

HS/EHS POLICY COUNCIL MEETING

September 26, 2017

P.C. Members present: Jaime Weitl, Nickie LePenske, Cindy Greteman, and Amy Carpenter.

Conference Call: Kim Denmann

Staff present: Tonya Weber, HS/EHS Director, Chad Jensen, CEO, and Kelli Bush, HS/EHS Office Coordinator.

Nickie LePenske called the meeting to order at 6:01 p.m.

Roll Call

Financial Reports

Tonya presented the Head Start/Early Head Start Summary and Financial Report for December 2016 through August 2017. All HS/EHS credit card activity was reviewed for August 2017.

Jaime motioned to accept the Financial Report ending August 31, 2017. Cindy seconded. Motion carried.

Policy Council Minutes

August 29, 2017 minutes were reviewed. Amy motioned to approve the minutes as read. Jamie seconded. Motion carried.

Program Report

Tonya summarized the following items on the August 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. Tonya requested assistance from policy council in getting potential candidates for the Waukee program aide position.

Health & Safety

Counter top in Perry is chipped. This is not a health or safety concern. We will get it repaired in the next few months.

NOI Board Minutes

August 31, 2017, minutes were shared. There were no questions or concerns.

Committee Reports

No new reports.

Staff Updates

Tonya updated new staff. Amber Shelley resigned as lead teacher in Waukee as of 9/22, Natasha Grubb accepted lead teacher in Waukee as of 9/19; Allyson Naberhaus is a program aide in Waukee as of 9/6, Ashley Lynch is teacher aide in Perry as of 8/22, Katelin Lowmiller is a program aide in Perry as of 8/9, Evelyn Carranza Tapia is long term sub in Perry as of 8/22.

IM/PI Alerts

One new IM regarding disaster relief was discussed.

School District Agreements

All agreements are back, no changes.

Parent Leadership

Tonya reminded everyone of the Parent Leadership Conference on Saturday, October 28, 2017.

Program Goals

Tonya discussed the program goals. Most goals are in process as it is early in the school year, several goals are completed.

Community Needs Assessment

Tonya reviewed the Community Needs Assessment. This assessment is submitted every 3 years and reviewed every year. Discussion took place regarding the demographic information for the different counties, and child care needs in the communities. Early Head Start center based is a potential area of opportunity if funding were available.

PIR

Policy Council reviewed the PIR that was submitted in August.

HS/EHS Annual Report

Annual Report will be ready for next meeting.

Jamie motioned to adjourn at 6:33 PM. Kim Denmann seconded. Motion carried.

Next Policy Council meeting - TBA