

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

August 25, 2015

P.C. Members present: Ashley Hetterich, Amy Whitver, and Eugene Meiners, New Opportunities, Inc. Board President.

Conference Call: Kim Denman and Leah Schettler.

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

Ashley Hetterich called the meeting to order at 6:12 p.m.

### **Roll Call**

#### **Financial Reports**

Sheri Mertz, CFO, presented the Head Start/Early Head Start Summary and Financial Report for December 2014 through July 2015. There was a general discussion of various line items. Sheri explained there is a slight change to the Profit & Loss by Class report; category and total portion stayed the same, itemized part is condensed. The budget is on track with 67% of the program year completed. It was noted that the May and June Financial Reports were mailed to all policy council members. All HS/EHS credit card activity was reviewed for July 2015.

Amy Whitver motioned to accept the Financial Report ending July 2015. Kim Denman seconded. Motion carried.

#### **Policy Council Minutes**

April 28, 2015, and May 27, 2015, minutes were read. It was noted that a conference call meeting was called for May requesting approval on an emergency waiver for the Lake City classroom. Classes ended early due to damage from a tornado. Kim Denman motioned to approve the minutes as read. Amy Whitver seconded. Motion carried.

#### **Program Report**

Tonya summarized the following items on the July 2015 Head Start/Early Head Start Program Report: HS/EHS Enrollment and Attendance; HS/EHS Education & Disabilities; Communication; Professional Development; Volunteer/Parent Involvement; In-Kind; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health. EHS home visit numbers are higher due to visits being made up. In-Kind numbers are lower due to school district in-kind is reported for 9 months. It was noted that the May and June Program Report was mailed out to all policy council members.

#### **Health & Safety**

There were no corrected or uncorrected reports to review.

#### **NOI Board Minutes**

The March 26, 2015, and May 28, 2015, Board minutes were shared. There were no questions or concerns. The April 30<sup>th</sup>, 2015 meeting was cancelled due to lack of quorum.

#### **Committee Reports**

Tonya presented the 2015-2016 Self-Assessment Report and Program Improvement Plan. The Assessment is completed each year to identify program strengths and challenges. Amy Whitver motioned to approve the 2015-2016 Self-Assessment. Leah Schettler seconded. Motion carried.

Tonya presented the School Readiness Assessment Results for Spring 2015. The assessment shows the majority of the children are meeting developmental expectations in NOI Head Start School Readiness Goals.

### **EHS Curriculum**

Tonya presented to the Policy Council that the program may be considering changing the EHS curriculum. Prior to a decision, a parent focus group will be established to be involved.

### **Upcoming Policy Council Meeting Schedule**

The Policy Council has been meeting on the 3<sup>rd</sup> Tuesday each month. Provided there are no concerns, the Policy Council meetings will move to the 4<sup>th</sup> Tuesday. This will work ideally with the New Opportunities Board meeting, which is the last Thursday of each month.

### **2015-2016 HS/EHS Continuation Grant**

Tonya and Sheri presented the Grant application to Policy Council. The Grant includes the application, budget justification, and budget narrative. The justification details the budget for 2015-2016. The Grant is due September 1, 2015. Amy Whitver motioned to approve the submission of the HS/EHS Continuation Grant. Kim Denman seconded. Motion carried.

### **2015-2016 HS/EHS Work Plans**

Tonya presented the following HS/EHS Plans, the description of each plan and the changes to these plans and requested approval from Policy Council. All plans are completed annually. They show how our program will meet HS Performance Standards.

\*Work Plan – Amy Whitver motioned to approve the 2015-2016 HS/EHS Work Plan. Leah Schettler seconded. Motion carried.

\*Disabilities Plan – Kim Denman motioned to approve the 2015-2016 HS/EHS Disabilities Plan. Leah Schettler seconded. Motion carried.

\*School Readiness Plan – Amy Whitver motioned to approve the 2015-2016 School Readiness Plan. Leah Schettler seconded. Motion carried.

\*Parent, Family & Community Engagement Plan – Leah Schettler motioned to approve the 2015-2016 Parent, Family, & Community Engagement Plan. Amy Whitver seconded. Motion carried.

\*T/TA Plan – Amy Whitver motioned to approve the 2015-2016 HS/EHS Training and Technical Assistance Plan. Leah Schettler seconded. Motion carried.

### **School District Partnership Agreements / Food Service Agreements**

Partnership Agreement for Coon Rapids school district is in progress; all other agreements have been received. Food Service Agreements for Audubon, Panora, and Schaller are in progress; all others received.

### **Waivers**

Request for approval on four (4) Waivers was submitted. Waivers were approved by Policy Council via email on August 12, 2015. Waivers were requested for enrollment and transportation.

### **Program Locations**

Tonya presented the 2015-2016 Program Location. Changes to various centers were discussed. Changes from last year's program locations: Perry will have one classroom that has a morning session (8:15-11:45) and an afternoon session (12:15-3:45). The other Perry classroom stayed the same at full day/full week. Carroll afternoon session is 12:00-3:30. Greene Co. Head Start changed to having two afternoon sessions. Schaller decreased to 2 classrooms, one morning session (8:00-11:30) and one afternoon session (11:30-3:30). Sac class days changed to Monday, Tuesday, Thursday, Friday.

Amy Whitver motioned to approve the above changes to Program Locations. Leah Schettler seconded. Motion carried.

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

Policies & Procedures were shared with Policy Council members. Policy 548 was already approved, therefore added to the Parent Handbook for 2015-2016.

Revisions and new:

#110 – Minor Purchase – added “These individuals who chose to purchase outside of New Opportunities will not be reimbursed the cost of sales tax”.

#206 – Medication – added a procedure on emergency medications.

#217 – Sunscreen – added a procedure should parents refuse sunscreen for their children.

#219 – Outdoor Play – added new policy regarding outdoor play in Head Start.

#302 – Applications – income verification changes. Age verification documentation must be kept with application.

#313 – Early Head Start Family Partnerships – added procedure regarding Life Skills Progression (LSP).

#523 – Head Start Positive Guidance & Behavior – change in follow up process when behavior plan is implemented.

#525 – Head Start Screening – clarifications were added to the policy to ensure understanding.

Amy Whitver motioned to approve the new and revised Head Start/Early Head Start Policies & Procedures.

Leah Schettler seconded. Motion carried.

## **Program Review Results**

\*CLASS – program CLASS scores have been received. Further communication will be received once national averages are compiled.

\*Fiscal/ERSEA – notification was received that there was no area of non-compliance.

\*Health & Safety – notification was received that there was no area of non-compliance.

## **Comprehensive Services and School Readiness Review**

Our program received notification that the Review will be held the week of October 5, 2015.

## **Management Survey Results**

Tonya summarized the results. Majority of responses were positive. Also included in the survey are staff requests for training.

## **Staff Updates**

Resignations: Toni King, Carroll Teacher Associate, RoxAnna Smith, Waukee Lead Teacher, Ivana Nava, Perry Program Aide, Kristin Morgan, Perry Lead Teacher, Cecilia Castellanos, Perry Teacher Associate, Jill Wanninger, HS/EHS Nurse.

Hires: Wendy Mortensen, Carroll Teacher Associate, Samantha Johnson, Carroll Program Aide, Katie Zimmerman, Sac Program Aide, Carina Ramirez, Perry Lead Teacher, Lori Applegate, HS/EHS Family Support Supervisor, Jane Heithoff, substituting for EHS in Perry.

Amy Whitver motioned to approve the above resignations and hires. Leah Schettler seconded. Motion carried.

For information only – school district teachers hired: Laura Tellinghuisen, Melissa Lamaak, Nicole Macke.

Positions open – 2 Home Visitors, Waukee Lead Teacher, HS/EHS Nurse.

## **IM/PI Alerts**

Reviewed: ACF-PI-HS-15-01: Notice of Proposed Rule Making: Head Start Program Performance Standards.

ACF-IM-HS-15-03: Policy and Program Guidance for the Early Head Start-Child Care Partnerships.

Amy Whitver motioned to adjourn at 7:15 PM. Kim Denman seconded. Motion carried.

Next Policy Council meeting September 22, 2015, 6:00 PM.