

**Head Start Policy Committee Meeting Minutes
Thursday, September 15, 2016**

I. Call to Order/Roll Call

The meeting was called to order at 9:10 a.m. by Vice Chair, Andrea Scharnow in the Chair's absence.

B. Eligibility, Recruitment, Selection, Enrollment and Attendance Report

Rose Moya, Registration Supervisor, provided the ERSEA report. Handouts were provided on the current enrollment status and actual monthly attendance. She also provided preschool enrollment flyers that were provided for teachers at all sites. She discussed how the committee approved two new staff members that were hired to help with enrollment. The enrollment was not met, and some sites do not have a waiting list. She asked that the committee share that information with the community. There are sites that still have openings: Marian Anderson, Isador Cohen, Parkway, Abraham Lincoln, Susan B. Anthony, and C.P. Huntington. She also mentioned a homebased option where home visitors go to the home and help parents prepare their child for school. Rose also asked the committee to share with other parents that we need to be at 85% for attendance, along with being on time and being picked up on time.

C. Fiscal Monthly Report

Department Credit Card Statement USDA Meals/Snacks

Shelagh Ferguson, Program Technician for Head Start Funding, discussed how at the end of every fiscal year, reports have to be turned into SETA. SETA then will reimburse the department for the money spent. Fiscal reports were mailed out to PC members and color coded copies were available as a handout. She went over purchases made, such as diapers for Head Start infant and toddler programs, that were made in June. A review for the Head Start, Early Head Start, and CCP was made, and everything was satisfactory. This September 26th, the auditor will be back to review year end funds for the entire program. She also mentioned that there are several positions to be filled, and PC parents will have the opportunity to sit in on interview panels in the future.

D. Policy Council Report

Andrea Scharnow, Vice Chair discussed her experience with SETA's Policy Council meetings. Calvin Sheppard, Chair, also shared his experience being on the Policy Council. He mentioned the different committees he is involved with.

F. Facility Update

Patti Lewkowitz,