

Policy Council Minutes

01.09.2020

Voting Members Present: David Powell, Lindsey Sellers, Angelica Hinklin, Kim Dykes, Amanda Feil, Pamela Rontti, Roberta Braden, John Lobato, Emily Morneau

Non-Voting Present: Linda Lorette, Lesa Larson, Alaina Ryan, Julie Leiker, Jim Fletcher, Shanna Rector, Natasha Busch

Call to Order – Natasha Busch called the meeting to order at 5:00 p.m.

Changes & Additions to the Agenda: There were no changes to the Agenda. David Powell motioned to approve the agenda as presented. Angelica Hinklin seconded the motion. The motion passed.

Approval of Consent Agenda Items: Kim Dykes motioned to approve the Consent Agenda Items as presented. Lindsey Sellers seconded the motion. The motion passed

Training: Practice-Based Coaching

Julie Leiker, Program Coordinator shared Heartland’s Practice-Based Coaching process. Heartland’s Early Education specialists coach and mentor classroom staff. Due to Head Start’s new regulations regarding collection of data during the coaching process and attending a training, Julie began writing new policies and procedures to improve the plan we were already using to make it more meaningful and assure it was “research based.” Supervisors will be able to score classroom staff in an effort to improve school readiness outcomes for all children. They created a Coaching Commitment form and a visual graph to determine the level of coaching being provided; either baseline, midline or intensive coaching. Any teachers with CLASS scores below the Head Start required score will receive intensive coaching. Intensive coaching can also be requested by a teacher, or can be provided if assessments show need or supervisor deems it necessary.

A Self-Assessment form was created for teachers to determine a baseline of where the coaching needs are. The team created data tracking tools and a professional development action plan for teachers to complete. The coach will come into the classroom to complete an intensive observation based on the goals the teacher set for themselves and provide feedback to the teacher to help them meet the goal. Once goals are reached, new goals will be made.

In October, Pam Krueger, our Technical Assistance Liaison completed a Coaching Assessment of our program. In the end, there were 27 items we did not have in place yet, 24 items were in progress, and 22 items we were doing well. Pam will come back on the 21st of the month and we will revisit. Six staff attended “Practice Based Coaching” training in November. It was a 3-day training for supervisors. Pam Krueger will complete a “Practice Based Coaching Academy” with our staff on site. This will allow more staff and possibly a Policy Council member to attend training.

Director Update:

The quarterly APM Meeting (KHS) is scheduled for January 16th. David Powell and Megan Wagoner will attend for Heartland. Family and Community Engagement and Mental Health networking sessions will be held.

On January 16th, Lesa and several Heartland staff will be visiting Tabitha Rosproy in Winfield, who received the 2020 Kansas Teacher of the Year award. She was a Heartland teacher for three years. She now teaches in an intergenerational classroom at a Winfield retirement village and nursing home. The program serves at-risk, special education and typically developing students. Heartland has reached out in the past to begin

an intergenerational classroom and are excited to see how this classroom operates and how we might implement this option in the future.

We have three grants due. State PreK and KPP are due April 3rd. The Head Start Federal Grant will be due April 1st. We will provide updates to the Policy Council as we move through that process. This is the end of our 5-year grant period. This makes the grant process more intensive and new 5-year goals will be presented with our grant.

New Business:

Set Budget Meeting Date

Linda Lorett reported the Budget Committee already met to look at our Home Visitor and Partner grants. On Tuesday, January 28th, they will meet to look at the overall budgets for Federal Head Start and Early Head Start. The executive committee is automatically part of the budget committee and Linda invited all Policy Council members to attend the meeting.

Information Memorandum (ACF-IM-HS-19-05) Accounting and Reporting Capital Leases

This information memorandum is a reminder of the rules regarding leases for accounting purposes. Heartland has a small lease with Century Business Systems for copy machines and has a lease for rental of our office building in Abilene. This information has been shared with Lisa Peters at the BOE to ensure we are reporting as required.

In-Kind

Natasha Busch spoke to Policy Council parents regarding the importance of volunteering in their child's classroom. It helps parents understand what happens in the classrooms and to have more empathy for the teachers. It is important to ensure your time is recorded so it can be claimed as In-Kind by the program. Several parents reported spending undocumented volunteer time in the classroom. Lesa said she will take a look at our classroom processes to ensure volunteer hours are being documented consistently.

Parent Reports:

Natasha Busch reported she spent nine hours in her children's classroom helping with meal times and activities. The language they use in the classroom was something she will take home and use. She is more excited about their school and activities they are doing now that she has spent time seeing them first-hand. The twins have graduated out of occupational therapy and they are ready to start transitioning to kindergarten.

David Powell reported his son Logan is in Joslyn's Head Start class. He was diagnosed with autism, and Heartland has helped get them with resources to help Logan and to help them deal with behaviors. They started a program with CAPS specifically geared to help parents deal with issues related to autism. They feel fortunate to have services like this in Salina.

Emily Morneau reported Enterprise Head Start does not have a lead teacher right now. Barbie, Shianne and Rachel are doing a wonderful job in the classroom while they wait for a new teacher to be hired.

Roberta Braden reported Lilah started walking over break and ran to her teacher when she returned to the classroom.

Community Member Report:

David Powell reported Independent Connections will provide a training for Policy Council next month to explain what the program is and his associate, April will elaborate on Youth Transition.

Jim Fletcher reported the BOE has newly elected members coming on board. Their first meeting will be January 21st. Committee assignments may change, so he is unsure if he will continue to be on Heartland's Policy Council, but has enjoyed serving at Heartland. At the state level, Governor Kelly announced bi-partisan support to come up with Medicaid expansion. A plan may be in place by January 2021.

Shanna Rector reported she participated in a meeting regarding the kindergarten readiness rubric. They lined it up to what the state will be requiring. She met with USD305 staff to begin outreach to get meetings developed for PreK transition to kindergarten. Meetings will be planned to look at what we're asking of kindergarteners and make sure it is developmentally appropriate. We will look at ways to make sure it is communicated between the early childhood and elementary communities.

David Powell motioned to adjourn the meeting at 5:35 p.m. Lindsey Sellers seconded the motion. The meeting adjourned.

The next meeting is scheduled for February 6, 2020.

Respectfully submitted by Alaina Ryan, Administrative Assistant