

**SOUTHERN SEVEN EARLY HEAD START/HEAD START
POLICY COUNCIL - MEETING MINUTES
Vienna Masonic Lodge - Vienna, IL
January 25, 2010
5:30 p.m.**

I. Call to Order

Grace Dalla, Policy Council Chairperson, called the meeting to order at 5:40 p.m.

II. Roll Call

Roll call was taken by Martha Garrett, Policy Council Secretary. A quorum was declared present.

III. Introductions and Welcome to Members

Grace Dalla, 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 December 14, 2009, which were mailed out previously in the Policy Council Member Packets. Grace Dalla, Policy Council Chairperson, asked if there were any questions or corrections to the minutes. There were none.

Grace Dalla, Policy Council Chairperson, asked for a motion to approve the minutes from December 14, 2009.

Julie Brookshier, Massac County Parent Representative, moved to approve the minutes from December 14, 2009. Martha Garrett, Pulaski County Parent Representative, seconded. All in favor. Motion carried.

V. Reports

A. Personnel Report - Diana Swinford, 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 was one new hire. Diana reported on terminations. There were none.

Diana reported on the other personnel changes and vacant positions. Four employees received a temporary increase in hours and a change in supervisor; one employee received a change from partial year, full-time to partial year, part-time; one employee received a change from partial year, full-time to regular, full-time; one employee received a promotion; one employee will continue being on lay off status until further notice; three employees received 2 Years of Service Increases; and one employee received a 5 Years of Service Increase. Vacancies listed on the report are: a Site Supervisor/Parent Coordinator Position at Pope County Head Start; one Teacher's Aide Position at Rustic Head Start; a Health Services Specialist Position at the Administrative Office; two Substitute Teacher Positions; one Teacher's Position at Union County Early Learning Center/Anna; two Early Head Start Teacher's Positions and one Program Assistant Position at Cairo Head Start; one Teacher's Position at Mounds Head Start; and Sub Bus Drivers are always needed.

Diana reviewed the list of Head Start Applicants, which was mailed out previously in the Policy Council Packets. Diana asked if there were any questions. There were none.

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

Julie Brookshier, Massac County Parent Representative, moved to approve the Personnel Report. Lisa Simmons, Johnson County Parent Alternate, seconded. All in favor. Motion carried.

B. Financial Report - Debbie Musgraves, Fiscal Officer

1. Budget Comparison

Debbie reviewed this report. The report covers the period January 1st through December 31st. Debbie stated that December was the end of the fiscal year for the basic Head Start Program. The Federal Government gives us three months following the end of the year to close out this grant. We have received revenue in the amount of \$4,161,777 with expenses totaling the same. Debbie asked if there were any questions. There were none.

2. Early Childhood Division Head Start Programs

Debbie stated that this is a detailed report of the Budget Comparison. The Administrative Percentage through November was 15%. Debbie asked if there were any questions. There were none.

3. Early Childcare Division ARRA Award

Debbie reviewed this report. Debbie stated that this report reflects ARRA Grant Funds spending. The ARRA Grants run from July 1, 2009, through September 30, 2010. This report covers the period July 1st through December 31st. We have had expenses of \$127,565, which leaves revenue of \$188,163. Debbie asked if there were any questions. There were none.

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

Debbie reviewed this report. Debbie stated that this 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. The report lists our expenses and revenue for the period July 1, 2009, through December 31, 2009. Total revenue was \$139,134. Total expenditures were \$140,822 for excess of revenue over expenditures of -\$1,688. Debbie asked if anyone had any questions. There were none.

5. USDA Report

Debbie reviewed this report. Debbie stated this report runs from October 1st through September 30th. This report lists our expenses and revenue for the period October 1, 2009, through December 31, 2009. We have received reimbursement from USDA in the amount of \$91,743, with excess of revenue over expenditures of \$10,451. The number of meals served for the month of December is listed at the bottom of the USDA Report. Debbie asked if anyone had any questions. There were none.

6. Head Start In-Kind Report

Debbie reviewed the In-Kind Report. Debbie stated that we have asked for a \$67,000 waiver. We compared how many volunteers we had from last year to this year and found that we had 222 less volunteers this year than last year. The economy has played a big part in the loss of volunteers. This report is from January through December, 2009. We have earned \$992,811. Our 20% requirement is \$1,061,319. We are under by \$68,508. Debbie asked if anyone had any questions. There were none.

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

Julie Brookshier, Massac County Parent Representative, moved to approve the Financial Report. Karen Cox, Massac County Community Representative, seconded. All in favor. Motion carried.

Debbie stated that each year we only receive a portion of our next year's Head Start Grant. We just received notification that we have been awarded all the funding for the 2010 Head Start Grant.

7. Audit Review

Debbie distributed copies of the Audit Report to the Policy Council. Debbie stated that there are different sections of the Audit Report. On pages 1 and 2 is the Independent Auditor Report. This report is unqualified which means that there were no findings. The following are items that must be reported on in every audit. Page 3 is the Report on Internal Control. They have looked at our processes and watched us in action and they didn't find anything wrong. The first few statements

are for the entire agency. Page 5 is the basic Statements of Net Assets. Page 6 is the Statement of Activities. Page 7 is the Statement of Cash Flows. Pages 8 through 14 are the Notes to the Basic Financial Statements. This lists all of the programs that Southern Seven runs, with a small description of each. It then describes things that are donated to our agency, our revenue, our accounts receivable, property taxes, and prepaid expenses. This also includes comments on each of the above and provides information. Page 24 is the Schedule of Revenues Received. This comes mainly from grants, but we do have some local support which is Real Estate Taxes and TB Taxes. Some other revenues are mainly public health fees and interest. Page 26 is the Schedule of Operating Expenses. This shows everything we pay for. Page 27 is the Schedule of General and Administrative Expenses. These are shown separately from the other programs. Page 28 is the Schedule of Revenue and Expenses divided according to their funding source. The U. S. Department of Health and Human Services is all the Head Start Programs; the Illinois Department of Human Services includes our WIC, Family Planning, Case Management Programs, and the fees from our Healthy Kids Program; and the Illinois Department of Public Health is our basic Public Health Grant. Beginning on page 29, the report breaks down each individual section; The Head Start Programs are listed on this page. There are some things that we are required to include in the audit for Head Start. Page 35 is the Cash Basis Report. Head Start runs on a calendar year but the agency runs on a fiscal year, which is July 1st through June 30th. This report reflects the calendar year. Page 36 is an audit of the Financial Status Report number 269. This report is required for Head Start. Page 37 is the Reconciliation of Financial Status Report, and page 41 is the Federal Compliance Section. Included in this section are the Compliance Report and the Internal Control Over Compliance Report. Page 43 is the Schedule of Expenditures of Federal Awards. The Head Start Program will be audited each year. On page 47 it states that there were no findings that need to be reported. Debbie asked if there were any questions. There were none.

C. Enrollment Report - Terri Stewart, ERSEA Specialist

1. Enrollment

Terri reviewed the Southern Seven Head Start Enrollment Report. Terri stated that each site is listed in the first column. If you follow the numbers across, we have children that are enrolled and children that are entered. The enrolled children are the ones we have accepted and their parents are working on completing their health requirements before they can walk through the door. The entered children are the ones who have their health requirements met and have attended at

the site. The enrolled and entered children are broken into two groups: income eligible and over-income. The total number of children is 549. We are funded for 550 children. At the time of this report, we have one opening at Union County Early Learning Center/Jonesboro. The federal government allows us 30 days to fill the opening. We are serving 7% of over-income children; we are allowed 10%.

The next page of the report shows enrollment for Early Head Start. Listed new on the report are the numbers for the ARRA Early Head Start Expansion Classroom at Cairo Head Start. We have 8 slots for this classroom. These numbers have to be reported on separately from the Early Head Start Grant. The total funded enrollment is 62; we have 62. We are at 8% of the 10% of over-income children allowed. We have 4 children who are enrolled in daycare only. Three of those children are 6 weeks to 3 years old and one child is 3 to 5 years old. The total funded enrollment for Pre-K is 60, and we have 57. Terri asked if there were any questions. There were none.

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

Karen Cox, Massac County Community Representative, moved to approve the Enrollment Report. Kathy Tellor, Alexander County Parent Representative, seconded. All in favor. Motion carried.

2. Average Daily Attendance

Terri reviewed the attendance report for the month of December. Terri stated that our goal is to have 85% daily attendance. For Traditional Head Start, we had 85.25%. For Early Head Start, we have 66.58%. Rustic Early Head Start will always have a low attendance due to the college students and their class schedules. For the Pre-K Programs, we have 83.84%. Terri stated that when our enrollment falls below the 85% daily attendance, we are required by the Office of Head Start to analyze the causes of the low attendance when a child misses more than three consecutive days. Terri will put the reasons for the children's absence in our ChildPlus System so that she can monitor this more closely. Terri has also put this in a report for the Policy Council to review. Terri asked if there were any questions. There were none.

Grace Dalla, Policy Council Chairperson, asked for a motion to approve the Average Daily Attendance Report.

Lisa Simmons, Johnson County Parent Alternate, moved to approve the Average Daily Attendance Report. Martha Garrett, Pulaski County Parent Representative, seconded. All in favor. Motion carried.

3. Eligibility Criteria

Terri reviewed the proposed changes to the 2010-2011 Selection Criteria, which was mailed out previously in the Policy Council Packets. Terri stated that each year the Policy Council and the Board of Health is required to review the Selection Criteria. This helps us rank children in order of need for services. We want to make sure that we are serving the families with the greatest need for our program. The changes and updates that we propose were recommended by the ERSEA Committee. The changes are reflective of the findings from the Community Wide Strategic Plan and Needs Assessment. The proposed changes are as follows:

- Heading - **Add** EHS/HS/PK/DC to represent all early childhood programming options.
- Age - **Add** prenatal points for Early Head Start option (15 points). Points are weighted to serve pregnant mothers and younger infants so that families receive the maximum benefit of Early Head Start. For Head Start and Pre-K, points are weighted to serve older children to assist with kindergarten readiness skills.
- Income - **Add** TANF/SSI/Foster to income points due to the family being categorically eligible for services if they receive these benefits.
- Parental Status - **Remove** two parents in household as an option for points. Points are weighted for children residing in foster homes, living with grandparents or other relatives, and one parent in household.
- Disabilities - **Increase** the point value for child with potential or suspected disability from 2 to 3 to ensure that we are enrolling children with possible disabilities. Points are weighted for children with diagnosed disabilities.
- Other Factors - **Add** option for parent that is presently or previously a teen parent for points. Current form points were only awarded for parent age 17 or less. **Add** more specifics to other child issues such as premature of 1 month or more and new baby in family less than 1 year of age.

Terri asked if there were any questions. There were none.

Grace Dalla, Policy Council Chairperson, asked for a motion to approve the 2010-2011 Selection Criteria.

Julie Brookshier, Massac County Parent Representative, moved to approve the 2010-2011 Selection Criteria. Lisa Simmons, Johnson County Parent Alternate, seconded. All in favor. Motion carried.

D. Program Report - Ruth Ann Ramey, Program Services Director

1. Program Report

Ruth Ann stated that the Program Reports are included in your Policy Council Packets each month. Angie stated that you will find specific information that will reflect the Head Start Performance Standards. For example, the percentages listed in the Special Needs Specialists report or the Nutrition Specialists report. Each service area is monitored monthly by Ruth Ann.

2. Self-Assessment

Ruth Ann stated that due to the results of the ITERS and the ECERS done at each site, there will be a training for the Education Staff, which is scheduled for February 11th, to enhance the Learning Center Area of the classrooms. In preparation for the Triennial Review, we did a lot of the things that are required for the Self-Assessment such as: conducted safety reviews at each site; completed file reviews, completed classroom, playground, and facility reviews; conducted a parent interview; monitoring is on-going; conducted two nutrition reviews; rode each bus and critiqued each driver; conducted Head Start Standards Training to all staff; reviewed all policies and procedures; each Service Team and Administrator completed Protocol Books; and a meeting was conducted with the Administrators, Board of Health Members, and Policy Council Members. We will conduct another classroom review and safety review at each site. After this, the Self-Assessment will be completed for this year. Ruth Ann told the Policy Council Members if they are interested in assisting with either the classroom or safety reviews, to please put their name, site, phone number and which review they are interested in on the paper she has circulating. We will then contact you and schedule a time and date that works best for each of the participants. Janice Taylor, Family Involvement Coordinator, stated that she will ask the parents at the Parent Meetings if they would like to participate.

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

1. Triennial Review Updates/Background Checks

Angie stated that, according to the Head Start Act, all staff must have a criminal background check before they are hired. DCFS Licensing requires all staff to complete a background check which includes fingerprinting. Even though the DCFS Standards state that staff can be hired but not left alone with children, the Head Start Act requires clearance before they are hired. Therefore, we will have to complete this step before we can hire staff. This process could take six to eight weeks. The result of the Triennial Review enforces this requirement as well. The concern is that we will have trouble filling positions if potential employees have to wait six to eight weeks before they know for sure if they have a job or not. We do not have the official report back from Washington, D.C. yet. We have been trying to investigate this and figure out what to do. With the new ARRA Grant funds for Early Head Start Expansion, the government wants the money spent fast. We received the money at the beginning of December and had the classroom ready and licensed by the end of December. Now, with this background check situation, we have to wait six weeks before we can hire Teachers for that classroom. We have been conducting interviews for our vacant positions and informing the applicants of the situation.

2. Van Bids

Angie stated that under the ARRA Grant for Early Head Start Expansion, part of the equipment we asked for was a new van. We use vans to transport parents and children to medical appointments, to do recruitment, to transport staff and parents to trainings, etc. We put out a bid that was open on January 7th. Two vendors submitted bids. They are Wright Automotive from Hillsboro, IL, who bid \$18,989 and Linwood Motors from Metropolis, IL, who bid \$21,970. One adjustment needs to be made to the bid price from Hillsboro, IL. It should be \$19,320 instead of \$18,989. This new price includes air conditioning for the back of the van. The bid from Wright Automotive is lower than the bid from Linwood Motors so the recommendation is to accept the bid from Wright Automotive. This has to be approved by the Board of Health but it also needs Policy Council Approval.

Grace Dalla, Policy Council Chairperson, asked for a motion to approve the bid from Wright Automotive in Hillsboro, IL for \$19,320.

Julie Brookshier, Massac County Parent Representative, moved to approve the bid from Wright Automotive in Hillsboro, IL for \$19,320. Kathy Teller, Alexander County Parent Representative, seconded. All in favor. Motion carried.

3. Additions

Angie stated that during the month of February, Heart Smart will be doing Presentations at the Parent Meetings. There will be cooking demonstrations and a small presentation on a nutritional topic.

The Johnson County Early Learning Center is going through NAEYC Accreditation. NAEYC stands for the National Association for the Education of Young Children. To be accredited means that the center is a high quality child care center and it has national approval. The NAEYC Accreditation Team will be arriving to conduct the office monitoring review between the end of February and the beginning of March. They give us a 15 day window and they will arrive sometime within those 15 days. Union County Early Learning Center/Jonesboro is NAEYC Accredited and Egyptian Early Learning Center was accredited before we moved into the school district. We are working on reapplying for accreditation at Egyptian. Obtaining accreditation says a lot for our staff and Head Start Centers. A lot of things the centers do are not always publicized as much as they should be. Angie stated that as parents, you should feel good knowing that you are sending your child to a center that takes the time and effort to assure things are done correctly.

Goreville Early Learning Center, Johnson County Early Learning Center, and Union County Early Learning Center/Jonesboro, has some extra faces in their Pre-K Classrooms. We are working with SIU to allow Teacher Practicum's to be done in our classrooms. SIU feels that we have quality classrooms and have chosen us to place teacher candidates to complete their practicum's and get ready for their student teaching. The classrooms will also be used for student teaching classrooms. The students who are doing the student teaching that have already had pre-school experience will do their student teaching in a first and third grade classroom. The students that have had first and third grade experience will do their student teaching in the pre-school classroom.

The Fishing Day is an annual event for all of our Head Start Families to get together for a day of fishing and fun. It is scheduled on a Saturday during the month of April. We will let you know when a date is finalized. It will be located at the pond at Shawnee Community College. A light lunch will be served. We are in the process of planning the events for this day. If anyone would like to serve on

the Fishing Day Committee, please let Janice Taylor, Family Involvement Coordinator, or Kevin Bohnert, Early Childhood Director, know.

VI. New Business

None

VII. Questions/Concerns/Comments

One parent asked when the last day for children would be. Angie stated that the last day for children in Head Start is April 27, 2010. The three Pre-K Classrooms at Goreville Early Learning Center, Johnson County Early Learning Center, and Union County Early Learning Center/Jonesboro will run with the school districts until the end of May.

VIII. Next Meeting Date

The next Policy Council Meeting will be held on Monday, February 22, 2010.

IX. Adjournment

With all business being concluded, Grace Dalla, Policy Council 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 6:35 p.m.

Policy Council Chairperson