

**Head Start Policy Committee Meeting Minutes
Thursday, February 16, 2017**

I. Call to Order/Roll Call

The meeting was called to order at 9:14 a.m. by Calvin Sheppard, Chair. He asked the Parliamentarian, Taneya Zimmerman to take minutes of the meeting and to take roll. She took roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the January 19, 2017 Meeting

Minutes of the January 19, 2017 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Erika Albarran Arteaga,

Tammy Sanchez, Coordinator, spoke on behalf of Director Jacquie Bonini. She gave an overview of the Self-Assessment process that the Child Development Department participates in each year. It was explained that the purpose of Self-Assessment is to identify program strengths and weaknesses, and then write an annual Program Improvement Plan, which states goals and action steps for the year ahead. Progress on meeting the goals from the 2016-2017 Self-Assessment Program Improvement Plan was shared and goals still being working on will continue into the next year. Tammy stated that the Self-Assessment Program Improvement Plan is used when writing the new Head Start grant application for the coming year. Jacquie Bonini, CD Director, will present the completed grant application at the next Policy Committee meeting.

Jennifer let her know that she could contact Coordinator Doris Reese for questions regarding education.

I. Parent Engagement Update

Jennifer Osalbo, Coordinator, shared information about this month's Parent Engagement Workshop. The workshop will be on Thursday, February 23, 2017, and held at Capital City in the multipurpose room from 5:00pm to 7:30pm. A light dinner will be provided for the families from 5:00-5:30, and the workshop will be provided in English,