

**Policy Council Meeting Minutes**  
**11-15-12**

**Members Attending:** Kim Parks, Ann Robinson, Melinda Meredith, Terra Herrera, Claudia Cardona, Miriam Staffen, Emily Petersen, Melissa Zacarias, Paz Younis, Joy Murphy, Michael Adams, Cheryl Carkin, Tatiana Lopez, Kindahl Jackson, Kelly Mealer, Katie Silver Hancock, Jeanette Sluder, Ariana Marin, Jose Al Lopez, Silvia Serna

**Staff/Guests Attending:** Tina Adams, Britanie Boles, Tiffany Eden, Lee Sluder, Deborah Drain, Mancole Fedder, Brad Eslinger, Julie Blick, Delia Villanueva, Jay Thurber, Debbie Skaar, Cindy Scott, Rosanna Campbell

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

Kim made a motion to accept minutes from October, Terra seconded, and minutes were seconded.

**Literacy Activity:** Brian and Tiffany from the Twin Falls Reform Church came to ask Policy Council members for input on a non-profit child care center that they wanted to develop. They asked members "If you could start from scratch, what would be your priorities? [for a child care]?" Answers included accessibility, research based curriculum, activities that keep children involved, language immersion programs, an emphasis on play as learning, a low caregiver to child ratio, ICCP certification, and evening childcare.

**Chairperson's Report:** Emily thanked everyone who came to retreat. She reminded members who could not make it to retreat this year to feel free to ask questions about how Policy Council works or what is going on during the meeting. "There is no such thing as a stupid question. If you don't know something raise your hand and ask." There are still positions open on Policy Council. Emily asked members to recruit to fill those positions ASAP.

**Director's Report:** Mancole Fedder, program Director, introduced himself. He discussed the recent Federal Review. The review process ensures quality services; everything is looked at. One area identified was the relationship with the Twin Falls School District. This relationship needs to be in writing. There will be a meeting with school district on November 27, 2012 with the Twin Falls School District Superintendent, Assistant Superintendent, Director of Special Education, and Director of Elementary Education. He said that he believes that there will be too many in the room that want to continue a positive relationship with Head Start .

Mancole also said that the annual report is completed, and there is a feature on the Emily Petersen, who is the National Head Start Association recipient of the *Beating the Odds* parent award. He said that Emily is an example for everyone that "You get out of Policy Council what you put into it." He told members to come every month, ask questions and stay involved. There are a lot of decisions to be made between now and next year. Policy Council allows members to improve the education of many children, in addition to their own. Policy Council is a team effort, not just staff telling parents what to do.

## Monitoring/ Reporting

### Budget Report:

- **Policy Council Budget:** The current balance is \$2,377.72 It was projected to be 69.7 % spent out, but the actual spend out was 72.2%.
- **Acct. 22 (Main Operating Budget)** – The current balance is \$906,625.05 The budget was projected to be spent out to 83.0% but the actual spend out was 80.8% .
- **Acct 20 (Training Budget)** - The current balance is \$1, 512.45. The projected spend out was 87.3% while the actual spend out was 97.2%.
- **EHS Budget Report:** The current balance is \$278,423.99. It was projected to be spend out by 86.9% bit the actual spend out was 72.5%

### Enrollment/Attendance:

Head Start/Early Head Start is fully enrolled at 673

Head Start October Attendance 87%

Head Start Double Session October Attendance 86%

Cassia Unit 1 AM 94%, PM 87%

Cassia Unit 3 AM 79%, PM 90%

North Side Unit 1 AM 77%, PM 89%

Twin Falls Unit 1 AM 86%, PM 91%

Twin Falls Unit 2 AM 82%, PM 82%

EHS October Home Visit Completion Rate 95%

**Immunization Report:** Delia Villanueva, Health Specialist, gave the report: As of November 1, 2012 96.3% of Head start children were current/complete on their immunizations. Early Head start was 97.4% current on their immunization. The program total is 96.3%. The top three programs for completion were Minidoka (Rupert) at 98%, North Side (Jerome) at 97%, and Little Wood (Shoshone and Gooding) at 97%. These completion rates stand in contrast to the state of Idaho as a whole, in which completion rates are below 50% for immunizations for children between the age of zero and three, for example.

Delia also reminded members that the wellness exam, hematocrit (blood iron levels), lead test, and blood pressure are all due at 90 days of enrollment in December. She clarified that these are the tests that provide the baseline for the child's health, follow-up comes after this baseline is established. Delia said that she sent a letter to health care providers about the importance of lead screening this summer, and that she will provide a letter for parents on lead screening to give to their Head Start/EHS child's primary health care provider.

**COR (Child Observation Record) Time 1:** Brad Eslinger, Children Services Specialist gave the report: The Infant/Toddler COR has 28 items in 6 categories and the Pre-K COR has 34 items in 7 categories including English as a Second Language as an extra category for English language learners. Time 1 established a baseline for the development of the children in the program. The baseline shows what the children know when they first start the program. They were scored from level one to level five with five being

the highest. Early Head Start children saw high scores in sense of self, communication and language but low scores in creative representation and early logic. (It must be noted that EHS has a rolling enrollment and children are entering and exiting the program based on age rather than school year). Head Start children had high scores in problem solving, and relating to adults and other children. They had lower scores in resolving interpersonal conflict and showing awareness of sounds in words.

**Parent Teacher Conferences and Lead Teacher Home Visits:** Brad presented. The parent teacher conferences went well. This year, lead teachers conducted home visit #3 and worked with parents to set child goals. Lead teachers were given four weeks instead of two weeks this year to complete home visit #3. Lead teachers will conduct the last home visit with families in May as well.

Center reports were handed in.

### **New Business/ Planning**

**Program Information Report (PIR):** Deborah presented. The Program Information Report is submitted at the end of each program year to the Office of Head Start. The report summarizes the program's performance in terms of numbers. Policy Council members received a copy of the PIR Performance Indicator Report, both for Head Start and for Early Head Start, at the Fall Retreat in October. Some highlights include: At the beginning of the 2011-2012 year 66% of Head Start children had a medical home and at the end of the year. Early Head Start began the year with 94.6% with a medical home and 100% with a medical home at the end of enrollment. Head Start began the year with 73.6% with a dental home and ended the year with 92.7% with a dental home. Early Head Start began the year with 55.9% with a dental home and 76.6% with a dental home. (It must be noted that Medicaid does not require children under the age of one year old to go to the dentist).

**Program Report:** The program has published a summary of its performance from the 2011-2012 program year pulled from data from the PIR, Self Assessment, and Community Assessment. Booklets are available, please take a copy and share a copy with community members.

**By-Laws committee and Leadership Training committee and sign-up:** Please remember to sign up for a committee, if you would like to give input into the by-laws or help plan the next training.

### **Personnel Report:**

#### **New Hire:**

Classroom Assistant, substitute

#### **Position Change:**

From Classroom Assistant, North Side to Family Educator II, Little Wood

**The members accepted the personnel report.**

**Meeting was adjourned at 8:15 p.m. Next Policy Council meeting January 17, 2012.**