

HS/EHS POLICY COUNCIL MEETING

January 20, 2015

P.C. Members present: Ashley Hetterich, Carrie Heuton, Ralph and Elissa Rodriguez, Kristy Wefers, and Eugene Meiners.

Conference Call: Michael Austin, Kim Denman, and Leah Schettler.

Staff present: Tonya Weber, Sheri Mertz, and Pam Stanzyk.

Ashley Hetterich, Policy Council President, called the meeting to order at 6:15 p.m.

Roll Call

Financial Reports

Sheri Mertz, CFO, presented the Head Start/Early Head Start Summary and Financial Report for December 1, 2014, through December 31, 2014. There was a general discussion of various line items. It was noted the PY14 funds have all been expended and the final closeout is being completed. All line item categories were within budgeted limits. Required Non-Federal (In-Kind) for PY14 is \$527,549. The actual reported is \$561,258.03. All HS/EHS charge account and credit card activity was reviewed for December 2014.

Ralph Rodriguez motioned to accept the Financial Report ending December 31, 2014. Carrie Heuton seconded. Motion carried.

Policy Council Minutes

December 18, 2014, minutes were read. Ralph Rodriguez motioned to approve the minutes as read. Carrie Heuton seconded. Motion carried.

Program Report

Tonya gave an overview of the final numbers for the November In-Kind and reported CACFP numbers. Tonya summarized the following items on the December 2014 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 HS/EHS is required to keep a wait list. Discussion was held on reasons why a child would drop from the program and absenteeism. HS and EHS are both fully funded. Suggestion was made to provide year to date on In-Kind also.

Health & Safety

Corrected and uncorrected reports were reviewed. Detailed reports may be obtained upon request.

NOI Board Minutes

November and December Board meetings were combined. The December minutes will not be approved until the January 29th meeting. Policy Council members will receive a copy at the February Policy Council meeting.

Committee Reports

There were no committee reports. Tonya touched on the different committees. Policy Council members should contact Pam if interested in participating in a committee.

Program Monitoring – Update

Our program will receive three reviews this program year which include Health & Safety; Fiscal/ERSEA; and CLASS. Health & Safety is scheduled for January 26 through 30.

Staff Updates

Gloria Ayala was hired as Perry Program Aide upon Policy Council approval. Kay Skalla, Mental Health Coordinator, resigned effective January 16, 2015. Ralph Rodriguez motioned to approve the hiring of Gloria Ayala and the resignation of Kay Skalla. Leah Schettler seconded. Motion carried.

IM/PI Alerts

No new alerts.

Parent Leadership Conference – Follow-Up

Ralph shared his experience at Parent Leadership. They learned about different CD's that are good to dance with their children and different activities to do with their children, like counting things while waiting for meals. Ralph commented that he enjoyed the conference very much.

Policies & Procedures

Release of Children – Head Start Policy 548 was reviewed. Tonya asked for approval. General discussion took place regarding the policy. Ralph Rodriguez motioned to approve Policy 548. Carrie Heuton seconded. Motion carried.

Carroll Waiver – Update

Tonya received notification that the waiver requesting up to 20 children was approved at the Regional Level.

State Funded EHS Grant

Tonya informed policy council that she applied for 12 Early Head Start slots for Carroll and Sac.

Additional Policy Council Training

Program Governance 101 training was presented. Members on conference call also participated.

Ralph Rodriguez motioned to adjourn at 7:45 p.m. Carrie Heuton seconded. Motion carried.

Next Policy Council meeting February 17, 2015, 6:00 pm.