

Pasco County Schools Early Childhood Programs Head Start/Early Head Start Policy Council Meeting

MINUTES – 04/08/2021

Welcome/Call to Order

The Chairperson called the meeting to order at 10:39 a.m.

Roll Call of Schools

The ECP Secretary conducted roll call. The Policy Council approved Odette Odierno as the Parent Representative for James. M. Marlowe Elementary School. Quorum was established at 10:52 a.m., as Gladys Valdez, PES, joined the meeting at that time.

Reading of Minutes from Previous Meeting

The ECP Secretary read the minutes from the previous meeting. The motion to approve the March minutes was made by Amanda Shelton, Fox Hollow Elementary and seconded by Haley Pence, Gulf Highlands Elementary. The motion carried at 10:55 a.m.

Monthly Program Information Report

The Social Services Coordinator, ERSEA presented the following information for March: Actual enrollment, expectant mothers served, percentage of children served with a diagnosed disability, number of children withdrawn and on the waiting list, attendance and meals served. For detailed information visit the ECP website under Policy Council.

School Readiness Goals 2021-2022

The Supervisor, Education presented the Prioritized School Readiness Goals 2021-2022 for the areas of: Approaches to Learning, Social and Emotional Development, Language and Communication Development, Literacy Development, as well as Cognitive Development and General Knowledge. Motion For Approval was made by Haley Pence, Gulf Highlands Elementary and seconded by Amanda Shelton, Fox Hollow Elementary. The motion carried at 11:10 a.m.

Grantee/Governance

- **Program Vacancies**
The Director encouraged the Policy Council to help recruit applicants for following program vacancies: Classroom Assistant (GTES), and Instructional Assistant (JMMES).
- **Personnel Recommendations**
The motion to approve Amanda Davis as Classroom Assistant (MPLES), Kari DuBeau as Classroom Assistant (RES), and De'Quavius Redfield as Classroom Assistant (CWTES) was made by Haley Pence, Gulf Highlands Elementary and seconded by Valerie Mutz, Northwest Elementary. Motion carried at 11:15 a.m.
- **Cost-of-Living Adjustment (COLA) Grant Application**
The Director provided a summarized overall explanation of funding sources for the Head Start/Early Head Start program.
The motion to approve the submission for the COLA grant application in the amount of \$63,520.00 for Head Start and \$28,667 for Early Head Start was made by Amanda Shelton, Fox Hollow Elementary

and seconded by Odette Odierno, James M. Marlowe Elementary. The COLA supports a 1.22 percent increase above FY 2020 funding levels. The motion carried at 11:24 a.m.

Contracts/Agreements

- **Transition Plan 2021-2022**

The Education Specialist presented the Transition Plan 2021-2022. The various program procedures provide a seamless transition process for students transitioning into the program, during the program, and out of the program. Motion For Approval was made by Amanda Shelton, Fox Hollow Elementary and seconded by Haley Pence, Gulf Highlands Elementary. The motion carried at 11:36 a.m.

Fiscal

- **Budget Report**

The Financial Accounting Analyst presented the March budget report. The report contains the following information: Training budgets for Head Start and Early Head Start, operational budgets for Head Start and Early Head Start, non-federal share, analysis of administrative costs, and procurement card purchases. All budgets are on target. Motion for Approval was made by Valerie Mutz, Northwest Elementary and seconded by Gladys Valdez, Pasco Elementary. Motion carried at 11:43 a.m.

- **SF 425 Federal Financial Report 2019-2020 - Final**

The Financial Accounting Analyst presented the spending report Federal Financial Report SF 425 for the program year 2019-2020. For details, please visit the ECP website under Policy Council.

Upcoming Program Functions

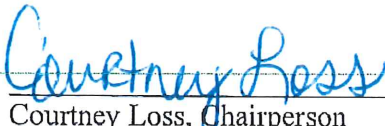
April is Early Literacy Month. Please refer to the Family Engagement Newsletter for upcoming classes and events.

Door Prizes

An Amazon gift card and a coupon for two McDonald's Door prizes were raffled off at the end of the meeting.

Adjournment

The motion to adjourn the meeting was made by Odette Odierno, James M. Marlowe Elementary and seconded by Gladys Valdez, Pasco Elementary. The motion carried at 11:49 a.m.



Courtney Loss, Chairperson

Head Start/Early Head Start Policy Council



Date