

**HEAD START Policy Council Meeting  
Monday, November 14, 2016  
MCIU – Washington Conference Room A**

**ATTENDEES:**

Moises Tula	Chairperson, Souderton
Monica Gutierrez	Vice Chairperson, Ambler
Donna Malcolm	Secretary, Abington
Gloria Llanos-Divon	Early Learning Academy
Angela Durant	Lansdale
Angela Ray	Pottstown
Francine Elmdor	Interpretive Services
Dr. Lois Robinson	Director of Student Services
Tina Viletto	Director of Community and Government Relations
Ashley Berger	Personnel Coordinator
Vanessa Diaz	Early Learning Account Specialist
Sherilyn Homans West	Family/Community Partnerships Supervisor
Jennifer Lowe	Education Supervisor
Alicia Evans	Disabilities Supervisor
Samantha Bader	Health and Wellness Coordinator
Camila Anderson	Head Start Administrative Assistant
Ruth Lastra	Family Engagement Worker

**I. WELCOME/INTRODUCTIONS:**

**A. Meeting called to order at 10:38 a.m. by Moises Tula.**

**II. REVIEW AND APPROVAL OF MINUTES:**

**A. Approval of October 17, 2016 Meeting Minutes**

**Motion:** It was moved by Donna Malcolm and seconded by Angela Ray that the Head Start Policy Council approve the minutes of the October 17, 2016 Policy Council Meeting.

**Motion passed unanimously.**

**III. DIRECTOR'S REPORT:**

**A. Approval of Director's Report**

**Motion:** It was moved by Angela Ray and seconded by Donna Malcolm that the Head Start Policy Council approve the November 2016 Director's Report.

**Motion passed unanimously.**

**IV. FINANCIAL SERVICES REPORT:**

**A. Approval of Head Start Financial Report Year One Grant**

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

**Motion passed unanimously.**

**V. FAMILY AND COMMUNITY PARTNERSHIPS REPORT:**

**A. Approval of Community Partnerships Report**

**Motion:** It was moved by Angela Ray and seconded by Angela Durant that the Head Start Policy Council approve the November 2016 Community Partnerships Report.

**Motion passed unanimously.**

**B. Approval of Lil' Sports Program**

**Motion:** It was moved by Angela Ray and seconded by Angela Durant that the Head Start Policy Council approve the Lil' Sports Program.

**Motion passed unanimously.**

**VI. HUMAN RESOURCES REPORT:**

**A. Approval of Human Resources Report**

**Motion:** It was moved by Donna Malcolm and seconded by Gloria Llanos-Divon that the Head Start Policy Council approve the November 2016 Human Resources Report.

**Motion passed unanimously.**

**VII. 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 November 2016 Center Reports.

**Motion passed unanimously.**

- Monica Gutierrez expressed concerns regarding Ambler site supplies and school pictures for families.
- Gloria Llanos-Divon expressed interest in hiring traffic director for ELA and obtaining traffic signs/supplies to assist with parking concerns.
- Moises Tula expressed concerns regarding Souderton site supplies and school pictures for families.
- Donna Malcolm expressed concerns regarding child assessment and individualized curriculum for advanced learners.

**VIII. OTHER**

**IX. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:**

- A. The next Policy Council meeting is scheduled for Monday, December 12, 2016 from 10:30 a.m.-12:30 p.m. in Washington Conference Room A.**

**X. ADJOURNMENT**

- A. Approval for Adjournment of November 14, 2016 Head Start Policy Council Meeting.**

**Motion:** It was moved by Angela Ray and seconded by Gloria Llanos-Divon that the Head Start Policy Council approve the adjournment of the November 14, 2016 Policy Council Meeting.

**Motion passed unanimously.**

- B. Meeting adjourned at 12:41 p.m. by Moises Tula.**