



Early Childhood Center Head Start

POLICY COUNCIL MEETING

Minutes

December 5, 2011

- I. The meeting was called to order by Chairperson, Roxanne Hall, at 5:35 p.m. A quorum was established with five voting members present: Roxanne Hall, Joe Tijerina, Erica Bell, Katherine Sutherlin, and Janet Everett. Executive Director, Steve Schwarz; Coordinators, Debbie Lea, Chris Simone, and Pam Peter; and Head Start Director, Brenda Heimann, were also present.
- II. Roxanne Hall established that a quorum was present.
- III. Action Items from the agenda were considered:
 - A. Approval of the Minutes from the November 7, 2011, Policy Council meeting was discussed. The motion to approve the minutes was made by Katherine Sutherlin and seconded by Erica Bell. The motion passed unanimously.
 - B. Approval of the FY to Date Budget was discussed. Janet Everett made the motion to approve the budget and it was seconded by Erica Bell. The motion passed unanimously.
- IV. The following training was given:

Policy Council Responsibilities
- V. The following items were discussed:
 - A. Input into the 2011-2012 Community Assessment Update
 - B. Review progress of the 2011-2012 Campus Improvement Plan
- V. The following information items were distributed / reported:
 - A. Treasurer's Report
 - B. In-Kind and Volunteer Program Report
 - C. KISD Bulletin
 - D. Monthly Report
- VI. Adjournment: The meeting was adjourned by Roxanne Hall at 5:55 p.m.