

## Policy Council Minutes --- 12.07.2023

**VOTING MEMBERS PRESENT:** Stephanie Armer, Dawne Letorneau, Chelsea Luffman, Brittanie Most, Macy Young, Tricia Fry, Kelly Mobray, Shelly Peters, Sarah Crowley

**NON-VOTING MEMBERS PRESENT:** Jasmine Corral, Lesa Larson, Casy Ziegler, Linda Lorette, Shanna Rector, Scott Gardner, Udana Arceo

**MEMBERS ABSENT:** Christina Helvey, Jacque Peterman, Jennifer Svaty, Jenny Reyes

**CALL TO ORDER:** Udana Arceo called the meeting to order at 5:00pm

**CHANGES AND ADDITIONS TO THE AGENDA:** Conscious Discipline training has been postponed until January. Motion to approve by Dawne Letourneau. Second by Sarah Crowley. Motion passed.

**APPROVAL OF CONSENT AGENDA ITEMS:** Chelsea Luffman motioned to approve the Consent Agenda. Kelly Mobray seconded the motion; motion passed.

**TRAINING:** Training postponed.

**DIRECTOR UPDATE:** *ACF-PI-OHS 23-04 – Program Instruction on Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period*  
This program instruction opens a 60-day public comment period. OHS is soliciting feedback on proposed changes to the Head Start Program Performance Standards and will use comments submitted by the public in making decisions for the final rule. This NPRM proposes new and enhanced changes in three main areas: workforce supports, mental health, and other quality improvements. Head Start programs have an opportunity to review and submit comments by January 19<sup>th</sup>, 2024.

### **OLD BUSINESS:**

**Update on this week's Federal Review** - Five Policy Council Members met with Holly and Ernest (Federal Reviewers). Holly expressed how enthusiastic everyone is to be part of Policy Council. Cross Point Church delivered homemade popcorn and breakfast goodies to Heartland during review week. Lesa stated how well it has been going. The fiscal reviewer has been meeting with Linda Lorette (and Lisa Peters) via zoom.

**Under Enrollment Status** - Every Tuesday enrollment numbers are reviewed. Heartland is funded for 256 children, 143 are currently enrolled, 1 has been accepted and waiting on additional paperwork putting us at 56% enrolled. Kelly Mobray asked if she should keep referring families to Heartland. Casy responded 'yes'. Heartland's goal for next school year is to serve eligible Head Start children at our eight elementary preschool classrooms. Shanna Rector spoke on her vision and future goals for classroom integration.

**Social Studies Indicator List** - Casy reviewed the social studies indicators as part of the Galileo Assessment. Information gathered includes identifying family members and their relationship to each other, labels days by function (e.g., school day, field trip day) and demonstrates cooperative behaviors such as helping, turn taking, sharing, comforting and compromising for example.

### **NEW BUSINESS:**

**Food Support Data** – Our food support program, to address food insecurities, started five years ago. Heartland writes grants to provide children with the weekend Food Support Bags. Heartland receives anonymous donations along with nonfederal small grants from time to time to support our efforts. We have received seven new referrals since the end of October bringing the number of children receiving

food support to 46 so far this year. Volunteer groups often contact us to help with packing the bags as part of their community service efforts.

**Five Year Goals review** – We are currently in Year Four. Lesa presented a revised list of action strategies that support our three program goals. We are working on all of the goals and related objectives. However, the first objective (Goal 1) is priority. This objective states: *Heartland will successfully recruit qualified staff*. There are ten action steps associated with this objective. Program staff will continue to work on all the goals and objectives. Lesa will bring updates in a couple of months.

**PP004 – Background Checks and Selection Procedures – policy change** – Policy change to be more specific, less general, according to Head Start Program Performance Standards. Background checks are to be completed every five years for all employees. Shelly Peters motioned to approve the changes in policy PP004. Kelly Mobray seconded the motion; motion passed.

**Selection Criteria** – Casy Ziegler presented the Selection Criteria form for approval. The form is used to determine a child's eligibility according to specific criteria provided through documentation and the parent. Sarah Crowley motioned to approve the Selection Criteria as presented. Tricia Fry seconded the motion; motion passed.

**Recruitment Plan**- The plan lists the tasks completed each month throughout the year to ensure Heartland is recruiting families according to highest need. Tricia Fry motioned to approve the Recruitment Plan as presented, Chelsea Luffman seconded; motion passed.

**Financial Audit**- the Salina USD 305 budget year ended June 30<sup>th</sup>, 2023. The accounting firm, Agler & Gaeddert Chartered, contracted to audit the expenditures, revenues, and cash balances to ensure all regulatory accounting policies and procedures are followed. The Independent Auditor's Report was presented to the school board on October 10, 2023.

#### **PARENT AND COMMUNITY REPORTS:**

- Sarah Crowley participated in the district's Conscious Discipline training; she expressed how it was helpful to her and is grateful for the content.
- Shanna Rector mentioned another Conscious Discipline series will be offered in the spring. A flyer will be out soon, Shanna will give Lesa additional information to pass along to Policy Council members.
- Udana Arceo's son is getting ready to turn three. Udana is very grateful for the ICD program. Udana and is hoping when 2024 comes around Alex can attend Heartland.
- Dawne Letourneau expressed ever since Policy Council's recent discussion on In-kind there has been a change, resulting in more red folders and skill-builders sent home with the children.
- Shanna Rector stated there will be free Dental Services! January 12<sup>th</sup>-13<sup>th</sup>. Clinic doors open at 5:30am. Policy Council members are able to attend if they would like!

Chelsea Luffman motioned to adjourn the meeting at 6:01pm, Sarah Crowley seconded the motion; motion carried.

Respectfully submitted by Jasmine Corral, Administrative Assistant