

Policy Council Meeting Minutes
2-21-13

Members Attending: Kim Parks, Paz Younis, Mtag Zaw, Shawni Friel, Amy Couch, Maria Aguirre, Melissa Zacarias, Mary Debski, Jeanette Sluder, Maricela Amarillas, Kelly Mealer, Cheryl Carkin, Michael Adams, Tina Adams, Joy Murphy, Esmeralda Trevino, Miriam Staffen, Katie Hancock, Earl Petersen, Emily Petersen

Staff/Guests Attending: Tyrel Stevens, Brad Eslinger, Laura Loya, Lee Sluder, Victoria Holmes, Delia Villanueva, Mancole Fedder, Abby Greenfield, Deborah Drain

The meeting was called to order at 6:05pm by Emily. She called for a quorum, a quorum was met.

The minutes of the November 2012 and January 2013 were reviewed.

Mariam made a motion to accept minutes. Paz seconded, minutes were passed.

Literacy Activity: Habitat for Humanity presented: By Carol
Two homes are available and the service is lacking in families. Volunteering is accepted.

Chairperson's Report: Mariam and Emily participated in the Program objectives and goals meetings. Meeting went well. Emily attended the February CSI Board of Trustee meeting where they spoke about the federal review and the program was given praise on how well it went. Emily gave thoughts on how Head Start/Early Head Start parents can grow as leaders. Attending parent meetings and fellowshipping other parents to teach them by example of what Head Start s and can be to each family.

Director's Report: Mancole, talked about making a choice for our children. We get caught up in our everyday lives and forget to look to the future. The program is still waiting on Region X on how to deal with the School District partnership. The program is waiting for March 1st to see what happens in regards to possible across the board budget cuts that could affect Head Start. The program's funding may be reduced. As a result, everything is still on hold. These cuts are going to hurt staff, families, centers and the enrollment of 673 children may be reduced. Next policy council meeting will involve talking about the program budget. Mancole also reviewed the Strategic Goals and Objectives. A copy was included in the last Policy Council mailing.

Kim motioned the strategic goals and objectives be accepted. Melissa seconded. Motion was passed

Monitoring/ Reporting

Budget Report: Abby Greenfield, Fiscal Services Officer gave the report.

Head Start/Early Head Start (Main Operating Budget) : Abby explained the for 2012 Head Start was over budget by \$29,394.13 . Early Head Start was also over budget, by \$21,244.00. But everything will be covered by other resources. The 2013 budget looking good as it's the first month. The balance of the Head Start budget at the end of January was \$4,385,349.97 with a projected spend out of 4.0% and an actual spend out of 2.2%. The balance of the Early Head Start budget at the end of January was \$975,684.61 with a projected spend out of 6.4% and an actual spend out of 6.7%.

Head Start/Early Head Start (Training Budget): The balance of the Head Start Training Budget at the end of January was \$53,607.95 with a projected spend out of 8.0% and an actual spend out of 1.0%. Additionally \$13,504.25 was generated in January. The balance of the Early Head Start Training Budget at the end of January was \$26,158.00 with a projected 8% spend out and an actual spend out of 0.0%. Additionally, \$6,539.50 was generated.

Policy Council Budget: The balance of the Policy Council Budget at the end of January was\$7,307.92. The projected spend out was 14.5%, but the actual spend out was 8.7%.

Head Start/Early Head Start Enrollment: Fully enrolled at 673 participants

Head Start Overall Attendance: 84%

Head Start School District Attendance: 82%

Cassia: Unit 1 AM 78%, PM 84%; Unit 3 AM 79%, PM 92%

North Side: Unit 1 AM 79%, PM 92%

Twin Falls: Unit 1 AM 83%, PM 88%; Unit 2 AM 75%, PM 75%

Early Head Start Participation: 98%

USDA Meals and Snacks served in January 2013:

Meals: 4,639

Snacks: 3,676

Family Service Advisory Board Report: Pinwheels for Prevention is the campaign for April's Child Abuse and Neglect Prevention awareness month. The program is working with local schools and libraries this year. The program has been working on this project since January. Contact your center supervisor if interested in volunteering.

Parent Family and Community Engagement Framework: The program will begin work on developing this framework to better serve families in Head Start. If you are interested in serving on a sub-committee for Family Services Advisory, please contact your center supervisor.

New Business/ Planning

Hansen center had librarians come and talk about resources they have for literacy

Jerome Library also has a new "Books to Go" lending library for HS/EHS families and the community.

Health Advisory Recommendations:

Vision: There have been too many referrals with the first screening. Health Advisory recommend a rescreen after 4 weeks if a child fails the first time. If the child fails the second time than refer.

Melissa Zacarias motioned to accept the changes to vision screening, Kim Parks seconded. Motion passed.

ASQ: Change the intervals to coincide with the American Academy of Pediatrics recommendations for low risk children. This means that children will not be checked as often. High risk children will continue to be checked frequently.

Cheryl motioned to accept the changes to the developmental screener. Melissa seconded. Motion passed

Outdoor Play Policy: Change the temperature guides from 20 degrees to 10 degrees with a wind chill of 10 degrees before children must stay inside. Changes make in easier or the teachers and staff to understand the temperature guidelines.

Cheryl motioned to accept the changes to the outdoor play chart, Maria Aguirre seconded. Motion passed.

Children's Services Workplan and Mental Health Workplan:

We need to know what performance standards are....following regulations, rules and guidelines, Which leads us to the Workplan. A workplan is created to follow the regulations, rules and guidelines. This year there were no updates to the Children's services Workplan or the Mental Health Workplan, besides a few corrections to spelling and grammar errors.

Kim motioned to accept the Mental Health and Children's Services Workplan. Joy Murphy seconded. Motion passed

Personnel Report:

Resignations: Early Head Start Family Educator II, Minidoka

Food Service Manager, North Side

Executive Committee Approval: From Substitute Cook to Food Service Manager, North Side

Melissa motioned that we accept both resignations and hire. Amy seconded. Motion passed

Mariam motioned to adjourn Kim seconded motioned passed. Meeting adjourned at 7:45.

The next Policy Council meeting will be pushed back one week. Policy Council will meet March 21, 2013 in Taylor Room # 277.