

Fairfax County Public Schools
Early Head Start/FECEP/Head Start
Vision: **“EVERY CHILD READY TO LEARN”**
Policy Committee Meeting Minutes

Date: October 18, 2016

Time: 6:00-8:00 pm

Location: Robinson Secondary School - Cafeteria

Meeting Called by: Name: Grace Asiedu (2015-16 Vice Chair) **Time:** 6:33 pm

Note Taker: Angela Newsome (Family Services Technician)

Timekeeper: Name: Grace Asiedu, (2015-16 Vice Chair)

Voting Attendees: Grace Asiedu (2015-16 Vice Chair); Mayra Sanchez (Rep-Group 1); Melanie Knoepfler-Powell, (Rep-Group 2); Hasan Alkurdi (Rep-Group 7); Claudia Arandia (Vice Chair); Nene Sherry (Rep-Group 4); Farshid Hakimyar (Chair); Ahlam Alnahri (Rep-Group 1); Shana Whitney (Rep-Group 4); Lily Miguel (Parliamentarian); Wendy Persaud (Treasurer); Barbara Echevarria (Secretary); Juana Flores (Rep-Group 6); Michelle Orban (Rep-Group 6); Mavzuna Maxudova (Rep-Group 5); Flor Mendez (Rep-Group 5)

Observing Attendees: Worood Alsarhi (Rep-Group 1); Keylin Sanchez-Aguilera (Rep-Group 1)

Staff: Kerry Ickrath (Family Services Manager); Andrea Randolph (Early Childhood Specialist); Jill Sobon (Program Manager); Maura Burke (Director); Sukunya Hamrojananukun (Financial Analyst); Neel Choudhary (Early Childhood Specialists); Ingrid Arnoldson-Ponce (Early Childhood Specialist); Angela Newsome (Family Services Technician); Meagan Themak (Resource Teacher); Nancy Bidus (Resource Teacher).

Total of Attendees: (18) Representatives, (12) Children, (9) Staff Members, (3) Child Care Providers

Introductions were facilitated by Grace Asiedu, Chair and reading of meeting guidelines

IceBreaker:

Kerry Ickrath (Family Services Manager) introduced executive function ice breaker. As the conductor waves the imaginary baton slow, the participants clap slowly. When the baton is waved fast, the participants clap fast. Then the reverse, when baton is waved slow people clap fast and when waved fast, the clapping is slow. The executive function ice breakers will be presented during each month at the Parent Policy Committee and Parent Center Meetings to build families knowledge and capacity around executive functioning.

Approval of Minutes:

The approval for the June 2016 meeting minutes were tabled for November meeting to give committee members time to review.

Treasurer Report:

Both the Parent Policy Committee (PPC) and program budgets are reviewed each month. The PPC budget is utilized by the committee to prepare for the monthly meeting and trainings. The program budget is reviewed each month to build the committee's knowledge, general understanding and awareness. The committee votes on the final program budget between the months of March – May.

Angela Newsome, (Family Services Technician) facilitated a brief introduction to the Parent Policy Committee treasurer report. Wendy Persaud (Treasurer) reported the year to date expenditures and residual dollars.

Sukunya Hamrojananukun (Financial Analyst) introduced and reported the program budget and the committee's role in regards to reviewing the budget. The credit card transaction reports were passed around for committee members to review.

Committee members asked questions to begin building an understanding of the reports.

Policy Council Report:

Grace Asiedu and Kerry Ickrath spoke about the Policy Council's role, the meeting logistics, and dates/locations/time, meeting incentives such as trainings and understanding of the different programs which are under the umbrella of Fairfax County Office for Children.

Nine current committee members were nominated. Elections were held by secret ballot. The six Policy Council Reps are: Hasan Alkurdi, Mayra Sanchez, Claudia Arandia, Farshid Hakimyar, Wendy Persaud, and Michelle Orban.

Alternates are Sherry Nene, Melanie Knoepfler-Powel and Shana Whitney.

The next Policy Council meeting will be at Gum Springs Children's Center on Thursday, October 27th from 6pm to 8pm.

Director's Report:

Maura Burke reported and shared:

July – September UDSA (program CACFP meal reimbursements for breakfasts, snacks and lunches served), attendance (percentage of overall program and classrooms under 85%; program is required to maintain above 85% attendance), enrollment (spaces occupied), waitlist (children waiting to be served), in-kind volunteer hours and the dollars.

During the beginning of school, children are learning about rules and routines, learning about themselves and seasonal changes.

Each committee member received a book with an activity about leaves.

November 7th and 8th no school

Parent teacher conferences are coming up which provide a great opportunity to meet with the teacher and see the classroom again.

New Business:

Newly elected executive board and representatives were inducted.

Kerry Ickrath conducted a short and sweet Roberts Rule of Order Overview training (PowerPoint will be provided in PPC Newsletter). An overview of committee role as an advisory committee to school board with current recommendations.

Tabled elections for Community Representatives for November.

Adjournment:

Name: Hakimyar, Farshid (Chair) facilitated adjournment,

Whitney, Shana (Rep-Group 4) motioned; and Knoepfler-Powell, Melanie (Rep-Group 2) seconded; adjourned at time: 8:00 pm.