

HS/EHS POLICY COUNCIL MEETING

April 24, 2018

P.C. Members present: Amy Carpenter, Cindy Greteman, Joan Kidney, Nickie LePenske , Caitlin Mateer , and Eugene Meiners, NOI Board President.

Conference Call: Ashley Crook.

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

Caitlin Mateer called the meeting to order at 6:03 p.m.

Roll Call

Financial Reports

Tonya presented the Head Start/Early Head Start Summary and Financial Report for December 2016 through March 2018. There was a general discussion of various line items. The program is 33% through the budget year and 33% expended. All HS/EHS credit card activity was reviewed for March 2018. Cindy Greteman motioned to accept the Financial Report ending March 31, 2018. Nickie LePenske seconded. Motion carried.

Policy Council Minutes

March 27, 2018, minutes were read. Amy Carpenter motioned to approve the minutes as read. Nickie LePenske seconded. Motion carried.

Program Report

Tonya summarized the following items on the March 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.

There are two Early Head Start children on an IFSP pending. The Waukee Lead Teacher position is being advertised.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

March 29, 2018, minutes were shared. There were no questions or concerns.

Committee Reports

Tonya gave an update on the Self-Assessment process.

Program Goals

Self-Assessment Goals and Strategic Plan Goals were shared with Policy Council. The Strategic Plan is a 5 year plan.

Staff Updates

Beth Liechti, Mental Health Coordinator, has resigned effective 4/17/18.

IM/PI Alerts

Tonya reviewed ACF-PI-HS-18-02: Hurricanes Harvey, Irma, and Maria Disaster Assistance Funds with Policy Council.

2017-2018 HS/EHS Parent Evaluation – Results

The Parent Evaluation results were reviewed. The evaluation is completed annually and is used in conjunction with the Self-Assessment, Strategic Plan, and Community Needs Assessment.

Grants

Head Start received grants from the Carroll Community Foundation and the Bock Family Foundation. Carroll Community funds will go towards curriculum. Bock Family Foundation will go towards Perry updates. Tonya is working on other grants for the Waukee playground and replacement of the OAE hearing screener.

Next Policy Council Meeting – May 29, 2018 – 6:00 PM

Joan Kidney motioned to adjourn at 6:42 PM. Nickie LePenske seconded. Motion carried.