

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

August 29, 2017

P.C. Members present: Jaime Weitzl, Nickie LePenske, Cindy Greteman, and Gene Meiners, NOI Board President.

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

Nickie LePenske called the meeting to order at 6:06 p.m.

### **Roll Call**

#### **Financial Reports**

Sheri Mertz, CFO, presented the Head Start/Early Head Start Summary and Financial Report for December 2016 through July 2017. There was a general discussion of various line items. It was noted that the budget figures show the full grant, which includes all start-up funds for duration. The budget is being watched closely due to extra expenses. Purchase of the Waukee building will be reflected in the August Financial Reports. All HS/EHS credit card activity was reviewed for July 2017.

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

#### **Policy Council Minutes**

Discussion was held on agenda items from the August 2<sup>nd</sup> Executive Committee Meeting; HS/EHS Policies & Procedures (written to coincide with the new Performance Standards), School Readiness Goals (document stating where children's milestones should be), Waivers (three different waivers were submitted), and Staff Updates.

June 20, 2017, minutes and August 2, 2017, Executive Committee Meeting minutes were read. Jaime Weitzl motioned to approve the minutes as read. Cindy Greteman seconded. Motion carried.

#### **Program Report**

Tonya summarized the following items on the July 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 EHS Attendance at Home Visits percentage was higher than normal due to make up visits; Jefferson Program Aide position recently filled; interviews for two Waukee Program Aide positions will be held tomorrow.

#### **Health & Safety**

There was one corrected report to review.

#### **NOI Board Minutes**

June 29, 2017, minutes were shared. There were no questions or concerns.

#### **Committee Reports**

No new reports.

#### **Staff Updates**

Policy Council members were made aware of two new hires: Becky Eischeid, Carroll Program Aide, and Nicole Silbaugh, Jefferson Program Aide.

### **IM/PI Alerts**

Alerts reviewed were: ACF-IM-HS-17-01: Facilities Guidance; ACF-PI-HS-17-03: Electronic Submission of Real Property Standard Form (SF)-429 and Attachments; and ACF-PI-HS-17-04: Federal Reporting of Standard Forms (SF) 425 and 428.

### **HS/EHS Policies & Procedures/School Readiness Goals/Waivers/Staff Updates**

This agenda item was combined with Policy Council Minutes.

### **Purchase of Waukee Building – Follow Up**

Remodeling completed. Purchase finalized August 10, 2017. A temporary outdoor play area is being utilized until funding is available to complete a permanent playground.

### **School District Agreements – Follow Up**

All agreements have been received, except one.

### **Miscellaneous Mini Grants**

Tonya informed Policy Council that she will be applying for some mini grants to help fund the Waukee playground.

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

Tonya presented the continuation grant application. The grant includes the application, budget justification and budget narrative for 12/1/17-11/20/18. Cindy Greteman motioned to approve the HS/EHS Continuation Grant. Jaime Weitzl seconded. Motion carried.

### **T/TA Plan**

Tonya presented the 2017-2018 Training and Technical Assistance Plan (T/TA). Jaime Weitzl motioned to approve the 2017-2018 T/TA Plan. Cindy Greteman seconded. Motion carried.

### **Program Locations**

Tonya presented the 2017-2018 Fall Programming Schedule. Cindy Greteman motioned to approve the 2017-2018 Program Locations. Jaime Weitzl seconded. Motion carried.

### **HS/EHS Application**

A small change was made to the HS/EHS Application to reflect the date of birth verification Performance Standard. Jaime Weitzl motioned to approve the HS/EHS Application. Cindy Greteman seconded. Motion carried.

### **Parent Leadership**

October 28, 2017, 9:30 am – 3:00 pm. Head Start provides registration fee. If interested, contact Tonya.

Cindy Greteman motioned to adjourn at 6:48 PM. Jaime Weitzl seconded. Motion carried.

Next Policy Council meeting - September 26, 2017, at 6:00 PM.