



**HEAD START Policy Council Meeting
Monday, September 19, 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
Sherilyn Homans West	Family/Community Partnerships Supervisor
Samantha Bader	Health and Wellness Supervisor
Alicia Evans	Disabilities Supervisor
Camila Anderson	Head Start Administrative Assistant
Tara Rivers	Family Engagement Worker
Ruth Lastra	Family Engagement Worker
Haisan Lao	Family Engagement Worker
Stacy Rippey	Family Engagement Worker
Lakiesha Clark	Family Engagement Worker
Maggie Cuello	Family Engagement Worker
Adair Hightower	Lansdale, Policy Council Chairperson
Donna Malcolm	Abington
Monica Gutierrez	Ambler
Gregorio Ladino	Ambler
Gabriela Met Castillo	Ambler
Juan Castillo	Ambler
Francine Elmdor	Interpretive Services
Anthony Divon	Early Learning Academy
Gloria Llanos-Divon	Early Learning Academy
Angela Ray	Pottstown
Toscha Blalock	Early Head Start
Kristen Barrett	WIC

I. WELCOME/INTRODUCTIONS:

A. Meeting called to order at 10:37 a.m. by Adair Hightower.

II. REVIEW AND APPROVAL OF MINUTES:

A. Approval of August 15, 2016 Meeting Minutes

Motion: It was moved by Anthony Divon and seconded by Angela Ray that the Head Start Policy Council approve the minutes of the August 15, 2016 Policy Council Meeting.

Motion passed unanimously.



III. PROGRAM ADMINISTRATOR'S REPORT:

A. Approval of Program Administrator's Report

Motion: It was moved by Donna Malcolm and seconded by Angela Ray that the Head Start Policy Council approve the September 2016 Program Administrator'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 Juan Castillo 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 Angela Ray and seconded by Anthony Divon 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 Monica Gutierrez that the Head Start Policy Council approve the September 2016 Community Partnerships Report.

Motion passed unanimously.

B. Approval of Books Go Round MOU

Motion: It was moved by Angela Ray and seconded by Monica Gutierrez that the Head Start Policy Council approve the Books Go Round MOU.

Motion passed unanimously.

C. Approval of STEP MOU



Motion: It was moved by Angela Ray and seconded by Monica Gutierrez that the Head Start Policy Council approve the STEP MOU.

Motion passed unanimously.

D. Approval of Wissahickon ELL MOU

Motion: It was moved by Angela Ray and seconded by Monica Gutierrez that the Head Start Policy Council approve the Wissahickon ELL MOU.

Motion passed unanimously.

VI. HUMAN RESOURCES REPORT:

A. Approval of Human Resources Report

Motion: It was moved by Monica Gutierrez and seconded by Kristen Barrett that the Head Start Policy Council approve the September 2016 Human Resources Report.

Motion passed unanimously.

VII. CENTER REPORTS:

A. Approval of Center Reports

Motion: It was moved by Gloria Llanos-Divon and seconded by Angela Ray that the Head Start Policy Council approve the Center Reports.

Motion passed unanimously.

- Monica Gutierrez expressed concerns regarding Ambler site drinking water; Petition for water provided to Administrative Team.
- Gloria Llanos-Divon expressed concerns regarding ELA parking, monthly Parent Committee venue, and identified issues with door opening procedures.
- Adair Hightower expressed concerns regarding temporary staff in Lansdale classroom 2.

VIII. OTHER:

- Head Start Policy Council 2016-2017 Schedule provided to attendees.

IX. UPCOMING MEETING SCHEDULE & RESPONSIBILITIES:

- #### **A. The next Policy Council meeting is scheduled for Monday, October 17, 2016 from 10:30 a.m.-12:30 p.m. in Washington Conference Room A.**

X. ADJOURNMENT

A. Approval for Adjournment of September 19, 2016 Head Start Policy Council Meeting.

Motion: It was moved by Anthony Divon and seconded by Angela Ray that the Head Start Policy Council approve the adjournment of the September 19, 2016 Policy Council Meeting.

Motion passed unanimously.

B. Meeting adjourned at 11:43 a.m. by Adair Hightower.

EXAMPLE