

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

Date: December 13, 2016

Time: 6:00-8:00 pm

Location: Robinson Secondary School - Cafeteria

Meeting Called by: Name: Farshid Hakimyar (Chair) **Time:** 6:30 pm

Note Taker: Name: Angela Newsome (Family Services Technician), Barbara Echevarria (Secretary)

Timekeeper: Name: Kerry Ickrath, (Family Services Manager)

Voting Attendees: Hasan Alkurdi (Rep-Group 7); Claudia Arandia (Vice Chair); Ingrid Suarez (Rep-Group 2); Lily Miguel (Parliamentarian); Wendy Persaud (Treasurer); Barbara Echevarria (Secretary); Juana Flores (Rep-Group 6); Mavzuna Maxudova (Rep-Group 5); Merlin Bergenz (Rep-Group 2); Melanie Knoepfler-Powell (Rep-Group 2); Farshid Hakimyar (Chair); Michelle Orban (Rep-Group 6); Shana Whitney (Rep-Group 4); Flor Mendez (Rep-Group 5)

Staff: Kerry Ickrath (Family Services Manager); Maura Burke (Director); Neel Choudhary (Early Childhood Specialist); Ingrid Arnoldson-Ponce (Early Childhood Specialist); Angela Newsome (Family Services Technician); Nancy Bidus (Resource Teacher); Bich-Ha Hoang (Family Services Assistant); Jill Sobon (Program Manager); Mariana Tafur (Early Childhood Specialist); Sukunya Hamrojananukun (Finance Analyst)

Total of Attendees: (14) Representatives, (13) Children, (10) Staff Members, (2) Child Care Providers

Introductions were facilitated by Farshid Hakimyar

Ice Breaker:

Kerry Ickrath (Family Services Manager) introduced executive function ice breaker: Communication and working memory “Name that Tune”. A few representatives hummed a tune while the rest of the committee guessed.

Approval of Minutes:

The approval for the November PPC minutes were approved. Hasan Alkurdi motioned and Juana Flores, second the motion. None opposed, minutes approved

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.

Wendy Persaud reported the current PPC budget.

Sukunya Hamrojananukun introduced and reported the program 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 and talked about setting up a more in depth budget training in the coming months – TBD.

Policy Council Report:

Two new members were voted in to fill vacancies.

Information about Community Health Improvement project

Fall Policy Council Training will be held Jan. 28th

Announcement of elections for Policy Council officers net meeting in December.

Information about WIC focus groups.

Director's Report:

Maura Burke reported and shared:

November 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.

Expressed the importance of attendance and the benefits of children going to school every day.

Questions around the classroom meals from vendor/contractor. Explained in general the health and nutrition performance standards guidelines and ongoing program monitoring. Encourage committee members to google CACFP food requirements. By Freedom of Information Act guidelines and standards are public information that can be researched.

New Business:

Presented the Freedom of Information Act and handouts were given to each committee member.

Tabled Parent Center Meeting Data.

Executive Function presented by Maura Burke which explains children brains during early childhood in regards to focus, cognitive flexibility, working memory and inhibitory control.

Adjournment:

Hasan Alkurdi motioned to adjourn meeting; and Barbara Echevarria seconds the motion, meeting was adjourned at 8:10 pm.