

# ***Semcac Head Start Policy Council Meeting Minutes***

August 7, 2021

## **I. Call to order**

Deona Dress called to order the regular meeting of the Policy Council at 9:07am on August 7<sup>th</sup>, 2021 at Charley's Eatery in Rochester, MN.

## **II. Roll call**

The following people were present: Wendy Brinks, Kristin Cerda, Jan Ball, Lisa Lind, Tara Blom, and by Zoom Deona Drees and Chalymar Martinez Flores.

## **III. Approval of minutes from last meeting**

Deona Drees asked for previous meeting minutes approval. The minutes from the last meeting were approved. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried. Quorum was established.

## **IV. Open issues**

Changes to the agenda, specifically the removal of 5.d. Teacher Waiver for Winona. More information is required from DHS and Region 5. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.

## **V. New business**

Disability Waiver – EHS: Head Start's disability percent on actual enrollment at the end of the program year was 16.3%; with its highest point being at 17.2%. Early Head Start's disability percent on actual enrollment, as of June 1, 2021 is 4.8%; with its highest point being at 7.5% during the program year. The end of enrollment percentage for actual number of enrolled children for Head Start and Early Head Start combined was 13.6% as of June 1, 2021.

Due to the nature of this last Program Year 2020-2021, with the Pandemic and limitations on school district evaluations, in person evaluations and home visiting, we were unable to reach our 10% EHS disability percentage. As of 7/13/2021 Semcac Head Start has 71 children (29%) with concerns identified and waiting on local school districts. Early Head Start has 19 children (26%) with concerns identified and also waiting on local school

districts to proceed. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.

- a) Transportation Waiver – Eagle Bluff: Semcac’s public transportation Rolling Hills provided transportation services to this site for the 2020-21 program year. We have a waiver on file for those services. We would like to request a renewal of the waiver. We do not claim these services towards our non-federal match. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.
- b) Covid Plan 2021-2022: Most counties we serve are in the substantial bracket for outbreaks. Plan is based on the guidance of MDH, CDC, and OHS. Plan will be a living document meaning that it will be updated and changing as guidance changes. Changes made will be brought to Policy Council. Plans will be posted on the Semcac website. We will allow visitors such as Americore workers in the site and parents as long as they stay in the assigned classroom, no travel between classes. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.
- c) Removed via vote see Open Issues.
- d) Video Surveillance Policy: Video recording will not only help to keep team members and children safe but will act as a second pair of eyes when looking at behaviors for guidance, coaching team members on performance and for support. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.
- e) Head Start Vehicle Policy: We noticed that team members that have to travel for home visits or trainings were submitting high mileage reimbursement checks. To help with the budget we purchased five vehicles and placed them at the larger sites and at sites that would have to travel long miles to reach trainings. This will help us with the budget and save wear and tear on personal vehicles. We do keep a copy of team members drivers license and insurance documents on file. Agency vehicles will be operated per Semcac Agency policies and Head Start Performance Standards. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.
- f) Persona Doll Policy: Per Head Start Performance Standards, 1302.31(b)(1)(i) requires Head Start programs to provide to our enrolled children nurturing and responsive practices, interactions, and environments that foster trust and emotional security; are communication and language rich; promote critical thinking and problem-solving; social, emotional, behavioral, and language development; provide supportive feedback for learning; motivate continued effort;

and support all children's engagement in learning experiences and activities. To meet the requirement, we have added Persona Dolls to the teacher plans. Persona Dolls come into the classroom as friends. Teachers carefully build relationships with the dolls by mirroring details of the children's own lives. The dolls engage children by telling stories about their lives and asking children for advice. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.

- g) Mower and Winona class time change: Our Austin Head Start site utilizes the Rainbow Route to get children to our Head Start preschool program. Due to changes made within the route, Head Start needs to adjust their start time so that enrolled children may still use the bus service. Austin will have a start time of 7:45 am.
- h) Policy Council previously approved at the June meeting to eliminate one 3.5-hour class due to the reduction in State Head Start funds. The 3.5 am class will now switch to a 6-hour day and have a proposed start time of 8:30 am. The reasons are that it would allow the teacher to help cover the duration teacher and there would be less congestion for parent drop off/pick up. This will be reviewed with parents in Winona. In addition, this will be part of the staggered schedule to coordinate with our Covid plan. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.

## **VI. Unfinished Business**

None.

## **VII. Reports**

- a) Parent Committee Reports – Preschool not in session, no reports.
- b) Community Representative Report – Kristin Cerda Dodge county Public Health reported that the waiver for WIC appointments over the phone has been extended. Home visits will happen in person. Public Health will be wearing masks and going to the board for a mask mandate.
- c) Semcac Board Report – Jan Ball, summarized the board report because she forgot her note book with the information in it. Stated that they are currently looking to fill two vacancies for consumers in Freeborn and Houston counties. Also relayed that Terry Erickson, past Semcac Executive Director passed away. Doug Grout Semcac Executive Director gave updates on what he has been working on for Head Start. Currently searching for a new location in Austin and has been in contact with the Hormel Foundation for a grant to assist with the building.

Relayed that TVOC Head Start may be interested in partnering with us and bringing migrant services to the Austin area. The current location does not meet our needs as it does not support disabled children or adults and is expensive. Any community members that would like a PC member that would like a Covid tee-shirt let Lisa know.

- d) Directors Report and vote – Lisa Lind: Program information Summaries were given from the directors’ report. Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.
- e) MHSA Report – MHSA is currently not in session due to program year end. Jena Schulte has resigned as Parent Affiliate effective June 29, 2021. Wendy Brinks expressed some interest and would like information on the position.

### **VIII. Other Business**

#### **Next meetings:**

September 11<sup>th</sup>

October 9<sup>th</sup>

November 6<sup>th</sup>

December No Meeting (Holidays)

### **IX. Adjournment**

Deona Dress adjourned the meeting at 10:39 am Wendy Brinks motioned for approval, Kristen Cerda seconded the motion. Motion carried.

Minutes submitted by: Tara Blom

Minutes approved by: Deona Drees \_\_\_\_\_