

**HEAD START Policy Council Meeting
Monday, January 8, 2018
Early Learning Academy, 1605 W. Main St., Norristown 19401**

ATTENDEES:

Marta Pecharo	Schwenksville
Sarefa Hamed	Abington
Kristen Barrett	Director, WIC
Karen Washington	Family & Community Engagement Coordinator, EHS
Paula Rice	Program Administrator, Head Start
Sherilyn Homans West	Family & Community Partnerships Supervisor
Jennifer Lowe	Education Supervisor

I. WELCOME/INTRODUCTIONS:

A. Meeting called to order at 10:30a.m. by Sherilyn Homans West.

- Due to low number of attendees (quorum not met), it was noted that the meeting would continue without voting but discussion of agenda items.

II. OLD BUSINESS:

A. Approval of November 6, 2017 Policy Council Meeting Minutes

- Paula Rice provided updates on the successful transition of slots from one closed Pottstown classroom to the new Central Norristown location. Program was able to meet the 97% funded enrollment requirement by the end of December 2017.
- Kristen Barrett and Sarefa Hamed provided brief feedback on first Policy Council Social held on December 7, 2017.

III. REPORTS:

A. Approval of November, 2017 Program Reports

- Director Report: Paula Rice provided update on the grant renewal process, the upcoming self-assessment meeting, and changes for Health and Safety. She also provided information on the new Central Norristown location, including costs associated with transition.
- ERSEA/FCP Report: Sherilyn Homans West informed the Policy Council that this report is a combination of the previous FCP and Enrollment reports, since they typically overlap. Marta Pecharo provided information on other nature centers in the County for inquiries. Enrollment for November and December 2017 was reviewed. Attendance has steadily declined due to weather, the holiday season, and illness.

- Health/Nutrition Report: Paula Rice provided information on current screening results and family style dining implementation results.
- Education Report: Jennifer Lowe provided reminders of upcoming Parent Teacher Conferences in February. She also informed the Policy Council that all Education Supervisors and Program Administrator are now CLASS certified.
- Human Resources Report: Paula Rice provided overview of new Program Aide hours based on needs of the program, as well as current employee changes.

IV. FISCAL SERVICES REPORT:

A. Approval of Head Start Financial Report Year Three Grant, Month of November, 2017

B. Approval of Head Start Financial Report Year Three Grant, Month of December, 2017

- Paula Rice outlined the regular expenditures to the current budget. Sherilyn Homans West noted that in-kind levels are very low and will decrease with the loss of the FGP program. It was suggested that a Committee be formed with the sole purpose of generating in-kind ideas through parent/staff/community partnerships and events.

C. Approval of Head Start Grant Renewal Application and Budget

- Paula Rice reviewed the 2018-2019 Grant Renewal Budget Justification with the Policy Council. Marta Pecharo questioned about the supplies, asking if it is possible to have supplies donated which could result in a decrease in that budget. Paula Rice provided ideas on what donations are acceptable, that those donations would be considered in-kind, and that the budgeted amount may change due to such donations. The Policy Council requested a list of acceptable items for classroom donation.

V. CENTER UPDATES:

A. Approval of November, 2017 Head Start Center Updates

- Abington had no updates to report.
- Schwenksville had no updates to report.

VI. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:

A. Policy Council agreed to schedule a conference call to vote on current agenda items.



- Sherilyn Homans West will confirm date/time with all Policy Council members and set up the conference call line.

VII. ADJOURNMENT:

A. Meeting adjourned at 11:45a.m. by Sherilyn Homans West.