



POLICY COUNCIL MEETING

**Tuesday, November 28, 2017
5:45 - 7:15 p.m.**

**Clayton Educare
3751 MLK St
Denver, CO 80205**

POLICY COUNCIL PARTICIPANTS:

**Vera Atilano
Katie Beckmann
Brandan Burns
Giovanna Clay
Anthony Chavez
Yvette Evans
Jennifer Garcia Rosendo
Rachel Gatschet
Francelia Goodloe
Lila Hailey**

**Marilyn Halpern
Martina Hinojosa
Geoff Horsfall
Kate Hotchkiss
Dr. Tricia Hudson
Sherryll Kraizer
Mayra Maldonado
Anna McDaniel
Christel McNeil**

ALTERNATES:

**Maria Diaz
Elinor Dvir
Michelle Fayne
Alejandra Garcia**

**Maria Moreno
Shatoria Nelson
Adrienne Pouengui
DiAngelo Prince Sr.**

I. ROLL CALL

II. SEATING OF NEW MEMBERS

POLICY COUNCIL ATTENDANCE/ASISTENCIA
 PROGRAM YEAR 2017-2018

POLICY COUNCIL MEMBER	SITE	TYPE	11/28	12/19	01/23	02/27	03/27	04/24	05/22	06/26	08/21	09/25	10/23
Community Representatives													
Vera Atlano	Mayor	CR											
Yvette Evans	CCoun	CR											
Jennifer Garcia Rosendo	Mayor	CR											
Marilyn Halpern	CCoun	CR											
Martina Hinojosa	Mayor	CR											
Tricia Hudson	Mayor	CR											
Sheryll Krazier	CCoun	CR											
Geoff Horsfakk	CCoun	CR											
Parent Representatives													
Katie Beckmann	CC	PR											
Brandon Burns	CC	PR											
Anthony Chavez	FS	PR											
Giovanna Clay	DPS	PR											
Rachel Gatschet	CL	PR											
Francelia Goodloe	MHEL	PR											
Lila Hailey	VOA	PR											
Kate Hotchkiss	MHEL	PR											
Mayra Maldonado	VOA	PR											
Anna McDaniel	CL	PR											
Christel McNeil	DPS	PR											
Parent Alternate Representatives													
Maria Diaz	DPS	APR											
Elinor Dvir	VOA	APR											
Alejandra Garcia	CC	APR											
Maria Moreno	CL	APR											
Shatoria Nelson	CL	APR											
Adrienne Pouengui	VOA	APR											
DIAngelo Prince Sr.	MHEL	APR											

X: Present
E: Excused
A: Absent
APR: Parent Alternate Representative
NM: No Meeting
PR: Parent Representative
CR: Community Representative
CC: Catholic Charities
CL: Clayton Family Futures
VOA: Volunteers of America
DPS: Denver Public Schools
MHEL: Mile High Early Learning
FS: Family Star



III. APPROVAL OF AGENDA

Moved: _____

Seconded: _____



Policy Council Agenda
 Tuesday, November 28, 2017
 5:45pm - 7:15pm
 Clayton Educare
 3751 MLK St. Denver, CO 80205

	Information	Discussion	Action
I. Roll Call: (5 minutes)			
II. Seating of New Members: if applicable			
III. Approval of Agenda: (2 minutes)	x	x	x
IV. Approval of Minutes (October 24, 2017): (4 minutes)	x	x	x
V. Financial Briefing: (5 minutes)	x	x	
VI. New Business:			
a) Roberts Rule of Order (10 minutes)	x	x	
b) Policy Council Roles and Responsibilities' (5 minutes)	x	x	
c) Delegate Agency Reports (6 minutes)	x	x	
VII. Other:			
a) Program Content Area Reports (4 minutes)	x	x	
VIII. Mileage and Child Care Reimbursement: (2 minutes)	x		
IX. Meeting Adjourned/New Meeting Date and Time: (2 minutes)	x		x

Upcoming events:

- | | |
|--------------------|-------------------------------------|
| December 6 | Management Team Meeting |
| December 7 | Family Service Meeting |
| December 12 | Education Coordinator Meeting |
| December 19 | DGKHS Policy Council Meeting |

Vision

To prepare Head Start children to enter kindergarten confidently with the social, physical, emotional and cognitive skills and competencies necessary for continuing school success.



**IV. APPROVAL OF MINUTES
(October 24, 2017)**

Moved: _____

Seconded: _____

Policy Council Minutes

October 24, 2017

Page 1 of 3



- Attendees:** *Parent Representatives:* Gisela Campos (Catholic Charities), Sarah Castleberry (Mile High Early Learning), Michelle Fayne (Denver Public Schools), Lila Hailey (Volunteers of America), Kate Hotchkiss (Mile High Early Learning), Christel McNeil (Denver Public Schools)
Parent Alternates: Martha Alvarado (Volunteers of America) Maylee Barraza (Denver Public Schools), Mayra Maldonado (Volunteers of America)
Community Representatives: Yvette Evans, Marilyn Halpern, Martina Hinojosa,
- Excused:** *Parent Representatives:* Katie Beckman (Catholic Charities),
Community Representative: Jennifer Garcia-Rosendo, Dr. Tricia Hudson
- Absent:** *Parent Representatives:* Joy Brown (Clayton), Patty Guimaraes (Family Star), Alfredo Moreno (Clayton), Elias Olivas (Volunteers of America)
Parent Alternates: Anna McDaniel (Clayton), Virginia Quezada (Mile High Early Learning), Rosella Palacios (Catholic Charities) Yomaira Flores-Raygoza (Catholic Charities), Vanessa Trujillo (Mile High Early Learning)
Guests: Honey Allison Keough (Catholic Charities), José Paz (Denver Public Schools), Danielle Meir (Volunteers of America), Michelle Mackin-Brown (Clayton), Marlene De La Rosa
- Staff:** Chris Auer, (Head Start Disabilities Director), Al Martinez, Ph.D. (Head Start Executive Director), Adella Arredondo (Head Start Family Service Director), Lori Medina (Head Start Health Service Director), Michael Paben (Senior Financial Management Analyst) Liane Martinez (Head Start School Readiness Director), Alicia Boyd, (Five by Five Director), Caridad Nevarez (Head Start Office Manager)
- Minutes:** Caridad Nevarez (Head Start Office Manager)

I. WELCOME/ROLL CALL:

At 6:04 pm. The meeting was called to order by Yvette Evans, Policy Council Chair. Roll call was taken by Kate Hotchkiss. Quorum was established.

II. SEATING OF NEW MEMBERS

III. APPROVAL OF AGENDA

A motion to approve the agenda was made by Maylee Barraza and seconded by Kate Hotchkiss the motion carried.

IV. MINUTES FOR APPROVAL (Minutes from September 26, 2017).

A motion to approve the minutes from September 26, 2017 was made by Kate Hotchkiss and seconded by Michelle Fayne. The motion carried.

V. FINANCIAL BRIEFING

The financial briefing was given by Michael Paben. The report was part of the meeting packet. Please refer to it for to them for further details.

Policy Council Minutes

October 24, 2017

Page 2 of 3



VI. NEW BUSINESS

A. Delegate Agency Reports

Delegate Agency reports were part of the meeting packet. Please refer to them for more details.

VII. OTHER

A. Program Content Area Reports

Content area reports were included in the meeting packet. Please refer to them for more details. A brief discussion followed.

VIII. MILEAGE AND CHILD CARE REIMBURSEMENT

Yvette Evans asked parents to provide reimbursement forms to Caridad for reimbursements.

IX. MEETING ADJOURNMENT /NEXT MEETING DATE AND TIME

A motion to adjourn the meeting was made Maylee Barraza. The meeting adjourned at 6:16 p.m. The next Policy Council meeting is November 28, 2017 at Clayton Educare.

Approved by: _____ Date: _____
Policy Council Chair

Approved by: _____ Date: _____
Al Martinez, Ph.D. Head Start Director

For further clarification, minutes are recorded. Recordings are available at the City Office.

VI. NEW BUSINESS

- a) Roberts Rule of Order
- b) Policy Council Roles and Responsibility
- c) Delegate Agency Reports

POLICY COUNCIL & GROUP MEETINGS

Head Start Act Section 642 (c) (2)

(c) Program Governance- Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation

Sample Agenda

1. Call to order
2. Roll Call
3. Review the agenda minutes and minutes
4. Give reports:
 - a. Director's report
 - b. Financial report
 - c. Delegate agency reports
 - d. Content area reports
5. Discuss old and unfinished business
6. Discuss new business
7. Give announcements
8. Adjourn

How to Make a Motion

1. Get recognition from the chair
2. Make the motion
3. Second the motion
4. Clearly state the motion
5. Discuss the motion
6. Restate the motion
7. Vote on the motion
8. Announce the results

(I move that.....)

(I second the motion.....)

(It has been moved and seconded.....)

(The motion before us is.....) (Those in favor say: "aye", those opposed say "no"....) (The motion is carried or the motion is defeated.....)



Duties of Officers

- A. **Chairperson:** The Chairperson calls and presides over meetings of the Policy Council. With prior approval from the Policy Council, the Chairperson may act as a spokesperson for the Council in events concerning the Head Start program that arise outside of Regular or Emergency/Special Meetings. The Chairperson's role is crucial to the transaction of Head Start business and therefore, the attendance provisions as stated in Article IV, section 4. A. shall be strictly adhered to. The Chairperson's duties include the following:
1. Shall preside at all Policy Council meetings.
 2. Refrain from entering into debates during the Policy Council meetings.
 3. Shall extend every courtesy possible.
 4. Shall call special meetings, when necessary.
 5. Opens and closes all Policy Council meetings.
 6. Explain each motion before it is voted upon.
 7. May vote only to break a tie.
 8. Shall be available to Policy Council members for questions pertaining to the Head Start program.
 9. Shall form Ad-Hoc committees as needed.
 10. Shall be a member of Policy Council at least one year, if possible (No member can serve on the Policy Council for more than three years) – lifetime limit.
- B. **Vice-Chairperson:** The Vice Chairperson assumes the duties of the Chairperson in their absence. The Vice-Chairperson's role is crucial to the transaction of Head Start business and therefore, the attendance provisions as stated in Article IV, section 4. A. shall be strictly adhered to. The Vice-Chairperson's duties include the following:
1. Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair.
 2. Shall be responsible for calling together and presiding over the Executive committee meetings.
 3. Shall be responsible for calling together and presiding over, when necessary, the joint Executive committee (Policy Council).
- C. **Secretary:** The Secretary sits on the Executive committee and assists the Executive Administrative Assistant in maintaining official records for the Policy Council. The Secretary's role is crucial to the transaction of Head Start business and therefore, the attendance provisions as stated in Article IV, section 4. A. shall be strictly adhered to. The Secretary's duties include the following:
1. Shall keep a record of members' attendance.
 2. Keep a record of all Policy Council minutes.
 3. Distribute all mail addressed to the Policy Council.
 4. Shall notify Family Services Administrator of members' absenteeism by means of written/verbal warning following second absence.
 5. Must serve as a member of the Executive committee.