

Policy Council Meeting
7-25-23
Submitted by: Kerry Mehling

Members Present: Kari Schukei, Carolyn Carlyle, Tiah Alvizar, Kianna Ybarra, Hannah Gadbow, Laura Morehead, Shayna Hudson

Staff Present: Lauren Starke, Krystie Hohnstein, Kerry Mehling, Mary Hascall

Board Members Present: Diane Coon

Policy Council Meeting called to order by Laura at 6:10p.m. New member introductions were made. Members reviewed the minutes from the June meeting. **Kianna moved to approve the June minutes. Hannah seconded the motion. Motion carried by roll call vote.**

Director Report:

All members received copy of the Director's report. Krystie Hohnstein discussed the report. Data entry is still in progress to close out the last program year for many health requirements. Full year centers ready to close out the 2022-2023 school year and begin the new 2023-2024 year in August. There are many recruitment events during the summer that Head Start participates in and the application and enrollment process is ongoing.

Finance Report:

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. This packet contains the final month where members must review the last fiscal year (4-1-22 thru 3-31-23) *and* the new fiscal year (4-1-23 thru 3-31-24). The full grant amount was fully liquidated as needed between Head Start and Early Head Start Programs. So far, minimal expenses have taken place this summer for the new grant year, but expenses will pick up when classrooms are all in full operation beginning in August. COVID funding has been fully liquidated and there will no longer be reports to monitor for this funding. Administrative percentages remain well within appropriate range. Credit card expenditures and USDA reports were also reviewed. **Tiah moved to approve the finance report. Hannah seconded the motion. Motion carried by roll call vote.**

Board Report: No meeting in July.

Old Business:

Family Engagement Apps: Krystie has announced a decision for a family engagement application that classrooms will implement called tadpoles. Daily reports for children will be provided by the teachers in tadpoles and another application, REMIND, will continue to be used for communication with parents as well until the teachers are able to learn the new program and transition over. Tadpoles links to Teaching Strategies GOLD and teachers can take a picture of a child doing an activity that links to their goals and objectives and send them to parents to enhance engagement with their child's education. The program is hopeful that this will provide some insight for parents into the classroom, be easy to use for teachers, and enhance family engagement as well. Feedback is welcomed as the app starts to be used!

New Business:

Nutrition Written Plan Discussion: Mary Hascall, Health & Nutrition Manager, presented the review of nutrition policies. Topics discussed included child nutrition service requirements, identification of nutritional needs, family-style meals, family engagement in nutrition (nutrition history, feedback, and recommendations), special diets/food allergy accommodations, nutrition education, CACFP (Child and Adult Food Care Program), food safety and sanitation, and breastfeeding.

Results of 3rd Parent/Staff Self-Assessment Survey: All members received a copy of the survey results. Results were reviewed during the meeting. Mostly positive responses were recorded from staff, partnership administrators, partnership staff, and parents regarding program services. Some ideas for upcoming training opportunities were noted as well.

Enrollment/Recruitment Update: Enrollment continues for the 2023-2024 school year. Currently, there are 218/274 slots accepted. A few of the smaller public school partnerships have not sent in many applications to date as staff are not working in the summer. Teena Branson, Enrollment Manager, continues to work with these districts to reach full enrollment with their Head Start slots. Recruitment activities are ongoing this summer.

Employment Openings - Agency-wide employment openings are located on the ESU13 website (www.esu13.org) under *Employment Openings*. Prospective Employees can also apply directly on this site. The website was visible to members for review of current open positions.

New Hires:

Madi Hohnstein, Assistant Cook - CDC - Full-time/Full-Year Position

Adana Barron, Assistant Teacher - CDC - Full-time/Full-Year Position

Hannah moved to approve the new hires. Tiah seconded the motion. Motion carried by roll call vote.

Center Reports: ELC PS

Meeting adjourned at 7p.m.