



**Policy Council Meeting**  
**Monday, February 26, 2018 – 5:30 pm to 7:30 pm**  
**15 E. 1<sup>st</sup> Ave. Mesa, AZ 85210**

***“Healthy, Educated Children in Supportive Families”***

**Minutes**

**CALL TO ORDER**

Call to order by Policy Council Chairperson, Anastasia Smith, at 5:30 PM.

**ROLL CALL**

Policy Council Chairperson, Anastasia Smith, did roll call. 17 members were in attendance, quorum was established.

Policy Council Members

	<b>Cluster/Site</b>	<b>Policy Council Member</b>	<b>Present</b>
1.	EHS-HB- Chandler 1	Crystal Hurst	X
2.	EHS-HB- Chandler 11(Alt.)		
3.	EHS-CB-GUAD CDC	Esther Molina	X
4.	EHS-CB-FPC	Taitina Bender	
5.	EHS-CB-Paiute (Alt)	Oliva Herrera	
6.	EHS-CB-La Mesita(Alt)	Stephanie Van Schoelandt	
7.	EHS-CCP East-Shining Star	Nadia Hernandez	
8.	EHS-CCP East Tutor Time(Alt)	Dina Levin	X
9.	EHS-CCP West Great Explores	Marissa Flores	
10.	EHS-CCP West Great Explores(Alt)	Karyssa Moore	
11.	HS-CB-Chandler/Gilbert	Martha Ortiz	
12.	HS-CB- Chandler/Gilbert	Anastasia Smith	X
13.	HS-CB-Chandler/Gilbert(Alt)	Gladys Olivas	
14.	HS-CB-Chandler/Gilbert(Alt)		
15.	HS-CB- Tempe/Scottsdale/Guadalupe	Kathleen Holguin	X
16.	HS-CB- Tempe/Scottsdale/Guadalupe	Mirna Ocampo	X
17.	HS-CB-Tempe/Scottsdale/Guadalupe(Alt)	Mayra Madrid	
18.	HS-CB-Tempe/Scottsdale/Guadalupe(Alt)		
19.	HS-CB-Mesa	Melissa Carpenter	X
20.	HS-CB-Mesa	Sandra Baca	
21.	HS-CB- Mesa	Sofia Montiel	X
22.	HS-CB- Mesa	Edith Gutierrez	X
23.	HS-CB- Mesa	Jacqueline Royalty	X
24.	HS-CB- Mesa	Veronica Rodriguez	X
25.	HS-CB- Mesa	Guadalupe Marin	
26.	HS-CB- Mesa (Alt)	Sorena Castro	X
27.	HS-CB- Mesa (Alt)	Heather Danburg	X
28.	HS-CB- Mesa (Alt)	Richard Casto	X
29.	HS-CB- Mesa (Alt)		
30.	HS-CB- Mesa (Alt)		
31.	HS-CB- Mesa (Alt)		
32.	HS-CB- Mesa (Alt)		
33.	Community Rep	Susan Jacobs	X
34.	Community Rep	Sarah Agostinho	X
35.	Community Rep (Alt)	Georgina Morineau	X
36.	Board of Supervisors (Non-Voting)	Cristina Arzaga-Williams	
37.			

Additional persons present:

	<b>Attendee</b>	<b>Role</b>		<b>Attendee</b>	<b>Role</b>
1.	Alecia Jackson	Head Start Director	2.	Nancy Kessay	Partnership Manager
3.	Chrisanda DeBois	Nurse	4.	Sheri Simmons	Program Analyst
5.	Glenda Henman	Mental Health Associate	6.	Michelle Jarosinski	ERSEA Coordinator

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7.	Tami Philips	Inclusion Coordinator	8.	Maria Mancinas	Childcare Specialist
9.	Evangelina Del Real	EHS-CC Partnership Coordinator	10.	Mario Meza	Family Support Specialist
11.	Mia Mackey	Federal Reviewer	12.	Pami Rivera	Federal Reviewer

### 1. **FEDERAL REVIEW Q&A**

Mia Mackey and Pami Rivera asked Policy Council members questions about their experiences with the Head Start Program.

### 2. **DIRECTOR'S REPORT, Alecia Jackson**

Alecia gave a summary of the Federal Review. The reviewers are conducting CLASS reviews, reviewing finance and human resource records, and interviewing staff according to their discipline. They are also visiting classrooms to do safety checks and interview teachers. Letters will go home with parents this week explaining the review. It will include an email and phone number parents can call to give their feedback of the program.

### ITEMS FOR DISCUSSION

### 3. **EHS-CCP Supplemental Funding Application, Evangelina Del Real**

Evangelina gave an overview of the application for supplemental funding. The funds are intended to help with renovations and/or supplies at Childcare Partnership locations. Great Explorers currently has a warming kitchen. Funds will be allocated for an updated kitchen, lobby and front office. Bright Futures will receive a new logo design and new outdoor sign. All CCP sites will receive iPads which will be used for parents to enter attendance.

### 4. **EHS-CCP Continuation Grant Application, Evangelina Del Real**

Evangelina gave a summary of the continuation grant application. CCP will continue to focus on training and monitoring to achieve high quality ratings at the centers.

### 5. **HS/EHS Change of Scope, Alecia Jackson**

Alecia spoke about the decision to convert 43 Head Start enrollments to 16 Early Head Start enrollments. Tempe is serving more preschool children, so the need for Head Start classrooms is not as high as it was in the past. Other sites will be reviewed to determine if the needs have changed.

### 6. **EHS/HS 2018-2019 Grant Plans, Alecia Jackson and Nancy Kessay**

Alecia shared a graph identifying program's weaknesses from a recent self-assessment. Training, professional development, record keeping and reporting shows the highest needs for improvement. A plan will be developed to improve these systems.

Nancy reviewed the enrollment selection criteria that will be used for 2018/2019 applications. The new criteria will be the same for Early Head Start, Head Start and Child Care Partnerships.

### 7. **Policy Council Parent Representative Reports**

No reports from Parent Representatives.

### 8. **Policy Council Community Partner Agency Reports**

No reports from Community Partners.

### 9. **Board of Supervisors Report**

No report from the Board of Supervisors.

### 10. **Call to the Public**

No members of the public answered.

### APPROVAL ITEMS

**a. January 2018 Policy Council Minutes.** Crystal Hurst made the first motion. Susan Jacobs second motion. No opposes. Approved by all members.

**b. Monthly Financial Statements for December and January.** Susan Jacobs made the first motion. Jacqueline Royalty second motion. No opposes. Approved by all members.

**c. EHS-CCP Supplemental Funding Application.** Melissa Carpenter made the first motion. Heather Danburg second motion. No opposes. Approved by all members.

**d. EHS-CCP 2018-2019 Grant Plans and Application.** Heather Danburg made the first motion. Jacqueline Royalty second motion. No opposes. Approved by all members.

**e. EHS-HS Scope Change/Conversion.** Crystal Hurst made the first motion. Kathleen Holguin second motion. No opposes. Approved by all members.

**f. EHS-HS-CCP 2018-19 Selection Criteria.** Sorena Casto made the first motion. Heather Danburg second motion. No opposes. Approved by all members.

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**8. ADJOURNMENT**

Chairperson, Anastasia Smith adjourned the meeting at 7:30 PM.

**NEXT MEETINGS**

- **Standing Committee and Policy Council Meeting**, Monday, March 26, 2018, 5:30-7:30 PM  
FUMC First United Methodist Church 15 E. 1<sup>st</sup> Ave. Mesa, AZ 85210

*All parents are invited to attend all Policy Council meetings and Standing Committee meetings.*