

HS/EHS POLICY COUNCIL MEETING

November 27, 2018

P.C. Members present: Dawn Woody, Alannah Bradley, Roy Wagner, Enrique Cruz Garcia, Tiffany Biggs, Beckie Roberts, Carrie Holm, Caitlin Mateer, and Eugene Meiners, NOI Board President.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, 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 2017 through October 2018. There was a general discussion of various line items. It was noted that the program is 92% through the budget year and 83% expended. All HS/EHS credit card activity was reviewed for October 2018.

Roy Wagner motioned to accept the Financial Report ending October 31, 2018. Carrie Holm seconded. Motion carried.

Policy Council Minutes

October 23, 2018, minutes were read. Roy Wagner motioned to approve the minutes as read. Enrique Cruz Garcia seconded. Motion carried.

Program Report

Tonya summarized the following items on the October 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. General discussion took place regarding attendance and in-kind.

Health & Safety

Staff completes weekly and monthly checks. There were no corrected or uncorrected reports to review.

NOI Board Minutes

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

Committee Reports

School Readiness Committee meeting scheduled for Tuesday, December 4, 2018.

Program Goals

Strategic Plan Goals and Objectives were reviewed. Strategic Plan is completed every 5 years.

Staff Updates

Nicole Silbaugh was hired 10/31/18 as a long term substitute for Jefferson.

Ashley Lynch, Perry Program Aide, resigned effective 11/16/18. Position has been offered, but not confirmed.

IM/PI Alerts

No new IM or PI alerts to share.

HS Duration Grant

Tonya presented the HS Duration Grant.

Alannah Bradley motioned to approve the submission of the HS Duration Grant and Enrique Cruz Garcia seconded. Motion carried.

EHS Expansion Grant / Non-Federal Waiver

Tonya presented the EHS Expansion Grant. Proposal includes two EHS center-based sites; proposing 36 slots in Carroll and 36 slots in Perry.

Roy Wagner motioned to approve the submission of the EHS Expansion and Carrie Holm seconded. Motion carried.

Tonya is requesting approval to submit a Non-Federal Waiver to waive the match amount (in-kind). Roy Wagner motioned to approve the submission of the Non-Federal Waiver request as part of the grant and Dawn Woody seconded. Motion carried.

HS/EHS Grant Award

The HS/EHS Grant Award has been received for December 1, 2018 through November 30, 2019.

HS/EHS Policy Council Handbook

Tonya reviewed the handbook and By-Laws with Policy Council members.

Dawn Woody motioned to approve the Policy Council Handbook and Roy Wagner seconded. Motion carried.

Policy Council Community Representatives

Beckie Roberts and Kenya Gonzalez agreed to be Community Representatives for the 2018-2019 Program Year.

Roy Wagner motioned to approve Beckie Roberts and Kenya Gonzalez as Community Representatives for Policy Council and Tiffany Biggs seconded. Motion carried.

Parent Leadership – Follow Up

Tonya shared a summary of a letter received from two parents that attended Parent Leadership. We had three parents attend this year.

Policy Council Schedule Survey Results

Results determined Policy Council meetings to be held the last Tuesday of each month at 6:00 PM.

Policy Council Training

Postponed training until next meeting.

Next Policy Council Meeting – January 29, 2019 – 6:00 PM

Roy Wagner motioned to adjourn at 7:20 PM. Tiffany Biggs seconded. Motion carried.