

Head Start Policy Council Minutes 10/22/19

Tuesday, October 22, 2019

1:38 PM

- Welcome & Introductions- called to order 1:45 by Andi Owens
- In Attendance: Julia Maddox, Jacqueline Acevedo, Debbie Norris, Wendy Binkley, Chris Jewett, LaToya Carroll, Jill Hutchison, Donald Fancetto, Kelsey Bush, Andi Owens
- Approve Minutes- motion to approve by Julia, 2nd by Jackie
- Policy Council Overview: What is HS Policy Council?
 - Members are currently enrolled Head Start parents and interested community members
 - They act as a link between those making and carrying out decisions and the students/families that Head Start serves
 - They work in partnership with key management to develop, review, and approve policies, strategic directions, and other aspects of the HS program
 - Input on curriculum
 - Approve recommended budget
 - Funding applications
 - Other activities that require council's approval
 - As St. Mary's Public Schools BOE is the grantee, the program must also follow the policies & regulations of the school system
- Election of Officers: Nominations are open for:
 - Chairperson- presides at meetings, assists with agenda, serves on committees, acts as a representative of the council
 - Julia Maddox self-nominated to continue in office. Jill motioned to vote on her election; she was unanimously elected.
 - Secretary- records the minutes, keeps roster of members, assists w/ agenda, assists chairperson
 - Jill Hutchison self-nominated to continue in office; Andi motioned to vote on her election; she was unanimously elected.

- Treasurer- administers parent activity fund, prepares & presents the treasurer's report w/ the Head Start Council

- No nominations at this time; Andi will contact council members who are not present today to see if any of them are willing to be nominated.

- Budget Review

- Andi & Chris shared a summary of previous and current FY budgets for Head Start (main grant) and Training and Technical Assistance.

- Last FY, we spent the exact amount budgeted for the main grant budget, but underspent for training and technical assistance and had to return about \$7000, which is not ideal. The reason was that Head Start had planned to utilize a paid consultant for a certain amount of training, and due to scheduling difficulties were not able to have that consultant do as much work as planned.

- Head Start staff expect to accurately spend out their remaining budget lines by the end of the current year grant.

- Head Start staff are working now on the budget development process for the next grant year, which will be 4/1/2020-3/31/2021. The development process is:

- § The Non-compete grant application is due 12/31/2019

- § SMCPs Head Start gets funding notification from the Office of Head Start

- § SMCPs governance drafts a budget

- Calculate salaries & benefits for all HS staff- this accounts for about 75% of the budget
- Consider program needs from inputs families, staff, community assessment, and program data

- § Draft budget shared w/ Policy Council for approval

- Adjustments made as necessary

- § Non-compete application submitted for review to SMCPs Directors, CFO, & Superintendents

- § Application submitted to the Office of Head Start before 12/31/19 deadline

- Question from Chris: if parents & community members want to ask or suggest that something be considered for inclusion in the budget and plans for the next grant, how do they communicate that?

- § Answer from Andi: email or call Andi to discuss it.

- Focus Area 1 Monitoring

- Monday, October 28th-Program Design and Management Components

- Program Design
 - Program Management
 - Program Governance

- Tuesday, October 29th-Developing Effective ERSEA (Eligibility, Recruitment, Selection, Enrollment & Attendance) Strategies and Fiscal Infrastructure

- Wednesday, October 30th-Designing Quality Education and child Development Program Services

- Thursday, October 31st-Designing Quality Family and Community Engagement Program Services

- Friday, November 1st--Designing Quality Health Program Services

- Upcoming Meetings & Events

- Family engagement 10/23 from 5:30-7pm in Head Start Annex training room & BBES cafeteria: PNC Mobile Learning Adventure

- Policy Council Meeting to approve draft budget & continuation grant application: Tues, 11/26/19 @ 10:30am, Annex Training room

- Adjourn- motion by Jill, seconded by Mr. Fawcett. Adjourned at 2:22pm