

**BOARD OF DIRECTORS/HS/EHS POLICY COUNCIL JOINT MEETING
MONDAY, JANUARY 17, 2018
WACO CHARTER SCHOOL
615 N. 25TH STREET
5:30 P.M.**

GOVERNING BOARD

**Robert Rowe
Susan Copeland
Commissioner Ben Perry
Sara Pinner
Elizabeth Nelson-Absent
Stephanie Abright
Gary Luft
Cassy Burleson
Renee Turner
Dr. Howard Childs-Absent
Judith Benton-Absent
Carolyn Cotton-Absent**

POLICY COUNCIL

**Robert Brock-Jones
Chavon May
Darren Young
Sylvia Edwards-Borens
Anjelica Suarez
Flavia Dempsey
Margarita Perez
Tracy Hendricks
Cashundra Smith
Terronga Weaver
Christine Dempsey
Brittany Singletary**

STAFF PRESENT

**John Key
Terry McDaniels
Sabrina Gray
Robert Kunze
Sylvia Flores
Debora Jones
Rosie Sanders
Kristine Jackson
Ashley Reinke
Tina Gaston-Absent**

The EOAC Board of Directors meeting was called to order at 6:17 p.m. by Board President, Robert Rowe.

The HS/EHS Policy Council meeting was called to order at 6:17 p.m. by HS/EHS Policy Council Chair, Dr. Sylvia Edwards-Borens.

ESTABLISH QUORUM

A quorum was established for both the EOAC Board of Directors and the HS/EHS Policy Council.

SEATING OF POLICY COUNCIL MEMBER

Robert Brock-Jones moved to approve Darrin Young as a member of the HS/EHS Policy Council, seconded by Terronga Weaver, all in favor, motion carries unanimously.

ORDERING OF AGENDA

The EOAC Board of Directors agenda and the HS/EHS Policy Council agenda, remain the same.

INTRODUCTION OF EOAC BOARD OF DIRECTORS AND HS/EHS POLICY COUNCIL MEMBERS

Members of the EOAC Board of Directors, HS/EHS Policy Council and EOAC employees introduced themselves.

MISSION STATEMENT

The Mission Statement was read by Susan Copeland.

PUBLIC COMMENTS

There were none.

MINUTES HS/EHS POLICY COUNCIL DECEMBER 13, 2017

Robert Brock-Jones moved to approve the HS/EHS Policy Council minutes for December 13, 2017, seconded by Flavia Dempsey, all in favor, motion carries unanimously.

MINUTES BOARD OF DIRECTORS NOVEMBER 27, 2017

Gary Luft moved to approve the November 27, 2017 Board of Directors minutes as presented, seconded by Stephanie Abright, all in favor, motion carries unanimously.

MINUTES EXECUTIVE COMMITTEE/PERSONNEL COMMITTEE DECEMBER 6, 2017
Susan Copeland moved to approve the December 6, 2017 Executive Committee/Personnel Committee minutes, seconded by Commissioner Ben Perry, all in favor, motion carries unanimously.

BUDGET REPORT/CREDIT CARD EXPENDITURES

Robert Brock-Jones moved to approve the Budget Report/Credit Card Expenditures for the HS/EHS Program, as long as there were no expenditures for the month of December 2017, seconded by Terronga Weaver, all in favor, motion carries unanimously.

CFO NOTES/EXPENDITURE REPORT NOVEMBER 2017 & CFO NOTES/EXPENDITURE REPORT DECEMBER 2017

Kristine Jackson reported that the CSBG 2017 program expenditures for November were \$138,544 and to date were \$192,579. Mrs. Jackson reported that the CSBG 2017 program expenditures for December were \$153,698 and to date were \$346,278.

Mrs. Jackson reported that the Head Start nutrition program expenditures for the month of November were \$94,996 and \$58,894 for the month of December.

The Department of Energy expenditures for November were \$10,263 and \$9,334 for the month of December.

The 2017 Comprehensive Energy Assistance Program (CEAP) program spent \$74,844 for the month of November and \$188,517 for the month of December.

AUDIT REPORT FOR THE YEAR ENDED APRIL 30, 2017

The EOAC Agency Audit Report was tabled until Wednesday, January 24, 2018.

COMMITTEE MEMBER UPDATES

Mr. Key presented for review his recommendations to fill each committee. Commission Ben Perry, Chairman of the Audit Committee, Gary Luft member of the Audit Committee. Dr. Cassey Burleson member of the Nominating Committee.

Sara Pinner moved to approve the committee member updates as presented, seconded by Commissioner Perry, all in favor, motion carries unanimously.

OPEN MEETINGS TRAINING

Mr. Key reported that it is mandated that the Governing Board receive training on Open Meetings and requested Governing Board members submit a copy of their certificate to Administration.

BOARD TRAINING

Mr. Key reviewed board training hours. Mr. Key stated any necessary corrections will be made.

GOVERNING BOARD AND POLICY COUNCIL UPDATE

Mr. Key stated that we would like to follow up on our meeting held at the HOTCOG. 'We need to set a date". Wednesday, February 7, 2018 at 5:30 p.m. was suggested.

CHILD CARE SERVICES MONITORING REPORT

Mr. Key reported that all issues have been cleared.

The Executive Committee recommends approval of the Child Care Services Monitoring Report as presented, all in favor, motion carries unanimously.

POLICY COUNCIL REVIEW SCHOOL READINESS PLAN

Debora Jones presented the Policy Review-School Readiness Plan for review and approval.

Angelica Suarez moved to approve the Policy Review-School Readiness Plan as presented, seconded by Flavia Dempsey, all in favor motion carries unanimously.

Stephanie Abright moved to approve the Policy Review-School Readiness Plan as presented, seconded by Sara Pinner, all in favor, motion carries unanimously.

POLICY REVIEW-TRAINING AND TECHNICAL PLAN 2018-1019

Debora Jones presented the Policy Review-Training and Technical Plan 2018-2019 for review and approval. Debora Jones stated that this is a requirement.

Angelica Suarez moved to approve the Policy Review-Training and Technical Plan for 2018-2019 as presented, seconded by Robert Brock-Jones, all in favor, motion carries unanimously.

Stephanie Abright moved to approve the Policy Review-Training and Technical Plan for 2018-2019 as presented, seconded by Sara Pinner, all in favor, motion carries unanimously.

CONTINUATION BUDGET 2018-2019

Debora Jones presented the Continuation Budget for 2018-2019 for review and approval. Debora Jones reported that we have an invitation to apply for 2018-2019 funds for Head Start/Early Head Start. The total budget amount is \$7,469,113 for 999 participants ranging in age from 0-5.

Angelica Suarez moved to approve the Continuation Budget for 2018-2019 with modification pending approval of Governing Board before February 1, 2018, seconded by Terronga Weaver, all in favor, motion carries unanimously.

Stephanie Abright moved to approve the Continuation Budget for 2018-2019 as presented, seconded by Dr. Cassey Burleson, all in favor, motion carries unanimously.

CARRYFORWARD PROPOSAL 2017-2018

Debora Jones reported that EOAC is requesting to use unobligated funds from Program Year 2, 2015-2016 (\$420,862) to use in the current budget period 2017-2018 to cover health care coverage for Head Start/Early Head Start employees.

Terronga Weaver moved to approve the Carryforward Proposal for 2017-2018 as presented, seconded by Anjelica Suarez, all in favor, motion carries unanimously.

Stephanie Abright moved to approve the Carryforward Proposal for 2017-2018 as presented, seconded by Dr. Cassey Burleson, all in favor, motion carries unanimously.

PUBLIC REPORT

Debora Jones reported that the Public Report is a requirement and is required to be submitted with the budget this year.

Anjelica Suarez moved to approve the Public Report as presented, seconded by Chavon May, all in favor, motion carries unanimously.

Sara Pinner moved to approve the Public Report as presented, seconded by Stephanie Abright, all in favor, motion carries unanimously.

SELF-ASSESSMENT 2018

Debora Jones asked Policy Council members and Governing Board members for their participation in the Head Start/Early Head Start self-assessment for 2018

HS/EHS DIRECTOR'S REPORT-PROGRAM UPDATE

Debora Jones reported that a fiscal training is scheduled for March 1-2, 2018 in New Orleans, Louisiana. Debora Jones asked all interested parties to let her know if they wish to attend in order to register and receive the early bird discount.

Debora Jones reported that one of our TSTC families lost all belongings in a house fire last week. Our parent has asked for donations of boy's clothing size 5 and shoe size 10. Monetary donations will be most helpful and let's keep in mind toy donations since all was a loss.

Debora Jones reviewed attendance, enrollment, monthly meals and snacks served as well as the school readiness plans for both Head Start/Early Head Start.

Terronga Weaver moved to approve the HS/EHS Director's Report-Program Update as presented, seconded by Flavia Dempsey, all in favor, motion carries unanimously.

Stephanie Abright moved to approve the HS/EHS Director's Report-Program Update as presented, seconded by Sara Pinner, all in favor, motion carries unanimously.

NATIONAL HEAD START ASSOCIATION INFORMATION

Debora Jones reported that Congress has voted to continue funding the government until mid-January, while also extending the children's health insurance program (CHIP), which is vitally important to so many Head Start families, through the end of March 2018.

LETTER FROM ADMINISTRATION FOR CHILDREN & FAMILIES

Debora Jones reported that there are two requirements that have, in some cases, resulted in unnecessary, potentially detrimental, actions taken by the grantee. The first one is reporting requirements and the second is standards of conduct.

COMMUNITY PROGRAMMING DIRECTOR'S REPORT-STANDARD 5.9

Sylvia Flores reviewed days of the week, times and locations where CEAP services will be provided to clients in Ellis, Navarro, Hill, Limestone, Freestone, Bosque, Falls and McLennan counties. Sylvia Flores reported that Community Programming began spending CEAP funds today.

Gary Luft asked "Are you experiencing any problems we weren't expecting and are we in compliance and following appropriate procedures?"

Sylvia Flores said we are not experiencing any unexpected problems, we are complying and following appropriate procedures.

Gary Luft asked, "Is there anything you need to tell us?" Sylvia Flores stated that we need to find an office in Ellis and Navarro counties to operate out of. Sylvia Flores stated that we need to have someone physically in those counties.

The Executive Committee recommends approval of the Community Programming Director's Report-Standard 5.9 as presented, all in favor, motion carries unanimously.

WEATHERIZATION DIRECTOR'S REPORT

Robert Kunze reported that he has been hired by the Texas Department of Housing and Community Affairs (TDHCA). Robert Kunze stated that he will help with the interviewing process to hire his replacement.

