

**HEAD START Policy Council Meeting
Monday, June 6, 2016
Hamilton 3rd Floor Conference Room, Administration Building**

ATTENDEES:

Dr. Lois Robinson	Director of Student Services
Tina Viletto	Director of Community and Government Relations
Jack Hurd	Director of Human Resources
Ashley Berger	Human Resources Specialist
Sherilyn Homans West	Family/Community Partnerships Supervisor
Vanessa Diaz	Early Learning Account Specialist
Carly Weist	Health & Wellness Assistant
Alicia Evans	Disabilities Supervisor
Nelly Jimenez	ACLAMO
Kristen Barrett	WIC
Adair Hightower	Lansdale, Policy Council Chairperson
Donna Malcolm	Abington
Anthony Divon	Marshall
Moises Tula	Souderton
Monica Gutierrez	Ambler

I. WELCOME/INTRODUCTIONS:

A. Meeting called to order at 10:40 a.m. by Adair Hightower

II. REVIEW AND APPROVAL OF MINUTES:

A. Approval of May 16, 2016 Meeting Minutes

Motion: It was moved by Kristen Barrett and seconded by Moises Tula that the Head Start Policy Council approve the minutes of the May 16, 2016 Council meeting with revisions.

Motion passed unanimously.

III. DIRECTOR'S REPORT:

A. Approval of Director's Report

Motion: It was moved by Anthony Divon and seconded by Moises Tula that the Head Start Policy Council approve the June 6, 2016 Director's Report.

Motion passed unanimously.

B. Approval and Signature of Head Start Supplemental Grant Application and Supporting Documents

Motion: It was moved by Moises Tula and seconded by Monica Gutierrez that the Head Start Policy Council approve the Head Start Supplemental Grant Application and Supporting Documents.

Motion passed unanimously.

IV. FINANCIAL SERVICES REPORT:

A. Approval of Financial report as of May 26, 2016

Motion: It was moved by Moises Tula and seconded by Anthony Divon that the Head Start Policy Council approve the Financial Report as of May 26, 2016.

Motion passed unanimously.

V. FAMILY AND COMMUNITY PARTNERSHIPS REPORT:

A. Approval of Community Partnerships Report

Motion: It was moved by Moises Tula and seconded by Donna Malcolm that the Head Start Policy Council approve the Community Partnerships Report.

Motion passed unanimously.

VI. HUMAN RESOURCES REPORT:

A. Approval of Human Resources Report

Motion: It was moved by Kristen Barrett and seconded by Moises Tula that the Head Start Policy Council approve the Human Resources Report.

Motion passed unanimously.

VII. CENTER REPORTS:

A. Approval of Center Reports

Motion: It was moved by Anthony Divon and seconded by Moises Tula that the Head Start Policy Council approve the Center Reports.

Motion passed unanimously.

- Sherilyn Homans West and Vanessa Diaz provided clarification on student and class picture protocols.
- Monica Gutierrez noted concerns regarding food service at Ambler location. Carly Weist to address issue with Wissahickon School District officials.

VIII. OTHER:

A. Approval of July Meeting date change from Tuesday, July 19, to Monday, July 11.

Motion: It was moved by Donna Malcolm and seconded by Anthony Divon that the Head Start Policy Council approve the July meeting date change from Tuesday, July 19, to Monday, July 11.

Motion passed unanimously.

- Venue to be decided. Time of meeting remains from 11:30a.m. to 1:30p.m.

IX. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:

A. The next Policy Council meeting is scheduled for Monday, July 11, from 11:30a.m. to 1:30p.m., venue TBD.

B. Schedule for upcoming Policy Council Meetings:

Aug 15 – Monday
Sept 13 - Tuesday

X. Adjournment

A. Approval for Adjournment of May 2016 Head Start Policy Council Meeting.

Motion: It was moved by Anthony Divon and seconded by Kristen Barrett that the Head Start Policy Council approve the adjournment of the meeting.

Motion passed unanimously.

B. Meeting adjourned at 11:40 a.m. by Adair Hightower.