



Head Start Program Governance Training Minutes
Tuesday, November 15, 2005 – 6:30 p.m.
School Board Meeting Room
Stuart, FL 34994

Members Present

Susan Hershey –Chairman
Lorie Shekailo-Vice-Chair
Laurie Gaylord
Nancy Kline
Dr. David Anderson
Dr. Sara A. Wilcox, Superintendent
Tom Elfers, School Board Attorney

Members Absent

Kristin Conrad, Student Representative (JBHS)

Staff Present

Dr. Frank Raffone, Ruth Pietruszewski, Clarissa Cartozian, Dave Hall, Ray Parrish, Rae Hollenbeck, Darla Miloszewski, Rodger Osborne, Marshall Skinner, Virginia Skinner, Lisa Bell, Marla Grant, Hope White, Joan Bringger

Public

No Representation

Press

PBPost – Mike Bender Stuart News – Kelly Tyko

MCEA – No representation

AFSCME – No representation

Call to order by the Chairman and Pledge of Allegiance to the Flag of the United States.

1. Introduction

Clarissa Cartozian, Pre-k Coordinator/Head Start Director, introduced the Head Start staff. She advised Board members of the management contacts for each content area and provided a schedule of Policy Council meetings. She distributed a training booklet to all Board members to be used as a reference guide.

2. Head Start Philosophy/Program Information

Clarissa explained the Head Start Core Values

- Establishing a supportive learning environment
- Recognizing many cultures
- Understanding empowerment of families
- Embracing a comprehensive vision
- Respecting the importance of individual development
- Treating children and adults as an individual
- Fostering relationships with the larger community
- Developing a continuum of care

3. Program Governance

- **Shared Decision Making**
- **Parent Committees**
- **Policy Council**
- **Governing Board**

Clarissa showed a hierarchical flow chart to explain the protocol of shared program governance. She explained how parent committees and Policy Council all tie into the system to accomplish shared governance. She discussed the Board's roles and responsibilities in the decision making. Each Board member was given a list of items outlining which type of actions required their approval or disapproval. She discussed the Program Review Instrument for Systems Monitoring (PRISM) and reviewed PRISM Core questions that specifically pertained to governing bodies and policy groups. Clarissa closed the training by thanking the Superintendent, Board members, and Dr. Frank Raffone for the ongoing support they have continuously provided the Head Start Program.

Head Start Program Governance Training Minutes
Tuesday, November 15, 2005 – 6:30 p.m.
Page 2 of 2

4. **Open to the Public**
- No representation

5. **Open to the Board**

Sue Hershey

Reflected on the Policy Council meetings she had attended. Head Start has a three year lifetime term limit to serve on Policy Council.

Laurie Gaylord

Served on the Head Start Policy Council after Sue's term. She talked with Board members about who would like to be the next Policy Council member representing the Board.

There being no further business to bring before the Board, the meeting was adjourned at 7:00 p.m.

CHAIR (Sue Hershey)

SECRETARY (Sara A. Wilcox, Ph.D.)