

HS/EHS POLICY COUNCIL MEETING

November 7, 2017

P.C. Members present: Ashley Crook, Teresa Winkleblack, Caitlin Mateer, Rebecca Huggins, Courtney Jayne, Danery Salgado, Samantha Eivins-Vodenik, Ann Vanderheiden, Tawny Walker, Joan Kidney, MK McKenna, Nickie LePenske, and Cindy Greteman. Isaac Moreno also attended.

Conference Call: Kim Denman and Rebeka Farnam.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, Pam Stanzyk, HS/EHS Office Coordinator, Kelli Bush, HS/EHS Office Coordinator, Chad Jensen, CEO.

Nickie LePenske called the meeting to order at 6:14 p.m.

Roll Call

Policy Council Meeting Training & Policy Council Handbook

The Head Start Mission Statement and Head Start Vision were read. Tonya shared information on Classroom Locations, Partnerships with School Districts, Early Head Start, Monthly Policy Council Information, Meetings, Regular Monthly Agenda Items, and Robert's Rules of Order.

HS/EHS Policy Council Handbook

Tonya reviewed the handbook and By-Laws with Policy Council members.

Financial Reports

Sheri Mertz, CFO, presented the Head Start/Early Head Start Summary and Financial Report for December 2016 through September 2017. There was a general discussion of various line items. It was noted that the budget is very tight this year. The new grant starts December 1, 2017. The Non-Federal requirement to meet is \$582,156.00. All HS/EHS credit card activity was reviewed for September 2017. Teresa Winkleblack motioned to accept the Financial Report ending September 30, 2017. Cindy Greteman seconded. Motion carried.

Policy Council Minutes

The September 26, 2017, minutes were read. Kim Denman motioned to approve the minutes as read. MK McKenna second. Motion carried.

Program Report

Tonya summarized the following items on the September 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 it is a requirement to replace openings within 30 days of a child's drop date. HS/EHS Applications are submitted year round. Head Start programs are required to have 10% of funded enrollment include children with disabilities. Home visit numbers include make up visits. Tonya stressed the importance of volunteerism and how it impacts In-Kind. A large amount of In-Kind comes from School District Partnerships.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

September 28, 2017, minutes were shared. There were no questions or concerns.

Staff Updates

Allyson Naberhaus, Waukee-2 Program Aide, is resigning effective 11/14/17. Anne Shinkunas was hired as a Program Aide for Waukee-1 effective 10/24/17.

IM/PI Alerts

No new IM's or PI's to review. Tonya explained the New Compliance Date around Head Start Program Performance Standards received from Office of Head Start. Compliance date for background checks and QRIS has been delayed until Sept 2018.

Parent Leadership – Follow Up

Tawny Walker gave a brief summary of the sessions she attended at Parent Leadership. She enjoyed learning about ACES and COLORS.

2016-2017 HS/EHS Annual Report

The Annual Report was shared with policy council members. A copy of the Annual Report was sent home with each Head Start child (one per family).

History of Head Start/Performance Standards Training

Tonya presented an overview on the History of Head Start and provided training on the Head Start Performance Standards.

Code of Ethics/Nepotism Policy/Conflict of Interest Policy

Tonya explained the Code of Ethics, Nepotism Policy, and Conflict of Interest Policy. Policy Council members were asked to sign and date.

Committee Explanations /Committee Sign-up

Tonya explained each committee. Members were encouraged to sign up for at least one committee. Strategic Planning Committee is meeting November 15th. Health Services meets twice per year.

Election of 2017-2018 Policy Council Officers and Approval of Community Representatives

Tonya explained the importance of each officer duty. Ann Vanderheiden and Caitin Mateer were nominated for President and Vice-President. MK McKenna motioned to close nominations. Teresa Winkleblack seconded. Motion carried. Caitlin Mateer was elected President with 7 votes. Ann Vanderheiden was elected Vice-President with 4. MK McKenna was nominated for Secretary. Cindy Greteman motioned to close nomination, Rebecca Huggins seconded. Motion carried. MK McKenna was unanimously elected for Secretary. Teresa Winkleblack, Nickie LePenske, and Cindy Greteman were nominated to serve as Policy Council Community Representatives. MK McKenna motioned to accept said Community Representatives, Ann Vanderheiden seconded. Motion carried.

Service Appreciation

Tonya presented certificates to the 2016-2017 Policy Council Members.

Policy Council Schedule / Survey

Members were asked to complete the survey. Pam will mail members not present the survey along with the Code of Ethics, etc. December meeting TBD.

MK McKenna motioned to adjourn at 7:32 PM. Rebecca Huggins seconded. Motion carried.

Next Policy Council meeting – December Meeting to be determined.