



# MCIU HEAD ★ START

2 West Lafayette Street | Norristown PA 19401 | 484-868-9800 | www.mciu.org

**HEAD START Policy Council Meeting  
Monday, May 8, 2017  
MCIU – Washington Conference Room A**

**ATTENDEES:**

Donna Malcolm	Secretary, Abington
Angela Ray	Pottstown
Gloria Xelhua Tamayo	Ambler
Gloria Llanos-Divon	Early Learning Academy
Anthony Divon	Early Learning Academy
Toscha Blalock	Director, Early Head Start
Dr. Lois Robinson	Director of Office of Student Services
Mark Brooks	Program Administrator, Facilities
Paula Rice	Program Administrator, Head Start
Vanessa Diaz	Early Learning Accounting Specialist
Ashley Berger	Personnel Coordinator
Sherilyn Homans West	Family and Community Partnerships Supervisor
Ann Wilson	Education Supervisor
Jennifer Lowe	Education Supervisor
Nicole Buckley	Education Supervisor
Alicia Evans	Disabilities Supervisor
Samantha Bader	Health and Wellness Coordinator
Carly Weist	Health and Wellness Assistant
Camila Anderson	Head Start Administrative Assistant
Francine Eluden	Interpretive Services

**I. WELCOME/INTRODUCTIONS:**

**A. Meeting called to order at 10:40a.m. by Gloria Llanos-Divon.**

**II. APPOINTMENT AND APPROVAL OF INTERIM CHAIRPERSON, GLORIA LLANOS-DIVON:**

**Motion:** It was moved by Angela Ray and seconded by Anthony Divon that the Head Start Policy Council appoint and approve Gloria Llanos-Divon, as Chairperson of the May 8, 2017 Policy Council.

**Motion passed unanimously.**

**III. OLD BUSINESS:**

**A. Approval of April 10, 2017 Policy Council Meeting Minutes**



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**Motion:** It was moved by Angela Ray and seconded by Toscha Blalock that the Head Start Policy Council approve the minutes of the April 10, 2017 Policy Council Meeting.

**Motion passed unanimously.**

## IV. DIRECTOR'S REPORT:

### A. Approval of Director's Report

**Motion:** It was moved by Angela Ray and seconded by Anthony Divon that the Head Start Policy Council approve the May 2017 Director's Report.

**Motion passed unanimously.**

## V. FINANCIAL SERVICES REPORT:

### A. Approval of Head Start Financial Report Year Two Grant

**Motion:** It was moved by Angela Ray and seconded by Donna Malcolm that the Head Start Policy Council approve the May 2017 Head Start Financial Report Year Two Grant.

**Motion passed unanimously.**

- It was noted that a new bus was purchased for use at the Upper Dublin Cardinal's Nest program. Field trips are unavailable at this time due to numerous factors including but not limited to driver credentials, insurance liabilities, and bus size.

## VI. EDUCATION REPORT:

### A. Approval of Education Report

**Motion:** It was moved by Angela Ray and seconded by Donna Malcolm that the Head Start Policy Council approve the May 2017 Education Report.

**Motion passed unanimously.**

## VII. FAMILY AND COMMUNITY PARTNERSHIPS REPORT:

### A. Approval of Community Partnerships Report

**Motion:** It was moved by Angela Ray and seconded by Toscha Blalock that the Head Start Policy Council approve the May 2017 Community Partnerships Report.

**Motion passed unanimously.**



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## **B. Presentation of Pennbrook MS Day of Service Volunteering Event**

### **VIII. HEALTH AND WELLNESS REPORT:**

#### **A. Approval of Health and Wellness Report**

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

**Motion passed unanimously.**

#### **B. Approval of the MCIU Student Wellness Policy**

**Motion:** It was moved by Donna Malcolm and seconded by Toscha Blalock that the Head Start Policy Council approve the MCIU Student Wellness Policy.

**Motion passed unanimously.**

### **IX. HUMAN RESOURCES REPORT:**

#### **A. Approval of Human Resources Report**

**Motion:** It was moved by Angela Ray and seconded by Donna Malcolm that the Head Start Policy Council approve the May 2017 Human Resources Report.

**Motion passed unanimously.**

### **X. CENTER REPORTS:**

#### **A. Approval of Center Reports**

**Motion:** It was moved by Donna Malcolm and seconded by Angela Ray that the Head Start Policy Council approve the May 2017 Center Reports.

**Motion passed unanimously.**

- Donna Malcolm requested update on playground at Abington site; noted that Parent Committee Officers have received confirmation from the Abington SD facilities manager and representatives that the playground is the property of MCIU. As such, MCIU has the ability to manipulate that area as needed/desired. Mark Brooks requested written confirmation; upon receipt of this communication, action for improvement of the playground will begin.
- Donna Malcolm requested information regarding child illness/vomiting prior to drop off. Samantha Bader responded that the any student entering the building with symptoms of illness/vomiting is to be sent home immediately.



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- Mark Brooks informed Council that the Early Learning Academy site will have new playground equipment installed over the next few weeks; this may cause that area to be closed.
- Gloria Llanos-Divon expressed concern with transfer of information from Policy Council meetings to parents. This information will be added to the website in upcoming months in a user friendly format.
- Angela Ray requested information regarding End of Year Ceremonies during school hours. This is not permitted. Other parent representatives offered to assist with planning private celebrations outside of school.
- Angela Ray expressed the need for more Spanish speaking teachers in Pottstown due to the larger Hispanic population in the Pottstown area.
- Jennifer Lowe explained that monthly parent projects will be more cohesive at the Pottstown site, in response to teacher feedback.

## **XI. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:**

- A. The next Policy Council meeting is scheduled for June 12, 2017 from 10:00 a.m.-11:30 p.m. in Washington A Conference Room, followed by the Volunteer Feedback Luncheon from 12:00p-2:00p at the Jeffersonville Golf Club.**

## **XII. ADJOURNMENT:**

- A. Approval for Adjournment of May 8, 2017 Head Start Policy Council Meeting.**

**Motion:** It was moved by Angela Ray and seconded by Toscha Blalock that the Head Start Policy Council approve the adjournment of the May 8, 2017 Policy Council Meeting.

**Motion passed unanimously.**

- B. Meeting adjourned at 12:07 p.m. by Gloria Llanos-Divon.**