

Policy Council Meeting

6-18-24

Submitted by: Karina Garza & Kerry Mehling

Members Present: Tiffany Hogsett, Sydni Closson, Vanessa Gleason, Jessica Brenizer, Brittain Reinmuth, Tiah Alvizar, Shayna Hudson, Karina Garza, Veronica Gonzales, Juan Gallardo, Adriana Gonzales, Dehlia Cardona

Staff Present: Kerry Mehling, Krystie Hohnstein, Lauren Starke, Joan DeWitt, Susie Dominguez, Shannon Yeoman

Board Members Present: Tom Millette and Ray Richards

Policy Council Meeting called to order by Tiah, at 6:02pm. New member introductions were made. Members reviewed the minutes from the April meeting. **Veronica G. moved to approve the April minutes. Tiffany seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received copy of the Director's report. Krystie Hohnstein discussed the report. Corrections to the enrollment information were shared and members updated their printed reports. The In-kind report reflects the new grant year.

The program is currently working on a grant opportunity targeted towards mental health enhancements as identified in strategic planning for the next 5-year grant cycle. This grant is through the American Legion Child Welfare Foundation and will target purchase of materials needed to enhance the mental health service delivery in the program. Since it is not HS funding, it does not need approval by the Policy Council, although we will keep members informed of progress or monies received.

There is also one-time funding available through the Office of Head Start, and application for this grant will need approval by the Policy Council. The program foresees the enhancement of mental health as a large expense to meet goals and staff are working diligently to secure funding to ensure success. Once the needs for the project have all been identified, the Policy Council will need to give approval for the application submission for the one-time funding. This may occur prior to the next Policy Council meeting as programs are encouraged to submit as quickly as possible before project funding is gone. Members are asked to watch their emails for an approval request should this be completed prior to the next meeting date. If the grant submission is not ready earlier, it will be presented at the July meeting.

Finance Report:

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports for the months of April and May. The credit card and USDA reports were also reviewed. These reports reflect the old grant year while final expenses continue to be reflected. Funds will be fully liquidated by June 30th for the previous grant year. The new grant year reports show very few expenses so far. Payroll is only reflected in the May reports for the new grant year to date. **Tiffany moved to approve the finance report. Veronica G. seconded the motion. Motion carried by roll call vote.** Ray voiced his appreciation to the Policy Council for their expertise and oversight of the fiscal responsibilities in the program.

Board Report:

Strategic Goal on Staff Wellness was reviewed along with measurable outcomes and the 4 Pillars of Wellness (Physical, Emotional, Financial, Mental). Qualtrics surveys will be used throughout the entire agency to help support gathering of long-term data. Facility project updates were provided.

Old Business:

Update from Federal Monitoring Review Follow-Up Meeting: On May 24th, the program participated in the follow-up review meeting. Shayna Hudson and Mark Sinner attended the meeting to provide support from Policy Council and the Board of Education. Questions were answered to show corrections and documentation was provided to support the work that has been completed to meet HS Performance Standard Requirements in the areas where non-compliance was noted during the federal review in October, 2023. The program is currently awaiting feedback from this discussion will continue updating the Policy Council as it is received.

New Business:

Cost of Living Adjustment (COLA): The Office of Head Start (OHS) has increased the grant amount for the upcoming year to be used towards salary and wage increases. Normally, an application has to be submitted and the Policy Council is required to approve the application. This year, an application is not required. The grant increased 2.35% through COLA from OHS, and the entire agency/all departments at ESU13 will receive a total adjustment of 4.5% total package increase. This means Head Start staff will receive a total of 4.5% increase in their salaries in the upcoming year with 2.35% of that increase being supported through the OHS COLA grant.

Health Written Plan Review/Revision: Shannon Yeoman, Health, Education & Special Services Manager presented an overview of the health written plans. There were no changes to the plans from the previous approval year. The overview of the policies included information about activity completed with the Health Services Advisory Committee, collaboration and communication with families about screening processes, continuous care, health insurance, dental and physical exams, including immunization records, and family involvement in ongoing health care for parents and children. Child health status deadlines for 30, 45, and 90-day deadlines were discussed. Oral health for all age groups, incidents and injury/safety practices, emergency drills including fire, tornado, and Standard Response Protocol, along with the reporting process of any serious incidents to the Region 7 Office. Medication administration requirements and procedures, and refusal to authorize health services by parents was highlighted.

Child Outcomes & School Readiness Goals Discussion: Shannon Yeoman, Health, Education & Special Services Manager presented an overview of the 3rd check for child outcomes and school readiness goals. Teaching Strategies Gold is the outcomes system utilized along with the Creative Curriculum. A sample lesson plan was shared with members, with focus on individualization/intentional teaching experiences and assessment objectives for children. Area of strength/highest growth for 2's, 3's, and 4's was in social emotional learning. Physical growth was an area of strength/highest growth for 1's. Language was the areas of strength/highest growth for 2's. Literacy was an area of strength for birth-1-year old children. Cognitive growth was an area of strength for 3-year old children. Math was noted as an area of strength for children ages birth-1, 1, and 4-years old.

Enrollment/Recruitment Update: Multiple events are happening in the summer including summer reading programs, community events, and parades. The program has started holding enrollment meetings for fall enrollment. Applications are taken on an ongoing basis.

Employment Openings - Agency-wide employment openings are found on the ESU13 website (www.esu13.org) under *Employment Openings*. Prospective Employees can also apply directly on this site. This was shown to members.

New Hires:

Zanacia Rose – 5-2-24 – Assistant Teacher @ ELC. FT 12-month position

Megan Cawley – 6-3-24 – Temporary Floater, summer position

Veronica G. moved to approve the New Staff Hires. Adriana seconded the motion. Motion approved by roll call vote.

Center Reports: CDC EHS, ELC EHS and HS

Meeting adjourned at 7:05p.m.