

## **HS/EHS POLICY COUNCIL MEETING**

April 25, 2017

P.C. Members present: Cindy Greteman, Teresa Winkleblack, and Gene Meiners, NOI Board President.

Conference Call: Kim Denman and Ashley Lynch.

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

Teresa Winkleblack called the meeting to order at 6:05 p.m.

### **Roll Call**

#### **Financial Reports**

Sheri Mertz, CFO, presented the Head Start/Early Head Start Summary and Financial Report for December 2016 through March 2017. There was a general discussion of various line items. All HS/EHS credit card activity was reviewed for March 2017.

Cindy Greteman motioned to accept the Financial Report ending March 31, 2017. Teresa Winkleblack seconded. Motion carried.

#### **Policy Council Minutes**

March 28, 2017, minutes were read. Cindy Greteman motioned to approve the minutes as read. Kim Denman seconded. Motion carried.

#### **Program Report**

Tonya summarized the following items on the March 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; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health.

It was noted that with the new Head Start Performance Standards, programs are required to enroll up to 30 days of last day of the Program Year for Head Start. New Standards also allow programs to enroll children as soon as they turn 3 years old. Early Head Start continuously fills enrollment vacancies. Disabilities for both HS and EHS have met the required 10%.

#### **Health & Safety**

There were no corrected or uncorrected reports to review.

#### **NOI Board Minutes**

The March 23, 2017, minutes were shared. There were no questions or concerns.

#### **Committee Reports**

Self-Assessment and Transition/School Readiness; shared below.

#### **Staff Updates**

Tonya requested approval in the hiring of Abigail Sandquist for the lead teacher position in the new Waukee classroom. Cindy Greteman motioned to approve the hiring of Abigail Sandquist for Waukee Lead Teacher. Kim Denman second. Motion carried.

There is one opening for lead teacher in Perry and one in Carroll for the new classrooms.

**IM/PI Alerts**

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

**Application for Purchase of Waukee Building – Follow Up**

Approval to move forward was received; we have entered into a purchase agreement. Tentative closing date is July 1, 2017.

**2016-2017 HS/EHS Parent Evaluation – Results**

Tonya reviewed the results with policy council.

**Self-Assessment – Follow Up**

Work on Self-Assessment continues. Self-Assessment meeting is scheduled for June 1 to work on details and plan goals.

**Transition/School Readiness Meeting – Follow Up**

Tonya presented the HS/EHS Teaching Strategies GOLD Areas of Development Comparative Report and HS/EHS School Readiness Goals Data Comparison Report. General discussion took place regarding the reports.

**CACFP Agreement**

Tonya reviewed the CACFP Agreement with policy council. There are no changes to the agreement.

**EHS Curriculum**

Tonya shared information on two EHS Curriculum options; Parents as Teachers Curriculum and Growing Great Kids; Parents as Teachers is the preferred option. The Curriculum must be in place by August 1, 2017, according to the new Head Start Performance Standards.

**Community Needs Assessment Survey**

Policy Council members present were asked to complete the Community Needs Assessment Survey.

**Policy Council Training – New Head Start Performance Standards – Family & Community Engagement and Program Management**

Training was tabled due to low attendance.

Note: The new Waukee class hours for 2017-2018 will be 8:00 – 2:30. Location is near the current location.

Cindy Greteman motioned to adjourn at 6:55 PM. Kim Denman seconded. Motion carried.

Next Policy Council meeting is May 23, 2017, 6:00 PM.