

Policy Council Minutes

09.07.23

VOTING MEMBERS PRESENT: Udana Arceo, Dawne Letourneau, Francisca Herrera- Dominguez, Macy Young, Tricia Fry, Shelly Peters, Jenny Reyes.

NON-VOTING MEMBERS PRESENT: Sarah Crowley, Linda Loret, Lesa Larson, Shanna Rector, Jasmine Corral, Tasha Phillips, Casy Ziegler.

MEMBERS ABSENT: Scott Gardner, Stephanie Armer, Chelsea Luffman, Brittanie Most, Kelly Mobray, Jennifer Svaty, Chelsey Copeland, Alexis Minick, Adrianna Nondorf.

CALL TO ORDER: Casy Ziegler called the meeting to order at 5:01 p.m.

CORRECTION/ADDITIONS TO THE AGENDA: Linda Loret stated there are two new Information Memorandums to present. Udana Arceo motioned to approve the Consent Agenda Items as presented. Jenny Reyes seconded the motion; motion passed.

APPROVAL OF CONSENT AGENDA ITEMS: Dawne Letourneau motioned to approve the Consent Agenda Items as presented. Udana Arceo seconded the motion; motion passed.

TRAINING POLICY COUNCIL OVERVIEW: Casy reviewed pages 22 and 23 of the Policy Council training booklet. Casy shared we would be electing parent officers in October and urged PC members to review the information and to consider nominating themselves if interested. Lesa will provide additional training next month.

DIRECTOR UPDATE – RENOVATIONS (PPT): Postponed to October meeting.

OLD BUSINESS: No old business.

NEW BUSINESS:

PIR Report

Casy explained that the PIR is the Program Information Report that is due August 31 and submitted every year to the Office of Head Start. It is a summary of the services provided over the past year. She reviewed both the Early Head Start and Head Start report summaries.

New Policy

Environmental Audit for Potential Pollutants

Casy reviewed the new policy *Environmental Audit for Potential Pollutants*, which ensures all facilities where children are served are, at a minimum free from pollutants, hazards, and toxins that are accessible to children and could endanger children's safety. Udana Arceo motioned to approve the Agenda Policy as presented. Tricia Fry seconded the motion; motion passed.

Five Year Goals

Lesla Larson reviewed the Five Year Goals of Heartland Early Education. We are entering year four. She explained that as the school year continues, the leadership team will develop additional action steps for the Five Year Goals, which will be presented and updated throughout the year.

Federal Review

Lesla Larson shared Heartland will have a federal review this year. She discussed **ACF-IM-HS-23-04 – Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients**. During this program year, Heartland Early Education will go through the federal review process. Last year, we completed Focus Area 1 (FA1) virtually. This year will be Focus Area 2 (FA2). This review will be conducted using a hybrid model (on-site and virtual). We will know 45-60 days in advance. This Information Memorandum gives a review of the process.

In addition, grant recipients will have the opportunity to self-record and submit their own videos to be reviewed by the federal team or request an on-site CLASS observation review.

Under Enrollment Plan

We are in the middle of an Under Enrollment Plan because we weren't able to meet our required enrollment numbers due to lack of staff. We will have one year to work our plan to meet our numbers. Many Head Start programs across the USA are challenged with similar issues of under enrollment. We have set goals to work towards our enrollment plan and will regularly review our goals at Policy Council. Lesla urged PC members to help recruit staff and talk about our program with others. We have a Heartland Job fair on September 20th from 9am to 11am.

Request to apply for budget revisions to purchase small bus

Heartland Early Education is applying to the Federal Department of Health and Human Services Administration for Children and Families for a budget revision to the 2023-2024 Head Start grant that serves qualifying low-income families. The budget revision request will transfer funds from the Personnel and Fringe Benefits category due to under employment during the current school year, to the Equipment category to purchase a 14 passenger micro bird school bus at an estimated cost of \$96,840. No new funds are awarded. Dawne Letourneau motioned to approve the Budget Revision Agenda as presented. Jenny Reyes seconded the motion; motion passed.

Request to apply for carryover fund for two outdoor shelters

The Outdoor shelter project for Salina main building and a smaller awning project at the Salina Education Center for the Head Start Classroom was initiated January 2023. Carryover funds of \$145,000 will transfer from the Personnel and Fringe Benefits category due to under employment during the 2022-2023 grant year. The Head Start Program Performance Standards allow transfer not exceeding 10% from the category to another category without an approved budget revision. Jenny Reyes mentioned looking into a ramp. Udana Arceo motioned to approve the carryover and budget revision. Jenny Reyes seconded the motion; motion passed.

ACF-IM-HS-23-03 – Treatment of Rebates, Refunds, Discounts and Similar Cost Savings. The Information Memorandum describes how recipients receive a wide variety of rebates, tax credits, refunds, discounts, and similar cost savings that affect the net cost of goods and services or are received as cash payments, such as insurance proceeds and cash-back credit card rewards.

PARENT/COMMUNITY REPORTS:

- Jenny Reyes works at Vortex and is signing up with Big Brother/Big Sister to become a big sister, she is hoping to get the opportunity to become a big sister to a middle school student.

- Shanna Rector shared that Salina Public Schools was awarded funds to provide Conscious Discipline training to the community. Three sessions are being offered. Go to www.USD305.com for more information and to sign up.

ADJOURNMENT: Udana Arceo motioned to adjourn the meeting at 6:08 p.m. Dawne Letourneau seconded the motion. The motion carried.

Respectfully submitted by Jasmine Corral, Administrative Assistant.