

HS/EHS POLICY COUNCIL MEETING

August 24, 2021

P.C. Members present via Zoom: Mandy Anderson, Heidi Crouse, Maryam Ally-Santos, Lisa Sorensen, and Eugene Meiners, NOI Board President. In-Person: Amber Peplinski.

Staff present: Tonya Weber, HS/EHS Director, Sheri Mertz, CFO, and Pam Stanzyk, HS/EHS Office Coordinator.

Eugene Meiners called the meeting to order at 6:08 p.m.

Roll Call

Financial Reports

The following financial reports were reviewed with the Policy Council:

- 1) HS/EHS June and July 2021
- 2) EHS Center Based June and July 2021
- 3) CRRSA/ARP June and July 2021
- 4) All Credit/charge card activity for June and July 2021

There was a general discussion of various line items. It was noted that Head Start/Early Head Start is 58% through the program year (07CH010517) and EHS Center Based is 33% through program year (07HP000122). Discussion was held regarding projects being classified as building maintenance such as the Perry parking lot and signage at both Carroll and Perry. These projects will be expensed directly to the grants/funds by space allocation and not capitalized. Non-Federal (In-Kind) continues to be monitored closely due to the difficulty of obtaining the match especially during COVID. Additional waivers may need to be requested.

A motion was made by Lisa Sorensen and seconded by Mandy Anderson to accept the reports as presented. Motion carried.

Policy Council Minutes

May 25, 2021, minutes were reviewed. Mandy Anderson motioned to approve the minutes as read. Maryam Ally-Santos seconded. Motion carried.

Program Report

Tonya summarized the following items on the June and July 2021 Head Start/Early Head Start Program Report: HS/EHS Enrollment and Attendance; HS/EHS Education & Disabilities; Communication; Staff Openings; Volunteer/Parent Involvement; In-Kind; Child Abuse and Mandatory Reporting; CACFP Reimbursement; and Health.

Health & Safety

Staff completes weekly and monthly checks. There were no corrected or uncorrected reports to share.

NOI Board Minutes

May 27, 2021, and June 24, 2021, minutes were shared. There were no questions or concerns.

Committee Reports

Tonya presented the Self-Assessment Report and Program Improvement Plan. The report shows the 2020-2021 program strengths and challenges. The Improvement Plan shows the 2021-2022 goals. Amber Peplinski motioned to approve the Self-Assessment Report and Program Improvement Plan. Lisa Sorensen seconded. Motion carried.

IM/PI Alerts

The following IM's were reviewed.

ACF-IM-HS-21-02: Group Health Insurance Plan Premiums for Furloughed Employees

ACF-IM-HS-21-03: Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees

ACF-IM-HS-21-04: Terminology Changes

School District Partnership Agreements

Tonya continues to receive signed School Partnership Agreements. There were no changes to the agreements.

HS/EHS Continuation Grant 12/1/21-11/30/22

Tonya presented the application for year 5 of the 5-year HS/EHS Continuation CH Grant (12/01/21 – 11/30/22). The Grant includes the application, budget justification and budget narrative. The NOI Board approved the submission of the grant application at their meeting last week.

The following was noted:

1. An unfunded 2.5% cost of living increase is included in the budget.
2. The consolidation of the CH and HP grants is still being pursued.
3. The proposed budget does not have any capital expenditures as presented but noted we will continue to prioritize the capital needs and request any necessary amendments as funding becomes available.

Heidi Crouse motioned to approve the submission of the grant application and seconded by Mandy Anderson. Motion carried.

HS/EHS Training and Technical Assistance Plan and Budget

Tonya presented the 2021-2022 HS/EHS Training and Technical Assistance Plan and Budget. Funding for Head Start and Early Head Start is \$25,196 and \$11,413, respectively. The plan is based on the results of the self-assessment, community assessment, and program goals.

Lisa Sorensen motioned to approve the Training and Technical Assistance Plan and Budget. Mandy Anderson seconded. Motion carried.

HS Fall Programming Schedule

The 2021-2022 Fall Programming was reviewed. It was noted that Head Start is federally funded for 247 and all efforts are being made to safely return to fully funded levels. Lake City will be AM session only and Schaller will have one classroom this year.

Maryam Ally-Santos motioned to approve the 2021-2022 Fall Programming Schedule. Heidi seconded. Motion carried.

HS/EHS Policies & Procedures – Updates/changes

Tonya presented a summary of the updates and changes to the HS/EHS Policies and Procedures.

Mandy Anderson motioned to approve all updated policies. Heidi Crouse seconded. Motion carried.

CACFP Agreement – Review

Tonya reviewed the CACFP Agreement with Policy Council members. There were no changes to the agreement.

Lisa Sorensen motioned to adjourn the meeting at 7:04. Heidi Crouse seconded. Motion carried.

Next Policy Council Meeting – September 28, 2021 – 6:00 PM