

HS/EHS POLICY COUNCIL MEETING

August 8th, 2023

P.C. Members present: Amber Peplinski, Leslie Mendoza – Sanchez, Sandra Hernandez, Heidi Crouse, Aline Nkinzingabo, Angel Everett,

P.C. Members present via Zoom: Jamie Gonzalez, Eugene Meiners

Staff present: Chad Jensen, CEO, Toyna Weber, HS/EHS Director, Eugene Meiners, New Opportunities Board President, and Kara Montgomery, HS/EHS Office Coordinator

Amber Peplinski called the meeting to order at 6:06 p.m.

Roll Call

Financial Reports

Tonya reviewed the following financial reports with the Policy Council:

- 1) HE Grant (CRRSA & ARPA)
- 2) CH Grant, Year 1 – as of June 2023, 58% through the year, 48% expended.
- 3) CH Grant, No Cost Extension
- 4) All Credit/charge card activity for all grants.

There was a general discussion of various line items. It was noted that non-federal is at 45% and is being monitored closely, may need to request a waiver.

A motion was made by Heidi Crouse to accept the financial reports as presented. Jamie Gonzalez seconded. Motion carried.

Policy Council Minutes

May 23rd, 2023, minutes were reviewed. Jamie Gonzalez motioned to approve the minutes as read. Heidi Crouse seconded. Motion carried.

June 27th, 2023, minutes were reviewed. Jamie Gonzalez motioned to approve the minutes as read. Leslie Mendoza-Sanchez seconded. Motion carried.

Program Report

Tonya summarized the following items on the May & June 2023 Program Report:

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

There was a general discussion of various line items. It was noted that we are below where we need to be. It is probable we will need to request a waiver.

Health & Safety Classroom/Playground

Nothing to report.

NOI Board Minutes

Reviewed Board Minutes from the May 25th,2023 & June 29th,2023 meeting.

Committee Reports

School readiness information was shared and reviewed by Tonya. HS/EHS-CB/EHS-HB Fall, Winter, and Spring Check points were discussed for the following areas.

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

IM/PI Alerts

ACF-IM-HS-23-02: American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF.

ACF-IM-HS-23-03: Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings.

ACF-IM-HS-23-04: Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients.

School District Partnership Agreements Updates/Changes

Tonya provided an update on school district partnerships for the 2023-2024 school year.

Self-Assessment Report & Program Improvement Plan 2023-2024

Tonya discussed and reviewed the Self-Assessment Report 2023. Tonya discussed the goals that are part of the Program Improvement Plan 2023.

Sandra Hernandez motioned to approve the Self-Assessment Report & Program Improvement Plan 2023-2024. Jamie Gonzalez seconded. Motion carried.

HS/EHS Continuation Grant 12/1/2023-11/30/2024

2023-2024 is year 2 of the 5 year cycle. Tonya discussed and reviewed the HS/EHS Continuation Grant. The budget was shared with the Policy Council. There was general discussion regarding the application and budget.

Jamie Gonzalez motioned to approve the HS/EHS Continuation Grant 12/1/2023-11/30/2024. Heidi Crouse seconded. Motion carried.

HS/EHS Training and Technical Assistance Plan and Budget

The 2022-2023 HS/EHS Training and Technical Assistance Plan and Budget was reviewed.

Sandra Hernandez motioned to approve the Training and Technical Assistance Plan and Budget. Leslie Mendoza-Sanchez seconded. Motion carried.

HS Fall Programming Schedule

The 2023-2024 Programming Schedule was reviewed.

Jamie Gonzalez motioned to approve the 2023-2024 HS Fall Programming Schedule. Leslie Mendoza-Sanchez seconded. Motion carried.

HS/EHS Policies & Procedures – Updates/Changes

Updates to the following Policies and Procedures were reviewed.

Volunteer Handbook Changes:

- Policy 800

Admin Handbook Changes:

- Policy 113
- Policy 123
- Policy 128
- Policy 134: Head Start Staff Retention Incentive Policy - Tonya shared that the program would continue pursuing recruitment and retention incentives as the grant allows, in accordance with the program policy.

Health and Mental Health Handbook Changes:

- Policy 206
- Policy 207
- Policy 212
- Policy 225

ERSEA Handbook Changes:

- Policy 302
- Policy 305
- Policy 306
- Policy 309
- Policy 310
- Policy 317

Training Handbook Changes:

- Policy 703

Education/Disabilities Handbook Changes:

- Policy 526
- Policy 533
- Policy 538
- Policy 541
- Policy 551
- Policy 552

The following new Policies and Procedures were reviewed.

- Policy 225 – Safe Sleep
- Policy 541 - Biting
- Policy 622 – Infant Feeding
- Policy 800 – Civil Rights Statement

Heidi Crouse motioned to approve the policy additions and changes. Leslie Mendoza-Sanchez seconded. Motion carried.

Next Policy Council Meeting – Tuesday, September 26th, 2023 – 6:00 p.m.

Jamie Gonzalez motioned to adjourn at 7:06 p.m. Sandra Hernandez seconded. Motion carried.