

## Lucas County Head Start at GLCAP

### Policy Committee

April 9<sup>th</sup>, 2025

#### Call to Order

Policy Committee Met via email on April 15<sup>th</sup>, 2025 for a special meeting.

#### Roll Call

Michelle Rodriguez took roll call

#### Policy Committee Member Attendance

Sylvania Parent Rep	Jessica	Boyd	Absent
Bancroft Parent Rep	Jessica	Drinkwater	Present
Sylvania Parent Rep	Stephanie	Gandarilla	Present
Sylvania Parent Rep	Fiona	Cataline	Absent
Child Care Contract Rep	Alisha	Carter	Absent
Child Care Contract Rep	Vacant	-	-
Lucas County Community Rep	Michelle	Ferrari	Absent
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 amended agenda by Stephanie Gandarilla and seconded by Jessica Drinkwater. Motion carried.

#### Minutes

- Approval of minutes from The Policy Committee Meetings on February 5<sup>th</sup> and February 10<sup>th</sup> 2025.

It was motioned by Stephanie Gandarilla and seconded by Jessica Drinkwater that the Policy Committee accepts the minutes from the February 5<sup>th</sup> and February 10<sup>th</sup> 2025, meetings with no corrections. Motion carried.

#### Correspondence

- Michelle Rodriguez reviewed the Information Memorandum and Program Instructions regarding Promoting Healthy Eating and Nutrition for Head Start Children and Families

#### 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 reviewed the Education Report for members to discuss.

#### New Business

- Approval of New Hires and Terminations Stephanie Gandarilla motioned to approve the New Hires and Terminations Jessica Drinkwater seconded the motion. Motion carried.
- Approval of Lucas Head Start @ GLCAP Self-Assessment Improvement/Corrective Action Plan Stephanie Gandarilla motioned to approve the New Hires and Terminations Jessica Drinkwater seconded the motion. Motion carried.

Next Meeting Wednesday, June 18<sup>th</sup>, 2025 at 5:30 p.m.

Respectfully Submitted,



Michelle Rodriguez  
Parent, Family, Community Engagement Specialist

## Lucas County Head Start at GLCAP

### Policy Committee

April 9<sup>th</sup>, 2025

#### Call to Order

Michelle Rodriguez, PFCE Specialist called the meeting to order at 5:30 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	Absent
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 amended agenda by Stephanie Gandarilla.

#### Minutes

- Approval of minutes from The Policy Committee Meetings on February 5<sup>th</sup> and February 10<sup>th</sup> 2025.

It was motioned by Stephanie Gandarilla that the Policy Committee accepts the minutes from the February 5<sup>th</sup> and February 10<sup>th</sup> 2025, meetings with no corrections.

#### Correspondence

- Michelle Rodriguez reviewed the Information Memorandum and Program Instructions regarding Promoting Healthy Eating and Nutrition for Head Start Children and Families

#### Financial Report

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

#### Management Information Report (MIS)

- EOM Enrollment
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#### Director's Report

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#### GLCAP Board Report

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

#### Program Component Reports

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

#### New Business

- Approval of New Hires and Terminations – Stephanie Gandarilla motioned to approve the New Hires and Terminations.

Next Meeting Wednesday, June 18<sup>th</sup>, 2025 at 5:30 p.m.

It was motioned by Stephanie Gandarilla to adjourn the meeting. Michelle Rodriguez adjourned the meeting at 6:00 pm.

Respectfully Submitted,



Michelle Rodriguez  
Parent, Family, Community Engagement Specialist