I. Call to Order

Jeremy Staton, Policy Council Chairperson, called the meeting to order at 9:00 a.m.

II. Roll Call

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

III. Introductions and Welcome to Members

Introductions were made. Jeremy Staton, Policy Council 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 March 21, 2016, which were mailed out previously in the Policy Council Packets. Jeremy Staton, Policy Council Chairperson, asked if there were any questions or corrections to the minutes. There were none.

Jeremy Staton, Policy Council Chairperson, asked for a motion to approve the minutes from March 21, 2016.

Joe Nighswander, Johnson County Community Representative, moved to approve the minutes from March 21, 2016. Tina Sims, Alexander County Parent Representative, seconded. All in favor. Motion carried.

V. Reports

A. Personnel Report – Terri Stewart, Human Resources Administrator
1. Personnel Report

Terri reviewed the Personnel Report, which was mailed out previously in the Policy Council Packets. Terri reported on new employees. There were none. Terri reported on terminations. There was one.

Terri reported on the other personnel changes as follows: two employees received promotions.

Vacancies listed on the report were: an Assistant Site Supervisor/Parent Coordinator at Vienna Early Learning Center; and a Teacher’s Aide at Egyptian Early Learning Center. Terri stated that we have already interviewed a Sub Teacher at Egyptian for the Teacher’s Aide Position and she has received that position.

Terri reviewed the list of Head Start Applicants, which was mailed out previously in the Policy Council Packets. Terri informed Policy Council Members if they know of any reason why we should not consider hiring an applicant on the list, to speak with her privately after the meeting. Terri asked if there were any questions. There were none.

Jeremy Staton, Policy Council Chairperson, asked for a motion to approve the Personnel Report.

Tina Sims, Alexander County Parent Representative, moved to approve the Personnel Report. Joe Nighswander, Johnson County Community Representative, seconded. All in favor. Motion carried.

2. Health Insurance Update

Terri stated that our health insurance runs from July 1st through June 30th each year. Our full time employees qualify for this benefit. Two years ago when the Affordable Care Act took affect, there was a 45% increase. Last year, we only took a 10% increase. This year, we received our renewal rates and they have increased 23%. We are still in negotiations with the Health Insurance Agency. This will have a major impact on the Head Start Budget.

B. Financial Report – J.P. Champion, Fiscal Officer

Due to the absence of the J.P. Champion, Fiscal Officer, Nancy Holt, Executive Director, gave the Financial Report.

1. Budget Comparison/Head Start Program Reports

Nancy reviewed the financial reports. Nancy stated that the Budget Comparison report is from January 1, 2016 through February 29, 2016. Total revenue received was $544,150 with expenses of the same, which leaves a balance to expend of $3,959,389. The Head Start Program Report is a detailed report of the budget comparison. Nancy asked if there were any questions. There were none.
2. USDA Report

Nancy reviewed this report. Nancy stated that this report covers the period October 1, 2015 through February 29, 2016. Total revenue was $159,743 with total expenses of $191,121 leaving a deficit of $31,378. The meals served for the month of February are listed on the report. Nancy asked if anyone had any questions. There were none.

3. Credit Card Report

Nancy reviewed this report. Nancy stated that this report shows the First National Bank of Omaha credit card expenditures which were $3,509.66. The other cards listed on the report are Wal-Mart, Lowes, Sam’s Club, and Kroger. This is for the month of February. Nancy asked if anyone had any questions. There were none.


Nancy reviewed this report. Nancy stated that for February, we are over documented by $51,253. Nancy asked if there were any questions. There were none.

Jeremy Staton, Policy Council Chairperson, asked for a motion to approve the Financial Report.

Tina Sims, Alexander County Parent Representative, moved to approve the Financial Report. Brenda McCall, Johnson County Parent Alternate, seconded. All in favor. Motion carried.

C. ERSEA Report – Sharity Gaddis, ERSEA Manager

1. Average Daily Attendance Report

Sharity reviewed the attendance reports for the month of March. Sharity stated that our goal is to have 85% daily attendance. For Traditional Head Start, we had 82%; for Early Head Start, we had 70%. The Home Based attendance will be presented at the next Policy Council Meeting.

When attendance falls below the 85% Average Daily Attendance, we are required by the Office of Head Start to analyze the causes of low attendance when a child misses more than three consecutive days. Sharity has put this in a report for the Policy Council to review. Sharity asked if there were any questions. There were none.

Jeremy Staton, Policy Council Chairperson, asked for a motion to approve the March Attendance Report.
Amber Derringer, Pope County Parent Alternate, moved to approve the Attendance Report. Brenda McCall, Johnson County Parent Alternate, seconded. All in favor. Motion carried.

2. Enrollment Report

Sharity reviewed the Enrollment Report. Sharity stated that the total funded enrollment for Head Start is 500; we have 463. We are at 9% of the allowed 10% in over-income children. When 60 calendar days or less remain in a program year, we are not required to fill the vacancies. We will continue to fill vacancies for the following sites: Cobden; Egyptian; Goreville; and Hardin. These sites follow the public school schedule, and will not be out until May. We have three vacancies at Cobden Early Learning Center and one vacancy at Hardin County Early Learning Center. The total funded enrollment for Early Head Start is 70; we have 70. We are at 4% of the allowed 10% in over-income children. The Early Head Start children will be served by Home Based Services for the Summer beginning on April 25th. Sharity asked if there were any questions. There were none.

Jeremy Staton, Policy Council Chairperson, asked for a motion to approve the Enrollment Report.

Joe Nighswander, Johnson County Community Representative, moved to approve the Enrollment Report. Cheslie Mays, Massac County Parent Representative, seconded. All in favor. Motion carried.

3. 2016 – 2017 Recruitment Update

Sharity stated that we need 334 applications for Head Start. We currently have approximately half of that amount. If the conversion grant goes through, we will need less applications for Head Start.

D. Center Updates – Jennifer Parks, Early Childhood Director

1. Education Outcomes

Jennifer stated that the Site Supervisors completed the Early Childhood Environmental Rating Scale (ECERS) and Infant/Toddler Environmental Rating Scale (ITERS) classroom observations. These are observations that rate the classroom environment. They are conducted twice per school year, during the Fall and Spring. Due to all the reviews and extra CLASS Observations being conducted through the ExceleRate Process, we have decided that one observation is sufficient for this school year unless there is an issue in the classrooms. The rating scale is 1 to 7 with 1 being inadequate, 3 being minimal, 5 being good, and 7 being excellent. Our agency has a goal to receive at least a 5 in each area. If a score falls below a 5 then the Site Supervisor will work
with that Teacher to improve their score. Our agency has an overall score of 6.44 for the ECERS, which is completed in the Head Start Classrooms. Our agency has an overall score of 6.85 for the ITERS, which is completed in the Early Head Start Classrooms. Jennifer asked if there were any questions. There were none.

Jennifer stated that the ExceleRate CLASS Reviews are all completed and we should receive the results of those soon. Each site will receive a Licensed, Bronze, Silver, or Gold Circle of Quality.

Jeremy Staton, Policy Council Chairperson, asked for a motion to approve the ECERS and ITERS Report.

Joe Nighswander, Johnson County Community Representative, moved to approve the ECERS and ITERS Report. Tina Sims, Alexander County Parent Representative, seconded. All in favor. Motion carried.

2. Family Fun & Fishing Day

Jennifer stated that we had great weather for the day. We had around 40 families participate. Some of the activities were a photo booth, crafts, fishing, and potting a plant.

E. Head Start Report – Angie Messmer, Early Childhood Administrator

1. Management Systems & Program Governance Review Update

Angie thanked the Policy Council for their participation in the Policy Council Interview that was conducted during the Management Systems & Program Governance Review. Angie stated that we haven’t received official written notification on the results of the review, but there were no indications that there were any findings.

2. Head Start Updates

Angie stated that the Conversion Grant has been submitted. If it is approved, we will begin to open new Early Head Start Classrooms at some of the sites. We now have permission for our attorney and the Metropolis School District’s attorney to discuss the Metropolis Primary School Building. Angie has been meeting with a contractor to discuss the repairs that need to be made on the building. The Policy Council will continue to meet through the Summer to plan for the next school year. Child care will be available.

3. Complaint Process
Angie reviewed the Complaint Process. Angie stated that this Complaint Process follows our grievance procedures that are in our Personnel Policies as well as our Head Start Performance Standards. This is posted in each Head Start Site. There are no proposed changes except for the Policy Council Approval Date. This needs approval annually by the Policy Council and the Board of Health. Angie asked if there were any questions. There were none.

Jeremy Staton, Policy Council Chairperson, asked for a motion to approve the Complaint Process.

Brenda McCall, Johnson County Parent Alternate, moved to approve the Complaint Process. Joe Nighswander, Johnson County Community Representative, seconded. All in favor. Motion carried.

4. Long/Short Term Goals

Angie stated that this will be tabled until the next meeting.

5. Menus

Angie stated that she will be working on revising the menus in the weeks to come. The menus have been set up in a cycle format for many years. The Nutrition Staff retype the menus and put them in a monthly format to send home to the families with the newsletter. Angie would like to change the menus to reflect a monthly format instead of the cycle menu format. Angie has researched other Head Start Program menus, the Performance Standards, and the CACFP Guidelines. She will also be checking with our Regional Office in Chicago. We have been receiving complaints about how the children do not like the food that we serve on the menus, but when we compared our menu to other Head Start Program menus, they are the same. We are required to serve food that is high in vitamins but low in salt and sugar and not processed. The recipes that we use must be standardized. We also have to be mindful of our budget and what we can spend on the food. Some of our sites in the schools eat with the school district. The school districts should follow the same CACFP Guidelines that we follow but some do not. Angie distributed a questionnaire to the Policy Council regarding menu planning. Angie stated that if you would like to assist her in revising the menus for next school year, please write your name and cell number at the bottom of the questionnaire.

VI. New Business

None

VII. Questions/Concerns/Comments

None
VIII. **Next Meeting Date**

The next Policy Council Meeting will be held on Monday, May 16, 2016

IX. **Adjournment**

With all business being concluded, Jeremy Staton, Policy Council Chairperson, asked for a motion to adjourn.

Brenda McCall, Johnson County Parent Alternate, moved to adjourn. Tina Sims, Alexander County Parent Representative, seconded. All in favor. Motion carried. Meeting adjourned at 9:57 a.m.

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Policy Council Chairperson