

UPPER ARKANSAS AREA COUNCIL OF GOVERNMENTS
FREMONT COUNTY HEAD START

Policy Council Members:

Committee meetings starts at 5:00 pm and the Policy Council meeting at 6:30pm on
Dec 1, 2009 at Fremont County Head Start, 1718 Brookside Ave., Canon City, CO

AGENDA

CALL TO ORDER

INTRODUCTIONS

GROUND RULES

SIGN-IN AND ADDRESS VERIFICATION

ROLL CALL/ESTABLISH QUORUM (33% of voting members present)

APPROVAL OF THE AGENDA AND MINUTES

CHAIRPERSON REPORT

SECRETARY REPORT

DIRECTOR'S REPORT

COMMITTEE REPORTS

BY-LAWS/GRIEVANCE

EDUCATION

FINANCE

HEALTH

NUTRITION

PERSONNEL

SAFETY

OLD BUSINESS

NEW BUSINESS

NEXT MEETING: December 1, 2009

Minutes from Policy Council Meeting November 3, 2009.

Policy Council Meeting Minutes

November 3, 2009

MEETING OFFICIALLY CALLED TO ORDER AT 6:30PM BY April Aragon

ROLL CALL - 20 members present;

APPROVAL OF MINUTES AND AGENDA – Approval of Minutes and Agenda as written; 1st Roger McKissack, 2nd Tom Camerlo; All Approved as written.

CHAIRPERSON REPORT- If you have a message from Rhonda, Please return her call and let her know if you and your children are or are not coming. It helps with preparation for child care as well as food. Also reminder that Grants Amendment 1 for \$1,250.00 and 1 Time Grant for \$ 2,600.00 were approved and received. And when Committees are done reading their reports please turn them in to the Secretary. Thank you.

SECRETARY REPORT- No Report

CO-DIRECTOR'S REPORT:

Lois' Report - This is Sept. Report, the reports given at PC Meetings will always be one month behind. There were 170 children in Head Start & 32 in Colorado Preschool. At the end of September the program provided services to 208 children and their families. The program has 128 children who are attending for the first year, 80 attending their 2nd yr. and none for the 3rd. yr. Percentage of attendance was 91%, and anytime it falls below 85% it must be documented. That's why it is very important to call and say your child won't be coming to school and give reason why so it can be documented correctly. We have 4 children who speak Spanish & 1 child who speaks Chinese & and 1 who is fluent in American Sign Language. Health Statistics include; 93% children completed their immunizations, 99% Developmental screenings done, 98% had hearing checked and 97% vision checked but on 53% of Physical exams done. Linda met with Nurse Consultant Shelley Brooks on Sept. 9th. Virginia Herrera has on Nutrition Component Report that 8 children have food allergies and these 8 have documented special diets. The kitchen staff served 2199 breakfasts and 363 snacks as well as 2908 lunches for total of 5470 meals. Transportation manager collects reports from the bus drivers and submitted that 3 parents were transported for parent meetings, busses ran for all fourteen days of school and buses traveled a total of 5,953 miles. Also a PC member brought up that we should emphasize more on that parents can ride the bus to Head Start for special events like Family Night and etc. So that will be worked on and mentioned that the PC members should stress that to parents more at Family Night when we give update about the PC Meetings. 185 1st Home visits were made,

59 parents and 29 community members volunteered and during first month of school 11 teachers and 4 assistants and 1 behavior assistant attended High Scope Training, there are 6 teachers and 1 teacher assistant attending ECE Classes at the local community college or on-line. I have attended the Child Protection Team meeting held twice monthly at DHS, ECHO and Family Center Board Meeting and Early Childhood Network held once monthly, participated in Policy Council training and UAACOG Managers meeting held once monthly. With assistance of Education Manager, Bus Drivers, and Director of Administration I was able to submit the program of self assessment information to NAEYC (National Assoc. for the Education of the Young Child) by Sept. 30th. An onsite visit will be made soon to review the program utilizing the NAEYC criteria for quality early childhood programs. As Disability Manager I also attend two individual Education Planning meetings and transported one parent and their child to a Developmental Evaluation. I coordinate the disabilities meetings, therapy services and Special Needs Parent Teacher Conferences to include Head Start Staff, not only education staff but transportation, health, and nutrition staff as well.

JoBeth's Report- Oct. 2nd Family Field Day was held, 55 families so over 200 people attended. Grant was presented to Canon City Council for \$2,893.00 to help fund the GED Prep. Classes. We have not heard of this has been funded and funding may depend on the TABOR Time Out passing in the election. Oct.5th Attended the Build A Generation meeting where we have developed the strategic plan for 2009-2010. Goals include: 1) To Build Stronger Families; 2) To prevent Drug and Alcohol Abuse by Minors; 3) To Raise Awareness of the Impact of Poverty on Individuals, Family, and our Community; and 4) To Increase Community Mobilization toward Prevention Efforts. I have chosen to work on Goal 1, since this is also a Head Start goal.

GED Testing- Administered 87 GED tests with 12 people obtaining their GED with passing scores. The 13th Family night was well attended. The 14th The Colorado Adult and Child Care Program held our 3 yr. in-depth review and the program came through with shining colors. Virginia H. does a great job with record keeping and planning nutritious meals that we were very comfortable with the review. The 16th Attended State Early Childhood Leadership meeting in Pueblo. Fremont County is always in the forerunning when it comes to ECE collaboration and I was very proud to represent our Head Start and Fremont County. The 19th Attended Early Childhood Network we discussed the ARRA stipends that Educational Staff can apply for as they move up the credential ladder. These stipends are anywhere from \$250.00 to \$400.00 for completion of college credits and will be awarded after Jan. 1, 2010. We will be encouraging them to apply. The 20th and 22nd Provided PC Training to Chaffee County Head Start and attended Interagency Transition Team and presented the BAG resource guide and new GED Testing Schedule. 3 Managers meeting were held this month. The 23rd and 30th had an awesome training provided by Star point staff on Touch points developmental milestones and we will be trying to schedule the training for all of our staff. We got our certified letter that our in-depth Program monitoring by the Administration for Children and Youth will be held Nov. 29th - Dec. 4th. Managers are working on putting their individual notebooks together for this week and many parents will be interviewed. The review will focus on children and family services provided and the systems we have in place to assure the delivery of those services. The In- Depth Review starts with the Entrance Meeting at 8:30amin Parent Room, all are welcome and will have 30-60 minutes to tell our strengths and etc. Group Interviews will be done: Board Members are at 9:30am and Group Policy Council members Interviews will be Nov. 30th 1pm Monday, Group Parent Interviews are Dec.1st 10am in Parent Rm. We need at least 4 to 5 people to show up at the PC and Parent Interviews and it can be the same people if need be. Teacher interviews at 3:30pm, Managers and etc. Also we need approval for the MINI Grant because we applied for more than the \$2000.00 so we applied for \$7,763.00. Chris McDonald motioned to approve and Carrie Farley 2nd, all approved. And the grant was actually approved for \$9,498.00 total. These funds will be used to enhance quality services and reward education staff for attending college. We will also purchase all the child assessment forms with these funds. The final Daniels Fund grant report was completed and mailed on Oct 14, 2009. Emailed the 2009-10 Service Delivery Plan to UAACOG Board of Directors for their approval/disapproval at the Dec. Board Meeting.

COMMITTEE REPORTS :

By-Laws & Grievances Report - Discussed what will be coming for this year and will be discussing more after the in- depth review.

Education Report- Transition Plan from Curriculum to High Scope. Will be training and teaching staff from June 2009 to Aug.2010 and will be complete and be ready for 2010-2011 school year. Need approval for transition. April Thrap motioned and Jessica Fisher 2nd. All Approved.

Finance Report -In Kind for August is \$3,937.96, Septembers In Kind was \$44,224.32 and YTD is \$48,112.28 and still need \$254,903.72 And UAACOG vouchers (bills) total for Sept. was \$1,399.49. Remember coming to lunch or volunteering in your child's class will also help bring In-Kind money. And if you donate anything please give receipt to Rhonda Webb.

Health Report - Reviewed Health Checklist. Also if you have any questions about your child and what they are doing in class, you can ask the teacher or the lesson plans are posted in the main hall.

Nutrition Report - Reviewed and okayed November menu. Went over CACFP which is done every 3 yrs. Also reviewed registered dieticians and changes will be made as needed. Also if you want to volunteer in the Kitchen you will need to have a TB Test done. But mainly they need volunteers for cart pushers for Breakfast and it usually starts at 8:15am Just bring carts from kitchen to class and back.

Personnel Report - Had hiring procedures training.

Safety Report - Several rooms were found unsafe. Notes will be made to teachers by Ms. Fran and Teachers will take care of the problems.

Old Business - NONE

New Business - Just remember to take time to volunteer in your child's class and try to even ride the bus with them, they really enjoy it.

Next meeting is Dec 1, 2009

Adjourned at 7:58 pm

Dinner: Rhonda's Burritos

Minutes by: Faith Wilson 11/03/09

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NEXT MEETING: January 5, 2010

Minutes from Policy Council Meeting December 1, 2009.

Policy Council Meeting Minutes

December 1, 2009

MEETING OFFICIALLY CALLED TO ORDER AT 6:34PM BY April Aragon

ROLL CALL - members present;

APPROVAL OF MINUTES AND AGENDA – Approval of Minutes and Agenda as written; 1st Chris McDonald, 2nd Nicole Harper; All Approved as written.

CHAIRPERSON REPORT- Policy council members that are continual no shows be voted off?

SECRETARY REPORT- No Report

CO-DIRECTOR'S REPORT:

Lois' Report - We have 170 kids in head start, 5 are still on the waiting list. Monthly attendance dropped to 78% due to sickness, public school outbreaks, and routes not being run by busses for two days. Health exams have been completed on over 92% of enrolled children. There is still concern about children's dental exams. Dr. Sandoval, DDS-Head start dental consultant, will be at head start next month to complete an exam on those children who have not received one. There was 6,502 breakfasts and lunches served in October. There were 48 children in October who qualified for Special Needs services while in head start. Twenty-four children were diagnosed as speech/language delayed and 24 were categorized as preschool with a disability. Transportation was provided for 15 of the 17 days of school, total miles traveled 1,949. There were 69 parents and 33 community members that volunteered in the month of October. Six teachers and one teacher assistant are attending ECE classes at PCC. Two staff attended Pyramid Leadership Team training, and the Educational Staff as well as the two Directors attended Touch Points training. GED preparation classes were well attended by head start parents and community.

JoBeth's Report- In November I attended these meetings: BAG, Head Start Pyramid Leadership Team, UAACOG Managers meeting, Head Start Managers Meeting, Staff Meeting, SCBOCES regarding GED preparation class, Interviewed by Allison Birchard from State Coordinating Council regarding community collaboration in Fremont surrounding early childhood issues, and met with T/TA specialist, Will Romero. Attended Framework of Poverty training.

Administered 118 GED tests, 11 students completed. I spent most of the month corresponding with the Federal Review Team Leader setting up schedule for interviews, both parent and staff. The Entrance Meeting for Federal Review went very well and was well attended. Thank you to the PC members who were able to attend that meeting and the PC interview. Thank you also to the ones who attended the parent interview. A total of \$27,141.75 expenses were paid for the month. USDA reimbursement for October 2009 was \$9,625.48. Risk Management Meeting is January 6, 2010, at 9 AM. Now to the preliminary findings from the Feds. They have 1600 compliance standards to go by. The PANC (Possible Area Non Compliance) and ANC (Area Non Compliance) So far we have no PANC's and one ANC found. So far there are no problems in the Mental Health, Disability, or Family and Community Partnerships. There are no concerns at this time in Enrollment, Eligibility, Reprovement Selection Enrollment & Attendance. In the Program Design and Management, we had two ANC. One was on our 2008 Annual Report we were missing the number of children who had received dental and physical exams. We put in there that children received these just not how many. These two things will be put in our 2009 Annual Report. The Feds went through all the classrooms and First Aid Kits just like our P.C. Safety Committee does. They found one classroom had a tripping hazard on their heat vent and some of the First Aid Kits did not have all the supplies that were needing to be in there. All this will be taken care of. There is now specifications on our policy for bidding we do for the Head Start. Also needing to find a way to get the Financial Reports of UAACOG to the Federal Office in a more timely matter. And what is said next does not leave the Policy Council. There was one immediate deficiency on Health/ Safety Issue. We will be getting a certified letter in the mail and then a follow up will be done one week later: A teacher (which will not be mentioned) left a child unattended in the classroom, which is absolutely unacceptable, no matter the circumstance. There should of been a head count and there wasn't and this has never happened before. We have to figure out the discipline for this teacher, even to the point of termination. We are having a Mandatory Staff Meeting this week on performance standards.. If you ever feel your child is not safe you let one of the Head Start managers know right away.

COMMITTEE REPORTS :

By-Laws & Grievances Report - no report but Federal Review is going well

Education Report- Checked units

Finance Report -In Kind total YTD \$70,435.90 and have a balance of \$232,580.10 to collect by July 31, 2010. Head start and CPP parent activity expenditures for Big D, stipends, and Wal-Mart for food expenses for November 2009, \$23,970.00. Went over the revenue and expenditure report by elements. Shared Federal Review information for Monday, November 30, 2009, Temp. results.

Health Report - More than one pair of gloves need to be in each emergency kit. December 14, 2009 Physical exams will be conducted from 8:30 AM to 12:30 PM and dental from 1PM to 2PM.

Nutrition Report - Reviewed and okayed December menu. Training Friday for kitchen staff. CACFP annual training, any information will be brought back to staff and family. Gave away Turkey dinners to 12 families and 4 staff.

Personnel Report - Amanda Attebery resigned November 17, 2009. Hired Barbara Cameron November 23, 2009, who was approved to keep on reserve. Discussed staff discipline procedure and need for documented corrective action, due to safety infraction.

Safety Report - Inspected 11 areas, 8 areas were completely ok, the three remaining rooms had a total of seven deficiencies found. Most of them were corrected in the walk through.

Old Business - NONE

New Business - Dropping council members who are no shows. Need new PC members one for unit D and two for unit J. Just remember to take time to volunteer in your child's class and try to even ride the bus with them, they really enjoy it.

Next meeting is January 5, 2010

Dinner: Chicken Fried Steak

Adjourned at 8:06 pm

Minutes by: Joleen Schellenger in absence
of Faith Wilson 12/01/2009