



## Policy Council Minutes May 16, 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, J. Julien, R. Platt, J. Albarracin, D. Gozemba, L. Lybarger, A. Ellsworth and A. Sousa

### Approval of Minutes

No quorum- Postponed until June

### Director's Report

Attendance/Enrollment: Reviewed and discussed. ERSEA coordinator presented to the council members on the importance of recruitment, and offered areas, flyers and advised how to have families to contact our program and even be referred to 2 Gen programming at initial inquiry.

Fiscal Report: Reviewed and discussed.

Meal Counts: Reviewed and discussed.

Program Information Summary: Reviewed and discussed. Mental Health information provided on the mid-year Family Functioning results.

### PEP Update

Explanation of 10 week PEP program and was presented by a parent to the Policy Council, who went through the training. Council members were urged to share community project with others.

### State Head Start Grants:

Reviewed and discussed.

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

### Policy Council Committees:

**Parent Engagement:** Pyramid Model explained to members, 5 year goals presented as well as how we plan to adopt that model. HIGH SCOPE assessment model discussed.

**School Readiness Sub-committee:** HIGH SCOPE – new assessment system reviewed and plans made to implement were made.

Approved by Policy Council

## Center Reports:

### Killingly:

- K-registration and transition
- Father event in April
- End of the Year Art show plans are being made
- TA's helping parents with next year

### Putnam:

- Art show planning
- 6/14/17: last day of school
- K- transitioning happening

### Stafford:

- Parent coffee hour- had a counselor come and talk about couples relationships- evolved into Couples Paint night
- 6 week Yoga session for parents
- Field trip to Science Museum in Springfield

### Vernon:

- Father event at Jumpin' Jonnies
- Home visits happening this month
- NAEYC passed!

### Plainfield:

- Father event in April
- K-transition trips are happening

### Windham:

- Home visits with teachers and teacher assistants are complete.
- Local Field trips
- K-transition visits
- Puppet show for Basic Head Start
- Early Head Start field trip to Harkness

## June 2017 Agenda:

- Approval of April and May minutes
- No July meeting
- Program Accomplishments and looking forward

## Adjournment:

Motion made by L. DeBella seconded by J. Julien

Meeting Adjourned 7:50

Passed Unanimously; No Abstentions; All in Favor

**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 May 31, 2017

Category	BUDGETED AMOUNT	INCURRED EXPENSES	Available Budget	
			\$	%
<b>Basic Head Start</b>				
EASTCONN Administered Programs				
Personnel	770,265	220,817	549,448	71%
Fringe Benefits	305,976	100,299	205,677	67%
Supplies	16,200	2,692	13,508	83%
Contractual	202,135	42,902	159,233	79%
Other	67,744	27,413	40,331	60%
Sub-total EASTCONN	<b>1,362,320</b>	<b>394,123</b>	<b>968,197</b>	<b>71%</b>
Windham - Contracted Activity	934,895	-	934,895	100%
Indirect Expense	133,738	37,993	95,745	72%
Total Basic Head Start	<b>2,430,953</b>	<b>432,116</b>	<b>1,998,837</b>	<b>82%</b>
<b>Basic Head Start - Training</b>				
Training & Technical Assistance (All Eastconn)	<b>37,473</b>	<b>13,462</b>	<b>24,011</b>	<b>64%</b>
<b>Early Head Start</b>				
EASTCONN Administered Programs				
Personnel	718,602	204,459	514,143	72%
Fringe Benefits	270,729	92,967	177,762	66%
Supplies	36,797	1,486	35,311	96%
Contractual	82,691	7,003	75,688	92%
Other	123,707	25,051	98,656	80%
Sub-total EASTCONN	<b>1,232,526</b>	<b>330,966</b>	<b>901,560</b>	<b>73%</b>
Stafford - Contracted Activity	91,515	14,947	76,568	84%
Windham - Contracted Activity	925,625	-	925,625	100%
Indirect Expense	123,636	33,110	90,526	73%
Total Early Head Start	<b>2,373,302</b>	<b>379,023</b>	<b>1,994,279</b>	<b>84%</b>
<b>Early Head Start - Training</b>				
Training & Technical Assistance (All Eastconn)	<b>37,474</b>	<b>12,833</b>	<b>24,641</b>	<b>66%</b>
<b>One-Time Funds: See Note</b>				
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	96	943	91%
Total One-Time Funds	<b>267,592</b>	<b>4,434</b>	<b>263,158</b>	<b>98%</b>
<b>Grand Total</b>				
EASTCONN	2,862,438	729,523	2,132,915	75%
Stafford	91,515	14,947	76,568	84%
Windham	1,860,520	-	1,860,520	100%
Training & Technical Assistance	74,947	26,295	48,652	65%
Indirect Expense	257,374	71,103	186,271	72%
Total	<b>5,146,794</b>	<b>841,868</b>	<b>4,304,926</b>	<b>84%</b>

\* Includes \$0 in credit card expenditures

# EASTCONN Head Start Attendance and Enrollment Report May 2017

Basic Head Start	Classroom	Funded Enrollment	Actual Enrollment	Attendance	30 Day Vacancies	Waiting List
<b>EASTCONN</b>						
Northeast	Putnam Full Day	13	13	90%	0	7 - IE 100% 3 - 130% 12 - OI 3 - Foster 0 - Homeless 0 - Public Assistance
	Killingly High School Full Day	16	16	94%	0	
	Killingly AM	16	16	86%	0	
	Plainfield Full Day	16	16	88%	0	
Vernon	Lake Street Room 1 Full Day	17	17	97%	0	0 - IE 100% 0 - 130% 3 - OI 0 - Foster 0 - Homeless 0 - Public Assistance
	Lake Street Room 2 Full Day	15	15	93%	0	
<b>Northeast/Vernon Total</b>		<b>93</b>	<b>93</b>			
<b>WINDHAM</b>						
Prospect Street & STEM	Room 3 Full Day	14	14	94%	0	5 - IE 100% 2 - 130% 2 - OI 0 - Foster 0 - Homeless 1 - Public Assistance
	Room 9 Full Day	13	13	94%	0	
	Room 10 Full Day	13	13	95%	0	
	Room 11 Full Day	11	11	93%	0	
	Room 14 Full Day	9	8	94%	1	
	Room 16 Full Day	12	12	83%	0	
	Room 18 Full Day	12	12	87%	0	
	Room 19 Combo Part Day	15	15	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	
<b>Windham Total</b>		<b>122</b>	<b>121</b>			
<b>Program Total</b>		<b>215</b>	<b>214</b>			

Reasons Attendance is below 85% - Illness, Medical appointments

# EASTCONN Early Head Start Attendance and Enrollment Report May 2017

Early Head Start	Classroom	Funded Enrollment	Actual Enrollment	Attendance	30 Day Vacancies	Waiting List
<b>EASTCONN</b>						
Northeast	Killingly Room 1	8	8	91%	0	6 - IE 100% 2 - IE 130% 7 - OI 2 - Homeless 2 - Foster 2 - Public Assistance
	Killingly Room 2	8	8	87%	0	
	Plainfield EHS	8	8	97%	0	
	Home Based	42	42	N/A	0	
	<b>Northeast Total</b>	<b>66</b>	<b>66</b>			
<b>WINDHAM</b>						
High School	Panda 113	8	8	94%	0	5 - IE 100% 2 - 130% 2 - OI 0 - Homeless 0 - Foster 1 - Public Assistance
	Monkey 114	8	8	88%	0	
	Giraffe YPP 115B	8	8	81%	0	
	Kangaroo 116A	8	8	91%	0	
	Lion 117	8	8	69%	0	
Prospect St	Home Based	60	60	N/A	0	
	<b>Windham Total</b>	<b>100</b>	<b>100</b>			
<b>STAFFORD</b>						
West Stafford	Expansion Home Based	17	15	N/A	2	1 - IE 100% 0 - 130% 2 - OI 1 - Homeless 0 - Foster 0 - Public Assistance
	<b>Stafford Total</b>	<b>17</b>	<b>15</b>			
	<b>Program Total</b>	<b>183</b>	<b>181</b>			

Reasons Attendance is below 85% - Illness, Transportation issues, Medical appointments



**Program Information Report for Policy Council and Board  
May 2017**

Figure 1a. Average Parent and Staff Report of Growth in FFS Domains Across All Sites

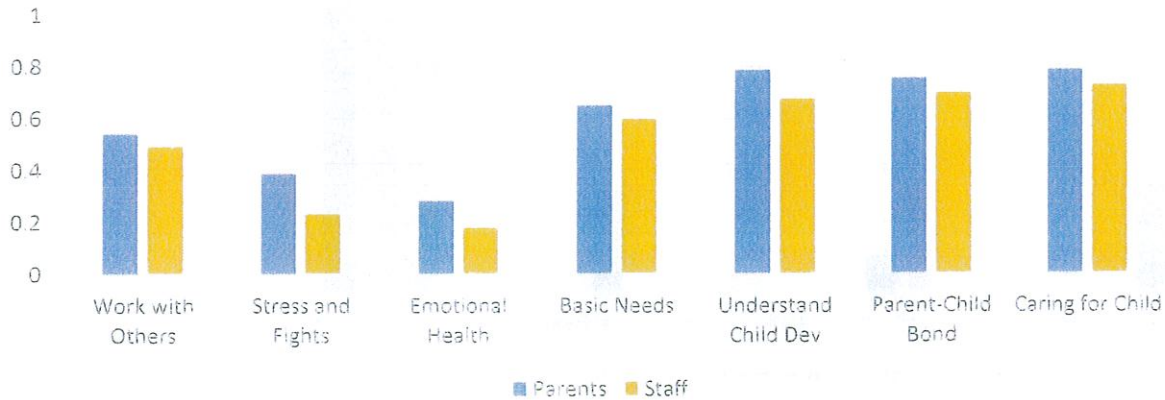
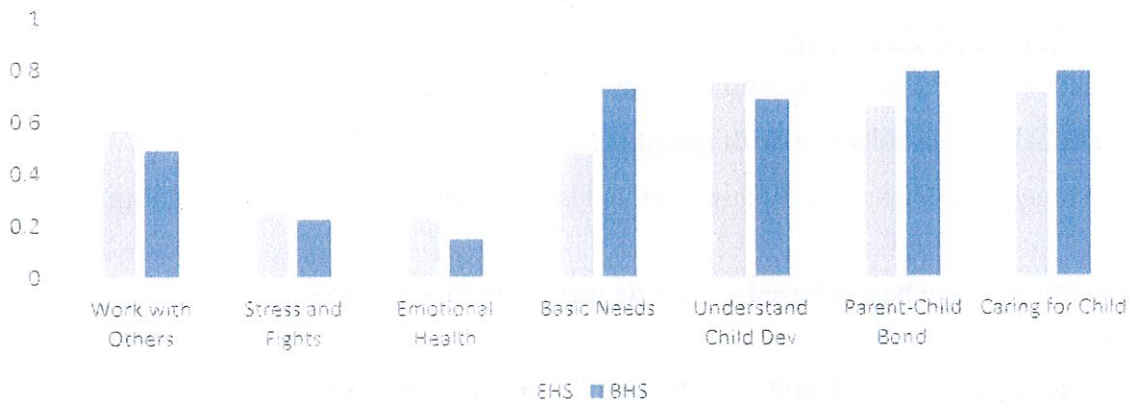


Figure 1c. Average Staff Report of Parent's Growth in FFS Domains by Program

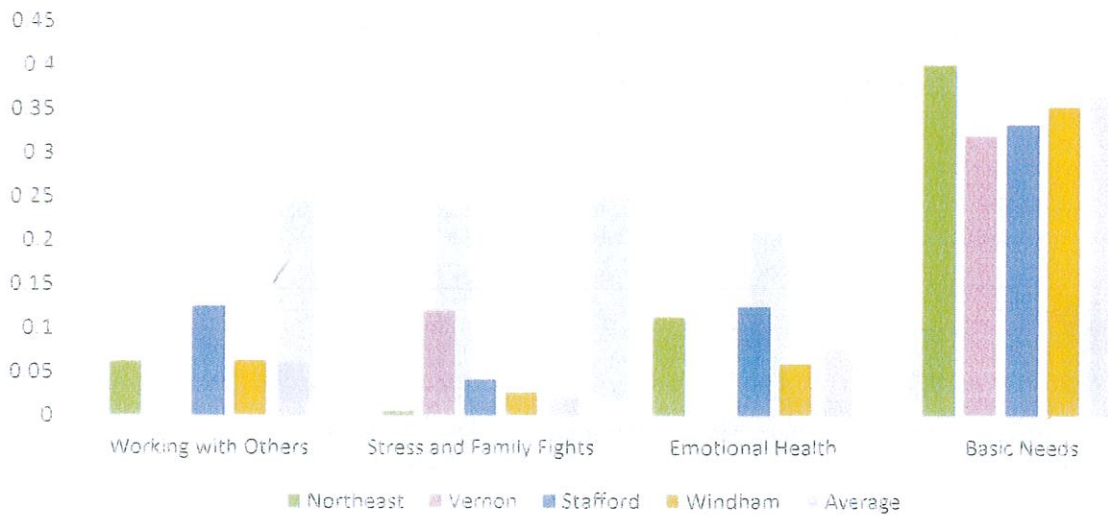


-Figure 1a offers a comparison of the average perceived growth for parents and staff across all sites for each FFS domain at the mid year point. Parents' perceived growth exceeds staff assessment in each domain, especially for Stress and Family Fights. Despite these discrepancies, staff's lowest and highest perceived gains align with those of parents' reports. Both families and staff reported **Stress and Family Fights** and **Emotional Health** as having the fewest number of families exhibiting growth.

-These trends are found in both EHS and BHS similarly with the most families indicating growth in the parent-child domains (Understanding Child Dev., Parent-Child Bond, & Caring for Child).

-BHS families reported more growth than EHS families in each domain except Working with Others, Emotional Health, and Stress and Family Fights. This is a new trend where BHS families are not rated as higher functioning in all domains as have been in years past.

Figure 1a. Distribution of Family-Related Goals Set by Site



-Overall, trends remain similar to goals created with families during Fall 2016, with slight increases in goals set with Stafford families in the domain of Working with Others and goals set with Northeast families in the domain of Emotional Health.

### Mental Health Services and Referrals

-Mental Health professional had consultations with teachers of 20 Northeast/Stafford children.

-Mental Health professional had consultations with parents of 15 Northeast/Stafford children.

-Mental Health professional completed an Individual Mental Health Assessment on 6 Northeast/Stafford children.

-6 Northeast/Stafford children have been referred to outside mental health providers for evaluations/services.

-36 referrals made for our families to community mental health providers for a family member living in the home.

\*Windham data to be entered by June 15<sup>th</sup>

### 2016-17 Continuous Program Improvements

-Addition of a Mental Health Coordinator to the program's management team.

-2016-17 is the first year of a 5 year plan to become a Pyramid Model program of excellence.

-Professional development trainings over the year provided on trauma, and social emotional development for both education, family service staff, and management.