

Head Start Administrative Team Meeting Minutes
April 9, 2018

Minutes from last month: Approved.

Additions to agenda: None

Head Start Celebrations: Rachel and Cindy, Twyla, Melissa M, Sue and Michelle were celebrated this month. Celebrating everyone this month for a great focus area 2 review!!

HR report:

- Brooke London, Algona TA, was hired and started today. She will shadow Sandy for a week.
- Astrid Escobar, floater TA, was hired and will start tomorrow in Hoover room 156.

Training:

- Implementing Universal Math training was completed (Area Managers and Kristie)
- Prevent Child Abuse Iowa April 9-11 - Family workers, Paulette and Kristie will attend.
- All staff training April 18th from 1:30 - 4:00 PM. Registration begins at 1 PM. Please be there by that time.
- Preservice training: Brianna from Heartland AEA will do training on behavior management.

Reports backs (from February meeting):

- New staff checklist and packet (Kristie) - Completed.
- Calendar Team - meeting this afternoon. Sheila shared what calendars are in and those that are missing.
- Internal Monitoring: Training was tabled until May meeting. Tabs for general site repairs and family worker observations have not yet been done.
- Radon Tests are all completed. Three sites were recommended to retest. We will retest at Forest City and Clear Lake. PB was at 4.0 and recommended is below 4. Melissa will email PB schools and see if they do radon tests for that building. We will retest if they do not.
- Apple ID's - completed
- Parent surveys have been sent out to teachers to complete at parent conferences. Michelle will send out a reminder mid month.
- Home visit safety letter - not completed as of yet
- Hampton bus evacuation is completed.

Site updates: Area managers and specialists shared updates on all sites.

Component updates:

Family Services: Paulette emailed the family services reports.

Transportation: All bus rides are completed. Paulette will enter info into CP. Bus inspection tomorrow.

Health: Monica and Michelle continue to follow up on any expiring physicals. For 2018-2019 school year, Monica and Michelle will monitor and follow up on the hearing screenings, vision screenings and the growth assessments.

Nutrition: CACFP visit to Clear Lake on March 7. CACFP review scheduled for May 8 -10 at our office. Sue will attend CACFP training on 4/25/18 (USDA speaker). Dishes from Manly are all in Sue's office (except trays, water jug, and snow cones holders). Take what you need from her office and leave a note that items you took. Sue has ordered milk glasses and serving containers. Hoover food service billed us for less than the # of kids that were served. Sue has called them, but they prefer the bill stays as is. Becky Jutting will cook at Manly EHS for summer. Production records are completed for summer. Sue will help with grocery order as needed. Sue will call Serv Safe to get training dates for Melissa. Sue will get prices for CPR dummy's.

Disabilities: Karen and Melissa will meet with Tom Rendon and Dee from Iowa Department of Education on April 19th to discuss collaboration and inclusion classrooms. Some programs in our area are having difficulty meeting the minimum number of disability students.

Mental Health: No new updates. We plan to continue with our current MOU for fall services.

Facilities:

- Clear Lake half door has been installed.
- Lawn mowing contracts have been mailed.
- Clear Lake vacuum - Sue has information for Shelia on this.
- Charles City potholes in parking lot - Cindy has contacted someone about this
- Clarksville - Canopy blew off playground. They will reinstall it when it warms up.

ERSEA:

- Current enrollment is 227 for HS and 16 for EHS.
- Attendance summary for the month will be completed soon and emailed out.

Technology: Melissa M's IPAD has not been brought in yet (Power button wont work).

Director Report:

- Melissa shared a letter regarding the funding increase. Funds available for COLA (2.2%), duration, and EHS expansion.
 - For EHS expansion, we are currently looking at Mason City and Charles City. Charles City will be located in TLC building. Melissa is currently looking at sites and/or building sites in Mason City.
 - Duration - we must write for this grant now as funds are available. Melissa shared we will look at getting at least 50% of our classrooms up to 6 ½ hours day for 170 days a year (classroom hours 8 - 2:30). She will be putting a third staff person in all of those classrooms. Discussed sites: Clear Lake, Algona, Clarksville, CC TLC, Hampton 3, CC Washington, Forest City.
 - Mason City meeting on May 7th to discuss additional inclusion classroom.
- Grants:
 - ECI grants for Cerro Gordo, Worth and Hancock. Requested funds for Mason City and Clear Lake transportation. We will possible discontinue transportation for Mason City as the cost per child is high. Last year, we only had 16 children use this service.
 - Additional ECI grant for EHS staff costs (benefits and change in staff)
 - Mason City foundation grant for EHS
 - ECI grant for FMC
 - Karen shared information on Floyd County grant (due in September) and Tyson grant (due in May).
- Weatherization program; This program will be closing as of April 30th. Dick made this announcement today.
- Donation: We received a memorial donation of \$1600. Melissa shared the letter from the family.
- CLASS review scores were great!
- Focus Area Two review final call was positive. There were two small incidents - a fingerprint check form 2008 that was not completed before hire (done but no results back before hire), and a bus incident (window shot out) that was already reported to regional office. Both are not expected to result in any findings. The information from the team has been sent to a report team.
- Planning meetings: April 20th at 1:00 and April 23rd at 8:30 AM. Michelle will email the agenda. Melissa asked that we come prepared with a list of our current job duties (individual and not as a group).

Area Managers/Education: The area manager team met on Friday of last week

- Discussed monitoring for the month
- CLASS scores sharing and reflection
- Classroom updates shared

- Coaching - progress updated for practice based coaching, set specific, observable goals and would like to develop a toolkit with information on each topic
- CLASS scores are being reviewed with classroom staff
- First Aid checklist shared. Michelle also has a copy of this.
- Summer TO DO list started
- Screenings and health follow up - discussed changes to this process for fall.
- Melissa would like us to utilize the specialists in this office for monitoring
- Preservice discussed. Will start the week of August 20th and will be 4 days of training. Tentative schedule:
 - Monday 20th - HR, IT, Center staff meeting
 - Tuesday 21st - CACFP, Universal Precautions, Children in the Middle and Home visit safety
 - Wed/Thurs of following week - Education training

New/Other Business:

GOOD ideas reviewed:

- Home visit safety training: Plan to have @ preservice and will also implement in new staff onboarding process
- Home visit letters - in process of being completed
- Book study for family workers during monthly meetings
- ACES questionnaire for children and/or families. Goal is increase resiliency in families
- COLORS training (offer to all staff)
- Use Evernote app for classrooms
- Growth assessments - will be completed in September and March. This will be implemented in the fall.
- Add safety checklist review to administrative meeting

Regional conference: June 26-29 2018 Leadership conference in Kansas City.

Awards: Two of our award nominations won at the state level and will be forwarded to Regional. Brittany Hanson - Beating the Odds Award and Keisha Cummings who has started back to school picnics, backpacks for kids and the POM squad in Charles City.

Recruitment: 115 applications have been accepted to date. Acceptance is in process at this time. Michelle asked about any "round up" nights scheduled. None are scheduled at this time. Charles City has a preschool meeting night that we could have parents come early and complete forms if needed. April 23rd at 11 Am and April 26th at 6:00 PM. Possibly can do something in Hampton also. As Michelle does acceptance for each site, she will talk with area manager about round up plans so we know what letter to send out.

Staff Surveys: All administrative staff have reviewed the results. Summary was emailed to all staff.

Parent Surveys: This has been emailed out to staff to have parents complete at conference time. Michelle will send a reminder out mid month.

Strategic plan – Reviewed and updated.

Next meeting: May 14th, 2018