Policy Council Meeting Minutes
August 13, 2018
5:30p.m. -7:00 p.m.
Meeting Minutes

In Attendance:
Karen Parker  Elena Ramsey  Rebecca Hockman
Samantha Belcher  Trewonna Beauvoir  Maria Flores
LaTrisha Gaston  Anna Woelk  Yessica Mora
Christopher Rotert  Patricia Minter  Christopher Thornton
Tim Powell  Cassie Clark

Absent:
Dena Bogan  Christina Calhoon  Sarah Mayers
Victoria Weston  Samantha Matney  Tara Zahner
Cassie Clark

Grantee/Delegate Staff
Pam Black  Mark Johnson  Patty Lucas
Michelle Pendzimas  Mitchell Walker  Daniela Rivera
Traci Garcia Castells  Carol Bolz

Chairperson Belcher called the meeting to order at 5:35 p.m. A quorum was established.

Information Sharing
• 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, Organizational, and Instructional. 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. Next, Carol commented that with the new structure, there will be additional coaching and additional consultations with teachers and with mental health service providers.
• Teacher Qualifications (See attached report)- Liz Smith reported for the previous school year, 98% of HS teachers were working on qualifications, 92% of TAs were working on qualifications, and 82% of EHS were working
on qualifications. She commented that for EHS, the percentage was lower because EHS teachers need more credentials to work with infants.

- Mental Health Services/Qualifications (See attached report)- Liz presented mental health services 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.

- Grant Application- Liz announced 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 MAHS 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 hrs 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.

Elena Ramsey motioned to approve the Updated MAHS Policies; Rebecca Hockman seconded the motion and motion carried.

**Approval of June Meeting Minutes**
Policy Council members reviewed the June meeting minutes. Cassie Clark asked for her name to added to the list of attendees. Elena Ramsey motioned to approve the June meeting minutes. Christopher Thornton seconded the motion and the motion carried.

**Program Summary-**
• Enrollment—Liz Smith informed Policy Council members that enrollment for June was 99% and for July at 100%. She commented that the July enrollment is high because school districts 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. Council members asked for a clearer explanation for the IEP/IFSP report and for the different report levels.

Approval of Attendance, enrollment, Childcare subsidy, CACFP
Karen Parker motioned to approve the July Attendance, enrollment, Childcare subsidy, and the August and July CACFP reports. Trewonna Beauvoir 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.

Karen Parker motioned to approve the financial statements. Elena Ramsey seconded the motion and motion carried.

Other Business:
• Samantha Belcher announced that the August Policy Council meeting is her last MAHS meeting because she and her are moving to Chicago. MAHS grantee will contact Anneayska Roston to chair meeting until the November elections.
There will be a MAHS Sub-Committee on August 28\textsuperscript{th} at 5pm to discuss the by-laws and the composition of the policy council.

**Important Takeaways/Other Discussion**
- MAHS received the five-year grant application for Jackson, Clay, and Platte.
- MAHS Policy Council Sub-Committee will meet on the 28\textsuperscript{th}.
- Samantha Belcher is moving.

The meeting adjourned at 7:00 p.m.

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Secretary