

**Policy Council Agenda**  
**Tuesday, March 17, 2015**  
**10:00 a.m. Central Time (11:00 Eastern)**  
**Dunlap City Hall Training Room**

- I. Meeting called to order by Chair Genny Turner / Introductions
- II. Minutes of the February 10, 2015 meeting (*action needed*)
- III. Old Business
  - A. Status of Early Head Start application / request for non-federal share waiver and revised plans
  - B. Handout review of revised selection plan / recruitment tool for EHS
- IV. New Business
  - A. Personnel Report (*action needed*)
    - 1. Resignations accepted: none at this time
    - 2. Recently oriented: Leonard "Duke" Raulston
    - 3. Hiring recommendations: Charlotte Green (previously approved)
    - 4. Employees ending their six month introductory probationary period: none at this time
  - B. Family and Community Partnerships Plan (*action needed*)
  - C. Disability Services Plan (*action needed*)
- V. Management Reports to include review of all required reports
- VI. Next Meeting Date – Wednesday, April 15 or Thursday, April 16
- VII. Recent Information Memorandums are available at [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)
- VIII. Suggestions for future trainings / curriculum review
- IX. Completion of child care reimbursement forms for eligible members (within federal income guidelines) and mileage claims

Materials available: February 10, 2015 minutes, EHS supplemental documents, Recruitment Tool, Family and Community Partnerships Plan, Disability Services Plan, budget reports to include credit card use report, enrollment and ADA reports, CACFP report

**Policy Council Minutes**

**Thursday, February 10, 2015**

**Dunlap City Hall**

**10:00 a.m. Central Time**

**Members present:** Jesse Harvey (Dayton Parent Alternate), Genny Turner (Dayton Parent Member), Jamie Meeks (Tracy City Parent Member), Joanna Newman (Hemlock Parent Member), Lathisa Gore (Jasper Parent Member), Sabrina Shipley (Whitwell Parent Member), Crystal Reagan (Spring Parent Member), Nikki Bandy (Spring City Parent Member), Paulette Cleek (Altamont Community Representative), Wilma Tipton (Tracy City Community Representative)

**Staff present:** Judy Graham (Head Start Director), Julie Tiller (Family and Community Partnerships Manager), Dianna Crotzer (Tracy City Family Partnership Assistant)

Prior to the meeting start time, informal discussion took place and Julie noted that the Director was running late due to taking a quick survey of a potential location.

- I. The meeting was called to order by Chair Genny Turner and introductions were made.
- II. Minutes of the January 13, 2015 meeting were reviewed and following a motion by Sabrina Shipley, seconded by Nikki Bandy, they were approved as printed and distributed.
- III. Old Business
  - A. Status of Early Head Start Application

Judy Graham discussed the current plans to implement our potential Early Head Start grant. A phone call with federal staff will take place tomorrow and we are considering some changes in our initial plans. Discussion of the history of Head Start took place, and it was noted that our community rep from Tracy City actually did work in the first Head Start program which began 50 years ago this year. Wilma Tipton shared some stories and recounted an adventure when she was driving the children about in her car when a snow storm took place. Related to the EHS grant, the potential child care partner has decided that it is not her best interest as there is a challenge with the lease agreement and price to use the building. We have been running an ad looking for potential space and some ideas were discussed. It is also a good possibility that in the near future we could put the slots in the public school. The advantages of different plans were reviewed. It was also noted that it would be easy to move the slots to the other

four identified locations as it would help in an arrangement where classes are in “pods” of eight. Lathisa Gore recommended that we work on plans to put those Dunlap slots in the local school eventually, since there does not seem to be another location. The director stated that it is hard to predict the future on funding, but it is likely that funding will remain flat or we might even start suffering the consequences of sequestration again for another round of budget confusion.

We also learned at a recent meeting that additional funds might be available for one-time needs this year on this expansion. This is certainly an unusual time with the expansion of the EHS funded by last year's Congress. Judy noted that we may have increased costs for plumbing needs and also to utilize the best quality of camera systems in the new areas. Discussion took place of the newer camera system and how it is utilized. It was agreed by consensus that we pursue any additional funds, estimated to be \$37,723, and look to implementing the new EHS program in late summer.

**B. Handout review of revised selection plan / recruitment tool**

Julie reviewed the tool that was approved last month in order to ensure that it was accurate as we made a few changes. She also discussed how to establish the criteria for EHS and provided a possible model that is based on our current preschool tool priorities for enrollment. The importance of serving teen mothers who are seeking education was discussed, and it was agreed that this should be the priority for younger children. Judy noted that after talking to several EHS programs in the region, most of the children served seem to be toddlers and many are referrals from early intervention. Discussion took place of TEIS and the process of identifying children young related to disabilities and possible certification. Member experiences varied with the TEIS caseworkers.

**C. Job Descriptions / Organizational Chart / Personnel Policy Revision**

The director explained that we have been attacking various projects related to the potential EHS grant and we have revised the job descriptions for Family and Community Partnerships Manager, ERSEA Specialist, Mentor Teacher, Special Populations Assistant, Special Populations Coach, and School Readiness Coach. Judy apologized for not having an organizational chart for everyone, we were also having copier issues this morning and working on how to express some of the new positions on the chart. Review took place and it was noted that we are continuing to consider best approaches as we take on the new project. Following discussion, a motion was made by Lathisa Gore, seconded by Jesse Harvey, to approve the revised organizational chart and job descriptions.

**IV. New Business**

**A. Personnel Report**

It was noted that we had no recent resignations or orientations. Six employees are ending their six month introductory probation period, and discussion took place related to our use of introductory probation and the necessity of occasionally extending probation while granting the leave that is made available after six months. The director suggested that we add Kayla Reynolds, who works for the agency at our child care center, as a Marion County Call-in Sub. Hopefully she will not be needed but given the potential for illness and her being an agency employee it could be helpful. Jesse Harvey stated that he wanted to publicly compliment his teacher Dinese White as she is absolutely great. Following discussion, a motion was made by Jesse Harvey, seconded by Sabrina Shipley, that the personnel report and hiring recommendation for Kayla Reynolds be approved. The motion passed by show of vote cards.

**B. Family and Community Partnerships Plan / Disability Services Plan**

Julie discussed the current Family and Community Partnerships Plan and the agency goals. Brief review of the Disability Services Plan also took place. Both of these plans will be up for approval at the next meeting.

**V. Management Reports**

Discussion took place of the items in the packet, with particular attention to the review of closeout budget from last year (January 1 – December 31, 2014) and the new grant year. Also discussed was the five year grant process and the use of the Office of Head Start provided tools to note the training on the process. Within the packet is the timeframe of the various items due and very importantly the Health and Safety Screener. This screener is utilized for every location during the start of a five year grant, and later this tool is used during the review events that take place by the federal government (via contracts generally). A form must be completed also related to our leadership capacity and certification of governance. We will be working also with our Board Chair and there is training on audit requirements and webinars for staff to also participate in. Our Policy Council Chair offered to complete our certification form today and will continue to work with us as we identify training needs of the Policy Council in the future. Also reviewed was an update on our 2014-15 Continuous Improvement Plan. We were very pleased by the data we are seeing to help us document the progress our children are making. Handouts illustrating the Book-A-Night and home school readiness activities and also our use of CLASS were included in discussion. Related to training, Judy discussed a possible resource we may want to implement this fall using texted parent education reminders. After reading a research brief about the great success of a program that was developed at Stanford University, we reached to find out more details about how the information was selected and delivered. The researcher is interested in using our program as a

pilot site; they are also working with a program in North Carolina and others across the country. We are very excited about this opportunity. Discussion also took place on the dangers of children hearing less language and the use of texting as an alternate to real conversation. Discussion also took place on what we call the "achievement gap" and the discouragement that parents may feel when they hear broad statements about the lower achievement generally of lower income children. The director noted it is hard read the statistics and not be alarmed, but we want to have a message too that it is urgent to get the language out and activities as the differences really can be made up at these young ages if parents and teachers work together. Other management reports were included and Julie noted that she included detailed management demographics related to our enrollment.

- VI. It was agreed that the next meeting date would be March 17. Hopefully all danger of snow will be passed but were members were reminded that we will postpone the meeting if any of our public school systems are closed due to inclement weather.
- VII. Recent Information Memorandums are available via [www.ecclkc.ohs.acf.hhs.gov](http://www.ecclkc.ohs.acf.hhs.gov). We are slightly hopeful that the revised performance standards draft may be out in a couple of months.
- VIII. It was agreed to future training ideas and curriculum suggestions over lunch. The director apologized for the meeting going long and it adjourned at 12:20.
- IX. Child care reimbursement forms for eligible members and mileage claims were completed.

Materials available: January 13, 2015 minutes, Recruitment Tool, job descriptions, organizational chart, FMLA personnel policy, budget reports to include credit card use report, enrollment and ADA reports, CACFP report, management reports

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Respectfully submitted by Secretary Holly Mosley

Prepared with staff support

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Date approved at subsequent meeting