

**SOUTHERN SEVEN EARLY HEAD START/HEAD START
POLICY COUNCIL - MEETING MINUTES
Vienna Masonic Lodge - Vienna, IL
December 14, 2009
5:30 p.m.**

I. Call to Order

Grace Dalla, Policy Council Chairperson, called the meeting to order at 5:35 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 November 16, 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 November 16, 2009.

Tamara Clausen, Pulaski County Parent Representative, moved to approve the minutes from November 16, 2009. Julie Brookshier, Massac 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 two resignations.

Diana reported on the other personnel changes and vacant positions. One employee received a 5% increase for working dual positions; one employee received a change in supervisor; one employee received a promotion to a Teacher position; one employee received a status and title change; one employee's hours increased from 20 to 25 per week; and one employee received a temporary assignment on October 22nd that ended on October 29th. Vacancies listed on the report are: an Assistant Site Supervisor/Parent Coordinator Position at Union County Early Learning Center/Anna; a Site Supervisor/Parent Coordinator Position at Pope County Head Start; two Teacher's Aide Positions at Rustic Head Start; Health Services Specialist Position at the Administrative Office; two Substitute Teacher Positions, 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.

Sharon Burris, BOH/PC Crossover 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

1. Budget Comparison

Debbie reviewed this report. This report covers the period January 1st through November 30th. We have received revenue in the amount of \$3,721,409 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 October 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. These ARRA Grants run from July 1, 2009, through September 30, 2010. This report covers the period July 1st through November 30th. We have had expenses of \$95,389, which leaves revenue of \$220,339. 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 November 30, 2009. Total revenue was \$116,687. Total expenditures were \$116,727 for excess of revenue over expenditures of -\$40.00. Revenue for the Pre-K and Prevention Initiative Programs has been accrued but no payments have come yet from the state. 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 November 30, 2009. We have received reimbursement from USDA in the amount of \$37,393, with excess of revenue over expenditures of \$6,837. This is because all expenses that were paid in October were posted back to September to close out the previous year. The number of meals served for the month of October 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 she has received some In-Kind for November and has started processing it but it is not reflected on this report. This report is from January through October, 2009. We have earned \$758,611. Our 20% requirement is \$853,730. We are under by \$95,119. We will have to submit a letter of waiver. Debbie stated that since she began working in Head Start, this is the very first time we've had to submit a letter of waiver. Debbie asked if anyone had any questions. There were none.

7. Credit Card Report

Debbie reviewed this report. Debbie stated that the Head Start Reauthorization Act requires all agencies that have credit cards to create a report showing the Credit Card Expenses. Debbie does two different reports. This one is for the Policy Council and shows Head Start expenses by direct Head Start Staff or by any Administrative Staff that contributes or helps the Head Start Program. For the month of November, we had \$2,456.27 of expenses. 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.

C. Center Updates - Kevin Bohnert, Early Childhood Director

1. Center Updates

Kevin reviewed the Program Goals with the Policy Council. Kevin stated that the Program Goals are included at the end of the Community Assessment. These goals will reflect the strategic direction our agency will take for the next several years. These goals were set last spring. We have seven Short Term Program Goals and nine Long Term Program Goals. The Short Term Program Goals we hope to attain within this school year. The Long Term Program Goals are to be reached during the next three years. Staff, community members, parents, and families were involved in creating these goals. These goals are set to help our program to serve the needs of our families better.

Short Term Program Goals number one and three are to acquire NAEYC Accreditation at Rustic Head Start and to renew NAEYC Accreditation at Johnson County Early Learning Center. NAEYC sets national standards for Early Childhood Programs. It is a year long process to receive NAEYC Accreditation. At Johnson County Early Learning Center, we have submitted all the paperwork necessary to renew the NAEYC Accreditation. In February or March a person will come from Washington to do a review. At Rustic Head Start, we have started the necessary paperwork to begin the NAEYC Accreditation Process.

Short Term Program Goal number two is to continue to explore transportation options with local School Districts to provide cost effective services throughout the service area. This year, we were successful in partnering with Pope County School District to provide transportation to our children.

Short Term Program Goal number four is to attain full enrollment on the first day of classes, August 18, 2009. This goal was reached. We are planning and recruiting for next year so that we may obtain this goal again next school year.

Short Term Program Goal number six is to establish financial literacy training opportunities for parents. Janice Taylor, Family Involvement Coordinator, stated that Southern Seven has received a program called Money Smart through FDIC. This will be available to all parents to learn about finances, borrowing money, home ownership, expenses, etc. Short Term Program Goal number seven is to partner with Heart Smart to provide parent training opportunities that focus on healthy lifestyles. In October, we did partner with Heart Smart and they came to all of our Parent Group Meetings and did healthy cooking classes. They are scheduled to come to all the Parent Group Meetings again in February. Kevin stated that these goals came from the results of the Parent Surveys from last school year.

Long Term Program Goal number four is to promote the awareness of healthy living and eating with children and their families. We continue to revise our menus, work with the school districts that provide food for our children, work on the community garden, etc.

Long Term Program Goal number one is to explore expansion of full day/full year services for Early Head Start. Angie stated that we had an opportunity in July of this year to write for an Early Head Start Expansion Grant for Cairo Head Start. We received notification that we were awarded the grant for eight additional Infant/Toddler Children. This will be a full day/full year service. The current Early Head Start Program we have is also full day/full year but due to the lack of attendance during the summer, we enroll those children into the Home Based Program for those few months. We re-evaluate this each year to make sure that it still meets the needs for our families. The new classroom will open in January or February.

Long Term Program Goal number seven is to evaluate current program services and continue to explore program options to provide the most cost effective program delivery. This relates to Short Term Program Goal number two with partnering with the school districts on transportation. We are always looking at those areas that cost us the most to operate to see where we can save money while maintaining quality programming for our children. This goal is not just focused on transportation but other areas as well. Twice per year, the Management Team, which consists of the Early Childhood Administrator, the Early Childhood Director, the Program Services Director, the Service Team, and the Site Supervisors, reviews the budget, what money we spend, and our service delivery to see if there are better ways to do things.

Kevin stated that it is vital to have Policy Council input into these goals. We want to keep you updated on how we are attaining these goals.

D. 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 in 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 had four openings, but the federal government allows us 30 days to fill those openings. Most of these openings are Early Head Start Children who will turn 3 years old and transition into Traditional Head Start. We have 7% of over-income children; we are allowed 10%.

The next page of the report shows enrollment for Early Head Start. The total funded enrollment is 62; we have 62. We are at 6% 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 58. 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. Julie Brookshier, Massac County Parent Representative, seconded. All in favor. Motion carried.

2. Average Daily Attendance

Terri reviewed the attendance report for the month of November. Terri stated that our goal is to have 85% daily attendance. For Traditional Head Start, we had 83.02%. For Early Head Start, we have 77.05%. 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 87.01%. 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.

Sharon Burris, BOH/PC Crossover Representative, moved to approve the Average Daily Attendance Report. Tamara Clausen, Pulaski County Parent Representative, seconded. All in favor. Motion carried.

E. Education Outcomes - Nita Plott, Education Specialist

1. Education Outcomes

Nita reviewed the Education Outcomes Report that was mailed out previously in the Policy Council Packets. Nita stated that this report summarizes the ongoing assessment that the Teachers do with the children. This ongoing assessment is done three times per year, fall, winter, and spring. This is ongoing because the children give the teachers work samples throughout the year and it is a continual process that the teachers collect from the children. The ChildPlus Report number 5210 shows the percentages. We have to collect samples on 30 objectives from our children. The different categories are Forerunner, Step 1, Step 2, and Step 3. Forerunner represents the beginning levels of learning for children. Two percent of the children were at the Forerunner 1 level; 3% were at the Forerunner 2 level; 11% of the children were at the Forerunner 3 level; 50% of the children were at Step 1; 26% of the children were at Step 2; and 7% of the children were at Step 3. ChildPlus Report number 5430 shows the count and percent of ratings for children in each objective category.

The next report is the results of the ECERS and ITERS. The ECERS is the Early Childhood Environment Rating Scale used in the 3-5 year old classrooms and the ITERS stands for Infant/Toddler Environmental Rating Scale for the EHS classrooms. This is the classroom observation tool that Southern Seven has chosen to use to show growth and progress in the classroom in several areas as well as areas that may be in need of improvement. These observations are done twice per year. The rating scale is from 1 to 7, 1 being inadequate, 3 being minimal, 5 being good, and 7 being excellent. The Head Start and Pre-K ECERS score was 6.68%. The Early Head Start ITERS score was 6.68%. When scores are around the 5 level, we will work with the Site Supervisor and create an action plan for each of the areas that are low to help get the numbers up higher. We will work with the classroom and the teaching teams to make sure their questions are answered, offer training if they need it, and mentor them. Nita asked if there were any questions. There were none.

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

Tamara Clausen, Pulaski County Parent Representative, moved to approve the Education Outcomes Report. Julie Brookshier, Massac County Parent Representative, seconded. All in favor. Motion carried.

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

1. Self-Assessment

Angie stated that even though we have just completed the Triennial Review, we still have to conduct a Self-Assessment. Ruth Ann Ramey, Program Services Director, will be giving the Policy Council information regarding Self-Assessment at a later time. A lot of things were completed for the Self-Assessment while we were getting prepared for the Triennial Review.

2. Early Head Start Expansion at Cairo Head Start

Angie stated that she mentioned this earlier. We are in the process of ordering equipment and looking at applications. We have only served children 6 weeks and up for Early Head Start but with this new expansion, we will serve prenatal to 3 years.

3. Triennial Review

Angie stated that the review went very well. We would like to thank all the Policy Council Members, Parents, and Community Representatives that participated in the interviews. The Review Team visited all the sites except for Goreville. There were three things that they found. Two of the three were corrected on-site. The playground sheds at Rustic Head Start and Joppa Head Start needed to be painted. They were painted and it will go on the report as corrected on-site. The other one was our background check process. We are not sure this is an issue, they may have not been happy with the company we use, however, the company we use was recommended by our insurance carrier. We conduct background checks on all our applicants before they are hired and allowed to be left alone with the children. This is an unofficial report. The official report should be completed in six to nine weeks.

4. Board of Health/Policy Council Joint Training

Angie stated that the Board of Health/Policy Council Joint Training was held December 3, 2009. The packet that Angie gave during the training was not complete. She will give all the members a completed packet. Some of the information that is included in the packet is information regarding the roles of the Board of Health, the roles and responsibilities of the Policy Council, information on the Board of Health/Policy Council Crossover Member, etc.

5. Reports

Angie stated that in your Policy Council Packet, you will find reports from each member of the Service Team that gives you information on the different service areas. There are also reports from the Site Supervisors that gives updates from the sites. There are also minutes from the Education/Special Needs Meeting and the Health Services Advisory Meeting that other parents attend. There is newspaper articles relating to Head Start included in your packet.

6. New Bus

Angie stated that we are getting a new bus. The bid was approved at the last Board of Health Meeting following the Policy Council approval a few months ago. The new bus will arrive on Wednesday, December 16th. It will be placed at Union County Early Learning Center/Anna Site.

7. Meeting Dates in January and February

Angie stated that because of the holidays during these two months, the Policy Council Meeting dates need to be changed. The Policy Council voted to change the dates to January 25th and February 22nd.

Grace Dalla, Policy Council Chairperson, asked for a motion to approve the Policy Council Meeting dates for January 25, 2010 and February 22, 2010.

Julie Brookshier, Massac County Parent Representative, moved to approve the Policy Council Meeting dates for January 25, 2010 and February 22, 2010. Tamara Clausen, Pulaski County Parent Representative, seconded. All in favor. Motion carried.

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

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

VI. New Business

None

VII. Questions/Concerns/Comments

None

VIII. Next Meeting Date

The next Policy Council Meeting will be held on Monday, January 25, 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. Karen Cox, Massac County Community Representative, seconded. All in favor. Motion carried. Meeting adjourned at 6:30 p.m.

Policy Council Chairperson