

HS/EHS POLICY COUNCIL MEETING

December 12, 2017

P.C. Members present: Caitlin Mateer, Ashley Crook, Joan Kidney, Teresa Winkleblack, Amy Carpenter, Cindy Greteman, and Eugene Meiners, NOI Board President.

Conference Call: Samantha Eivins-Vodenik, Rebeka Farnam, and MK McKenna.

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

Caitlin Mateer called the meeting to order at 6:00 p.m.

Roll Call

Financial Reports

Tonya presented the Head Start/Early Head Start Summary and Financial Report for December 2016 through October 2017. There was a general discussion of various line items. It was noted that the budget is 92% through the program year and 89% expended. Non-Federal is on target at 96%. All HS/EHS credit card activity was reviewed for October 2017.

Amy Carpenter motioned to accept the Financial Report ending October 31, 2017. Teresa Winkleblack seconded. Motion carried.

Policy Council Minutes

November 7, 2017, minutes were read. Cindy Greteman motioned to approve the minutes as read. Joan Kidney seconded. Motion carried.

Program Report

Tonya summarized the following items on the October 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; Staff Openings; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health. It was noted that Performance Standards require 10% of funded enrollment be children with disabilities.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

October 26, 2017, minutes were shared. There were no questions or concerns.

Committee Reports

Strategic Plan – Tonya presented the Strategic Plan for 2017-2022. Teresa Winkleblack motioned to approve the Strategic Plan. Cindy Greteman seconded. Motion carried.

School Readiness Committee Meeting will be scheduled in January.

Program Goals

Tonya reviewed the Self-Assessment goals and objectives updates. The Self-Assessment process is completed yearly.

Staff Updates

Lisa Wolterman, currently Carroll-PM Teacher Associate, has accepted the Lead Teacher position, effective January 3, 2018. Advertising for the teacher associate position will begin immediately. Cathy Blome was hired as a Program Aide for one of the Waukee classrooms, effective December 1, 2017.

IM/PI Alerts

No new alerts to review.

Policy Council Community Representative

Amy Carpenter would like to continue on as a Community Representative for the 2017-2018 Program Year. Teresa Winkleblack motioned to approve Amy Carpenter as a Community Representative. Joan Kidney seconded. Motion carried.

HS/EHS Policy 523 – Revised

Tonya summarized the revision to Policy 523. The section “Responding to Serious Disruptive Behavior” was added. Amy Carpenter motioned to approve the revision to Policy 523. Teresa Winkleblack seconded. Motion carried.

HS/EHS Grant Award

Tonya announced that the program had received Notice of Award for full funding for the period of December 1, 2017 through November 30, 2022.

Policy Council Schedule Survey Results

The results from the November Policy Council meeting are to continue having meetings on Tuesday at 6:00 PM. Members that were not present at the November meeting or who participated by phone will be receiving the survey along with the Code of Ethics, Nepotism Policy, and the Conflict of Interest forms to review, sign, date, and return to Pam. Policy Council Handbooks will also be included with form packet.

Joan Kidney motioned to adjourn at 6:40 PM. Teresa Winkleblack seconded. Motion carried.

Next Policy Council meeting – January 23, 2018 – 6:00 PM