

HS/EHS POLICY COUNCIL MEETING

May 28, 2019

P.C. Members present: Caitlin Mateer, Tiffany Biggs, Beckie Roberts, Enrique Cruz Garcia, and Eugene Meiners, NOI Board President.

Conference Call: Dawn Woody,

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

Caitlin Mateer called the meeting to order at 6:05 PM.

Roll Call

Financial Reports

Sheri presented the Head Start/Early Head Start Summary and Financial Report for December 2018 through April 2019. There was a general discussion of various line items. It was noted that the program year is 42% through the budget year and 39% expended. Non-federal is 49% expended. All HS/EHS credit card activity was reviewed for April 2019.

Beckie Roberts motioned to accept the Financial Report ending April 30, 2019. Tiffany Biggs seconded. Motion carried.

Sheri presented the Early Head Start Center-Based Summary and Financial Report March 2019 through April 2019. There was a general discussion of various line items. It was noted that this is a new grant. Beckie Roberts motioned to accept the EHS Center-Based Financial Report ending April 30, 2019. Enrique Cruz Garcia seconded. Motion carried.

Policy Council Minutes

April 30, 2019, minutes were read. Tiffany Biggs motioned to approve the minutes as read. Enrique Cruz Garcia seconded. Motion carried.

Program Report

Tonya summarized the following items on the April 2019. 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.

Erin Williams was hired 4/11/19 as Full-Time Substitute.

Health & Safety

There were no corrected or uncorrected reports to review.

NOI Board Minutes

The April meeting was cancelled, therefore, there are no minutes to share.

Committee Reports

Self-Assessment is in the process of being completed.

IM/PI Alerts

No new alerts.

EHS Center-Based Grant

Tonya updated Policy Council on progress of EHS Center-Based Grant. Discussion took place regarding next steps.

Transportation Waiver

The annual Transportation Waiver was presented for school district provided transportation in Audubon, Jefferson, Panorama, Perry, Rockwell City, Lake City, Carroll, Sac, and Schaller. Enrique Cruz Garcia motioned to approve submitting the Transportation Waiver. Beckie Roberts seconded. Motion carried.

Governance, Leadership and Oversight Capacity Screener

Tonya reviewed the Capacity Screener with Policy Council members to ensure requirements are met. Discussion took place regarding strengths and areas of governance where improvement is needed. Tiffany Biggs motioned to approve the submission of the governance, leadership, and oversight capacity screener. Beckie Roberts seconded. Motion carried.

Federal Monitoring

Tonya received notification that the Focus Area One monitoring review will be held the week of July 8, 2019. This review will be completed via conference call. A Policy Council member may need to be present; Tonya will keep Policy Council informed.

2018-2019 HS/EHS Leadership Staff Survey Results

Survey results were reviewed. Leadership team will work on next steps.

Eligibility Training

Tonya provided training on Eligibility, Recruitment, Selection, Enrollment, and Attendance to Policy Council members.

Next Policy Council Meeting – August, 2019 (Date TBD) – 6:00 PM

Beckie Roberts motioned to adjourn at 7:06 PM. Enrique Cruz Garcia seconded. Motion carried.