



POLICY COUNCIL AGENDA



JANUARY 8 2026



5:00 - 6:30 PM

TOPIC	ACTION	PAGE #	PERSON RESPONSIBLE
Call to Order	None	NA	Jenny Reyes
Corrections/Additions to the agenda	Vote?	1	Jenny
Approval of Consent Agenda:			
• Minutes of December meeting		2	
• Financial reports (3 pages)	Vote	5	Jenny
• Director's report		8	
• includes personnel information			
• Program Information summary (NA)			
Training			
No training this month	NA	NA	
Director Update			
	NA	NA	Lesa Larson
Old Business			
• Enrollment report	NA	NA	Sherrie Scott
• Parent Engagement discussion	NA	NA	Udana Arceo
New Business			
• Selection Criteria	Vote	Provided at Meeting	Sherrie
• 2026-27 preliminary budget discussion	None	NA	Linda Loret
• 1st Budget meeting	None	NA	Linda
Parent/Community Reports			
	None	NA	Jenny
Adjournment			
Next meeting: February 5 2026	Vote	NA	Jenny

Heartland Early Education Policy Council Minutes 12.04.2025

VOTING MEMBERS PRESENT:

Jesika Campbell, Ernesto Ruiz Esparza, Kelly Mobray, Shelly Peters, April Rios

NON-VOTING MEMBERS:

Jenny Reyes, Linda Loret, Lesa Larson, Adriana Aranda, Sherrie Scott, Shanna Rector

GUESTS:

Megan Wagoner, Michelle Hellmuth, Amanda Preeo, Mikaila Carrillo, Elena Ortega

CALL TO ORDER:

Jenny Reyes called the meeting to order at 5:07 p.m.

Before starting the meeting, Jenny Reyes reminded Policy Council members to refer to the parliamentary procedure handout that was provided at the first meeting. She explained the five steps to ensure the meeting stays organized and allows the group to have a voice and make decisions. Lesa Larson and Jenny Reyes will guide members on how to follow parliamentary procedures appropriately.

CHANGES AND ADDITIONS TO THE AGENDA:

A change in action, from “none” to “vote”, was made to the Recruitment Plan and the Selection Criteria items. Shelly Peter motioned to approve the corrections made to the agenda, and Kelly Mobray seconded the motion. The motion passed.

APPROVAL OF CONSENT AGENDA ITEMS:

Kelly motioned to approve the Consent Agenda Items with the corrections. Jesika Campbell seconded the motion, which passed.

TRAINING

Family Services

Megan Wagoner welcomed Makaila Carrillo, the newest Early Head Start Home-based Family Consultant. Megan provided information about the different components of family engagement. She explained the family engagement process begins when an application is received and is followed up with surveys, assessments, a family partnership agreement, socializations, parent events, and parent committees. This allows parents to advocate for their children, share their needs, and provide input to the program. Family Consultants work with families to set and achieve individualized goals. Jenny Reyes inquired about the process to ensure the family goals are being met. Megan Wagoner explained the expectation is that every time a visit is scheduled, the family consultant and the parent check in on the progress toward their goal. Jenny inquired how Heartland Early Education manages the language barrier between families and staff. Megan replied there are different ways to manage the language barrier. The program has excellent interpreters, some family consultants are bilingual in Spanish, and the USD 305 District provided a VASCO translator. It is a device that allows interpretation from English to different

languages. A Family Consultant had the opportunity to utilize VASCO with a family that speaks Thai, and she was impressed.

DIRECTOR'S REPORT:

Lesa Larson shared different community agencies are offering holiday support for some of our families. Megan shared that the Salina Regional Health Center has adopted 23-25 families through their program, Santa's Helpers. Eagle's Communications adopted two families, and Kansas Wesleyan nurses adopted one family. She also shared that Capitol Federal adopted and provided meals to ten of our families for Thanksgiving.

OLD BUSINESS:

Enrollment Report

Sherrie Scott presented the enrollment report for November. She reported the Head Start program is enrolled at 100%, Early Head Start child care and home visiting at 88%. The Kansas Early Head Start child care program had an enrollment rate of 92%, and the Kansas Early Head Start home visiting program achieved a 100% enrollment rate.

The home visiting program has been under-enrolled. Sherrie shared that Heartland Early Education has hired a new family consultant. As the consultant is trained and able to start working with families, the enrollment percentage for this program is expected to improve.

Parent Engagement discussion

Udana Arceo wants to create a committee for a parent conversation practice group. She believes it should consist of at least two-thirds of parents from the home-based group and would like a couple of staff members to help guide the group. This discussion will begin in January.

NEW BUSINESS:

Child Outcomes

Michell Hellmuth provided and explained the Galileo Child Assessment reports. This assessment is designed to determine if children are moving forward in their development and are prepared for the next level of education. Michelle explained all children develop skills at their own pace, and Heartland's goal is to ensure our children are successful as they move forward. Each child has individual goals set, and their progress is measured by comparing results from the fall, winter, and spring assessments. Jenny inquired about who scores the assessments. The parent, the teacher, or the family consultant? How are results determined? Sherrie replied that it's a combination. The Home-based family consultants do not spend long periods of time with the child. In this instance, assessment results are determined from discussions with parents or observations during the home visit. Jenny inquired about how the goals are measured. Michelle replied there is no measuring scale or grading. The assessment is measured by whether the child can or cannot perform the skill. If the skill is not mastered, then the teacher or family consultant provides individualized activities to help the child reach the specific goal. Amanda Preeo inquired about what happens with children who are assessed at the beginning of the year and leave

before the end of the year. Is their progress counted as zero? Sherrie explained that in that scenario, the child is no longer counted. All children are assessed, but percentages are determined from the children who were part of the program from fall through spring.

Self-Assessment

Lesa presented the 2025 Self-Assessment report for Heartland Early Education. This report was created with the results of a survey conducted among the Policy Council members and staff. The survey questions included identifying Heartland's strengths, the biggest concerns in the community the individual represents, how these concerns can be addressed, and ideas on how to recruit eligible children and families. With the results of this survey, Heartland Early Education identified the strengths the program has, and developed goals and a plan of action for each area of growth that was identified. A vote is needed. However, we did not have a quorum. Lesa will send via email to Policy Council.

Recruitment Plan & discussion

Sherrie informed that Heartland Early Education has a recruitment committee that meets regularly to discuss recruitment ideas. The committee discusses what has been done, what has worked, and new opportunities coming up. Sherrie explained how the program recruits and invited Policy Council Members to join the Committee. A vote is needed. However, we did not have a quorum. Lesa will send via email to Policy Council

Selection Criteria

This section of the agenda will be discussed in our January 8 meeting.

2026 Budget planning

Linda Lorett informed that in January, the budget committee will meet to plan for the 26-27 budget. Linda explained the Policy Council chair, vice-chair, and secretary are part of this committee and invited any interested members to join and help make important decisions for the program.

Parent/Community Reports

There were no parent or community reports.

Meeting adjourned at 6:20 p.m., motion made by April and seconded by Kelly. Motion passed.



Heartland Early Education Financial Summary

for Fiscal Year 7/01/25 to 6/30/26

as of November 30, 2025



Categories	Budget	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Balance	% Spent
Fund 61 - Federal Head Start / Early Head Start																
1. Personnel	4,720,408	262,395	308,461	405,890	435,060	445,259								1,857,065.95	(2,863,342.05)	39.34%
2. Fringe Benefits	932,320	48,715	55,402	80,611	83,838	84,916								353,482.10	(578,837.90)	37.91%
4. Contractual	92,518	2,698	5,645	2,305	20,908	3,419								34,974.72	(57,543.28)	37.80%
6. Supplies	178,800	7,700	10,848	5,505	11,359	6,847								42,257.86	(136,542.14)	23.63%
7. Other Child Services	29,145	476	282	565	1,069	856								3,246.92	(25,898.08)	11.14%
8. Other Parent Services	23,510	375	265	1,640	1,487	1,724								5,490.38	(18,019.62)	23.35%
9. Other/Occupancy	217,960	7,257	27,285	17,150	7,284	12,379								71,356.10	(146,603.90)	32.74%
10. Training	76,921	915	5,847	4,016	8,767	5,330								24,875.88	(52,045.12)	32.34%
11. Equipment > \$5000														-	-	
Total Federal Grant	6,271,582	330,531	414,034	517,681	569,773	560,730	-	-	-	-	-	-	-	2,392,749.91	(3,878,832.09)	38.15%
	Budget	Received													Variance	
Additional Revenues/Reimbursements	230,000	15,515	13,150	15,843	15,409	15,232								75,148.72	(154,851.28)	32.67%
Fund 59 - Kansas Early Head Start Child Care																
1. Personnel	761,352	58,698	68,533	59,658	58,684	63,047								308,619.17	(452,732.83)	40.54%
DCF Child Care Revenues	(244,800)	(22,554)	(21,097)	(21,106)	(22,633)	(27,524)								(114,914.16)	129,885.84	46.94%
2. Fringe Benefits	153,448	11,483	12,940	11,888	11,424	12,121								59,856.29	(93,591.71)	39.01%
5. Child Care Supplies	9,000	316	597	507	658	713								2,790.49	(6,209.51)	31.01%
9. Other / Occupancy	18,000	1,734	2,046	1,811	1,615	2,165								9,369.75	(8,630.25)	52.05%
Total Kansas Grant HCCP	697,000	49,677	63,018	52,759	49,747	50,521	-	-	-	-	-	-	-	265,721.54	(431,278.46)	38.12%
Fund 59 - Kansas Early Head Start Home Visitation																
1. Personnel	169,769	14,335	13,879	12,900	14,372	13,957								69,442.85	(100,326.15)	40.90%
2. Fringe Benefits	27,691	2,535	2,395	2,341	2,526	2,425								12,222.45	(15,468.55)	44.14%
9. Other / Occupancy	2,540	540	211	174	140	137								1,201.50	(1,338.50)	47.30%
Total Kansas Grant HV	200,000	17,410	16,485	15,415	17,038	16,519	-	-	-	-	-	-	-	82,866.80	(117,133.20)	41.43%
Other Early Childhood Grants																
Fund 28 - Parents as Teachers	149,084	10,966	14,293	11,363	14,376	12,020								63,017.99	(86,066.01)	42.27%
Fund 11 - State Pre-K	308,200	1,307	30,605	30,555	30,585	30,599								123,649.95	(184,550.05)	40.12%
Fund 70 - KS Preschool Pilot (KPP)	189,800	5,519	7,707	21,054	18,435	1,561								54,276.64	(135,523.36)	28.60%
Fund 58 - Non Federal Funds	14,098	-	1,018	-	1,494	377								2,889.34	(11,208.74)	20.49%
Fund 60 - Summer Food Program	2,500	1,872	81	-	-	-								1,952.97	(547.03)	78.52%
Fund 69 - Child Food Program (CACFP)	255,000	4,781	26,619	27,223	28,012	22,987								109,622.08	(145,377.92)	42.99%
Total Other Grants	918,682	24,445	80,322	90,195	92,902	67,544	-	-	-	-	-	-	-	355,408.97	(563,273.11)	38.29%
															-	
TOTAL ALL GRANTS 8,087,264 422,062 573,860 676,051 729,461 695,314 - - - - - 3,096,747 (4,990,517) 38.29%																

USD 305 Heartland Early Education

Board of Education and Policy Council Reports



CACFP MEALS CLAIMED - NOVEMBER 2025

	# of Meals	Breakfast	Lunch	PM snack	Total Meals	Revenue Recv'd
Enterprise		141	144	139	424	1,228.32
Ellsworth		159	171	168	498	1,441.58
Salina Education Center		141	142	141	424	1,221.03
Salina Heartland		1,971	2,122	1,899	5,992	17,649.81
	Total CACFP Meals	2,412	2,579	2,347	7,338	\$ 21,540.74

CREDIT CARD CHARGES - NOVEMBER 2025

	Vendor name	WEX Inc.	Walmart	Dillon's	Gene's IGA	Wests C Mart
	Date Paid	11/14/2025	11/07 & 11/21	11/14/2025	11/30/2025	11/30/2025
Account #	DESCRIPTION					
73480	playground / outdoor supplies					
73500	HS classroom supplies - room 104		46.47			
73530	HS classroom supplies - room 106		35.91			
73540	HS classroom supplies - room 108		78.52			
73560	HS classroom supplies - room 110		21.22			
73640	HS classroom supplies - Enterprise		19.97			
73660	HS classroom supplies - Ellsworth					
73680	HS classroom supplies - SA Educ Center			32.60		
73720	EHS classroom supplies - room 904					
73732	EHS classroom supplies - room 812		1.98			
73780	EHS Home Visit Supplies					
73930	diapers / supplies		34.27			
74380	Policy Council Meetings		16.97	4.98		
74430	Parent Meetings - Ellsworth			45.79		
74440	Parent Meetings - HS					
74470	Parent Meetings - EHS Center Based		169.29			
74480	Parent Meetings - EHS socializations		31.32			
74485	Parent Meetings - EHS home based					
74487	DK CO socializations		29.32			
73440	Office Supplies					
73900	Mental Health supplies					
73950	Building Supplies		17.09			
74490	Father / Mothers Club Meetings		61.78			
74520	Other Activities - Program					
74522	Other Activities - Staff Groups		15.53			
74680	vehicle fuel	499.26				
74685	bus fuel	823.79				
74720	Training - Staff					
81860	CACFP - non food supplies		16.16		17.83	
81880	CACFP - Food Expenses		642.77		595.69	4.33
75757	Preschool Elementary Supplies					
		1,323.05	1,238.57	83.37	613.52	4.33



VISA Credit Card Statement

11/15/2025

ACCOUNT	DESCRIPTION	AMOUNT		CARD HOLDERS	AMOUNT
42520	Parents as Teachers				
73440	Office Supplies				
73460	Classroom Supplies - room 101 Madison				
73465	Classroom Supplies - room 102 Gina				
73470	Classroom Supplies - room 103 Nicole				
73500	Classroom Supplies - room 104 Kate			Hellmuth, Michelle	
73530	Classroom Supplies - room 106 Heidi			Holecek, Cindy	
73540	Classroom Supplies - room 108 Tonya				
73560	Classroom Supplies- room 110 Casi			Larson, Lesa	562.24
73580	Classroom Supplies - room 111 Jackie			Lorett, Linda	
73640	Classroom Supplies - Enterprise			Wagoner, Megan	
73700	Misc. Expense				
73720	Classroom Supplies- Room 904 Marqesa			Enterprise (LeAnn F)	45.96
73780	HV Supplies & Curriculum				
73790	Literacy Supplies - Classroom	581.28			
73840	Medical/Dental Supplies			Salina #1	743.85
73950	Building Supplies			Salina #2	607.48
74380	Policy Council Meetings	109.01		Salina #3	325.00
74400	Volunteer Appreciation				
74424	Parent Meetings - Enterprise	45.96			
74440	Parent Meeting - Saline County			Reward Credit	
74480	Socializations	26.20			
74485	Parent Meetings - EHS HB				
74487	Parent Meetings - EHS HB DK CO				
74490	Fatherhood/Motherhood Support Group	563.06			
74520	Other Activities	139.89			
74521	Other Activities - Lesa				
74580	Subscriptions				
74620	Advertising - Human Resources				
74630	Staff Heartwarmers Program				
74640	Human Resources - Testing Fees				
74660	Membership Dues				
74700	Training - Leadership	819.13			
74710	Training - Mid Manager				
74720	Training - Staff				
74740	Training - Conscious Discipline				
74820	Training - Health / Mental Health				
74880	Training - Staff Development				
74890	Training / CDA Fees				
75470	Weekend Food Bags				
	TOTAL	2,284.53		9 Visa Cards	2,284.53

Heartland Early Education >>> Director's Report

Lesa Larson

December 2025



1) Enrollment ending 10.31.2025

Early Head Start: 82/91

Head Start: 229/230

KEHS-Home Visitation: 19/20

KEHS-Child Care Partners: 20/24

2) Attendance Rates ending 9.30.2025

EHS Home-Based: 100%

EHS Center-Based: 92%

Head Start: 93%

KEHS-Home Visitation: 97%

KEHS-Child Care Partners: 91%

3) Snacks and meals served (October)

School	Breakfast	Lunch	PM Snack	Total	Revenue Received
Enterprise	200	202	174	576	1,702.05
Ellsworth	195	195	195	585	1,681.88
Salina Education Center	173	177	176	526	1,515.53
Salina Heartland (0-5)	2,776	3,001	2,678	8,455	24,923.14
Total CACFP Meals	3,344	3,575	3,223	10,142	29,822.60

4) New Hires

Name	Position	Effective
Carrillo, Mikaila	Family Consultant	11/24/2025

Transfers

Name	Old Position	New Position	Effective
Ronquillo, Amanda	Paraeducator Hq	EECES	12/1/2025

Separation of Employment

Name	Position	Effective
Savage, Kellie	EECES	11/18/2025
Willard, Sumitra	EECES	12/5/2025

- 5) **Child Outcome Reports are included here.** These are the baseline assessment scores for our enrolled children, birth to age five. There will be two more checkpoints shared with you throughout the school year.

- 6) **Screeners are conducted during year one of a five year grant cycle.**

- Governance screener** – Heartland's five-year program cycle is 2025 to 2030. In year one, the Head Start Governance, Leadership, and Oversight Capacity Screener was completed.

Specific individuals were asked to complete the screener during the summer, and based on that information, the program has the following goals:

- Strengthen Parent Committee Engagement
 - Develop a system to assess/respond to the needs of the Governing Body and Policy Council and ensure consistent and transparent sharing of information
 - Create opportunities for parents to actively participate in the staff hiring processes
- b. **Health and Safety screener** - All classrooms serving Head Start were checked with no major findings.

7) Our recruitment plan includes a timeline of recruiting events that Heartland participates in throughout the year.

Included in this report:

- Child Outcomes report
- Governance screener summary
- Health and Safety screener summary
- November '25 Policy Council minutes
- 25-26 Credit Card Charge Report (October '25)
- 25-26 Policy Council Financial Summary (October '25)
- Visa Statement Month End Summary (October '25)
- Program Information Summary (December '25)
- Recruitment Plan