

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

ATTENDEES:

Monica Gutierrez	Vice Chairperson, Ambler
Donna Malcolm	Secretary, Abington
Gloria Llanos-Divon	Early Learning Academy
Angela Durant	Lansdale
Angela Ray	Pottstown
Toscha Blalock	Director, Early Head Start
Dr. Lois Robinson	Director of Office of Student Services
Mark Brooks	Program Administrator, Facilities
Paula Rice	Program Administrator, Early Learning Programs
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
Carly Weist	Health and Wellness Assistant
Camila Anderson	Head Start Administrative Assistant\
Ruth Lastra	Family Engagement Worker
Francine Eluden	Interpretive Services

I. WELCOME/INTRODUCTIONS:

A. Meeting called to order at 10:43 a.m. by Monica Gutierrez.

II. APPOINTMENT AND APPROVAL OF INTERIM CHAIRPERSON, MONICA GUTIERREZ, VICE CHAIRPERSON:

Motion: It was moved by Toscha Blalock and seconded by Gloria Llanos-Divon that the Head Start Policy Council appoint and approve Monica Gutierrez, Vice Chairperson, as Chairperson of the March 13, 2017 Policy Council.

Motion passed unanimously.

III. OLD BUSINESS:

A. Approval of February 13, 2017 Policy Council Meeting Minutes

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

Motion passed unanimously.

- Paula Rice reported that new traffic pattern was implemented at ELA, with the possibility of police presence on sight 3 days/week.
- Toscha Blalock requested confirmation that discussion about EHS previous concerns regarding issues with transportation to ELA site from east end of Norristown be continuing.

IV. DIRECTOR'S REPORT:

A. Approval of Director's Report

Motion: It was moved by Angela Ray and seconded by Gloria Llanos-Divon that the Head Start Policy Council approve the March 2017 Director's Report.

Motion passed unanimously.

V. FINANCIAL SERVICES REPORT:

A. Approval of Head Start Financial Report Year Two Grant

B. Approval of Budget Revision and Non Federal Share Waiver Request

Motion: It was moved by Gloria Llanos-Divon and seconded by Angela Ray that the Head Start Policy Council approve items A and B of the March 2017 Financial Services Report.

Motion passed unanimously.

- Monica Gutierrez and Paula Rice signed the Certificate of Approval of Budget Revision and Non Federal Share Waiver Request.

VI. EDUCATION REPORT:

A. Approval of Education Report

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

VII. FAMILY AND COMMUNITY PARTNERSHIPS REPORT:

A. Approval of Community Partnerships Report

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

Motion passed unanimously.

VIII. HEALTH AND WELLNESS REPORT:

A. Approval of Health and Wellness Report

Motion: It was moved by Donna Malcolm and seconded by Angela Durant that the Head Start Policy Council approve the March 2017 Health and Wellness Report.

Motion passed unanimously.

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 March 2017 Human Resources Report.

Motion passed unanimously.

X. CENTER REPORTS:

A. Approval of Center Reports

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

Motion passed unanimously.

- Gloria Llanos-Divon requested information regarding Lice and Bed Bug policies. Mark Brooks responded, noting the Integrative Pest Management Procedures that the MCIU Head Start program implements in the case of confirmed infestations. Paula Rice reported that she would send out a letter to parents regarding the current policy on Bed Bugs. It was also agreed that preventative information about Lice and Bed Bugs would be disseminated to parents.
- Angela Ray reported that Pottstown parents have confirmed a date/time/space for picture day.
- Angela Durant requested information on disciplinary actions for repeated severe behaviors. Paula Rice and Jennifer Lowe agreed to present the current action steps to address such issues at Lansdale's next Parent Committee Meeting.

- Donna Malcolm requested update on Abington outdoor playground. Mark Brooks reported that nothing can be completed until spring. Paula Rice confirmed that teachers will send playground updates to parents via the monthly newsletter.
- Monica Gutierrez reported that students are not provided enough water throughout the day. Samantha Bader reported that students can have water at any time of the day, if requested appropriately. Jennifer Lowe reported that the teachers can keep the water in pitchers in the room for easy access.

XI. OTHER:

A. Monthly Parent Activity Presentation

XII. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:

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

XIII. ADJOURNMENT:

A. Approval for Adjournment of March 13, 2017 Head Start Policy Council Meeting.

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

Motion passed unanimously.

B. Meeting adjourned at 12:30 p.m. by Monica Gutierrez.