

Policy Council Meeting  
7-30-24  
Submitted by: Lauren Starke

**Members Present:** Vanessa Gleason, Brittain Reinmuth, Jessica Brenizer, Alexis Griner, Maria Garcia, Tiah Alvizar, Shayna Hudson, Maria Oliva

**Staff Present:** Krystie Hohnstein, Lauren Starke, Joan DeWitt, Susie Dominguez, Mary Hascall

**Board Members Present:** Ray Richards and Tom Millette

Policy Council Meeting called to order by Tiah, at 6:00 pm. New member introductions were made. Members reviewed the minutes from the June meeting. **Alexis moved to approve the June minutes. Maria O. seconded the motion. Motion carried by roll call vote.**

**Director's Report:**

All members received copy of the Director's report. Krystie Hohnstein discussed the report. Information discussed included current enrollment information, attendance, disability percentages, and screenings. All parent teacher conferences and home visits are completed. All public-school partnership MOUs have been executed, with two new public-school partnerships, Leyton and Bridgeport. Recruitment events are happening frequently throughout the summer and policy council members were encouraged to attend. The in-kind report reflected an amount which is higher than this time last year.

**Finance Report:**

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, presented the reports. The credit card and USDA reports (May and June) were also reviewed. These reports reflect the final expenses in the old grant year that was completely liquidated by June 30<sup>th</sup>. The new grant year reports show steady expenses from May to June, with an administrative percentage far below the maximum amount. **Alexis moved to approve the finance report. Shayna seconded the motion. Motion carried by roll call vote.**

**Board Report:**

There was no Board meeting in June.

**Old Business:**

**Update from Federal Monitoring Review Follow-Up Meeting:**

On May 24<sup>th</sup>, the program participated in the follow-up meeting. In July, the program received notice that all open items had been fully resolved and no further action was necessary.

**American Legion Child Welfare Foundation Grant:**

In July, the program submitted an application for the American Legion Child Welfare Foundation funding opportunity. The funding will target purchase of materials needed to enhance the mental health service delivery in the program. The program will keep members informed of progress or monies received.

**New Business:****Head Start One-Time Funding Application – Mental Health Project:**

The program is planning to apply for one-time funding available through the Office of Head Start. The program foresees the enhancement of mental health as a large expense to meet goals and staff are working diligently to secure funding to ensure success. The request for funding totals \$154,650, with a majority of the funding being utilized for mental health service materials and trainings. The Board of Education previously approved the submission. **Vanessa moved to approve the submission of the one-time funding application. Alexis seconded the motion. Motion carried by roll call vote.**

**Nutrition Written Plan Review/Revision:** Mary Hascall, Nutrition Manager presented an overview of the nutrition written plans. There were no changes to the plans from the previous approval year. The overview of nutrition written plans included information about meal services and food experiences offered by the program. The program designs and implements nutrition plans that conform to USDA/CACFP requirements. All meals are served family-style, with all children serving themselves according to their ability. Food records are kept up to date and accurate by the kitchen staff. Mary discussed upcoming food experiences such as the World of Spices, World of Peppers, Carrots, and Apples, Budgeting and Meal Planning for families, and Farm to Table. Policy council members expressed their appreciation for the nutrition program and mealtime behaviors taught to their children.

**Results of 3<sup>rd</sup> Parent/Staff Self-Assessment Survey:** All members received a copy of the survey results in their packets for review. Krystie Hohnstein reviewed the survey results with members, and expanded on areas where specific survey results are driving different program practices. Members requested future surveys be sent out to parents via email to allow for more time for thoughtful responses. ESU 13 plans to use Qualtrics software to collect longitudinal data with future surveys.

**Enrollment/Recruitment Update:** Multiple events are happening in the summer including summer reading programs, community events, and parades. The program has started holding enrollment meetings for fall enrollment. Applications are taken on an ongoing basis.

**Employment Openings** - Agency-wide employment openings are found on the ESU13 website ([www.esu13.org](http://www.esu13.org)) under *Employment Openings*. Prospective Employees can also apply directly on this site. This was shown to members.

**New Hires:**

No new hires to report this month.

**Center Reports:**

CDC EHS

Meeting adjourned at 6:59 p.m.