

**Policy Council Meeting Minutes**  
**10-27-12**

**Members Attending:** Misty Rivero, Stephanie Nevarez, Paz Younis, Melissa Montoya, Joy Murphy, Anrobinson, Melissa Zacarias, Vicki Knowth, Jordyn Novack, Jill Hosman, Adriana Artega, Katie Hancock, Nancy Staffen, Miriam Staffen, Kim Parks, Amy Couch, Amie Chilton, Cheryl Carkin, Emily Petersen,

**Staff/Guests Attending:** Rosanna Campbell, Deborah Drain, Jay Thurber, Abby Greenfield, Mancole Fedder, Hector Nevarez, Earl Petersen, Cristelen Carkin

Stephanie called for a quorum, a quorum was present.

**Jordyn made a motion to accept minutes from September. Kim seconded, minutes were accepted.**

**Chairperson's Report:** Stephanie welcomed everyone to Policy Council. She said that it is an amazing journey and encouraged members to take every opportunity to learn. Stephanie thanked the outgoing policy council members, the Executive Committee, especially Emily, the Vice Chair. She also thanked the staff for their guidance.

**Director's Report:** Mancole discussed the triennial federal review that determines if a program will continue to receive funding or recomplete for its Head Start grant. The program had a surprise visit Monday morning October 15, 2012. This is something that had previously been discussed with Policy Council and program staff to be ready for a Federal Review every day. The Federal Review team found few areas of concern in the program. There were three playground safety issues that were resolved immediately. There was a concern with the Memorandums of Understanding (MOU) for the School District and disabilities. The School District MOU's were sent in September and it is now October, the timing of the review had not allowed for the agreements to be returned to the program. Otherwise this was a fantastic review.

One major area of concern is the School District option, the Twin Falls School District option in particular. In years past this has never been an issue since reviewers have declined to visit these classrooms. However, the new review process computer selects which classrooms will be visited by the Review Team. The process selected three of the four School District classrooms. Our School District collaboration uses the school district's classrooms and staff members, who receive no Head Start funding. In the case of Twin Falls this is at Harrison Elementary. All children enrolled in Head Start deserve the same quality education and requires that School District option classrooms be held to Head Start Standards. At this current point in time, that cannot be guaranteed as this has never been put in writing and has always been a verbal agreement. School District options are at North Side, Cassia, Twin Falls and West End. All but Twin Falls School District cooperated. The Twin Falls school district chose to resist requests for classroom observations, and disclosure of the following personnel information: degree obtained, date of initial background check, date of initial Tuberculosis screening and Health Screening, and professional development plan. Nothing private was requested.

No plugs were found in the outlets in the Twin Falls School District classroom. The person in charge of the School District classroom contacted the State Department of Education to complain about the program's requests. The Federal Review Team leader then met with the State Special Education Director and the meeting went badly. The program plans to reach out to the Twin Falls School District Superintendent with a meeting with Mike Mason, College of Southern Idaho Vice President of

Administration. The message he intends to give to the superintendent is that Twin Falls School District is either a partner and supporter of the College in its entirety including Head Start, or you are not. They do not get to pick and choose. The program hopes to work this out so that such an incident does not happen again. The program wishes to continue its partnership with the Twin Falls School District as it sees the larger benefit to the families and communities working in partnership with the School District.

#### **Elections:**

Chairperson- Emily Petersen, Twin Falls

Vice Chairperson- Miriam Staffen, Twin Falls

Secretary- Katie Hancock, East End

Treasurer- Kim Parks, Twin Falls

IHSA Representative Ex Officio-Stephanie Nevarez, North Side

IHSA Representative: Miriam Staffen, Twin Falls

1<sup>st</sup> Alternate-Paz Younis, Orchard Valley

2<sup>nd</sup> Alternate- Jordyn Novack, Hagerman Pre-K

#### **Reporting/Monitoring:**

**Budget Reports:** There are four separate budget reports that will be reviewed at Policy Council meetings. The program must have matching in-kind as part of the requirements for Head Start and Early Head Start. In kind are services or goods donated that the program would otherwise purchase. Guidelines on In-kind are available for reference in this year's Parent Calendar.

- **Acct 22:** The balance of the budget is \$1,331,467.34 This is the budget for the program's main operating grant. It is 71.6% spent which is 3.4% behind the projected budget. While this may seem like a small percent, for a nearly \$7 million budget this is quite a lot behind. With grant money it is use it or loose it, and if it is not used up a smaller amount may be given the next year in the belief that the extra money is not needed.
- **Acct 20 (Training Budget):** The balance of the Training budget is \$3,593.69 it is 93.3% spent out while the projected spend out was 73.0%.
- **EHS Budget Report:** The balance of the EHS budget is \$354,578.45 it is at 65.6% spent out, which is 9.0% behind the projected spend out for September.
- **Policy Council Budget:** Policy council has done an excellent job of managing its money this year, and hopefully this will continue with the new Policy Council year. The balance of the budget is \$4,606.74 which is spent out at 52.9%. This savings was used to pay for the retreat.

**Head Start Enrollment/Attendance:** The program serves a total of 673 children and is currently fully enrolled. For September this will exclude School District slots which will be reflected in the November Policy Council report. Out of those families, 593 are Head Start slots for three and four year olds. There are 11 Head Start centers and some centers have more than one option. These options include double sessions and the school district option. Our Hagerman site is a Pre-K classroom located in the Hagerman Elementary School. All options include home visits.

Classroom Attendance was 88% for September

Double Session Self Transport:

Cassia Unit 1 am 78% Unit 1 pm 89%

Cassia Unit 3 am 86% Unit 3 pm 93%

North Side Unit 1 am 79% Unit 1 pm 93%  
Twin Falls Unit 1 am 89% Unit 1 pm 86%  
Twin Falls Unit 2 am 91% Unit 2 pm 94%

Early Head Start Home Visit Rate: Early Head Start is home based so their participation is based on Home Visits. The Average home visit rate for September was 93%.

**USDA Meals and Snacks:**

**August Revisions: Meals: 8 and Snacks: 7**

**September Meals and Snacks:**

**Meals:** 4555

**Snacks:** 3549

Center reports were handed in.

**New Business/ Planning**

**Program Information Report: Vicki motioned to table. Amy seconded. Motion Passed. Tabled until the November meeting.**

**Personnel Report:**

***Executive Committee Approval 10-10-2012-***

Classroom assistant, Substitute

Center Supervisor, Power County

***Resignation-***

Family Educator II, Little Wood

**Policy Council accepted the personnel report.**

**Meeting adjourned at 12:05 pm**

**Next meeting on Thursday, November 22 at the new North Side Center. Ribbon Cutting at 4:00 pm, Policy Council at 5:30 pm.**