

HS/EHS POLICY COUNCIL MEETING

June 20, 2017

P.C. Members present: Amy Carpenter, Cindy Greteman, Ashley Lynch, Teresa Winkleblack, and Gene Meiners.

Conference Call: Kim Denman.

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

Ashley Lynch called the meeting to order at 6:05 p.m.

Roll Call

Financial Reports

Tonya Weber, HS/EHS Director, presented the Head Start/Early Head Start Summary and Financial Report for December 2016 through May 2017. It was noted that Head Start Training & Technical Assistance (T/TA) is fully expended and Early Head Start has \$608.08 remaining. There was a general discussion of various line items. All HS/EHS credit card activity was reviewed for May 2017. Teresa Winkleblack motioned to accept the Financial Report ending May 31, 2017. Amy Carpenter seconded. Motion carried.

Policy Council Minutes

April 25, 2017, minutes were read. Amy Carpenter motioned to approve the minutes as read. Teresa Winkleblack seconded. Motion carried.

Program Report

Tonya summarized the following items on the May 2017 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 Disabilities for both HS and EHS met the required 10%. A new section for Staff Positions was added to the Program Report to keep Policy Council informed of current openings within the program. Several positions are available due to the three new classrooms associated with duration.

Health & Safety

There is one uncorrected report (not a health and safety issue). Perry countertop has a chip in it.

NOI Board Minutes

The April 27, 2017, minutes were shared. There were no questions or concerns.

Committee Reports

*Self-Assessment Report and Improvement Plan was shared with Policy Council. The Report shows the 2016-2017 strengths and challenges. The Improvement Plan shows the 2017-2018 goals. General discussion took place regarding Improvement Plan goals.

Cindy Greteman motioned to approve the 2017 Self-Assessment Report and Improvement Plan. Amy Carpenter seconded. Motion carried.

*Health Services Advisory Committee Meeting minutes were reviewed and discussed.

Staff Updates

Perry Program Aide, Rosalinda Castro, has applied for a teacher associate position also in Perry. Cindy Greteman motioned to approve the position change for Rosalinda Castro. Teresa Winkleblack seconded. Motion carried.

IM/PI Alerts

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

Purchase of Waukee Building – Follow Up

Tonya provided an update on the status of the new Waukee building.

School District Agreements

Agreements are out; some have been returned.

COLA Application

Tonya presented the Supplemental COLA Application and Budget Narrative.

Teresa Winkleblack motioned to approve the Supplemental COLA Application and Budget Narrative.

Kim Denman seconded. Motion carried.

Cindy Greteman motioned to adjourn at 6:48 PM. Amy Carpenter seconded. Motion carried.

August Policy Council meeting to be determined; tentatively the 22nd.