

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

October 23, 2018

P.C. Members present: Caitlin Mateer, Dawn Woody, Samantha Fink, Jamie Gonzalez, Tiffany Biggs, Alannah Bradley, Carrie Holm, Roy Wagner, Enrique Cruz Garcia, Amelia Torres, Juan Torres, Tracie Hull, Cindy Greteman, Samantha Eivins -Vodenik, Marisela Flores, and Eugene Meiners, NOI Board President.

Staff present: Tonya Weber, HS/EHS Director, Chad Jensen, CEO, Pam Stanzyk, HS/EHS Office Coordinator, Diane Allen, Jaime Tigges, Magen Fineran, Elise Jablonski, Cecilia Castellanos, Marlen Juarez, Christina Schalk, and Jenny Sorensen.

Caitlin Mateer called the meeting to order at 6:10 p.m.

### **Roll Call**

### **Financial Reports**

Tonya presented the Head Start/Early Head Start Summary and Financial Report for December 2017 through September 2018. There was a general discussion of various line items. It was noted that the program is 83% through the budget year and 76% expended. Non-Federal has met 85% of the requirement. The end of the program year is November 30<sup>th</sup>. All HS/EHS credit card activity was reviewed for September 2018.

Tiffany Biggs motioned to accept the Financial Report ending September 30, 2018. Enrique Cruz Garcia seconded. Motion carried.

### **Policy Council Minutes**

September 25, 2018, minutes were read. Tiffany Biggs motioned to approve the minutes as read. Roy Wagner seconded. Motion carried.

### **Program Report**

Tonya summarized the following items on the September 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 Head Start is funded for 247 children and Early Head Start is funded for 36 families. It is required to replace openings within 30 days of a child's drop date. Head Start programs are required to have 10% of funded enrollment include children with disabilities. Non-Federal share (In-Kind) was explained; the importance of volunteerism and how it impacts in-kind was stressed. The CACFP program is utilized to reimburse for meals served to children.

### **Health & Safety**

There were no corrected or uncorrected reports to review.

### **NOI Board Minutes**

September 27, 2018, minutes were shared. There were no questions or concerns.

### **Staff Updates**

There are no updates.

**IM/PI Alerts**

ACF-HS-IM-18-01: Integrating Approaches that Prioritize and Enhance Father Engagement was reviewed.

**Parent Leadership Conference**

November 10, 2018. If interested in attending, contact your family advocate, Tonya, or Pam.

**2017-2018 HS/EHS Annual Report**

The Annual Report was shared with policy council members. All HS/EHS parents will receive a copy of the report.

**History of Head Start/Performance Standard Training**

Tonya presented an overview on the History of Head Start and provided training on the Head Start Performance Standards.

**Code of Ethics/Nepotism Policy/Conflict of Interest Policy**

Tonya explained the Code of Ethics, Nepotism Policy, and Conflict of Interest Policy. Policy Council members were asked to sign and date.

**Committee Explanations / Committee Sign-up**

Tonya explained each committee. Members were encouraged to sign up for at least one committee.

**Election of 2018-2019 Policy Council Officers / Approval of Community Representatives**

Tonya explained the importance of each officer duty. Caitlin Mateer, Roy Wagner, Dawn Woody, Carrie Holm, and Tracie Hull were nominated for President. Tiffany Biggs motioned to close nominations. Carrie Holm seconded. Motion carried. Caitlin Mateer was elected President with majority of votes. Roy Wagner, Dawn Woody, Carrie Holm, Tracie Hull, and Jamie Gonzalez were nominated for Vice-President. Roy Wagner motioned to close nominations. Tiffany Biggs seconded. Motion carried. Jamie Gonzalez was elected Vice-President with majority of votes. Dawn Woody was nominated for Secretary. Samantha Fink motioned to close nominations. Roy Wagner seconded. Motion carried. Dawn Woody was unanimously elected for Secretary. There are no Community Representatives needing approval at this time.

**Service Appreciation**

Tonya recognized the 2017-2018 Policy Council Representatives by presenting them with a Certificate of Appreciation.

**Policy Council Schedule / Survey**

Policy Council Members were asked to complete the survey. Pam will mail members not present the survey along with the Code of Ethics, Nepotism Policy and the Conflict of Interest Policy.

Next Policy Council Meeting – December 11, 2018 – 6:00 PM

Tiffany Biggs motioned to adjourn at 7:15 PM. Roy Wagner seconded. Motion carried.