



**Head Start Program Governance Training Workshop Minutes
Tuesday, December 12, 2006 – 6:00 p.m.
School Board Meeting Room
Stuart, FL 34994**

Members Present

Laurie Gaylord-Chair
Nancy Kline-Vice-chair
Dr. David Anderson
Susan Hershey
Lorie Shekailo
Dr. Sara A. Wilcox, Superintendent
Doug Griffin, School Board Attorney

Members Absent

Austin Flinn, Student Representative (SFHS)

Staff Present

Ruth Pietruszewski, Clarissa Cartozian, Ray Parrish, Rodger Osborne, Joan Bringger, Larry Green, Delores Calloway, Teresa D'Albora, Cathleen Brennan, Sean Lewis, Kerry Lewis, Linda King, Jennifer Bracken

Public

No Representation

Press

PBPost – No Representation

Stuart News – No Representation

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

Delores Calloway, Executive Director of Instructional Services, explained to the Board that Mabel Jones, the consultant who was to conduct the training, would not be able to attend, as she had a death in the family. Delores introduced Clarissa Cartozian, the Head Start Director, and turned the workshop over to her. Clarissa explained that even though this was the fourth time Board members had been trained on Program Governance, the Head Start Performance Standards mandated that it must be done annually. Board members signed a sign-in sheet for attendance at the workshop. She introduced Jennifer Bracken, a nurse contracted through Martin Memorial Health Systems to serve as the Head Start nurse, and Joan Bringger, MCS D certified Head Start teacher.

2. Head Start Philosophy/Program Information

Clarissa gave each Board member a notebook with index tabs for performance standards, PRISM, Policy Council By-Laws, and policies & procedures. The booklet had program contacts, long range goals, and other Head Start information. Clarissa discussed the Head Start Vision, "Unlock hidden potential...believe and achieve." Clarissa reviewed the budget and explained cash match and in-kind requirements. Sue Hershey wanted to be sure that adequate recognition was given to the community for their in-kind and cash match donations.

3. Program Governance

Clarissa showed a hierarchical shared program governance flow chart to explain the protocol of shared program governance. Dr. Sara A. Wilcox asked Clarissa to correct the portion that had Delores Calloway reporting to Hank Salzler, Assistant Superintendent, instead of directly to Dr. Wilcox, Superintendent. Dr. Wilcox explained that Delores reports directly to her, not Hank. Clarissa explained how parent committees and Policy Council all tie into the system to accomplish shared governance. She gave Board members a list of the scheduled Policy Council meetings and parent committee meetings. She discussed the Board's roles and responsibilities in the decision making. Board members were shown a list of items outlining which type of actions required their approval or disapproval. Clarissa described how program governance impacts all services in the program. She reviewed Performance Standard 1304.50 on Program Governance. She and Board members examined the PRISM instrument, which is the protocol used in the federal review. Clarissa thanked Sue Hershey and Laurie Gaylord for being such big advocates for the Head Start program. She expressed her thanks to Dr. Sara A. Wilcox for her continued support and commitment to

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3. Program Governance (Con't)

disadvantaged children and the Head Start program. Clarissa ended the workshop with a quote from Teddy Roosevelt, “Far and away the best prize that life offers is the chance to work hard at work worth doing.”

4. Open to the Public

- No representation

5. Open to the Board

- Board member chose to do “Open to the Board” at the Board meeting following the workshop.

There being no further business to bring before the Board, the meeting was adjourned at 6:35 p.m.

CHAIR (Laurie Gaylord)

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