

Butler County Educational Service Center  
HEAD START PROGRAM

\*\*Addendums in red

**Policy Council Regular Meeting**

April 14th, 2009 at 6:00 PM  
Butler County Educational Service Center Board Room

The Policy Council of the Butler County Educational Service Center Head Start Program of Ohio met on Tuesday, April 14<sup>th</sup>, 2009 at the Butler County Educational Service Center Head Start Program office to conduct regular business. The business meeting began at 6:05pm.

Staff Present: Jon Graft, Director; Lori Hartman, Family & Community Partnerships Manager; Scotty Cooper, Parent Involvement Specialist; and Noelia Guadalupe, Secretary to the Director.

**1. ROLL CALL**

Aundrea Weaver, Edward Carrasco, Shannon Dickinson, Marie Fields, Nicole Tracey, Susan Runnion, Wendy Folino, Stephanie Williams

**2. PLEDGE OF ALLEGIANCE**

**3. POLICY COUNCIL MEETING MINUTES**

**BE IT RESOLVED, that the Policy Council waived the reading and approved the minutes for the Policy Council's regular meeting held on January 6<sup>th</sup>, 2009 (Appendix "A").**

Motioned to approve: 1<sup>st</sup> Marie Fields  
2<sup>nd</sup> Nicole Tracey  
President declared motion approved by unanimous vote.

**4. PUBLIC PARTICIPATION**

No public participation requested.

**5. PROGRAM MANAGEMENT**

**A. Treasurer's Items**

**1. Treasurer's Items for Information**

- a. **Monthly Financial Report (Appendix "B" & "B2")**  
Jon Graft presented budget reports from the Treasurer's office.

**B. General Business**

**1. Director's Items for Action**

a. **Personnel**

**1. Initial Appointments**

April Gevedon (Wilson)	Assistant Teacher
Julie Lunsford (Payne)	Assistant Teacher
Amber Scott (All)	Casual Substitute Teacher

Celina Lewis (All)	Casual Substitute Teacher
Christine Brantley (Various)	Casual Substitute Teacher
Dawn Cameron (Various)	Casual Substitute Teacher
Faith Caden (Various)	Casual Substitute Teacher
Kristen Willenbrink ( All)	Casual Substitute Teacher
Ronda Smith (Various)	Casual Substitute Teacher
Sarah Farmer (Madison Midd., Middletown, Trenton)	Casual Substitute Teacher
Melissa Browning (ESC)	Assistant Health Manager
Karen Brelsford (ELC)	Cook
Kathryn McWilliams (Various)	Casual Substitute Teacher

**BE IT RESOLVED, that the Policy Council approved the employment of the listed personnel for initial appointments.**

Motioned to approve: 1<sup>st</sup> Marie Fields  
 2<sup>nd</sup> Edward Carrasco  
 President declared motion approved by unanimous vote.

**b. Eligibility and Selection – Revised Form (*Appendix “C”*)**

**BE IT RESOLVED, that the Policy Council approved the revision of the Eligibility and Selection form.**

Motioned to approve: 1<sup>st</sup> Shannon Dickinson  
 2<sup>nd</sup> Marie Fields  
 President declared motion approved by unanimous vote.

**c. COLA and Quality Improvement grant application for Head Start**

**BE IT RESOLVED, that the Policy Council authorized the Administration to submit the COLA and Quality Improvement grant application for the Head Start Program. The total amount of the grant is 500,080 dollars.**

Motioned to approve: 1<sup>st</sup> Shannon Dickinson  
 2<sup>nd</sup> Marie Fields  
 President declared motion approved by unanimous vote.

**2. Director’s Items for Information**

**a. Strategic Planning**

**1. Professional Development**

Ahja Harris	Essential Skills for 1 <sup>st</sup> time Managers/Supervisors Training
TIP Outreach Coordinator	Columbus, Ohio - January 29 <sup>th</sup> , 2009
	Cost: \$260.43

Ahja Harris, Amy Rhoads, Angie Madlinger, Barb Thomas, Barbara Houchin, Bobbie Iredale, Carrie Robinson, Elizabeth Rivera, Jean Snelling, Julia Jerez, Karen Knisley, Kelly Hubbard, Kim McKinney, Leslie Coles, Lori Hartman, Melissa Guancia, Michele Zimmerman, Nancy Baker, Noelia Guadalupe, Reba Cassini, Robin Troy, Scotty Cooper, Shannon Maier, ShaRonda Spears, Sherry Edwards, and Stephanie Truster

	<p>Cincinnati, Ohio - February 5 &amp; 6, 2009  Cost: \$2,625.00 total</p>
<p>Kim McKinney  Disabilities and Behavioral Health  Manager</p>	<p>Early Learning and School Readiness (ELSR) Special  Educators Supervisors  Cincinnati, Ohio - February 10, 2009.  Cost: mileage</p>
	<p>The Culturally Responsive Leadership Conference  Cincinnati, Ohio - February 12, 2009  Cost: mileage</p>
	<p>All County Task Force Meeting  Cincinnati, Ohio - February 12, 2009  Cost: mileage</p>
	<p>Response to Intervention  Cincinnati, Ohio - March 6, 2009  Cost: mileage</p>
	<p>Rolling out New IEP and ETR Forms  Cincinnati, Ohio - March 17, 2009  Cost: mileage</p>
	<p>Ohio State Leadership Teams Special Quest  Columbus, Ohio - March 19- 20, 2009  Cost: mileage</p>
<p>Lori Hartman,  Family &amp; Community Partnerships  Manager, and Scotty Cooper,  Parent Involvement Specialist</p>	<p>National Conference on Family Literacy  Orlando, Florida - February 27, March 2 and 3, 2009  Cost: \$1500.00 per person</p>
<p>Robin Phillips, Nutrition Manager</p>	<p>Power Up with Beef  Columbus, Ohio - February 27, 2009.  Cost: mileage</p>
<p>Nancy Stamper, and  Mary Beth Beckman,  Family Service Workers</p>	<p>Legal Aid Seminar  Cincinnati, Ohio - March 4, 2009  Cost: \$10.00 per person, plus mileage</p>
<p>Scotty Cooper  Parent Involvement Specialist</p>	<p>Raise Your Voice for Ohio's Children  Columbus, Ohio - March 24, 2009  Cost: mileage</p>
<p>Scotty Cooper,  Parent Involvement Specialist,  and Shannon Maier,  Special Education Coordinator</p>	<p>Ethnics for Mental Health Providers Conference  Cincinnati, Ohio - March 10, 2009  Cost: \$60.00 per person, plus mileage</p>
<p>Lori Hartman,  Family &amp; Community Partnerships  Manager, and Kelly Hubbard,  Family &amp; Community Partnerships  Assistant Manager</p>	<p>Human Trafficking: Modern Day Slavery Conference  Cincinnati, Ohio - March 16, 2009  Cost: \$160.00 per person, plus mileage</p>

Shannon Maier, Special Education Coordinator,	Individualized Education Program and Evaluation Team Report Training (IEP/ETR) Reading, Ohio - March 17, 2009 Cost: mileage
Sherry Edwards Education Manager, and Angela Madlinger, Assistant Education Manager	18th Annual Early Childhood Conference Lancaster, Ohio – March 27, 2009 Cost: \$60.00 plus mileage
Amy Rhoads, and Barbara Thomas, Assistant Education Managers	OAEYC (Ohio Association for the Education of Young Children) Lancaster, Ohio - March 27, 2009 Cost: \$60.00 plus mileage
Robin Phillips, Nutrition Manager, and Kim McKinney, Disabilities and Behavioral Health Manager	Obesity Policy Workshop Columbus, Ohio - April 1-3, 2009 Cost: \$1200.00 per person
Lori Hartman, Family & Community Partnerships Manager	Child Abuse Conference Cincinnati, Ohio - March 21, 2009 <b>OR</b> April 18, 2009 Cost: \$21.00
Sharon Meek Program Assistant	Technology & Management Solutions for Head Start Columbus, Ohio - May 13-14, 2009 Cost: \$120.00
Barbara Houchin Health Manager	OH Dept. of Health Communicable Disease (Training Refresher) Mansfield, Ohio - May 20, 2009 Cost: lodging, meals and mileage

2. **Community Partnership Agreement between Catholic Charities and BCESC Head Start Program**  
Expansion of Incredible Years programming
  3. **Parent Survey – Program Days**
  4. **Staff Survey – Program Days**
  5. **Enrollment Agreement Revision – Release to local School Districts**
- b. **CACFP Report – November 2008 (*Appendix “D”*)**  
(Ohio Child Care and Adult Care Food Program)
  - c. **CACFP Report – January 2009 (*Addendum – Attachment “1”*)**  
(Ohio Child Care and Adult Care Food Program)

6. **UPDATES** - These updates are provided as information each month to keep Policy Council up-to-date on each program area.

**A. HEALTH**

**February**

We are pleased to announce that Susan McCabe has joined our Health Team. Susan is a registered nurse and comes to our program with much experience. She has worked in the Wichita Falls, Texas School District where she supervised health services for four elementary schools. These schools housed three Head Start classes that provided services to approximately 200 Head Start children. Susan's responsibilities will include providing health services for the children attending the Butler Co. Educational Service Center Early Learning Center in Middletown as well as facilitating and managing the Medical and Dental Outreach Clinic housed at the ELC.

The Early Childhood Development and Health Advisory Committee Meeting met on December 17, 2008, at the ESC Board Office. The committee has committed to spend some time at each meeting to identify health providers who accept Medicaid. The committee will also be looking for ways to increase Medicaid providers. It continued to look at mental health support in the community and Head Start. Progress with our Conscious Discipline Program was reviewed. The I Am Moving, I Am Learning Program was also presented. The next Health Advisory Meeting is scheduled for March 9, 2009 at 11:30 AM and ends promptly at 1:00 PM. Lunch will be served. Parents are invited and encouraged to attend. The input of our parents is critical as we look for solutions to the health issues facing our families. Please join us.

### **March**

A Wellness Escape for staff was held in collaboration with the Butler County Educational Service Center and Butler Health Plan. The Escape was held on February 13, 2009 at the Mercy Health Plex. Five breakout sessions provided the opportunity for staff to try several wellness activities. It is hoped that some of these activities will then be encouraged or utilized by our program.

First Aid Training will be offered February 23, 2009. This course will be offered at the BCESC Board Office from 8:30 to 11:30 AM and 1:00 to 4:00 PM. Parents are always welcome to attend. The course is developed so that one may attend the whole six hours or either one of the three hour sessions.

The Early Childhood Development and Health Advisory Committee Meeting is scheduled to meet on March 9, 2009, at the ESC Board Office. The committee has committed to spend some time each meeting to identify health providers that accept Medicaid. The committee will also be looking for ways to increase Medicaid providers. The meeting will begin at 11:30 AM and will end promptly at 1:00 PM. Lunch will be served. Parents are invited and encouraged to attend. The input of our parents is critical as we look for solutions to the health issues facing our families. Please join us.

The Nutrition and Health Fair is scheduled to be held on March 30, 2009. The fair will be held at the BCESC Early Learning Center, Middletown from 11:00 AM to 1:00 PM. This is a fun opportunity for the whole family to try some of the nutritious foods offered for our children at meal and snack time. Health and Nutrition activities and education will be available.

### **April**

The Early Childhood Development and Health Advisory Committee Meeting met on March 9, 2009, at the ESC Board Office. The committee continues to seek to identify health providers that accept Medicaid. The committee will also be looking for ways to increase Medicaid providers. Medical legal issues are being reviewed through a sub-committee. Information concerning the Interagency Agreement was presented. Parents were invited and encouraged to attend. The input of our parents is critical as we look for solutions to the health issues facing our families. All parents are welcomed.

The next meeting of the Health Advisory Meeting is scheduled for May 11, 2009 at 11:30 AM in the ESC Board Room. Please join us.

Common Childhood Illnesses Training was offered March 16, 2009. Parents are always welcome to attend. The course is developed so that one may attend the whole six hours or either one of the three hour sessions. Twenty-five attended.

Dental examinations were available at the Payne Chapel Center on March 18, 2009. Dr. James Thomas, from Oxford Talawanda Dental, provided the services. Forty-six children were seen.

The Nutrition and Health Fair is scheduled to be held on March 30, 2009. The fair will be held at the BCESC Early Learning Center, Middletown from 11:00 AM to 1:00 PM. This is a fun opportunity for the whole family to try some of the nutritious foods offered for our children at meal and snack time. Health and Nutrition activities and education will be available. The Medicaid HMOs will be present to answer questions. A dentist will provide dental exams for Head Start children in need of this service.

The Medical and Dental Outreach Clinic at the BCESC Early Learning Center in Middletown continues to see patients. Medical services are offered on Tuesdays and Thursdays and are now including sick child visits. Dental services are offered on Wednesdays. These services are available to Head Start children throughout the county.

## **B. FAMILY AND COMMUNITY PARTNERSHIPS**

### **National Head Start Family Literacy Training Up-date – Scotty Cooper**

The Butler County ESC Head Start program has 784 funded enrollment slots for children.

On May 1, 2009 Family Service Workers will stop placing children into the classroom for the current program year. Currently Family Service Workers are re-enrolling families who attended the program this year for the next school year. Centralized Intake Family Service Workers are enrolling new families for the next school year.

Children being enrolled in the program should have a current physical, dental, immunization record and lead testing completed.

The process of transitioning age-eligible children to Kindergarten has begun in most school districts. During the month of April, Head Start staff will continue assisting parents who have children transitioning to Kindergarten. Parents can get information about kindergarten registrations and the information that school districts need for enrollment from their Family Service Workers.

Our next Family and Community Partnership Advisory Committee Meeting will be held on Thursday, April 23, 2009 at 9:00am at the Educational Service Center. Speakers are scheduled to provide information about summer programs in the community. Parents are always welcomed and encouraged to attend. A light breakfast will be served.

### **Head Start Family Connections**

The week of March 3-6, 2009 was Dr. Seuss Week. Activities were planned for each classroom and the children really seemed to enjoy them.

Dad Family Literacy Meetings are continuing this month at several of our centers. We have partnered with local libraries to provide activities at these events. Individual flyers

have been sent home from each of the centers as the literacy meetings have occurred. The focus at these meetings has been “vocabulary”. It has been well researched that the more vocabulary words a child knows the easier it will be for him/her to learn to read.

On April 3rd, 2009, a “Day out with Dad” miniature golf outing was held from 11:00am-1:00pm at the Fairfield Golf Center at the corner of Route 4 and By-Pass 4 in Fairfield.

**BALANCE** is a free 8 hour educational course which combines practical parenting education and life skills to assist parents with goals of retaining and maintaining employment. A **BALANCE** program was held at the Liberty Union Learning Center from 1-3:00 pm on March 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup>. Translation services and child care were available for parents who participate in **BALANCE**. Seven individuals enrolled in the program and four completed it. Two of the four were Head Start parents.

The Incredible Years is a program that promotes positive behavior between children and increases cooperation with parents and teachers. The two fourteen-week parent groups that began in January at the Janet Clemmons and Early Learning Centers are still meeting.

Literacy Backpack crates have recently been delivered to each classroom. This program allows parents to “check out” a backpack that includes a book and activities for the family to do together at home. These activities promote literacy development and positive parent-child interactions.

All activities are at no cost for Head Start families. Although some activities promote fatherhood involvement, all events are open to any adult that would like to bring their Head Start child.

## **C. NUTRITION**

We are currently making plans for our annual Nutrition and Health Fair to be held at ELC in Middletown on March 30, 2009. Please make plans to attend.

The second height and weight were taken by the teachers during the month of February.

You received November’s USDA report last at the January meeting. The December report will be available at your next meeting.

## **D. EDUCATION**

Education: The school year is quickly coming to an end. The teachers are very busy ensuring the children are ready for the next step in their education-Kindergarten. Plans are underway to schedule field trips for those children who will be transitioning into Kindergarten next year. The children will meet the students and teachers, as well as take a tour of the school. We have found this experience helps to lower anxiety they may feel about the transition process.

We are getting ready to pilot the Bracken Assessment at the Early Learning Center in Middletown. The assessment covers a variety of concepts such as numbers/counting, sizes/comparisons shapes, letters, colors etc... This assessment will give us an indication of how the children may score on the KRAL (Kindergarten Ready Assessment-Literacy).

## **E. DISABILITIES & BEHAVIORAL HEALTH**

Currently there are 94 children who have received services or are receiving on IEPs.

The spring child review process continues in addition to classroom monitoring. Initiating this process early will allow expedient identification and the allowance, if needed to begin services prior to the end of the year. Monitoring and need for support services. Those children on monitor status are now being reviewed as to the need for possible further services/support.

Changes to Special Education forms have been finalized and training around those forms has been completed by the Disabilities and Education staff.

The Butler County Interagency Agreement defining service delivery across LEAs (Local Educational Agencies) Help Me Grow, MRDD, and Head Start agencies was reviewed at the Butler County Task Force meeting for changes and will continue through revisions to complete the 2009/2010 agreement.

“Dina School” continues at JCC (Hamilton) and the ELC Center (Middletown) Parent groups have begun. These support groups will provide resources for parents concerning child behavior, self regulation and development. All parents are encouraged to participate in these support groups.

Mr. Larry Slocum continues to provide interventions through music using components of Conscious Discipline. Exploration continues to expand support services to teachers; families and children through music and the development of parent support groups. A parent support group began in Oxford using Conscious Discipline at the Oxford community center. Parents will continue to identify important concerns/challenges, and resources needed. Information will be provided based upon these concerns. Focus groups to study Conscious Discipline and share common experiences have begun in Oxford and Hamilton.

### **Professional Development for March includes the following:**

**March 6<sup>th</sup> Response** to Intervention Training-Provided by State Support Region 13.

**March 7<sup>th</sup> Resources** from the Summer Adventures EXP0. On were obtained and shared with other staff.

**March 17<sup>th</sup>** Special Education forms training provided by State Support Team Region 13

**March 19<sup>th</sup> and 20<sup>th</sup>** Special Quest Training (Inclusionary Practices)

## **7. POLICY COUNCIL COMMENTS**

## **8. ADJOURNMENT**

Motioned to approve: 1<sup>st</sup> Marie Fields  
2<sup>nd</sup> Edward Carrasco  
President declared motion approved by unanimous vote.

Meeting adjourned at 6:39 pm.