



Policy Council Minutes June 20, 2017

Minutes taken by D. Usher

Call to Order

Meeting called to order at 6:05 PM by J. Arais-Garcia

In Attendance: M. Hernandez- Lopez, L. DeBella, J. Arais-Garcia, A. Parcinski, K. Lamey, J. Basley, R. Platt, G.. Oduro, D. Gozember, L. Lybarger, A. Ellsworth and A. Sousa

Approval of Minutes

April minutes- approved

Motion made by J. Basley seconded by R. Platt

Passed 6; 2 Abstentions

May minutes- approved

Motion made by L. DeBella seconded by J. Basley

Passed Unanimously; No Abstentions; All in Favor

Director's Report

Attendance/Enrollment: Reviewed and discussed. Discussion took place on the New Life collaboration and its impact on our enrollment.

Fiscal Report: Reviewed and discussed.

Meal Counts: Reviewed and discussed.

Professional Development: Reviewed and discussed some of the professional development that was attended and provided throughout the year; CLASS, Practice Based Coaching, Infant/Toddler conference, CT Association of Infant Mental Health.

Program Information Summary: N/A

COLA Submission

The Federal government will be providing a 1% increase this year.

Stafford: materials

Windham: Technology, supplies, diapers etc

EASTCONN: gross motor, EHS equipment, ERSEA coordinator, nutritionist increase

Motion made by M. Lopez seconded by L. DeBella

Passed Unanimously; No Abstentions; All in Favor

Program Accomplishments and Looking Forward:

- 5 year goals
- Database setup for data collection on parents education/employment level
- Northeast piloted education goal tracking
- New TS gold Assessment system

Approved by Policy Council

Policy Council Committees:

Hiring committee: reviewed candidates for Data and Outcomes coordinator. Possible decision made, pending background check.

Motion made by J. Basley seconded by L. DeBella
Passed Unanimously; No Abstentions; All in Favor

Center Reports:

Killingly:

- End of the Year Art show
- CT Storytellers
- End of the Year ceremonies
- Kindergarten transitions

Putnam:

- End of the Year Art show
- CT Storytellers
- End of the Year ceremoniesD
- Kindergarten transitions
- 4 free lunch programs available
- Field day with Putnam Public Preschool

Stafford:

Vernon:

- End of the year celebration
- Family photos/balloons

Plainfield:

- End of the Year Art show
- CT Storytellers
- End of the Year ceremonies
- Kindergarten transitions

Windham:

- Enrollment and recruiting
- Center based throughout the summer
- Family Connection Time ending this week in June

August 2017 Agenda:

- Child outcomes data (Full year)
- UCONN Data
- Hiring Committee

Adjournment:

Motion made by M. Lopez seconded by L. DeBella
Meeting Adjourned 7:30
Passed Unanimously; No Abstentions; All in Favor

EASTCONN Head Start/Early Head Start Meal Counts 2016-2017

	Windham				Vernon				Northeast				Total/Month
	Breakfast	Lunch	Snack		Breakfast	Lunch	Snack (AM)		Breakfast	Lunch	Snack		
July	347	394	337		0	0	0		158	180	57		1473
August	310	348	300		0	0	0		184	190	75		1407
September	2971	2531	382		631	631	631		1225	1063	569		10634
October	3459	2838	404		564	564	564		1306	1073	492		11264
November	3926	3231	411		509	509	509		1225	1006	453		11779
December	2870	2641	309		501	501	501		1026	139	1083		9571
January	3761	3399	2474		568	568	568		1361	1103	462		14264
February	2416	2589	2029		495	495	495		859	788	311		10477
March	4002	3391	2665		554	554	554		1407	1245	425		14797
April	3136	2673	2056		434	434	434		1041	880	360		11448
May	4589	3953	3028		610	610	610		1513	1250	467		16630
June	2291	1961	1522		366	366	366		953	808	360		8993
Grand Total												122737	

EASTCONN Head Start Attendance and Enrollment Report June 2017

Basic Head Start	Classroom	Funded Enrollment	Actual Enrollment	Attendance	30 Day Vacancies	Waiting List
EASTCONN						
Northeast	Putnam Full Day	13	13	95%	0	6 - IE 100% 2 - 130% 12 - OI 3 - Foster 0 - Homeless 0 - Public Assistance
	Killingly High School Full Day	16	16	93%	0	
	Killingly AM	16	16	91%	0	
	Plainfield Full Day	16	16	92%	0	
Vernon	Lake Street Room 1 Full Day	16	17	96%	0	0 - IE 100% 0 - 130% 3 - OI 0 - Foster 0 - Homeless 0 - Public Assistance
	Lake Street Room 2 Full Day	16	15	98%	0	
Northeast/Vernon Total		93	93			
WINDHAM						
Prospect Street & STEM	Room 3 Full Day	14	14	89%	0	5 - IE 100% 2 - 130% 2 - OI 0 - Foster 0 - Homeless 1 - Public Assistance
	Room 9 Full Day	13	13	88%	0	
	Room 10 Full Day	13	13	89%	0	
	Room 11 Full Day	11	11	86%	0	
	Room 14 Full Day	9	8	84%	1	
	Room 16 Full Day	12	12	80%	0	
	Room 18 Full Day	12	12	74%	0	
	Room 19 Combo Part Day	15	14	89%	0	
	Room 200 Full Day	7	7	95%	0	
	Room 202 Full Day	7	7	99%	0	
Room 204 Full Day	9	9	95%	0		
Windham Total		122	120			
Program Total		215	213			

Reasons Attendance is below 85% - Illness, Medical appointments, Vacation

EASTCONN Early Head Start Attendance and Enrollment Report June 2017

Early Head Start	Classroom	Funded Enrollment	Actual Enrollment	Attendance	30 Day Vacancies	Waiting List
EASTCONN						
Northeast	Killingly Room 1	8	8	88%	0	4 - IE 100% 2 - IE 130% 3 - OI 2 - Homeless 2 - Foster 2 - Public Assistance
	Killingly Room 2	8	8	83%	0	
	Plainfield EHS	8	8	97%	0	
	Home Based	42	41	N/A	1	
	Northeast Total	66	65			
WINDHAM						
High School	Panda 113	8	8	80%	0	5 - IE 100% 2 - 130% 2 - OI 0 - Homeless 0 - Foster 1 - Public Assistance
	Monkey 114	8	8	86%	0	
	Giraffe YPP 115B	8	6	73%	1	
	Kangaroo 116A	8	8	85%	0	
	Lion 117	8	7	80%	0	
Prospect St	Home Based	60	58	N/A	2	
	Windham Total	100	95			
STAFFORD						
West Stafford	Expansion Home Based	17	17	N/A	0	0 - IE 100% 0 - 130% 3 - OI 1 - Homeless 0 - Foster 0 - Public Assistance
	Stafford Total	17	17			
	Program Total	183	177			

Reasons Attendance is below 85% - Illness, Transportation issues, Family events

EASTCONN Head Start and Early Head Start
Financial Report for Policy Council and Executive Board
Program Year of February 1, 2017 to January 31, 2018

Reporting Period of February 1, 2017 to June 30, 2017 ****PRELIMINARY****

Category	BUDGETED AMOUNT	INCURRED EXPENSES	Available Budget	
			\$	%
Basic Head Start				
EASTCONN Administered Programs				
Personnel	770,265	306,193	464,072	60%
Fringe Benefits	305,976	128,528	177,448	58%
Supplies	16,200	3,679	12,521	77%
Contractual	202,135	62,739	139,396	69%
Other	67,744	34,356	33,388	49%
Sub-total EASTCONN	1,362,320	535,495	826,825	61%
Windham - Contracted Activity	934,895	257,532	677,363	72%
Indirect Expense	133,738	51,622	82,116	61%
Total Basic Head Start	2,430,953	844,649	1,586,304	65%
Basic Head Start - Training				
Training & Technical Assistance (All Eastconn)	37,473	16,378	21,095	56%
Early Head Start				
EASTCONN Administered Programs				
Personnel	718,602	287,555	431,047	60%
Fringe Benefits	270,729	118,988	151,741	56%
Supplies	36,797	2,921	33,876	92%
Contractual	82,691	28,400	54,291	66%
Other	123,707	33,391	90,316	73%
Sub-total EASTCONN	1,232,526	471,255	761,271	62%
Stafford - Contracted Activity	91,515	26,932	64,583	71%
Windham - Contracted Activity	925,625	239,882	685,743	74%
Indirect Expense	123,636	46,634	77,002	62%
Total Early Head Start	2,373,302	784,703	1,588,599	67%
Early Head Start - Training				
Training & Technical Assistance (All Eastconn)	37,474	13,897	23,577	63%
One-Time Funds: See Note				
EASTCONN-Renovation-Westcott Road	249,000	-	249,000	100%
EASTCONN-Equipment	14,720	4,338	10,382	71%
EASTCONN-Supplies	2,833	-	2,833	100%
EASTCONN-Other	1,039	340	699	67%
Total One-Time Funds	267,592	4,678	262,914	98%
Grand Total				
EASTCONN	2,862,438	1,011,428	1,851,010	65%
Stafford	91,515	26,932	64,583	71%
Windham	1,860,520	497,414	1,363,106	73%
Training & Technical Assistance	74,947	30,275	44,672	60%
Indirect Expense	257,374	98,256	159,118	62%
Total	5,146,794	1,664,305	3,482,489	68%

* Includes \$0 in credit card expenditures

July Policy Council and Board Program Information Update

Preliminary Data on Mental Health Services for Program Year 2016-17

	NE BHS	NE EHS	Vernon BHS	Windham BHS	Windham EHS	Stafford EHS
MH Consulted with staff about a child	6	6	4	121	133	2
MH Consulted with staff 3 or more times	5	5	2	95	64	1
Consulted Parent	6	5	3	29	17	0
Consulted Parent 3 or more times	1	1	0	3	0	0
Completed a MH Assessment	1	3		11	0	2
MH Professional facilitated referral for MH services		2	2	14	0	1
Referred by program or other staff for Services outside of HS	6	2	1	15	0	1
Of these the number who Received MH services outside of HS	4 of 6	2 of 2	0	9 of 15	0	0 of 1

Adult Ed/Employment PIR Info 2016-17

	NE BHS	NE EHS	Vernon BHS	Windham BHS	Windham EHS	Stafford EHS
Completed a grade level		1		11	30	
Completed HS Diploma/GED		4		34	16	
Completed Associates		0		11	4	
Completed Bachelors or advanced		1	1	1	3	
completed job training, certificate or license	1	4	1	0	2	