

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

August 14, 2018

P.C. Members present: Cindy Greteman and Caitlin Mateer.

Conference Call: MK McKenna and Nickie LePenske.

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

Caitlin Mateer called the meeting to order at 6:13 p.m.

### **Roll Call**

#### **Financial Reports**

Tonya presented the Head Start/Early Head Start Summary and Financial Report for December 2016 through June 2018. There was a general discussion of various line items. The program is 58% through the budget year and 55% expended. Non-federal was discussed. All HS/EHS credit card activity was reviewed for June 2018.

Cindy Greteman motioned to accept the Financial Report ending June 30, 2018, MK McKenna seconded. Motion carried.

#### **Policy Council Minutes**

May 29, 2018, minutes were read. Nickie LePenske motioned to approve the minutes as read, MK McKenna seconded. Motion carried.

#### **Program Report**

Tonya summarized the following items on the June 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.

#### **Health & Safety**

There were no corrected or uncorrected reports to review.

#### **NOI Board Minutes**

May 31, 2018, minutes were shared. There were no questions or concerns.

#### **Committee Reports**

Tonya presented the Self-Assessment Report and Improvement Plan. The report shows the 2017-2018 program strengths and challenges. The Improvement Plan shows the 2018-2019 goals.

Cindy Greteman motioned to approve the Self-Assessment Report and Improvement Plan, MK McKenna seconded. Motion carried.

#### **Staff Updates**

Resignations: Gail Wenck, Kristy Wefers, Tonia Lietz, and Steph Mohr.

Hirings: Taylor Gray, Melissa Hall, and Dominique Rehm.

#### **IM/PI Alerts**

ACF-PI-HS-18-04: Full Enrollment Initiative was reviewed.

#### **School District Agreements – Update**

All partnership agreements with School Districts have been received.

### **Supplemental Grant Application – Update / COLA Grant Application – Update**

Funding for the Supplemental Grant Application and the COLA Grant Application has been awarded. The Supplement Grant funding is for the Waukee playground.

### **HS/EHS Policies & Procedures**

Policy 129 Maintaining Records was reviewed. Minor policy changes were made available for Policy Council to review. Cindy Greteman motioned to approve Policy 129 Maintaining Records and the changes to other policies. MK McKenna seconded. Motion carried.

### **Waivers**

Head Start waivers for the duration of the 5 year grant which is August 20, 2018 – November 30, 2022 are as follows:

1. Program design variation allowing up to 20 children per session in a double session classroom. (Coon Rapids, Audubon, Jefferson, Rockwell City, Lake City, and Panora).
2. Transportation waiver relating to child restraint system and bus monitors in Audubon, Jefferson, Panorama, Perry, Rockwell City, Lake City, Carroll, Sac, and Schaller where there is an agreement with the school system to provide transportation using school buses.

MK McKenna motioned to approve the Waivers. Nickie LePenske seconded. Motion carried.

### **HS/EHS Continuation Grant**

Tonya presented the Head Start/Early Head Start Continuation Grant for 12/01/2018 – 11/30/2019. The funding levels for operations are the same as PY18 after the 2.6% COLA amendment. There have been no changes to the T&TA funding. The Grant includes the application, budget justification and budget narrative. Policy Council reviewed the budget and narratives.

MK McKenna motioned to approve the Head Start/Early Head Start Continuation Grant, Cindy Greteman seconded. Motion carried.

### **HS/EHS Work Plan / T/TA Plan / School Readiness Goals**

Tonya presented the 2018-2019 HS/EHS Work Plan. General discussion took place. MK McKenna motioned to approve the HS/EHS Work Plan, Nickie LePenske seconded. Motion carried.

Tonya presented the 2018-2019 Training and Technical Assistance Plan. The T/TA Plan was reviewed. MK McKenna motioned to approve the T/TA Plan, Cindy Greteman seconded. Motion carried.

Tonya presented the 2018-2019 School Readiness Goals Work Plan. General discussion took place. Nickie LePenske motioned to approve the School Readiness Goals Work Plan, MK McKenna seconded. Motion carried.

### **Program Locations**

The Fall Programming Schedule 2018-2019 was reviewed. Discussion held on Waukee schedule. Nickie LePenske motioned to approve the 2018-2019 Program Locations, MK McKenna seconded. Motion carried.

### **Review CACFP Agreement**

Tonya reviewed the CACFP Agreement with policy council members.

### **HS/EHS Management Survey Results**

Survey results were reviewed.

Next Policy Council Meeting – September 25, 2018 – 6:00 PM

Nickie LePenske motioned to adjourn at 7:15 PM. MK McKenna seconded. Motion carried.