MAHS Advisory Committee Meeting Minutes
August 14, 2018
11:30 a.m. to 1 p.m.

In Attendance
Rebecca Curtis   LaTrisha Gaston   Kathy Fuger
Councilman Lee Barnes, Jr.  Molly Merrigan

Grantee/Delegate Staff /Guest
Patty Lucas      Liz Smith   Mitchell Walker
Traci Garcia Castells  Jovanna Rohs   Mark Johnson
Carol Bolz

Absent
Alex Ellison    Carlos Salazar   Susan Knittle

Rebecca Curtis, Chair, called the meeting to order at 11:35 a.m. A quorum was established.

Information Sharing
- Teacher Qualifications (See attached report)- Liz Smith reported for the previous school year, 98% of HS teachers were qualified or working on qualifications, 92% of TAs were qualified or working on qualifications, and 82% of EHS were qualified or working on qualifications. She commented that for EHS.
- Mental Health Services/Referrals (See attached report)- Liz presented mental health services to date for the previous year. The data showed a decrease in teachers that consulted with professional staff, a decrease in that parents consulted with professional staff, and a decrease in children that met with professionals. Liz commented that the decrease in the services is due to the incorporation of the Trauma Smart training in classrooms and other various trainings for staff.
- Classroom Assessment Scoring System (CLASS)- Carol Bolz, Head Start Early Childhood Education Manager, gave an update on CLASS data for the program year 5. The data is based on three domains: Emotional Support, Classroom Organization, and Instructional Support. Within the three domains, there are subsets. For each domain, the data showed a slight overall decrease. Carol commented that she believes the
decrease is due to the incorporation of 33 classroom through the Early Learning profile. These classrooms identified opportunity for improvement, and requested to be a part of the CLASS measures. Next, Carol commented that with the new structure, there will be additional coaching and additional consultations with teachers and with mental health service providers.

- **Grant Application** - Liz announced that in July, she received a phone call from the regional office that MAHS was approved for the five-year grant application to provide Head Start services for children in Platte, Clay, and Jackson counties. MAHS received the formal announcement at the end of July.

**Action Items**

**Approval of Updated Policies**
Liz Smith reviewed the following revised MARC Vacation Leave Policy, Policy 5230, 7000, 7010, 7050 (see attached documents). For the Vacation Leave Policy, the update policy includes language that MARC employees can accrue a of 240 hours of vacation time; for 5230, MAHS requires direct service providers must provide their own selection process; for 7000 & 7010, the revised language directs staff to input assessments into ChildPlus; and for 7050, the revised language directs direct service provider staff on how to incorporate parent curriculum at sites.

LaTrisha Gaston motioned to approve the updated policies. Councilman Barnes seconded the motion, and the motion carried.

**Approval of Minutes**
Rebecca Curtis had committee members review the June meeting minutes. No changes were made. Councilman Barnes, Jr. motioned to approve the June Advisory Committee meeting minutes. LaTrisha Gaston seconded the motion and the motion carried.

**Program Summary**
- **Enrollment** - Liz Smith informed committee members that enrollment for June was 99% and for July at 100%. She commented that the July enrollment is high because school districts that are closed for the summer.
- Attendance-Liz commented that the attendance rates for June and July show a slight decrease because of summer vacation and the ending of school terms.
- New Graphs- Mitchell Walker presented four graphs (Enrollment percentage, Slots Vacant more than 30 days, Attendance Percentage, and IEP/IFSP). The graphs show comparisons by month and by the HS requirements. Mitchell Walker commented that for the IEP/IFSP, information on Homeless/Foster Care was removed because the data was a goal from the previous grant application. Committee members suggested to present the Homeless/Foster Care information in the annual report, and the committee members agreed the graphs show good representation of data throughout the year.

**Approval Attendance, enrollment, childcare subsidy and CAFP Reports**
Latrisha Gaston motioned to approve the July Attendance, enrollment, childcare subsidy and July and August CAFP Reports. Councilman Lee Barnes Jr. seconded the motion and the motion carried.

**Approval of Financial Statements**
Mark Johnson presented Program Year 5 (Months Ending- April, May, & June 2018), Head Start & Early Head Start Expansion Grant PYI (Month ending-April, May, & June 2018), Missouri Early Head Start Program Year 3 (Month Ending-April, May, & June 2018), CHW REACH Foundation grant (Month Ending- April, May, & June 2018) local community support expenditures reports (Month Ending April, May, & June), MAHS credit card statements (see attached reports), and the partners’ credit cards. Mark said that for the next committee meeting, the financial statements will reflect the new structure (18 sites) which will include overall expended adjusted amount. Then, he commented, that for the June 2018 month ending, the expended amount seems low but will be adjusted because of the changes in contract dates with current direct service providers and new direct service providers.

All expenses and reports were deemed allowable, allocable and reasonable.

LaTrisha Gaston motioned to approve the financial statements. Molly Merrigan seconded the motion and motion carried.

**Other Business:**
Because of the new structure of the MAHS, the MAHS Policy Council sub-committee will meet on August 28th to review the composition of the Policy Council and review the by-laws. Advisory Committee members are welcome to attend the meeting.

The meeting adjourned at 12:40 p.m.