

## **HS/EHS POLICY COUNCIL MEETING**

December 5th, 2023

P.C. Members present: DiJay Hammond and Jessica Carlson.

P.C. Members present via Zoom: Schyler Knudsen, Amber Peplinski, Becki Gore, Caitlin Medina, Heather Jackson, Daisy Rivera Rodriguez, and Eden Hinrichs.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, Chad Jensen, CEO, Kara Montgomery, HS/EHS Office Coordinator, Eugene Meiners, New Opportunities Board President, and Marlen Juarez, Family Advocate.

Amber Peplinski called the meeting to order at 6:02p.m.

### **Roll Call**

### **Financial Reports**

The following financial reports were reviewed with the Policy Council:

- 1) CH Grant – HS/EHS October 2023
- 2) CH Grant No Cost Extension – HS/EHS October 2023
- 3) All Credit/charge card activity for October 2023

There was a general discussion of various line items. It was noted that Head Start/Early Head Start is 91% through the program year. Non-federal is at 82%. Sheri Mertz noted that we are expected to meet required nonfederal with the already approved waiver. A motion was made by Jessica Carlson to accept the October financial reports as presented. Schyler Knudsen seconded. Motion carried.

### **Policy Council Minutes**

October 17, 2023, minutes were reviewed. Jessica Carlson motioned to approve the minutes as read. DiJay Hammond seconded. Motion carried.

### **Program Report**

Tonya summarized the following items on the October 2023 Program Report:

- Enrollment and Attendance
- Education & Disabilities
- Communication
- Staff Openings
- Volunteer/Parent Involvement
- In-Kind
- Child Abuse and Mandatory Reporting
- CACFP Reimbursement
- Health

### **Health & Safety**

Staff complete weekly and monthly checks. There were no new reports.

### **NOI Board Minutes**

October 26<sup>th</sup>, 2023, minutes were shared. There were no questions or concerns.

## **Committee Reports**

The following School Readiness (Fall 2023 checkpoints) were reviewed by Tonya.

- Social – Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics

## **IM/PI Alerts**

No new.

## **HS/EHS Selection Criteria**

Tonya explained the Selection Criteria enrollment prioritization process. Tonya proposed a new high-risk category that will include an additional 25 points. DiJay Hammond motioned to approve the HS/EHS Selection Criteria. Eden Hinrichs seconded. Motion carried.

## **CH Grant (07CH010517) Year 5: No Cost Extension Budget Revision**

Tonya noted that the Policy Council has already approved a no cost extension for our CH Grant. She proposed a budget revision for our SUTA unfunded liability reserve. Currently the funds are in the fringe and indirect categories, the revision would move the funds to a different line item in the budget. A motion was made by Becki Gore and seconded by Schyler Knudsen to approve the budget revision for the CH Grant (07CH010517) Year 5: Budget Revision. Motion carried.

## **Community Needs Assessment**

Tonya presented the 2023 Head Start Community Needs Assessment Update. Items highlighted were:

- Nutritional Information
- Childcare Availability
- Continuing to monitor Dallas counties rapid population growth.
- Recognizing barriers to enrollment and attendance primarily transportation.

## **2022-2023 HS/EHS Annual Report**

The Annual Report was reviewed. All Head Start and Early Head Start families will receive a copy.

## **Policy Council Schedule Survey Results**

The survey results were shared. Meetings will continue to be on the last Tuesday of each month at 6:00 p.m.

## **Policy Council 101**

Tonya presented Policy Council 101.

## **Next Policy Council Meeting**

January 23, 2024 – 6:00 p.m.

DiJay Hammond motioned to adjourn at 7:00 p.m. Jessica Carlson seconded. Motion carried.