

## **Policy Council Minutes March 30th, 2015**

The HRDC Head Start Policy Council met on March 30th, 2015 with the following parent representatives present: Policy Council Chair, Sara Wussow, Victoria Pikul, Chiara Schober, Tonya Torres, and Jennifer Carter, Community Member Marie Lowe, Dr. Jane Gillette, Director Ken Miller, Program Coordinator Kathy Piatz.

**Call to Order:** PC Chair, Sara Wussow called the meeting to order at 6:05 p.m. There was no public comment.

### **Disabilities Work Plan**

The HRDC Head Start Disabilities Coordinator, Sandy Cade was attending a Striving Readers training in Helena therefore Director Ken Miller presented the Disabilities Work Plan for members to review. There have been no changes to the work plan in the past year however to provide new members with work plan training, Ken explained our disabilities process. Members were given a document outlining the job duties of the Disabilities Coordinator and Ken went over each area and discussed any questions. Policy Council Chair Sara Wussow requested a motion to approve the Disabilities Work Plan, Victoria Pikul made a motion to approve, the motion was seconded by Marie Lowe and the motion was approved by unanimous vote.

### **Director's Report**-Presented by Director Ken Miller

- **Attendance**

Our attendance percentages remain below 85%, however staff are doing everything in our power to encourage attendance. The Bozeman Center continues to experience a high rate of student turnover with families moving from the area and we experienced an extraordinary amount of illness throughout the centers during March.

- **Enrollment**

Current enrollment is at 155 with Belgrade and Livingston consistently at capacity and only 5 openings at our Bozeman Center, however we are below our funded enrollment of 168. We have had ongoing communications since September with our regional office and had a conference call on March 24<sup>th</sup> with our Program Specialist Cheryl Lutz, Grants Specialist Nikolas Vano, Kate Shreve, Technical/Training Assistance, PC Member Tonya Torres, BOD Chair David Kack, Board Member Billie Warford, HRDC CEO Jeff Rupp, COO Heather Grenier, Director Ken Miller and Program Coordinator Kathy Piatz, in attendance. This meeting was held as required by the HS Act due to chronic under enrollment. The discussion included our request for an enrollment reduction of 20 slots, previously approved by the Policy Council and Board of Directors and submitted as an amendment to our continuation application in December. Conversion to EHS, teacher retention, and locating additional space to support full day classrooms to meet the needs of families were also discussion topics. The next step in our process will be to develop our plan of action and formalize our request for BOD and PC approval by the May meetings.

- **On Site Review**

Our Onsite Monitoring Reviews for Fiscal and ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance) was conducted during the week of March 16 and we were well prepared. Outcomes for the review should be forthcoming in the next 60 days. Our third monitoring review of the year consisting of observations in classroom environments (CLASS) will be performed during the week of April 13<sup>th</sup>.

- **Montana Striving Readers Project and the Preschool Development Grant**

Ken advised that we are in the 5<sup>th</sup> year of the Striving Readers grant and that we have been assured of funding for one additional year. As advised from previous meetings, the State of Montana was awarded a Preschool Development Grant intended to extend comprehensive Head Start type preschool services to children and families with incomes of up to 200% of poverty guidelines. HRDC Head Start has been designated as one of 5 pilot sites beginning the fall of 2015. This grant has the potential to enhance services to HS eligible children by extending the school day and school year. A budget request has been submitted to the Office of Public Instruction and we are awaiting a response on the budget as well as answers to questions about securing suitable facilities and additional teaching staff for expanding services. We hope to receive more information within the next month.

Chair Sara Wussow requested a motion to approve the Director's Report, Victoria Pikul make a motion to approve and the motion was seconded by Tonya Torres. The motion to approve the Director's Report was unanimously approved.

- **Obligation of Funds**

We are requesting approval from the Policy Council to obligate funds beyond the end of our fiscal year or March 31<sup>st</sup>, for repairs and upgrades in the centers that will be liquidated by the end of June. The elevator at the Livingston Center must have its hydraulic hose replaced to meet compliance with the State of Montana elevator inspection requirements at a cost of just under \$10,000. We also wish to replace some of the flooring that is needed at all three centers. Our lowest bid came in at about \$22,000. Due to the nature of these projects, work is not able to begin until after students leave for the summer. Policy Council Chair Sara Wussow requested a motion to approve the Obligation of Funds Request, Tonya Torres made a motion, the motion was seconded by Chiara Schober and the motion received unanimous approval.

- **Non Federal Match Waiver**

We are requesting a waiver for our Non Federal match (In Kind) as we did not meet our requirement of raising \$313,144 during the 2014/2015 grant period. Due to having fewer regular classroom volunteers and since we did not have the donated space of the Gallatin Gateway classroom, two of our larger sources of In Kind were impacted this year. We anticipate raising at least \$250,000 and will have final numbers by June. Victoria Pikul made a motion to approve the Non Federal Match Waiver, Marie Lowe seconded the motion and the motion was approved by unanimous vote.

### **Budget and Parent Fund Report**

Members were given the February Budget to Actual report for review. As of February 28th, 90.88% of our grant year has elapsed and the program has expended 86.23% of funding.

The updated Year to date In Kind total as of February 28th was 60.75% secured or \$190,244.67 raised. We have some larger In Kind amounts yet to be recorded and traditionally we see a big push from the classrooms to meet their classroom goals by the end of March. The monthly Visa statement due March 7<sup>th</sup>, was included in the packet handed out to members. Chair Sara Wussow requested a motion to approve the Budget Report, Dr. Jane Gillette made the motion and the motion was seconded by Chiara Schober and the motion to approve the Budget Report was unanimously approved.

Copies of the Head Start Parent Fund were handed out to members. There were no changes to the fund as there have been no fund raising activities yet this year. Balance remains at \$7,317.93. Tonya Torres made a motion to approve the Parent Fund, the motion was seconded by Jennifer Carter and the motion was unanimously approved.

Members expressed the desire to utilize funds from the General Policy Fund to again acknowledge Head Start center staff during Teacher Appreciation Week in May. After discussions to determine the amount a motion was made by Tonya Torres to spend \$25.00 per center staff from the General Policy Fund to purchase gift cards. Victoria Pikul seconded the motion and the motion was approved by unanimous vote.

Included in the handout packet was CACFP Meal totals and Attendance totals for February.

### **February Meeting Held on March 2<sup>nd</sup>. Minutes**

Chair Sara Wussow requested a motion to approve the March 2nd Policy Council minutes, Chiara Schober made the motion to approve the minutes and the motion was seconded by Tonya Torres. The motion to approve the March 2<sup>nd</sup> minutes was unanimously approved.

### **Adjourn**

At approximately 7:45pm Marie Lowe made a motion to adjourn the meeting, motion was seconded by Chiara Schober and the motion to adjourn was unanimously approved.

### **Schedule of Next Meeting**

The next meeting of the HRDC Policy Council is scheduled for April 27<sup>th</sup>, 2015.

Submitted by: Kathy Piatz