

**SOUTHERN SEVEN EARLY HEAD START/HEAD START
POLICY COUNCIL - MEETING MINUTES
Vienna Masonic Lodge - Vienna, IL
May 18, 2009
5:30 p.m.**

Due to Sonya Smith, Policy Council Chairperson's absence, Grace Dalla, Policy Council Vice Chairperson, chaired the Policy Council Meeting.

I. Call to Order

Grace Dalla, Policy Council Vice Chairperson, called the meeting to order at 5:50 p.m.

II. Roll Call

Due to Jami Boyer, Policy Council Secretary's absence, Robyn Mize, Administrative Secretary, took the roll call.

Roll call was taken by Robyn Mize, Administrative Secretary. A quorum was declared present.

III. Introductions and Welcome to Members

Grace Dalla, Policy Council Vice Chairperson, thanked everyone for attending and serving on the Policy Council.

IV. Approval of Minutes

Members were asked to review the Policy Council Minutes from April 20, 2009, which were mailed out previously in the Policy Council Member Packets. Grace Dalla, Policy Council Vice Chairperson, asked if there were any questions or corrections to the minutes. There were none.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the minutes from April 20, 2009.

Sharon Burris, BOH/PC Crossover Representative, moved to approve the minutes from April 20, 2009. Paula Huggins, Union County Parent Alternate, seconded. All in favor. Motion carried.

V. Reports

A. Personnel Report - Diana Jeffords, Human Resources Administrator

1. Personnel Report

Diana reviewed the Personnel Report, which was mailed out previously in the Policy Council Packets. Diana reported on new employees. There are none. Diana reported on terminations. There are two resignations listed on the report.

Diana reported on the other personnel changes and vacant positions. One employee received an 8 years of service increase; one employee was laid off but will continue to work 7 hours per week; one employee received a pay increase due to a contingency completion; two employees received a rate increase for the Bus Driver position retro to 07/01/08; one employee returned from being laid off with hours reduced to 7 per week from 07/13/09 to 08/07/09; one employee received a temporary assignment from 04/30/09 through 05/29/09 and 08/03/09 through 08/07/09; five employees received temporary assignments from 04/30/09 through 08/10/09; one employee received a temporary assignment from 05/07/09 through 08/09/09; one employee received a temporary assignment; and one employee had a voluntary change from regular full-time to partial year full-time. Vacancies listed on the report are: a Cook's Position at Cairo Head Start; a Teacher's Aide Position at Union County Early Learning Center/Jonesboro; the Special Needs Specialist Position at the Administrative Office; a Temporary Early Head Start Teacher and a Temporary Teacher at Rustic Head Start; and Sub Bus Drivers are always needed. Diana asked if there were any questions. There were none.

Diana reviewed the list of Head Start Applicants, which was mailed out previously in the Policy Council Packets.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the Personnel Report.

Janet Maggio, Pulaski County Community Representative, moved to approve the Personnel Report. Martha Garrett, Pulaski County Parent Representative, seconded. All in favor. Motion carried.

B. Financial Report - Debbie Musgraves, Fiscal Officer

Due to Debbie Musgraves, Fiscal Officer's absence, Nancy Holt, Executive Director, gave the Financial Report.

1. Explanation For Debbie's Absenteeism

Nancy stated that included in Debbie's written report is an explanation for her absenteeism from the Policy Council Meetings. Debbie has had a reoccurrence of cancer. She has started treatments and will be off from work for several weeks. She is still preparing the financial statements for the Policy Council.

2. Budget Comparison

Nancy stated that this report shows what revenue and expenses we have budgeted in comparison to our actual expenses. The report covers the period January 1st through April 30th. We have budgeted grant income amounts of \$4,131,114. Other revenues are \$1,486,931. We have total expenditures of \$1,486,931. So our revenue and expenditures zero out. Our administrative expenses through the month of April are 12%. We cannot exceed 15%. Nancy asked if there were any questions. There were none.

3. Early Childhood Division Illinois State Board of Education and Childcare Grants

Nancy reviewed this report. The report shows the remainder of our Early Childhood Programs which are DHS Daycare, Parent Co-Pays, Vienna, Jonesboro and Goreville Pre-K's and Prevention Initiative. These grants run on a July 1st through June 30th grant year. This report lists our expenses and revenue for the period July 1, 2008, through April 30, 2009. Total revenues are \$252,775 and the total expenditures are \$247,849 so we have an excess of revenue over expenditures of \$4,927. Nancy asked if anyone had any questions. There were none.

4. USDA Report

Nancy reviewed this report. Nancy stated this report lists our expenses and revenue for the period October 1, 2008, through April 30, 2009. We have received reimbursement from USDA of \$204,985, with expenses of \$227,539 for a deficit of \$-22,554. The number of meals served for the month of March is listed at the bottom of the USDA Report. Nancy asked if anyone had any questions. There were none.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the Financial Report.

Paula Huggins, Union County Parent Alternate, moved to approve the Financial Report. Freddie Abbott, Alexander County Parent Alternate, seconded. All in favor. Motion carried.

5. Head Start In-Kind Report

Nancy reviewed the In-Kind Report. This report is from January through April, 2009. Nancy stated that not all of the Head Start Sites had turned in their In-Kind for April so the report does not reflect all of April's In-Kind. We are behind in In-Kind compared to where we were this time last year. Nancy asked if anyone had any questions. There were none.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the In-Kind Report.

Sharon Burris, BOH/PC Crossover Representative, moved to approve the In-Kind Report. Martha Garrett, Pulaski County Parent Representative, seconded. All in favor. Motion carried.

6. Credit Card Report

Nancy stated that this report shows the Credit Card Expenses for the month of April, 2009. The reason the registration fee is so high on the Capitol One Visa is because staff that do not have a credit card use this one to pay for registrations for trainings. Nancy asked if anyone had any questions. There were none.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the Credit Card Report.

Paula Huggins, Union County Parent Alternate, moved to approve the Credit Card Report. Joan Edwards, Union County Community Representative, seconded. All in favor. Motion carried.

C. Community Assessment - Kevin Bohnert, Early Childhood Director

1. Community Assessment

Kevin stated that at the March Policy Council Meeting, the council voted to approve the Community Assessment in sections due to the volume of information that is included. In April, the Policy Council approved Section 1 of the Community Assessment. We now need the Demographics Section approved. The Office of Head Start requires demographics to be included in the Community Assessment. An explanation, interpretation, and implications are attached to all the demographic information. Kevin asked if there were any questions. There were none.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the Demographics Section of the Community Assessment.

Virginia Monroe, Johnson County Parent Representative, moved to approve the Demographics Section of the Community Assessment. Janet Maggio, Pulaski County Community Representative, seconded. All in favor. Motion carried.

D. Enrollment Report - Terri Stewart, ERSEA Specialist

Due to Terri Stewart, ERSEA Specialist's absence, Angie Messmer, Early Childhood Administrator, gave the Enrollment Report.

1. Enrollment

Angie reviewed the Southern Seven Head Start Enrollment Report dated May 18, 2009. Angie stated that the Traditional Head Start School Year ended on April

28th. We do have a few classrooms that are in partnership with the school districts that are still running. Anna and Jonesboro are the sites that this affects.

The next page of the report shows enrollment for Early Head Start. The total funded enrollment is 62; we have 62. Early Head Start is still in session as it is a full year program. We have transferred all of the Cairo and Mounds Early Head Start Children to the Home Based Option. Some of the Rustic Early Head Start Children have transferred to the Home Based Option as well. We used to offer Early Head Start and child care at each of these Early Head Start Sites but it was not getting utilized so we decided to offer a Home Based Option for these families. Rustic still offers center based Early Head Start and child care during the summer. It is utilized more because of the college students and staff. We have had several parents request center based care at Cairo and Mounds so if we have enough interest, we may offer this option next summer.

We have 23 children who are enrolled in daycare only. Five of these children are 6 weeks to 3 years old and 18 children are in the 3 to 5 year old range. The total funded enrollment for Pre-K is 60, and we have 51. This is due to a temporary location of a classroom at Jonesboro Pre-K, where we can only serve 18 children and due to the funding issues we experienced with the state. Some families at Vienna Pre-K found other arrangements for their children while the Pre-K was closed.

The next report is the enrollment report for the 2009-2010 School Year. For Traditional Head Start we have 295 children returning and 115 new children that have been accepted which gives us a total of 410 children. We need 140 more children to meet enrollment. At this time last year, we had 380 children so we are ahead in meeting our enrollment. For Early Head Start we have 49 children returning and we haven't accepted any new children for this program yet. We need 13 more children to meet enrollment. For Pre-K we have 22 children returning and 10 new children that have been accepted which gives us a total of 32 children. We need 26 more children to meet enrollment. Angie stated that we just had Goreville Pre-K's Child Find and we have 20 children enrolled which will bring the number of children needed to meet enrollment for Pre-K down to 15 children. We have our Risk Management Meeting in June at the Regional Office in Chicago, and one of their concerns was assuring that we have all 550 children enrolled on the first day of school. Last year, we had 541 children so our goal this year is to meet our funded enrollment on the first day of school. Angie asked if there were any questions. There were none.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the Enrollment Report.

Martha Garrett, Pulaski County Parent Representative, moved to approve the Enrollment Report. Sharon Burris, BOH/PC Crossover Representative, seconded. All in favor. Motion carried.

E. Self-Assessment Report - Ruth Ann Ramey, Program Services Director

Due to Ruth Ann Ramey, Program Services Director's absence, Angie Messmer, Early Childhood Administrator, gave the Self-Assessment Report.

1. Self-Assessment

Angie stated that Ruth Ann will have a completed Self-Assessment Report at the next Policy Council Meeting which will need to be in June.

F. Parent Questionnaires - Janice Taylor, Family Involvement Coordinator

1. Parent Questionnaires

Janice stated that we provide a survey to all the parents at the end of the school year to give us feed back on how we need to change or improve our Head Start Program. Parents comment on what they like and dislike. We had around 420 Parent Questionnaires completed. These questionnaires were reviewed by our Management Team so they could get started on plans to improve our program where indicated by the parents. This survey is used along with the Community Assessment and the Self-Assessment to make improvements to our program. Ninety-nine percent of the parents commented that they were satisfied with our Head Start Program. Ninety-nine percent of the parents commented that they were satisfied with the classroom staff.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the Parent Questionnaire Surveys.

Janet Maggio, Pulaski County Community Representative, moved to approve the Parent Questionnaire Surveys. Freddie Abbott, Alexander County Parent Alternate, seconded. All in favor. Motion carried.

G. Head Start Report - Angie Messmer, Early Childhood Administrator

1. Triennial Review

Angie gave an update on the Triennial Review. A date has not yet been set; they are required to give a 30 day notification. We know that the date will be between October 1, 2009 and September 1, 2010. Last week, they did ask for hotel information for the Triennial Review Team. We did inform our Program Officer in Chicago regarding Debbie Musgraves, Fiscal Officer's, condition so she could notify the Triennial Review Team to postpone the date as much as possible to allow Debbie to finish her treatments so that she could be available for the review.

2. Transportation

Angie stated that we are still in talks with Hardin and Pope County School Districts regarding transportation. We will have a decision made by the June Policy Council Meeting.

3. Program Options

Angie gave an update on the Program Options for 2009-2010 School Year. Angie stated that she mentioned earlier that Early Head Start has transitioned to Home Based Early Head Start for the summer. The children will return to center based Early Head Start when school begins on August 18th. Goreville Head Start and Goreville Pre-K will be combined in one room for the 2009-2010 School Year. We will have one Teacher that will run the classroom similar to the classroom at Union County Early Learning Center/Jonesboro. The children will receive a full day of care with one Teacher and one Teacher's Aide and they won't have to switch between classrooms. This will be easier for the children. Also by combining Head Start and Pre-K together, it will help with the risk of the Pre-K closing down due to state funding. All the other sites will operate the same for 2009-2010 school year as they did for 2008-2009 school year.

Teachers and Teacher's Aides will return to work on August 3rd, pending if our COLA/Quality Improvement Grant is approved, for training. All other staff will return to work on August 10th.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the Program Options for the 2009-2010 School Year.

Sharon Burris, BOH/PC Crossover Representative, moved to approve the Program Options for the 2009-2010 School Year. Joan Edwards, Union County Community Representative, seconded. All in favor. Motion carried.

4. Early Head Start/Head Start Stimulus Package (Expansion)

Angie stated that the due date for the Early Head Start Expansion is July 9, 2009. We did discuss that this would only be available for two years as part of the stimulus package. There has not been a date listed as to when it will end. We are assuming that it will be good for two years from the time that it is actually funded. We have been discussing this and we are not comfortable with expanding in places that we would have to rent, lease, or build to have the classroom space we need because of the two year limitation. If there are places where we can do this in-house and expand then that is what we want to do. We do have an empty classroom at Cairo Head Start, where we have a consistent waiting list, so we would open that classroom, and possibly Metropolis Early Learning Center may have space where we can add two classrooms there. We have a need for Infant/Toddler care in Union County, but we have no room in the center to open a classroom there. It is not feasible to rent or lease space for only two years.

Grace Dalla, Policy Council Vice Chairperson, asked for a motion to approve the Early Head Start Expansion Plan.

Paula Huggins, Union County Parent Alternate, moved to approve the Early Head Start Expansion Plan. Martha Garrett, Pulaski County Parent Representative, seconded. All in favor. Motion carried.

5. Egyptian School

Angie stated that Egyptian School has written for the Prevention Initiative Center Based Grant. They would need a lot of renovations done at the school if funded for

this grant. They have asked us to partner with them on this. Angie assisted them in writing the grant and they mailed it today. If they are funded for this, they will be adding a classroom at Egyptian.

VI. New Business

None

VII. Questions/Concerns/Comments

None

VIII. Next Meeting Date

The next Policy Council Meeting will be held on Monday, June 15, 2009.

IX. Adjournment

With all business being concluded, Grace Dalla, Policy Council Vice Chairperson, asked for a motion to adjourn.

Sharon Burris, BOH/PC Crossover Representative, moved to adjourn. Martha Garrett, Pulaski County Parent Representative, seconded. All in favor. Motion carried. Meeting adjourned at 6:45 p.m.

Policy Council Chairperson