

**Audubon Area Head Start  
Policy Council Meeting Minutes  
January 30, 2018**

The Audubon Area Head Start Policy Council met at Brother's Bar-B-Que in Madisonville, KY on January 30, 2018. Amanda Patton called the meeting to order at 10:40AM.

**Members Present:**

Azlin Lewis, Area 1 PR	Sarah Evans, Area 2 CR	Amanda Payne, Area 3 CR
Deborah Wilson, Area 6 CR	Ann Kay Smith, Area 7 CR	LeNell Mitchell, Area 9 CR
Beth Hodge, Area 9 PR	Angela Wolfe, Area 10 PR	Marilyn Adkins, Area 11 CR
Kathy Grindle, Area 11 PR	Amanda Patton, Chairperson	

**Staff Present:**

Peggy Grant, Head Start Director  
Brad Wright, Program Operations Team Manager  
Maryanne Mountain, Financial Resources Team Manager  
Stephanie Thomas, Facilities & Transportation Team Manager  
Stephanie Millay, Child Development Team Manager  
Teresa Justice, Family & Community Services Team Manager  
Amy Rafferty, Executive Assistant for Administration

- Due to sign-in sheets being used Deborah Wilson made a motion to dispense with roll call. Sarah Evans seconded the motion; motion carried. A quorum of the Policy Council was present and able to conduct business.
- Beth Hodge made a motion to acknowledge receipt of and approve the minutes of the November 21, 2017 Policy Council meeting. Deborah Wilson seconded the motion; motion carried.
- Marilyn Adkins made a motion to approve the agenda. Ann Kay Smith seconded the motion; motion carried.

**Old Business**

- There was no old business to discuss at this time.

**Committee Reports**

- ***Family Services Advisory Committee:*** The Family Services Advisory Committee met to review and update the Selection & Eligibility Criteria Policy/Protocol for the 2018-2019 school year. Deborah Wilson made a motion to acknowledge receipt of and approve the minutes of the Family Services Advisory Committee meeting on November 21, 2017. Angela Wolfe seconded the motion; motion carried.
- ***Child Development and Curriculum Committee:*** The committee will meet immediately following the Policy Council meeting.
- ***Health Advisory Committee:*** Beth Hodge made a motion to acknowledge receipt of and approve the minutes of the Health Advisory Committee meeting on November 30, 2017. Angela Wolfe seconded the motion; motion carried.

## **Contracts**

- The majority of contracts needing approval at this time were dental providers. The list also included contracts for the web-based training website, translation services and the WKU Delegate Agreement. Sarah Evans made a motion to approve the contracts as discussed and indicated on the handout. Deborah Wilson seconded the motion; motion carried.

## **New Business**

- ***New Community Representative for Area 3 – Amanda Payne:*** Amanda Payne was elected as the new Community Rep. for Area 3. She represents Independence Bank and is very active in her community. Beth Hodge made a motion to approve Amanda Payne as the new Community Rep. for Area 3. Angela Wolfe seconded the motion; motion carried.
- ***2018-2019 Selection & Eligibility Criteria Policy/Protocol:*** The Family Services Advisory Committee met on November 21, 2017 to review and update the Selection & Eligibility Criteria Policy/Protocol for 2018-2019. The committee decided that only the policy statement would be changed as necessary to align with the new Head Start Program Performance Standards. Deborah Wilson made a motion to acknowledge receipt of and approve the 2018-2019 Selection & Eligibility Criteria Policy/Protocol. Ann Kay Smith seconded the motion; motion carried.
- ***AACS Personnel Policies and Procedures Revisions – Sections 13.4 and 13.7:*** AACS Personnel Policies and Procedures Sections 13.4 and 13.7 were recently revised. The criminal record check requirements in Section 13.4 were updated to align with requirements set forth in the new Head Start Program Performance Standards. Section 13.7 had previously been revised to state that Home-Based Educators may hold an out of area field degree with a current CDA credential. The section has been revised again because it should have stated that it must be a current *home-based* CDA credential. Sarah Evans made a motion to acknowledge receipt of and approve the AACS Personnel Policies and Procedures revisions to Sections 13.4 and 13.7. Kathy Grindle seconded the motion; motion carried.
- ***Child Outcomes:*** Full report functionality has still not been restored with the new My Teaching Strategies system. Assessments have been completed according to the normal timelines, but we were unable to pull the winter data that would normally be reviewed at this meeting. Stephanie M. distributed and discussed the Fall 2017 Child Outcomes data. Completed within the first thirty days of children walking in the door, it is the benchmark, or baseline data, to which the winter and spring assessments will be compared to. This data does not represent growth and shows that a large portion of our children are below the widely held expectations in almost all measurements, which is to be expected. The gaps should diminish over the year so that most should be meeting or exceeding widely held expectations by the end of the school year. Stephanie hopes to provide the Child Outcomes winter data at the next Policy Council meeting. That report will provide comparison data and show growth achieved thus far. Beth Hodge made a motion to acknowledge receipt of and approve the Fall 2017 Child Outcomes data. Deborah Wilson seconded the motion; motion carried.
- ***Self Assessment:*** This year's Self Assessment will be conducted very differently than in the past. The Executive Team is currently exploring Datasay, a technology company that can assist in creating an ongoing monitoring database that will allow us to ensure services are delivered efficiently and effectively throughout the entire year. Continuous improvement throughout the year, rather than a snapshot in time, will shape the Self Assessment moving forward. Peggy will provide more information at a later date.

- **Seven Hills:** Hartz Construction was awarded the bid for Seven Hills and started work last week. Final completion is set for July 2, 2018.
- **Background Checks:** The Division of Child Care is sending out information about a pilot program beginning in February that will use Race to the Top funds to allow licensed centers to conduct their background check process based on their license expiration date. This pilot program will continue until the funds run out. We want as many of our staff and contractors included as possible so that we are in compliance ahead of the September 30, 2018 deadline. The Executive Team is exploring the purchase of machines to do the fingerprint checks due to the quick turnaround for completion. Peggy will provide more information at a later date.
- **NHSA Conference: April 24-27, 2018 in Anaheim, CA:** The NHSA Conference is being held April 24-27, 2018 in Anaheim, CA. Seven members who have perfect attendance for the October, November, January and March Policy Council meetings will be able to attend the event at agency expense. The first four slots will be offered to the officers meeting the attendance requirements. If there are more eligible and interested members than remaining slots, names will be drawn at the March Policy Council meeting. Members who are not eligible to make the trip at agency expense may still attend but will need to pay for all expenses out of pocket.

#### **Administrative and Program Reports**

- **Federal Register Alerts and Grant Notices:** Members were provided a list of the past month's federal register alerts and grant notices as well as correspondence from the Office of Head Start regarding the 50% program duration requirement, which is no longer in effect. Monies have not been available for programs to achieve that goal. However the 100% requirement for 2021 is still in effect until further notice. Peggy encouraged the members to visit the ECLKC website to view more information about these and access a wealth of resources. The website address is <https://eclkc.ohs.acf.hhs.gov/hslc>.
- **Monthly Program Report:** The October, November and December 2017 AAHS Performance Reports were provided. These were previously unavailable due to the issues with My Teaching Strategies. The AAHS Performance Report for each month is posted on the website.
- **Financial Reports:** The December 2017 financial reports were provided. These and the financial reports for each month are posted on the website. We lost a partner, Alicia Reeves, on December 8<sup>th</sup>. Ms. Reeves wanted to transition to center-based, and it wouldn't work to continue that partnership at this time. The Executive Team and Area 2 Local Area Manager are actively pursuing replacing that partner.
- **Director's, Team Managers', and Local Area Managers' Reports:** Reports from the Director, Team Managers and Local Area Managers were provided and are available on the website.
- **Policy Council Membership Update:** The Attendance Report and Membership Termination Record were provided. There were three additional membership updates that occurred after those reports were mailed. Amanda Payne joined the Policy Council as Area 3 Community Rep. Bobbi Flint joined the Policy Council as Area 11 Alternate. Virginia Brioness was terminated as Area 12 Alternate due to her child no longer being in the program. Area 12 staff are currently conducting the election process to fill the vacant position.
- Deborah Wilson made a motion to acknowledge receipt of and approve all of the Administrative and Program Reports as listed above. Marilyn Adkins seconded the motion; motion carried.

### **Parent Committee Reports – Discussion – Question & Answer**

- Amanda Patton asked for parent committee reports. Several members talked about activities in their areas.

### **Door Prizes**

- Azlin Lewis, Angela Wolfe, Marilyn Adkins

### **Adjournment**

- Deborah Wilson made a motion that the meeting be adjourned. Ann Kay Smith seconded the motion; motion carried. There being no further business, the meeting was adjourned at 12:20PM.

***This document is a condensed version of the January 30, 2018 Policy Council minutes. For the official minutes with full detail, refer to the Audubon Area Head Start website at [www.aacshs.org](http://www.aacshs.org). Please contact your Family Advocate if you would like the official minutes translated.***