

**AI SD Head Start/Early Head Start
POLICY COUNCIL MINUTES
Date: September 20, 2022**

A. Agenda Item	Discussion	Action	Follow Up
I. B. Call to Order	Ms. Krause, Director EHS, led the group in "minute at the mic". This is an opportunity to connect and share about what is going on in your personal life so we can be supportive and encouraging. Ms. Wilson opened the meeting at 6:00 P.M. with introductions of the administration and HS/EHS staff.		
II. Roll Call/Sign In	(See attached sign-in sheet)	Quorum established	
III. Establish Quorum	<p>Members: Jennifer Barron Brandon Henry Sapphira Rodriguez Isaac Jackson Tikashi Hopes Cianna Flores Jody Johnson Ralph Hatcher</p> <p>Alternates: Theresa Tulcus</p>	There is a quorum.	
IV. Policy Council Training	Training for the Policy Council Members and Alternates was presented through a powerpoint presentation by Ms. Wilson, Director of Early Childhood Programs. An introduction of the Office of Head Start's role, Regulations in a "Nutshell", the role and responsibilities of the Policy Council members and alternates was presented and discussed. The following was discussed: Governance, Grant Re-funding process, Program Planning Cycle, and Policy Council By-Laws. Also included was information concerning Policy and Procedures Manual and Community Assessment.	<p>Materials Received: Policy Council Notebooks with pertinent information. <i>Noted that the Head Start Policies and Procedures Manual is inserted into the Policy Council Member Notebook. Head Start Policies and Procedures Manual included: mission and philosophy statements, program planning and Shared Governance Policies, Impasse Procedures, Procedures for Electing the Policy Council, Policy Council By-Laws, Procedures for Reimbursement of Policy Council Member Expenses, Parent Committee By-Laws, Grievance Procedures, Plan for Recruitment and Selection of Personnel, Child Abuse and Neglect Policy, Standards of Conduct, Behavior Management Plan ERSEA Plans, Use of the AISD Personnel Policies, Record Keeping and Reporting Plans, School Readiness Plan, and School Readiness Action Steps.</i></p>	

V. Establishing the Policy Council	Ms. Wilson reviewed Head Start/Early Head Start Policy Council application and the policy council confidentiality statement, and conflict of interest statements. She then opened the floor for questions. There was a short discussion of what constitutes a conflict in interest. The policy council application was introduced, and each policy council member filled one out and returned it to Ms. Wilson. Confidentiality paperwork was signed by each member. Finally, parliamentary procedure was introduced and practiced.	Materials Received: Policy Council Members Job Description Application Confidentiality Statement Parliamentary Procedure Handout	
C. Election of Officers; Seating of the PC Parent Representative Members (ACTION)	Ms. Wilson explained the critical role the Policy Council plays in the program throughout the year. She then explained each role so that all were clear on their duties. Time was given for reading the Job Description of the Policy Council, asking/answering questions and assuring that all members were comfortable with the information and duties of Parent Representative, Community Representative and Alternates. The following were nominated: President - Isaac Jackson and Jody Johnson Vice-President - Brandon Henry ran unopposed Secretary - Jody Johnson ran unopposed Each individual introduced themselves and said why they would be a good candidate for the office. Then each individual stepped out for private voting.	All in favor, motion carried: President - Issac Jackson Vice President - Brandon Henry Secretary - Jody Johnson	
D. Approval of Community Representative Members (ACTION)	Mr. Jackson requested that Ms. Wilson give an explanation pertaining to the community representatives. Mr. Jackson requested a motion. A motion was made to accept community representatives as members of the Policy Council.	Motion was made: Mr. Hatcher Second: Ms. Flores All in favor: Yes	
E. Approval of HS/EHS staff attending Policy Council meetings (ACTION)	Mr. Jackson requested that Ms. Wilson introduce HS/EHS staff and Mr. Jackson requested a motion to accept the staff to attend the Policy Council meetings. Motion was made to approve the HS/EHS staff who are present at each meeting.	Motion was made: Ms. Johnson Second: Mr. Henry All in favor: Yes	
F. Approval of the use of AISD Policies & Procedures Manual (ACTION)	Mr. Jackson asked Ms. Wilson to discuss the contents of the manual. The group discussed possibly needing more time to review the information before a vote is placed. Mr. Hatcher made a motion to table the vote until the next meeting to give members a chance to read through the document. Ms. Rodriguez second and all in favor.	Motion: Mr. Hatcher Second: Ms. Rodriguez All in favor: Yes	
G. Discuss and approve the Organizational Chart (ACTION)	Mr. Jackson requested that Ms. Wilson explain the Organizational Chart and he requested a motion to accept. Motion was made to approve the Organizational Chart as presented.	Motion: Ms. Rodriguez Second: Mr. Henry All in favor: Yes	
H. Discuss and Approve Policy Council Meeting Dates (ACTION)	Mr. Jackson and committee discussed the Policy Council meeting dates. A motion was made to approve the Policy Council meeting dates as presented.	Motion: Ms. Rodriguez Second: Ms. Hopes All in favor: Yes	
I. Approval of Program Information Report (ACTION)	Mr. Jackson asked Ms. Jones, Head Start ERSEA Coordinator, to discuss the PIR purpose and its importance to the program. Mr. Jackson called for a motion to approve the PIR as presented.	Motion: Mr. Henry Second: Ms. Hopes All in favor: Yes	

J. Approval of changes to the Bylaws (ACTION)	Mr. Jackson asked Ms. Wilson to discuss the change made to the Bylaws. The change was not one of policy, rather the number of times the policy council will meet. She proposed changing the number of meetings from six to nine or more if needed. A motion to accept the change was called.	Motion: Ms. Rodriguez Second: Ms. Hopes All in favor: Yes	
K. Review, discuss, & approve Personnel Recommendations (ACTION)	Mr. Jackson asked Ms. Krause to discuss the open positions and the recommendation for hire for the Crockett campus. Then, Ms. Wilson discussed the open positions and recommendations for the Long Early Learning Center. A motion was made to approve the recommendations for hire as presented.	Materials Received: Recommend for Hire document Motion: Ms. Hopes Second: Mr. Henry All in favor: Yes	
VI. Reports (Information)			
A. Director's Report	Mr. Jackson requested the director's report. Ms. Wilson reviewed the Director's Report discussing total enrollment, attendance issues, and the percentage of children enrolled with diagnosed disabilities. Ms. Wilson pointed out that this would be reported monthly.	Materials Received: Director's Report	
B. Financial & In-Kind (Information)	Ms. Wilson discussed the budget report explaining how much money has been spent so far this program year. Ms. Wilson explained what non-federal match/in-kind means to the program and how much is required. She also explained that this is a percentage that Head Start and Early Head Start share.	Materials Received: Budget in the Director's Report	
C. CACFP (Information)	Ms. Krause briefly explained the CACFP program and explained that the reimbursement pays for the food and snacks for children in both programs and to help pay salary for cafeteria staff directly involved with CACFP. She also stated this is a monthly report.	Materials Received: CACFP Summary Report	
D. Parent Committee Report (Information)	Ms. Martinez, Head Start Family & Community Engagement Coordinator, discussed the topics brought up by the parents in the August 12th Head Start Parent Committee meeting. Parents would like to give suggestions for school field trips and to have AISD sports teams come to greet children in the morning. There was no report from the Early Head Start Parent Committee.	Materials Received: Parent Committee Meeting Notes	
E. Community Assessment 2021 - 2022 (Information)	Ms. Wilson turned everyone's attention to the Community Assessment in the back of our information packet. This document gets updated annually. Since there is an updated census, we are looking forward to fresh numbers. We will continue to talk about this document through the next few meetings. The Policy Council will give input for the revisions and the final document will be voted on in November.	Materials Received: 2021-2022 Community Assessment	
VIII. Comments, Questions, & Announcements (Information)	Ms. Wilson reminded the group that each family can take a free book to help build their home libraries. A different book will be given at each meeting.		
IX. Adjournment (ACTION) Next Meeting:	Mr. Johnson calls for a motion to adjourn the meeting. The next Policy Council meeting was determined to be October 18, 2022. Chinese food has been requested.	Motion: Ms. Rodriguez Second: Ms. Hopes All in favor: Yes	

Approved by: Chase Jackson
Policy Council President

Date: 10-25-22