

Lucas County Head Start at GLCAP

Policy Committee

February 10, 2025

Call to Order

Policy Committee met via email on February 10th, 2025 for a special meeting

Roll Call

Michelle Rodriguez took roll call

Policy Committee Member Attendance

Sylvania Parent Rep	Jessica	Boyd	Present
Bancroft Parent Rep	Jessica	Drinkwater	Absent
Sylvania Parent Rep	Stephanie	Gandarilla	Present
Sylvania Parent Rep	Fiona	Cataline	Present
Child Care Contract Rep	Alisha	Carter	Present
Child Care Contract Rep	Vacant		
Lucas County Community Rep	Michelle	Ferrari	Present
Lucas County Community Rep	Laura	Hart	Present
Toledo Public Schools Rep	Janine	Williams	Absent

Quorum was met

Agenda

- Adoption of the Agenda

It was motioned to adopt the agenda by Alisha Carter and seconded by Stephanie Gandarilla. Motion carried.

Minutes

- Approval of minutes from The Policy Committee Meeting on November 13th, 2024

It was motioned by Alisha Carter and seconded by Stephanie Gandarilla that the Policy Committee accepts the minutes from November 13th, 2024, meeting with no corrections. Motion carried.

Correspondence

- Michelle Rodriguez reviewed the Information Memorandum and Program Instructions regarding the Fiscal Year 2025 Monitoring Process for Head Start Recipients

Financial Report

- Michelle Rodriguez reviewed the financial report for members to discuss.

Management Information Report (MIS)

- EOM Enrollment
- Duration Enrollment
- CCC Enrollment
- Children with Disabilities

- Over Income Children

Director's Report

- Monthly Report to Policy Council and Board of Directors, with Information Memorandum and Program Instructions
- Credit Card Summary/Statements
- Agency Audit Report
- GLCAP Annual Report

GLCAP Board Report

- Michelle Rodriguez reviewed the board report for members to discuss.

Program Component Reports

- Michelle Rodriguez completed the Eligibility training for members.
- Michelle Rodriguez reviewed the Education Report for members to discuss.

New Business

- Approval of New Hires and Terminations – Alisha Carter motioned to approve the New Hires and Terminations Stephanie Gandarilla seconded the motion. Motion carried.
- Approval of the Priority Status – Stephanie Gandarilla motioned to approve the Priority Status Alisha Carter seconded the motion. Motion carried.
- Michelle Rodriguez reviewed the Lucas County Head Start School Readiness Outcomes for members to discuss.
- Michelle Rodriguez reviewed the Lucas County Head Start Program Goal updates for members to discuss.
- Michelle Rodriguez presented the new Head Start Performance Standards video for members.

Next Meeting Wednesday, April 9th, 2025 at 5:30 p.m.

Respectfully Submitted,



Michelle Rodriguez
Parent, Family, Community Engagement Specialist

Lucas County Head Start at GLCAP

Policy Committee

February 5, 2025

Call to Order

Michelle Rodriguez, PFCE Specialist called the meeting to order at 5:35 pm.

Roll Call

Michelle Rodriguez took roll call

Policy Committee Member Attendance

Sylvania Parent Rep	Jessica	Boyd	Absent
Bancroft Parent Rep	Jessica	Drinkwater	Absent
Sylvania Parent Rep	Stephanie	Gandarilla	Present
Sylvania Parent Rep	Fiona	Cataline	Absent
Child Care Contract Rep	Alisha	Carter	Present
Child Care Contract Rep	Vacant		
Lucas County Community Rep	Michelle	Ferrari	Absent
Lucas County Community Rep	Laura	Hart	Absent
Toledo Public Schools Rep	Janine	Williams	Absent

Quorum was not met

Agenda

- Adoption of the Agenda

It was motioned to adopt the agenda by Alisha Carter and seconded by Stephanie Gandarilla.

Minutes

- Approval of minutes from The Policy Committee Meeting on November 13th, 2024

It was motioned by Alisha Carter and seconded by Stephanie Gandarilla that the Policy Committee accepts the minutes from the November 13th, 2024, meeting with no corrections.

Correspondence

- Michelle Rodriguez reviewed the Information Memorandum and Program Instructions regarding the Fiscal Year 2025 Monitoring Process for Head Start Recipients

Financial Report

- Michelle Rodriguez reviewed the financial report for members to discuss.

Management Information Report (MIS)

- EOM Enrollment
- Duration Enrollment
- CCC Enrollment
- Children with Disabilities

- Over Income Children

Director's Report

- Monthly Report to Policy Council and Board of Directors, with Information Memorandum and Program Instructions
- Credit Card Summary/Statements
- Agency Audit Report
- GLCAP Annual Report

GLCAP Board Report

- Michelle Rodriguez reviewed the board report for members to discuss.

Program Component Reports

- Michelle Rodriguez completed the Eligibility training for members.
- Michelle Rodriguez reviewed the Education Report for members to discuss.

New Business

- Approval of New Hires and Terminations – Alisha Carter motioned to approve the New Hires and Terminations Stephanie Gandarilla seconded the motion.
- Approval of the Priority Status – Stephanie Gandarilla motioned to approve the Priority Status Alisha Carter seconded the motion.
- Michelle Rodriguez reviewed the Lucas County Head Start School Readiness Outcomes for members to discuss.
- Michelle Rodriguez reviewed the Lucas County Head Start Program Goal updates for members to discuss.
- Michelle Rodriguez presented the new Head Start Performance Standards video for members.

Next Meeting Wednesday, April 9th, 2025 at 5:30 p.m.

It was motioned by Stephanie Gandarilla to adjourn the meeting and seconded by Alisha Carter. Michelle Rodriguez adjourned the meeting at 6:10 pm.

Respectfully Submitted,



Michelle Rodriguez
Parent, Family, Community Engagement Specialist