

HS/EHS POLICY COUNCIL MEETING

August 27, 2019

P.C. Members present: Enrique Cruz-Garcia, Jamie Gonzalez, Kenya Gonzalez, Tracie Hull, Caitlin Mateer, and Eugene Meiners, NOI Board President.

Conference Call:

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

Caitlin Mateer called the meeting to order at 6:05 p.m.

Roll Call

Financial Reports

Sheri presented the Head Start/Early Head Start Summary and Financial Report for December 2018 through July 2019. There was a general discussion of various line items. It was noted that the program year is 67% through the budget year and 56% expended. Non-federal is 60% expended. All HS/EHS credit card activity was reviewed for July 2019.

Sheri presented the Early Head Start Center-Based Summary and Financial Report March 2019 through July 2019. There was a general discussion of various line items.

Jamie Gonzalez motioned to accept the HS/EHS Financial Report ending July 31, 2019, and the EHS Center-Based Financial Report ending July 31, 2019. Tracie Hull seconded. Motion carried.

Policy Council Minutes

May 28, 2019, minutes were read. Tracie Hull motioned to approve the minutes as read. Jamie Gonzalez seconded. Motion carried.

Program Report

Tonya summarized the following items on the July 2019. Head Start/Early Head Start Program Report: HS/EHS Enrollment and Attendance; HS/EHS Education & Disabilities; Communication; Professional Development; Volunteer/Parent Involvement; In-Kind; Staff Openings; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health.

It was noted that the Perry-2 Teacher Associate position is currently open.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

May 30, 2019, minutes and a draft of June 27, 2019, minutes were shared. There were no questions or concerns.

Committee Reports

Tonya presented the Self-Assessment Report and Program Improvement Plan. The report shows the 2018-2019 program strengths and challenges. The Improvement Plan shows the 2019-2020 goals. Tracie Hull motioned to approve the Self-Assessment Report and Program Improvement Plan. Enrique Cruz -Garcia seconded. Motion carried.

IM/PI Alerts

ACF-IM-HS-19-02: Notice of Proposed Rulemaking on Designation Renewal System Changes – Public Comment Period was reviewed.

EHS Center-Based Grant

Tonya presented the Carroll 1303 Application. The proposal in Carroll is to construct an addition to the existing Head Start facility. Policy Council reviewed the application, the architect's probable opinion of cost, and the proposed building layout. Also discussed was the project timeline. It is likely this project will need an extension; Tonya is in discussion with Regional Office regarding extending the timeline. Tracie Hull motioned to approve the submission of the Carroll 1303 Application. Jamie Gonzalez seconded. Motion carried.

Tonya presented the Perry 1303 Application. The proposal in Perry is to purchase a portion of the building currently being leased by Head Start/Early Head Start Home-Based and make renovations to make the building suitable for Early Head Start Center-Based classrooms. Policy Council reviewed the application, the architect's probable opinion of cost which is broken down based upon proposed occupancy of the building. Occupants would include Head Start/Early Head Start Home-Based, Early Head Start Center-Based, and Family Development Center. Also reviewed was the proposed building layout. Tonya presented the purchase of this building to include:

- Head Start/Early Head Start Home-Based (Grant #07CH010517)
- Early Head Start Center-Based (Grant #07HP000122) start-up funds
- Family Development Center New Opportunities, Inc., agency funds

Also discussed was the project timeline. It is likely this project will need an extension; Tonya is in discussion with Regional Office regarding extending the timeline.

Kenya Gonzalez motioned to approve the submission of the Perry 1303 Application. Enrique Cruz-Garcia seconded. Motion carried.

Continuation Grant

Tonya presented the Head Start/Early Head Start Continuation Grant for 12/1/2019 – 11/30/2020. The Grant includes the application, budget justification and budget narrative. Policy Council reviewed the budget and narratives.

Jamie Gonzalez motioned to approve the Head Start/Early Head Start Continuation Grant. Tracie Hull seconded. Motion carried.

T/TA Plan & Budget

Tonya presented the 2019-2020 Training/Technical Assistance Plan and Budget. Discussion was held on CDA's and Emergency Preparedness Plan.

Tracie Hull motioned to approve the Training/Technical Assistance Plan. Jamie Gonzales seconded. Motion carried.

Non-Federal Waiver

The Non-Federal Share (In-Kind) Waiver for HS and EHS Home-Based was discussed. Tonya noted the program is projecting to fall short in meeting the 25% non-federal requirement by about \$72,000. Policy Council shared ideas on bringing volunteers into classrooms.

Jamie Gonzalez motioned to submit the Non-Federal Waiver. Tracie Hull seconded. Motion carried.

HS/EHS Policies & Procedures

The following policy changes were made available for Policy Council to review.

- General Information: Child and Adult Care Food Program and the HS/EHS Organizational Chart
- Policy 117 Protection of Personally Identifiable Information
- Policy 130 Security Camera
- Policy 201 Child's Health Status and Care – Head Start
- Policy 218 Sunscreen
- Policy 307 Child Attendance – Head Start
- Policy 308 Child Attendance – Early Head Start
- Policy 309 myheadstart.com Case Notes
- Policy 312 Head Start Family Partnerships and Strengths and Needs Assessment
- Policy 313 Family Partnership Services – Tiering
- Policy 523 Head Start Positive Guidance & Behavior
- Policy 549 IEP/IFSP

Jamie Gonzalez motioned to approve all updated policies. Tracie Hull seconded. Motion carried.

Program Locations

The Fall Programming Schedule 2019-2020 was reviewed.

Tracie Hull motioned to approve the 2019-2020 Program Locations. Enrique Cruz-Garcia seconded. Motion carried.

School District Agreements

All partnership agreements with School Districts have been received.

Program Information Report (PIR)

The 2018-2019 Head Start and Early Head Start Program Information Report was reviewed.

Review CACFP Agreement

Tonya reviewed the CACFP Agreement with policy council members.

Head Start Monitoring Report

Tonya reviewed the results of Focus Area One monitoring review. An identified area of concern was enrollment for Early Head Start Center-Based. Tonya explained that EHS Center-Based services would start in 2020 after all renovations have been completed.

Federal Monitoring – CLASS & Focus Area 2

Tonya was notified that the CLASS Monitoring Review is scheduled for October 7, 2019. Focus Area 2 Federal Monitoring Review will be this year, but not scheduled at this time.

Next Policy Council Meeting – September 24, 2019 – 6:00 PM

Jamie Gonzalez motioned to adjourn at 7:16 PM. Tracie Hull seconded. Motion carried.