion: It was moved by Angela Ray and seconded by Gloria Llanos-Divon that the Head Start Policy Council approve the January 2017 Community Partnerships Report.

Motion passed unanimously.

VIII. HEALTH AND WELLNESS REPORT:

A. Approval of Lice Policy and Procedures

Motion: No motion made; it was unanimously determined that revisions to the Lice Policy and Procedures are necessary prior to approval.

IX. HUMAN RESOURCES REPORT:

A. Approval of Human Resources Report

Motion: It was moved by Gloria Llanos-Divon and seconded by Angela Ray that the Head Start Policy Council approve the January 2017 Human Resources Report.

Motion passed unanimously.

X. CENTER REPORTS:

A. Approval of Center Reports

Motion: It was moved by Gloria Llanos-Divon and seconded by Donna Malcolm that the Head Start Policy Council approve the January 2017 Center Reports.

Motion passed unanimously.

- Anthony Divon expressed concerns regarding language use regarding in-kind. It was proposed that jargon be replaced with language that parents will understand fully, like “volunteering” or “donation”.
- Gloria Llanos-Divon expressed concerns regarding nurse conducting child wellness checks in the classroom.
- It was agreed that the ELA nurse would utilize a private room to conduct child wellness checks, to ensure confidentiality.
- Donna Malcolm expressed concerns regarding Abington site playground being too muddy for proper play.
- Donna Malcolm expressed concerns regarding age groups being mixed, and inquired about separating children by age in upcoming years.
- Jennifer Cabezudo expressed desires to participate in Black History Month celebrations in Abington classrooms.

XI. OTHER:

A. ELA Parent Committee Officer Parent Workshop Presentation

B. Abington Parent Committee Officer Home Volunteer Presentation

XII. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:

A. The next Policy Council meeting is scheduled for February 6, 2017 from 10:30 a.m.-12:30 p.m. in Washington Conference Room A.

XIII. ADJOURNMENT:

A. Approval for Adjournment of January 17, 2017 Head Start Policy Council Meeting.

Motion: It was moved by Gloria Llanos-Divon and seconded by Donna Malcolm that the Head Start Policy Council approve the adjournment of the January 17, 2017 Policy Council Meeting.

Motion passed unanimously.

B. Meeting adjourned at 1:20 p.m. by Donna Malcolm.