

Head Start Administrative Team Meeting Minutes
March 5, 2018

Minutes from last month: Approved. One revision under family services - tow should be two.

Additions to agenda: None, We will be adding report backs at each meeting.

Reports backs (from February meeting):

- Bus evacuations are completed.
- Smoke detectors - this has been taken off safety checklist and it will be on the startup checklist when it is revised this summer.
- New staff checklist and packet (Kristie) - this is not completed yet.
- Calendar Team - meeting date will be set today
- Attendance - Michelle confirmed that January attendance increase was due to illness in the communities.
- Internal Monitoring: Reviewed revised copy and made further revisions. We will train on this at April meeting. Also suggested that we add tabs for general site repairs and family worker observations. Michelle will check in to this.
- Radon Tests: information is entered and will be tracked in Child Plus.
- Protective Factors training - Paulette reported this training was cancelled due to lack of interest.
- Classroom schedules - Melissa has sent these in to HSES. Policy council was also asked for input.
- Circle 6 questions - Melissa received some replies and they will use this information when planning new staff onboarding.

Component updates:

Health: No new updates

Nutrition: Sue shared handouts that went out to classrooms. April 25-26 Training (formerly Short Course) and Sue would like to attend. Nutritionist from USDA will be speaking. CACFP state review will be sometime between now and September 2018. Sue will send an email to staff to let them know someone may visit their site.

Disabilities: Karen has given information to area managers about AEA in our area. Disabilities numbers have been updated and the current # is 46 (20.4%). Classroom make up information for review team will be updated as needed. Final version is due Friday at 10:00 AM so Melissa can submit it. Karen will add a column for tracking CPI children. Melissa reminded everyone when we have a child with a concern, this should be tracked on the concern tabs in Child Plus as soon as the concern arises.

Mental Health: Copies of observations are all in shared files.

Family Services: Paulette emailed the family services reports. Forest City and Clarksville sites had 100% completion.

Transportation: All bus evacuations are done except Hampton. Still working on collection HR paperwork for Hampton and North Iowa Bus Company.

Facilities:

- Clarksville smoke detectors are installed.
- Radon tests are all done and we are waiting for results from Parkersburg. These are good for two years so there will not be any due next school year.
- Fire Marshall reports are all done - next one due is Clear Lake in September 2018.
- Alarm systems in Clear Lake, Manly and Charles City will be inspected by Jim.
- Fire extinguishers will continue to be inspected as they are now.

ERSEA:

- Current enrollment is 225 for HS and 16 for EHS. Two slots are in process of being filled now

- Attendance for last month: Head Start 87.85%, YTD 91.70%; EHS 91.19, YTD 89.68. Attendance summary for the month will be completed soon.

Technology: Bar codes have been turned in from all classrooms. This has been updated on classroom inventory. When you have any changes in equipment, please get that information to Sheila. Laurie, Kristie, and Karen need their apple ID's/passwords. Michelle will get these from Lance.

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

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

- Trena is changing her team meetings (as a pilot). All Mason City staff will meet here and focus on PD.
- All coaches have been out to their sites and contracts have been signed.
- Summer to do list has been started.

Head Start Celebrations: Michelle, Keisha C, Sue, Trena and Keisha B. were all celebrated this month.

HR report:

- Algona TA interviews are on Tuesday
- TA floater interviews are on Wednesday

Training:

- Implementing Universal Math @ AEA April 4 - Area Managers
- 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

Director Report:

- Acronyms quiz was sent out. Diane B and Brandy were the only responses.
- Communications with staff was discussed.
- Brandy will be making site visits to become more familiar with program. Please check with her as you travel.
- Review highlights:
 - Focus Area 2 team will arrive on Monday and will be in classrooms Tues, Wed, Thurs. Trena and Karen will take team to Mason City, Clear Lake and Karen's sites. Laurie and Meghan will take the team to Laurie's sites.
 - CLASS review team will be here Tuesday AM (2-3 reviewers). Family workers and Sue will escort team members to sites on Tuesday, Wednesday, Thursday.
- School readiness report was emailed to administrative staff.
- Annual report was emailed to administrative staff.

New/Other Business:

Recruitment: 87 returning children. 91 applications have been started and we have 102 more prospects we are working on. We continue to take applications and are working on getting them all processed and reviewed. Evernote app has been used for gathering documents. It was discussed that we may use this more for classroom staff in the future.

Self Assessment: Melissa clarified that our planning dates set aside are actually planning meetings. The self assessment process includes the health/safety checklist being done and the Focus Area Two review that we have done recently. We also do ongoing self assessment. We reviewed ongoing self assessment notes and added some updates. Michelle reviewed the agenda and the process for our planning days in April. We will need a 3rd day and this was scheduled for May 3.

Staff Surveys: Results were reviewed. Michelle will send out some follow up questions regarding communication. The entire survey will be routed around for all admin team to review. Area managers were provided with training, struggles and what your area manager can do answers for their own areas. They will discuss training in more

detail at area manager meeting. Survey results will be further discussed at April meeting and we will provide a summary back to staff at that time.

Parent Surveys: Reviewed and updates. Michelle will get these updated in survey monkey and sent out to classrooms for parents to completed at May conferences.

Home visit safety training: Michelle shared information from agency safety committee that other program do home visit safety training before sending staff out to home visits. We discussed this and we would like to implement for our program. We would like to offer large group training at pre-service and training for new staff onboarding. We have a brochure that gives general tips that we can possibly use for staff onboarding. We would like to implement home visit standards that are communicated to parents in a letter in the summer - put dogs away, no smoking, etc.

Calendars: The calendar committee will meet in the afternoon of April 6th.

Internal Monitoring procedure - Draft reviewed and more revisions made. We will discuss further in April and also train so we call know how to complete the monitoring tab in safety checklists and how to run the monitoring reports.

Strategic plan – Reviewed and updated.

Next meeting: April 9, 2018