

HS/EHS POLICY COUNCIL MEETING

April 28, 2015

P.C. Members present: Eugene Meiners and Krystal Colwell. Also present, Jeremy Colwell.

Conference Call: Michael Austin, Kim Denman, and Leah Schettler.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, and Pam Stanzyk, HS/EHS Office Coordinator.

Krystal Colwell called the meeting to order at 6:08 p.m.

Roll Call

Financial Reports

Sheri Mertz, CFO, presented the PY 2014 Closeout Financial Report. Sheri also presented the Head Start/Early Head Start Summary and Financial Report for December 2014 through March 2015. There was a general discussion of various line items. All HS/EHS credit card activity was reviewed for March 2015.

Kim Denman motioned to accept the Financial Report ending March 2015. Michael Austin seconded. Motion carried.

Policy Council Minutes

March 24, 2015, minutes were reviewed. Kim Denman motioned to approve the minutes as written. Michael Austin seconded. Motion carried.

Program Report

Tonya summarized the following items on the March 2015 Head Start/Early Head Start Program Report: HS/EHS Enrollment and Attendance; HS/EHS Education & Disabilities; Communication; Professional Development; Volunteer/Parent Involvement; In-Kind; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health. It was noted that 60 days prior to the end of the school year we are no longer required to fill openings in enrollment.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

The February 26, 2015, Board minutes were shared. There were no questions or concerns.

Committee Reports

Self-Assessment is in the process of being completed. The committee will meet May 6th to establish goals. School Readiness Committee also meets May 6th at 10:30 AM.

Program Monitoring – Update

*CLASS scores from Federal monitoring have been received; still waiting on national averages.

*Awaiting Health & Safety and Fiscal/ERSEA results.

Staff Updates

Carroll Program Aide, Brandi Perry, resigned effective April 24, 2015. Tonya asked for policy council approval on the hiring of Jess Drees, RN, as Health Coordinator, effective May 26, 2015, and approval for Kristy Liechti, Education/Disabilities Coordinator effective June 22, 2015.

Michael Austin motioned to approve the above staff updates. Kim Denman seconded. Motion carried.

IM/PI Alerts

No new IM's or PI's to review.

2014-2015 Parent Evaluation – Results

Currently there are 77 responses. Parents are encouraged to fill out evaluation if they haven't done so.

Shared Visions Parent Support Program Grant - Update

After further research into the grant application, it was decided not to pursue this grant. The curriculum for this program varies greatly from the current Early Head Start curriculum. We will continue to watch for other grant application possibilities to allow expansion of the Early Head Start program.

Additional Policy Council Training

Tonya presented training on Program Governance-Module 2: Roles & Responsibilities.

Kim Denman motioned to adjourn at 6:40 PM. Michael Austin seconded. Motion carried.

Next Policy Council meeting May 19, 2015, 6:00 PM.