

**HEAD START Policy Council Meeting  
Monday, October 17, 2016  
MCIU – Washington Conference Room B**

**ATTENDEES:**

Tina Viletto	Director of Community and Government Relations
Ashley Berger	Personnel Coordinator
Vanessa Diaz	Early Learning Account Specialist
Paula Rice	Program Administrator
Sherilyn Homans West	Family/Community Partnerships Supervisor
Alicia Evans	Disabilities Supervisor
Camila Anderson	Head Start Administrative Assistant
Moises Tula	Souderton
Donna Malcolm	Abington
Monica Gutierrez	Ambler
Anthony Divon	Early Learning Academy
Gloria Llanos-Divon	Early Learning Academy
Angela Ray	Pottstown
Toscha Blalock	Early Head Start
Kristen Barrett	WIC
Francine Elmder	Interpretive Services

**I. WELCOME/INTRODUCTIONS:**

**A. Meeting called to order at 10:40 a.m. by Moises Tula.**

**B. Approval of Interim Chairperson for the October 17, 2016 Head Start Policy Council Meeting**

**Motion:** It was moved by Toscha Blalock and seconded by Monica Gutierrez that the Head Start Policy Council appoint Moises Tula as the Interim Chairperson for the October 17, 2016 Head Start Policy Council Meeting.

**Motion passed unanimously.**

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

**A. Approval of September 19, 2016 Meeting Minutes**

**Motion:** It was moved by Kristen Barrett and seconded by Toscha Blalock that the Head Start Policy Council approve the minutes of the September 19, 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 Toscha Blalock that the Head Start Policy Council approve the October 2016 Director's Report.

**Motion passed unanimously.**

**B. Approval of Reassignment of Locations Proposal**

**Motion:** It was moved by Angela Ray and seconded by Kristen Barrett that the Head Start Policy Council approve the Reassignment of Locations Proposal.

**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 Donna Malcolm 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 Toscha Blalock and seconded by Angela Ray that the Head Start Policy Council approve the October 2016 Community Partnerships Report.

**Motion passed unanimously.**

**B. Approval of Upper Dublin Cardinal's Nest MOU**

**Motion:** It was moved by Angela Ray and seconded by Donna Malcolm that the Head Start Policy Council approve the Upper Dublin Cardinal's Nest MOU.

**Motion passed unanimously.**

**VI. HUMAN RESOURCES REPORT:**

**A. Approval of Human Resources Report**

**Motion:** It was moved by Anthony Divon and seconded by Kristen Barrett that the Head Start Policy Council approve the October 2016 Human Resources Report.

**Motion passed unanimously.**

**VII. CENTER REPORTS:**

**A. Approval of Center Reports**

**Motion:** It was moved by Angela Ray and seconded by Donna Malcolm that the Head Start Policy Council approve the October 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 school pictures for families.
- Moises Tula expressed concerns regarding Souderton site supplies and school pictures for families.
- Donna Malcolm expressed concerns regarding Abington site parking safety.

**VIII. OTHER:**

**A. Approval of Policy Council Officers – 2016-2017 Head Start Policy Council Chairperson**

**Motion:** It was moved by Donna Malcolm and seconded by Kristen Barrett that Moises Tula be appointed 2016-2017 Head Start Policy Council Chairperson.

**Motion passed unanimously.**

**B. Approval of Policy Council Officers – 2016-2017 Head Start Policy Council Vice Chairperson**

**Motion:** It was moved by Gloria Llanos-Divon and seconded by Donna Malcolm that Monica Gutierrez be appointed 2016-2017 Head Start Policy Council Vice Chairperson.

**Motion passed unanimously.**

**C. Approval of Policy Council Officers – 2016-2017 Head Start Policy Council Secretary**

**Motion:** It was moved by Moises Tula and seconded by Gloria Llanos-Divon that Donna Malcolm be appointed 2016-2017 Head Start Policy Council Secretary.

**Motion passed unanimously.**

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

**A. The next Policy Council meeting is scheduled for Monday, November 14, 2016 from 10:30 a.m.-12:30 p.m. in Washington Conference Room A.**

**X. ADJOURNMENT**

**A. Approval for Adjournment of October 17, 2016 Head Start Policy Council Meeting.**

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

**Motion passed unanimously.**

**B. Meeting adjourned at 11:40 a.m. by Moises Tula.**