

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

March 27, 2018

P.C. Members present: Tiffany Biggs, Ashley Crook, Joan Kidney, Nickie LePenske, and Caitlin Mateer.

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

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 2016 through February 2018. There was a general discussion of various line items. It was noted that the budget is 25% through the program year and 25% expended. All HS/EHS credit card activity was reviewed for February 2018.

Nickie LePenske motioned to accept the Financial Report ending February 28, 2018. Joan Kidney seconded. Motion carried.

#### **Policy Council Minutes**

February 20, 2018, minutes were read. Joan Kidney motioned to approve the minutes as read. Nickie LePenske seconded. Motion carried.

#### **Program Report**

Tonya summarized the following items on the February 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.

Additional discussion took place regarding Head Start attendance, EHS Socialization attendance, Waukee Lead Teacher position, and CACFP Program.

#### **Health & Safety**

There were no corrected or uncorrected reports to review. Discussion held on Waukee playground funding and equipment.

#### **NOI Board Minutes**

March 1, 2018, minutes were shared. There were no questions or concerns.

#### **Committee Reports**

School Readiness Goals Data Report for Fall 2017 to Spring 2018 and the Teaching Strategies GOLD Areas of Development Comparative Report were reviewed.

#### **Staff Updates**

There are no updates.

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

There are no new alerts to review.

### **Early Childhood – Day on the Hill – Follow Up**

No parents were able to attend.

### **2017-2018 HS/EHS Parent Evaluation – Follow Up**

Parent Evaluations are still being collected; have received 118 so far.

### **New Opportunities Fiscal Year 2017 Audit Report**

Tonya presented the Fiscal Year 2017 Annual Agency Audit. There were no findings or compliance issues to report. The complete report is available on the New Opportunities website. If Policy Council would like a paper copy, contact Pam.

### **New Opportunities Policies and Procedures / 2017 Agency Annual Report**

Tonya presented the 2017 Agency Annual Report. This year the report was made into a calendar and made available for Policy Council members to keep.

Tonya informed Policy Council that Stu Cochrane has been approved to serve as legal consultant for New Opportunities.

Tonya informed the Policy Council that there have not been any changes to the Fiscal Policies and Procedures. Nickie LePenske motioned to approve the Fiscal Policies and Procedures manual. Tiffany Biggs second. Motion carried.

Tonya presented a summary of proposed changes to the Human Resources Policies and Procedures. Tiffany Biggs motioned to approve the Human Resources Policies and Procedures manual. Joan Kidney second. Motion carried.

Tonya informed the Policy Council that there have not been any changes to the Behavioral Health Services Policies and Procedures. Tiffany Biggs motioned to approve the Behavioral Health Services Policies and Procedures manual. Joan Kidney second. Motion carried.

Tonya informed the Policy Council that there have not been any changes to the HIPPA Policies and Procedures. Joan Kidney motioned to approve the HIPPA Policies and Procedures manual. Tiffany Biggs second. Motion carried.

Tonya informed the Policy Council that there have not been any changes to the Affirmative Action Policies and Procedures. Tiffany Biggs motioned to approve the Affirmative Action Policies and Procedures manual. Joan Kidney second. Motion carried.

Next Policy Council Meeting – **April 24, 2018** – 6:00 PM

Tiffany Biggs motioned to adjourn at 6:58 PM. Joan Kidney second. Motion carried.