

Policy Council Meeting Minutes
1-17-13

Members Attending: Terra Herera, Mary Debski, Teresa Pulido, Claudia Cardona, Ana M.C., Cheryl Carkin, Maria Augirre, Kelly Mealer, Kim Parks, Emily Petersen, Amy Couch, Joy Murphy, Jose Lopez, Silvia Serna, Miriam Staffen, Armando Tapia, Laura Hernandez, Emily Petersen, Earl Petersen, Jeanett Sluder

Staff/Guests Attending: Lee Sluder, Brad Eslinger, Mancole Fedder, Rosanna Campbell

Emily Petersen, Policy Council Chair, called the meeting to order. She called for a quorum, a quorum was present

Earl motioned to table the November minutes since the majority of members did not receive them. Terra seconded. November minutes will be sent in February mailing.

Director's Report: Mancole Fedder, Director, presented. The program received its findings from the Triennial review. Over all, the program did very well. Areas of strength: management systems including Central Office relationship to CSI grantee. CSI doesn't charge us as much as they could to manage the program's grant. They could take up to 26.6% but they only ask for 8.2%. Transportation service is an area strength. The program successfully recruits parents to fill the role of bus monitors. The reviewers also liked the program's step and merit based pay increases, especially for bilingual staff.

There were 4 areas of non compliance. Non compliance means that federal performance standards are not being followed or met. If it is excessive, it could turn into a deficiency. We have no deficiencies. The areas of non-compliance are as follows:

1. Head Start/School District Memorandum of Understanding (MOU). Discrepancies were found in which not all boxes were checked in the agreements. There are 22 School District and one Infant Toddler Program agreements that need to be updated annually. A number of MOU's had errors, some more than others. The program is already working on correcting discrepancies.
2. There were four findings in Child Health and Safety. Three of the findings the program was able to fix. These were Facilities concerns with play grounds at Orchard Valley (Wendell), Power (American Falls) and Cassia (Burley). At the Orchard Valley center, the playground border cracked the day of the federal reviewers visited the center. It was fixed on site. Power Center's storage bully barn had a sharp edge, fixed on site. Cassia Center had an uncovered weed barrier that was considered a tripping hazard, fixed on site.
The fourth finding, which is beyond the program's power to manage, was a School District facility with uncovered outlet plugs. Twin Falls, West End (Buhl), Cassia and North Side (Jerome) have a School District option, with a total 45 children. The Federal perspective is if the program calls a child a HS child, we are fully responsible for their services. Each child should have the same experiences in each setting. The program did not have anything in writing for the school district that indicates the expectation of the partnership.
3. Human Resources ongoing monitoring, specific to tuberculosis screening, initial Health screening, background checks, credentials and education plans. All HS/EHS staff had all of that. School District staff did not have what was needed. The program should have been communicating with each School District that we would be going through a review. The Federal Review team asked to see School District personnel files but none were willing to allow that. Central Office worked hard to get that from them but it did not work. One of the School Districts really opposed. A meeting was held

that involved state reps, School District reps and Central Office staff. If feds were not able to see the information, they have to report non compliance for nine school district teachers.

4. Ongoing monitoring, program couldn't show the review team that we monitor staff files of School District teachers. The program currently does not observe their staff, their facilities, etc.

The program has 120 days to fix the non compliance issues. The program has the challenge of repairing the partnership with the School Districts in a way that Head Start performance standards can be followed. Mike Mason, CSI Vice President of Administration felt this was one of the best federal review the program has ever had. We need to figure out how to get School Districts to cooperate or move those slots into a HS option. It's all or nothing with this case. The program is working on a solution. As an example, the program could go to a home based option. In this scenario the FEII would do home visits and we would provide socializations. We are working with program specialists for a potential solution. The Region X office in Seattle has agreed to extend the 120 day due date to try to fix this problem.

5. Observed using CLASS assessment tool. Scores for individual observations are not known, but the program has an overall score. School District classrooms did not allow federal reviewers in to do CLASS observations. The School District classrooms scored zeros as a result, which brings down the program average. Even though there are 6 scores of 0 the program's over-all score was good. Minimum score for domains is two at least. In September the program will find out how well it did compared to other programs in the nation. The bottom 10 % of programs will be put up for re-competition for grant funding.

There was a question from a parent regarding the partnership agreements, is there anything written that says what the expectation is for both parties. Mancole replied these agreements have always worked in the past, as they were written. This time they had findings. The program is working on those documents to make sure it includes what the partnership needs. Most of our partnerships with School Districts are effective and working pretty well. In most instances our partnership is positive. Another member asked if a Release of Information between HS and SD would be an option? Mancole said if the teacher wants to sign that release on their own it would work but the SD will not force staff to sign the release. This is something that the program is working on.

A member asked if SD's had been informed of the findings? Mancole stated that Mike Mason wants to present it to the CSI Board before sharing with School Districts.

A member asked if one SD does not want to partner, does it affect all SD MOU's? The answer is no.

A member asked how a SD is selected to partner with HS? Not sure how they were selected. In the future, the program will establish partnerships with SD's that agree to the MOU. The program may be able to get support from the CSI Board and Mike Mason. Lots of things depend on time allowed by the federal office. Early April is the timeline. Mancole will ask for help with a plan B if SD's say no.

A member asked if a meeting had been scheduled to discuss these issues. Mancole said the program already met with one and will ask for a follow up.

A member asked if the parents of children in the SD have the option of writing a letter of support for Head Start. Mancole said he would let parents know what they can do to help. Right now the program is waiting.

MOU's would be updated annually in order to address any upcoming changes.

Chairperson's Report: Emily presented an award to Stephanie from Idaho Head Start Association (IHSA) for her service. Mancole received awards for our program at IHSA. She shared a quote from leadership training with PC members.

IHSA Report: Miriam Staffen, IHSA Representative and Policy Council Vice Chair spoke on what IHSA is and does. Representatives have the opportunity to meet with state senators and congressmen. The biggest message brought back for parents, educators and those who want to be involved is get involved, be a voice and make sure to tell your story. What you have to bring to the table is important. The state legislators want to help us make the state and education for children better. They listened to a talk about the importance of volunteering. The “Strengthening Families” curriculum is an excellent resource to help parents get involved. Head Start can be a great source and support for families. A lot of positions were open for new board members. 2 of 8 board members are from CSI HS/EHS. Deborah Drain and Miriam Staffen are board members. They meet 4 times a year. Miriam asked for PC support.

New Member: Miriam made a motion to accept Amy Couch as a PC member. Kim Parks, seconded. All in favor, none opposed.

Monitoring/ Reporting

Budget Report: Abby had Kim pass out the budget.

Policy Council Budget: The balance of the budget at the end of the year was \$1,770.86. It was 79.3% spent out while the projection was 100%. Most of the PC budget goes to child care, travel and the annual retreat. A total of \$8,000 has been set for the 2013 budget. This past year PC only spent \$6,700. Thank you for being frugal and saving money.

Acct. 22 (Main Operating Budget): The balance of the budget at the end of the year was \$55,876.22. The budget was 98.8% spent out while the projected spend out was 100%. The program’s fiscal year is ending. This report reflects the closing budget. The program is still utilizing this budget to spend out the remaining balance. The HS budget 98.8% spent and is on track at this time. All payroll money has been spent out, at 99.9%. Most money in the budget is spent on labor. Projections for next year’s costs are listed. In-kind is looking good, right now HS a little short, but EHS is over its minimum for In-kind so the program may be able to share that to meet the 20% requirement.

Acct 20 (Training Budget): The T/TA budget was overspent by \$966.73 at the end of the year or 101.8% spent out. However, all expenses have been covered.

EHS Budget Report: The balance of the budget at the end of the year was \$65,381.27, which is 94% spent out. The reason the under spent budget is that there were some changes in EHS administration costs. To balance this out the program purchased another vehicle. EHS T/TA budget had \$3,928.85 left over.

Head Start/Early Head Start Enrollment, Attendance, and Participation for December 2012:

Head Start/Early Head Start Enrollment: MF reported. The program is fully enrolled.

Head Start Attendance:

Overall Attendance: 82%.

Double Session Overall Attendance: 80%.

Cassia—Unit 1 AM: 79%, Unit 1 PM: 79%; Unit 3 AM: 69%, Unit 3 PM 81%

North Side—Unit 1 AM: 76%, Unit 1 PM: 81%

Twin Falls—Unit 1 AM: 82%, Unit 1 PM: 90%; Unit 2 AM: 84%, Unit 2 PM 77%

Transportation doesn’t seem to be a factor. Lowest attendance seems to be December program wide.

Early Head Start Participation: Home Visit rate of 77%

Last meeting minutes reflected October data with a home visit rate of 96%. In November, EHS HV rate was at 92%.

USDA Meals and Snacks served in December 2012:

Meals: 3,867

Snacks: 3,100

Disabilities Report: Brad Eslinger, Children's Services Specialist presented. The program is required to serve 80 children with disabilities with an Individual Family Service Plan /Individual Education Plan. Of the 673 children enrolled has 91, (13.5 %) with an IFSP or IEP. The program is serving more children with special needs this year. Most are speech/language, hearing, autism, orthopedic or behavioral IEP's.

EHS Update: none

Center reports were handed in. Amy reported NS has a beautiful center. Terra reported they had good attendance for FAIM. EE center is working on trying to come up with a detailed list of In-kind activities. One example, WIC shopping. The kids participate in the shopping for those products. They match the pictures with products when shopping. If it is child goal related it counts toward in kind. Abby has a list and will bring it to PC. There will be more in depth discussion in May. Another idea is to have a dry erase board and track time with children in order to report that time to the HV. Bring that back to your center and discuss it. Male involvement is a huge initiative. The Pocatello program has "Super Dad's" that Emily would like to find out more about.

New Business/ Planning:

Health Advisory and Family Services Advisory: January 28th is the next meeting at 10am SUB 246. All other discussion "tabled."

By-Laws and Policies and Procedures: Action Item* Changes to By-Laws: Article V. Section 1. Officers. It was proposed that the officer position for Personnel Development Work group (PDWG) be struck out as PDWG no longer exists. In Policies and procedures it says PC rep attends PDWG. A new position has been created for the IHSA representative and alternates to attend advisory boards (which include program staff) and they report back to PC.

Terra made a motion to remove PDWG. Miriam seconded. All in favor. None opposed.

By Laws: Article VII. Meetings Section 3. Notice of Meetings. Mancole asked members if sending the PC mailing out 10 days in advance is way too much notice. Reasoning that the PC members are leaders. All members know that PC is held the 3rd Thursday of every month. A leader will not let the once a month meeting slip. It was proposed to change to 7 calendar days (5 business days). One representative said that would be fewer days to lose the packet of PC information. Another representative reminded PC parents to get their center reports from the Center Supervisor. Copies can be made at the center, if you don't have ink or a printer. Hailey was the only site with a concern, as it would take longer for PC mailings to arrive in time to review the minutes and materials for the meeting. Another member suggested emailing the packet first, then mailing it out. If e-mailing doesn't work, the idea can be amended.

Terra made the motion to accept the change to email PC packets and shorten the mailing time to 7 calendar days (5 business days), Cheryl seconded the motion. All in favor. None opposed. Members were reminded that Roberts Rules of order need to be followed. There's a first then a second, then a discussion, then vote. If someone doesn't like the way the motion is said the first time, then vote nay. Then the motion can be restated.

Policies and Procedures: Article I. Policy Council Membership. Section 1. Parent Representatives. Part A. It was proposed to change representation from Unit to Program Option. The intention is to get more School District parents involved. To clarify this Part E and F were added Reading: "E. Each School District Head Start center/and or program option shall elect one (1) School District Head Start representative. F. Each School District center and/or program option shall elect one (1) School District Alternate. This does not change the Quorum, which is the number of members required to attend PC to conduct business.

Policies and Procedures: Article I. Policy Council Membership. Section 2. Community Representatives. Text was struck that was considered redundant.

Policies and Procedures: Article I Policy Council Membership. Section 6. Duties. Part E 1 and 2. The Policy Council Center Report, that is brought to PC each month was struck and replaced with Center Meeting Minutes.

Policies and Procedures: Article II. Job Description of Officers. Section 5. Representatives to Idaho Head Start Association. Parts C, D and E were added in to allow the IHSA rep will sit on one advisory board in place of representation from a PDWG representative. The changes read "C. Representatives shall sit on one advisory Board, (Health, Family, or Education) reporting back the contents and results of the meeting in writing. D. Coordinate with alternates so that the Representative and alternates each cover one advisory board. E. Coordinate with staff to bring back the contents and results of food service manager and bus driver meetings as well."

Policies and Procedures: Article II. Job Description of Officers. Section 6. First and Second Alternates to Idaho Head Start Association. Part D was added and now reads "The first and second alternate shall also sit on advisory boards reporting back contents and results of the meeting in writing.

Policies and Procedures: Article II. Job Description of Officers. Section 7. Personnel Development Work Group Representatives. This section was struck as PDWG no longer exists in the program.

There was quite a bit of discussion was held on the sub-committee around these changes.

Miriam motioned to accepted the changes to the By-Laws and Policies and Procedures. Kelly seconded. Motion passed.

Program goals and objectives: Table this. Snowed in last week, this meeting will be held, 1/18/13.

Personnel Report:

New Hire:

Classroom Assistant, SUB

Classroom Assistant, SUB

Classroom Assistant, North Side

Classroom Assistant, SUB

Classroom Assistant, SUB

Classroom Assistant, SUB

Meeting adjourned at 8:30pm