

HS/EHS POLICY COUNCIL MEETING

February 20, 2018

P.C. Members present: Ashley Crook, Joan Kidney, Nickie LePenske, and Eugene Meiners, NOI Board President.

Conference Call: MK McKenna.

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

Nickie LePenske called the meeting to order at 6:06 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 January 2018. There was a general discussion of various line items. It was noted that the budget is 17% through the program year and 15% expended. All HS/EHS credit card activity was reviewed for January 2018.

Joan Kidney motioned to accept the Financial Report ending January 31, 2018. MK McKenna seconded. Motion carried.

Policy Council Minutes

January 23, 2018, minutes were read. MK McKenna motioned to approve the minutes as read. Joan Kidney seconded. Motion carried.

Program Report

Tonya summarized the following items on the January 2018 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 Head Start Average Daily Attendance was at 82%; low due to sickness and 2 hour late starts. Early Head Start is expecting 2 more children with disabilities.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

January 25, 2018, minutes were shared. There were no questions or concerns.

Committee Reports

A new self-assessment tool will be used this year. No other reports.

Program Goals

Tonya reviewed the Strategic Plan and Self-Assessment goals and objectives with policy council.

Staff Updates

Hired: Gail Wenck, Carroll-PM Teacher Associate, effective 2/1/18 and Ellen Bishop, Greene-AM/PM Program Aide, effective 2/12/18; Abbie Sandquist resigned, effective 2/19/18.

IM/PI Alerts

No new alerts to review.

Program Governance Screener – Follow-Up

Tonya reviewed the follow-up work completed on the Program Governance Screener; Reports to HHS Policy, Impasse Policy, HS Program Governance, Governing Board and Policy Council Training.

Policies & Procedures – Approval

- Policy 128 Reports to the HHS Official was reviewed with Policy Council members. Joan Kidney motioned to approve the Policy 128 Reports to the HHS Official. MK McKenna seconded. Motion carried.
- Tonya reviewed the revised Impasse Policy with Policy Council members. This policy is in the Policy Council Handbook. MK McKenna motioned to approve the revised Impasse Policy. Joan Kidney seconded.
- Head Start Program Governance Procedure was reviewed. MK McKenna motioned to approve the HS Program Governance Procedure. Joan Kidney seconded. Motion carried.
- Governing Board and Policy Council Training was reviewed. Joan Kidney motioned to approve the Governing Board and Policy Council Training Procedure. MK McKenna seconded. Motion carried.

Early Childhood – Day on the Hill

March 19, 2018, 11:30 AM to 3:00 PM. If interested, contact Tonya. This is a great opportunity for parents to speak with legislators.

HS/EHS Parent Evaluation

Parents were encouraged to complete the HS/EHS Parent Evaluation that they will be receiving from their family advocate or home visitor.

Eligibility Training

Tonya presented training on determining, verifying, and documenting eligibility to Policy Council members.

Next Policy Council Meeting – **March 27, 2018** – 6:00 PM.

Joan Kidney motioned to adjourn at 6:56 PM. Ashley Crook seconded. Motion carried.