

Head Start/Early Head Start Policy Council Meeting
Kathleen C. Wright Administration Building
Thursday, July 23, 2015
6:00 p.m. – 7:30 p.m.

Members in Attendance:

Antawn Stevens, Threcika Bowen, Dianna Hopkins, Richea Irons, Sharon Cohen, and Aketzali Rodriguez [Quorum met]

Parents in Attendance:

Antawn Stevens, Threcika Bowen, Dianna Hopkins, Richea Irons, Aketzali Rodriguez

Community Members in Attendance:

Sharon Cohen, Melina Markos (past chair)

Staff in Attendance:

Ruth Ann Drummond, Nicole Mancini, Mary Robles, Monica Hunter, Laura Bryant

1. **Call to Order:** The meeting began at 6:45 p.m.
2. **Pledge of Allegiance:** Mr. Stevens led the pledge.
3. **Welcome:** Mr. Stevens welcomed all participants.
4. **Meeting Purpose:** Purpose of this meeting is to review and approve the revised Corrective Action Plan, Standards of Conduct, Ongoing Monitoring Plan, Bylaws, the program's Major Policies and Procedures and the Fiscal Handbook.
5. **Introduction of Members:** Members were introduced starting with Mr. Stevens.
6. **Review and Approve the Revised Corrective Action/Quality Improvement Plan**
On July 8, 2015 Mr. Stevens, Dr. Mancini, Ms. Drummond, as well as other staff, and School Board Chair, Ms. Korn, participated in the federal review follow up call. The Region IV Office requested that revisions be made to the corrective action/quality improvement plan to capture all actions taken since receipt of the report. The revised plan must be approved by Policy Council and the School Board.

Motion to approve: Sharon Cohen

Seconded: Rikea Irons

Motion carried unanimously

7. Review and Approve the Standards of Conduct

Dr. Mancini reviewed the revised Standards of Conduct and shared the rationale for the revisions. Mr. Stevens was invited to share any comments from the federal review follow up call held on July 8, 2015. As a result of this call, additional revisions were made and sent to

the Region IV office. The Region IV office stated that these Standards of Conduct must be approved by the Policy Council, followed by the School Board, immediately in order to be in effect as this relates to addressing the immediate deficiency.

A motion was made to approve the Head Start/Early Head Start Standards of Conduct in whatever form the School Board of Broward County, FL may approve at the upcoming school board meeting (July 28, 2015) should there be any changes.

Motion to approve: Sharon Cohen

Seconded: Dianna Hopkins

Motion carried unanimously

8. Review and Approve the revised Policy Council Bylaws

The revised Policy Council bylaws will be approved as part of a new school board policy. Dr. Mancini walked the Policy Council members through the document, pointing out changes such as meeting earlier in the school year, establishing regular meetings during the months of the school year. Additionally, videoconferencing was added to the participation methods and voting.

On page 4, under terms, October needs to be changed to August, to reflect members of Policy Council will serve a term from September through August.

It was also determined that voting by phone should be an option, along with voting by video conferencing.

Motion to approve with the changes noted above: Sharon Cohen

Seconded: Richea Irons

Motion carried unanimously

9. Review and Approve the Revised Major Program Policies and Procedures

Dr. Mancini reviewed the draft provided to Policy Council on Monday to ensure we have addressed all necessary Performance Standards to be a part of this policy. She discussed standards that had revisions or information added and provided an explanation, including notice of appeals and requests for a waiver being sent via certified mail or carrier. Policy council previously approved this document in November; however, based on the School Board's legal counsel advice, changes had to be made and the entire document needed to be resubmitted as a formal school board policy following the State and District rule adoption process. The Selection Criteria, revised Eligibility, Recruitment, Selection, Enrollment, and Attendance policies based on the new rule that went into effect, Ongoing Monitoring Plan, and Policy Council Bylaws are a part of this document. This entire document will go through the Rule Adoption Process beginning in August, becoming School Board Policy 6000.6.

A motion was made to approve the Head Start/Early Head Start Major Program Policies and Procedures in whatever form the School Board of Broward County, FL may approve during the Rule Adoption Process.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Academics
Head Start/Early Intervention Department

Motion to approve: Sharon Cohen
Seconded: Richea Irons
Motion carried unanimously

10. Review and Approve the Fiscal Handbook

The fiscal handbook references school board policies followed by the fiscal and management team. It is referenced in the Major Program Policies and Procedures. One typographical error was noted, which will be corrected.

A motion was made to approve with corrections to typographical errors.

Motion to approve: Richea Irons
Seconded: Threcika Bowen
Motion carried unanimously

10. Comments

Dr. Mancini shared that the individuals appointed to the Personnel Committee earlier in the year will be invited to participate in screenings of new staff in the upcoming weeks. New staff names will come to Policy Council at the September meeting for approval.

11. Approval of July Minutes

Motion to approve: Dianna Hopkins
Seconded: Threcika Bowen
Motion carried unanimously

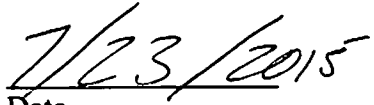
12. Adjournment

The meeting was adjourned at 7:46 pm.

The next meeting will be held in September 2015 at the Kathleen C. Wright Administration Building.

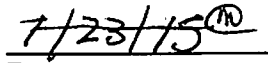


Head Start/Early Head Start Policy Council Chair




Date

Head Start/Early Head Start Policy Council Secretary



Date

 - Director 7/23/15
As approved at the June 8, 2015 regular Policy Council meeting, the Head Start/Early Intervention Director may sign as the second signature, should the secretary not be in attendance.