

Head Start

Parent Policy Council Minutes

October 25, 2017

10:00am

Mountainview Early Head Start Center

Literacy Training- There's Nothing to Do- Beth Nair- Beth Nair read the book and everyone laughed and thought it was a really cute book.

Parent Training-Scrapbooking/All about Me Book- we spent the last 20-30 minutes making our scrapbooks.

Voting Members: Hector Caraballo, Racheal Caraballo, Elizabeth Fernandez, Mahammad Elamein, Sharon Oscar, Megan Grimm, Adesola Adjankie, Heather Tallman

Non-Voting Members: Amy Zeiders, Debbie Jones, Candy Berry, Joanna Landis, Janel Allen, Tracie Satterfield, Beth Nair, Lorraine Jaure

Call to Order- Beth Nair called meeting to order at 10:20am

Reading of Minutes- Megan Grimm made a motion to approve September minutes. Hector Caraballo seconded the motion. All in favor, none opposed, motion carried

Old Business- All old business will be discussed in new business.

New Business-

Election of NC Reps- Up to 5 Parents- Monongalia falls under the WV Community Action. So they ask that parents from Mon. County be reps at the NC PPC meetings. They meet 1x a month @ Bridgeport Eat n Park from 10:00- 11:30am. Potential reps include: Megan Grimm, Mahammad Elamein, & Elizabeth Fernandez, and Hector Caraballo.

By-Laws Review & Approve- Added the term difference from 3 yrs. To 5 Yrs. And the By-Laws are still in order with the performance standards. Tabling the approval for a later date so everyone has a chance to read them.

Parent Handbook- Only updates that are made is that if something changes with the classrooms or if something is necessary. Megan Grimm made a motion to approve the Parent Handbook. Mahammad Elamein seconded the motion. All in favor, none opposed, motion carried.

Procedures- As a program we are required to revisit the self-assessment 1x a year, and for every procedure there is a form to follow. Sharon made a motion to approve the Procedures. Elizabeth seconded the motion. All in favor, none opposed, motion carried.

Forms- Some of the forms requested are Well Child Checks, Dentist appts., Enrollment form. For every form there is an assessment to follow. Sharron made a motion to approve the Forms. Elizabeth seconded the motion. All in favor, none opposed, motion carried.

ERSEA Training- It is required that every parent and staff gets ERSEA Training. It stands for Eligibility, Recruit, Selection, Enrollment, and Attendance. To be eligible your income must be verified. 180 have to be enrolled and 10% of which can be over income. There are spots that are required to be saved just for Foster kids/ Homeless, which means they automatically qualify. Recruitment is taken care of by Beth Nair. She goes out in the community and shares info about the program. Also the program recruits by resource fairs, Dominion Post, Word of mouth, flyers are sent home with kids and hung up in the community, put on the community calendar and on website. This lets everyone know when EHS & HS is starting enrollments. Selections are made by verifying and reviewing the criteria given at time of sign-ups. It helps to decide who needs to be enrolled 1st. Enrollment must be maintained at the 180 mark. So EHS & HS verify income and info then decide who will be enrolled, then those chosen will get an enrollment call. Attendance is based on if the child is going to school every day and if not why. If a child misses 10 or more accumulated days then immediate action is taken by the school to figure out why. So if a child will be absent you must call within the 1st hr. of school and send a note the day they return.

Code of Conduct/ Conflict of Interest- We read and signed the forms & Beth Nair discussed what each form meant and the reason for the forms.

NC Community Needs Assessment Update Review- The Community Needs Forms have been turned in. Mon County is the leading county to have them turned in this year. The form asks questions about areas that are most needed in the community such as housing, transportation, education, and jobs.

School Readiness Goals- Next Meeting 11/30/17 1:00-2:00 @ Mt.View EHS- These goals are made at birth up to 4 yrs old when they enroll in head start. These goals are posted on the EHS/HS website and on the school walls so everyone can see them. In Oct., Feb., May these goals are reported out to see how the kids are doing with them.

Training Ideas- We are required to get Financial Literacy so Michael Schnapps does this training for us. Beth Nair also asks parents for ideas on what they would like training for.

Reports:

Director- Debbie Jones- Debbie has submitted the health checklists. Areas of concerns have been addressed and reported. But overall Debbie says she is very happy with how well things are going with the program and families.

Center Reports-

Fiscal Reports- Joanna Landis- For July 2017-2018 HS expenses were 2% spent, T&TA were 0% spent, and Donations were 0% spent. Mahammad made a motion to approve Expenses for July 2017-2018. Hector seconded the motion. All in favor, none opposed, motion carried. For Aug. 2017-2018 HS expenses were 6% spent, T&TA were 0% spent, and donations were .002% spent. Mahammad made a motion to approve Expenses for Aug. 2017-2018. Hector seconded the motion. All in favor, none opposed, motion carried. And for Sept. 2017-2018 expenses were 13% spent, T&TA were 0% spent, and Donations were .002% spent. Mahammad made a motion to approve Expenses for Sept. 2017-2018. Hector seconded the motion. All in favor, none opposed, motion carried.

Enrollment & Disabilities Report- Debbie Jones- We are required to have 180 students and 10% should be special needs. As of August 2017 we were at 181 enrolled and 18.78% with special needs. And September was the same. So we met our goals for August & September enrollment & disabilities. Megan Grimm made a motion to approve Enrollment & Disabilities form for August and September. Hector seconded the motion. All in favor, none opposed, motion carried.

Health Service Adv. Report- Candy Berry-

Health, Safety, & Nutrition Report- Candy Berry-

Social Service Adv. Meeting- 10/30/17, 10:00am @ Mt.View EHS- The goal for this meeting is to have as many agencies as possible come speak and Beth Nair encourages parents to come.

Community Events- Beth Nair- Heather from CCRC came to speak about what their program offers. It is an income based program. They offer financial services to parents who need child care so they can work/ go to school. The child has to be a citizen but the parents do not have to be. If interested just go to the office on Hartman Run Rd. and someone will assist you with the forms. Also a good thing about this program is that they have a training team who train the staff on all the different criteria.

Meeting Schedule-

Exec. Meeting- 11/7/17, 11:00am @ Chic Fil A (officers only)

B. PPC Meeting- 11/30/17, 10:00am @ Mt. View EHS

C. North Central PPC Meeting- 10/27/17, 10:00 @ Bridgeport Eat N Park

8. Adjourn-

Beth Nair adjourned the meeting at 11:15am

