

## **Policy Council Minutes April 27th, 2015**

The HRDC Head Start Policy Council met on April 27th, 2015 with the following parent representatives present: Policy Council Chair, Sara Wussow, Victoria Pikul, Brandi Boese, Chiara Schober, Jennifer Carter, Rachel Palmer, Robbie Smith, HRDC Board of Directors Liaison, Billie Warford, Director Ken Miller, and Program Coordinator Kathy Piatz.

**Call to Order:** PC Chair, Sara Wussow called the meeting to order at 6:00 p.m. There was no public comment.

### **Final Rule on Head Start Income Eligibility Training**

On February 10<sup>th</sup>, 2015, the Head Start Final Rule on Eligibility was published and provisions of the rule will be used in the FY2016 Monitoring Protocol beginning October 15<sup>th</sup>, 2016. Head Start staff are required to receive training on the final rule within 90 days of inception while Governing Bodies are must receive the required training within 180 days. A 30 minute webinar training issued by the Office of Head Start was presented to the Policy Council and will be presented to the HRDC Board of Directors at a later date.

### **Selection Priority Criteria**

The 2015-2016 Selection Priority Criteria form was presented to the council. To better reflect a selection process that will ensure the most vulnerable children and families receive Head Start services, and to adjust the criteria to reflect the new Final Rule on Eligibility requirements, we have revised our criteria to reflect highest priority to Homeless and Foster Children, Income Eligible, TANF and SSI recipients, and up to 130% of guidelines. No points are given for Over Income Families. To help us meet our 10% of enrollment requirement for children with disabilities, we have clarified points given for children with a Suspected Disability, per a physician's diagnosis and points for children who have been referred to our program from another community agency.

Policy Council Chair Sara Wussow requested a motion to approve the 2015/16 Selection Criteria, Chiara Schober made a motion, the motion was seconded by Jennifer Carter and the motion received unanimous approval.

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

- **Continuation Grant Application**

We have received formal notification of approval for our 2015/2016 Head Start Continuation Grant Application submitted in December for the budget year beginning April 1<sup>st</sup>. The grant has been approved for funded enrollment of 168 slots pending a decision on our reduction request.

- **Class On Site Review**

The Classroom Assessment Scoring System or CLASS Onsite Review was conducted during the week of April 13<sup>th</sup>. All classrooms had two twenty minute observations. We will expect results from our third review of the year within the next 60 to 90 days.

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

We are in the 5<sup>th</sup> year of the Striving Readers grant and will begin our final year of the grant this fall. This grant has been very beneficial to children and our program and has provided funding for technology, curriculum materials and staff training.

Director Ken Miller has been working on a budget for year one of the Preschool Development Grant pilot program recently designated to HRDC Head Start. The budget includes changing the existing Livingston Center classrooms into a full day program of approximately 6 hours each day, 4 days per week with an extended school year. 3 year old children will attend the regular HS day of 4 hours. In addition, we hope to have one additional classroom at another location in Livingston and 2 classrooms in Bozeman each serving a maximum enrollment of 18 per class. The Bozeman classrooms will be located in space provided by the Bozeman School District at Whittier and Hyalite Schools. The location of the Bozeman classrooms will intentionally serve lower income families from surrounding neighborhoods that meet income guidelines of 130% to 200% of poverty. Community needs assessment confirms these two schools serve the highest percentage of families receiving Free and Reduced School Lunch subsidy and many of our Head Start students will attend those schools.

The grant also provides for the hire of additional Family Support staff and will financially assist teachers in meeting their education accreditation requirements.

Members were given a packet containing attendance, the Visa Statement, and CACFP Meal Count totals. Since we are in the process of closing out the March end of year budget, we did not include financial documents in this month's handouts but should have a first draft available at the next meeting.

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

### **Fundraiser Approval**

Once again children will be creating artwork that will be sold as a fundraising event at the Livingston Art and Cultural Center. Sale proceeds will be utilized to purchase art supplies for the Livingston classrooms. Chair Sara Wussow requested a motion to approve the fundraiser, a motion was made by Brandi Boese and Jennifer Carter seconded the motion. The motion was unanimously approved.

### **Teacher Appreciation Week**

Final plans for Teacher Appreciation Week were discussed by members with each representative determining how center staff will be recognized.

### **What's Happening in the Classrooms**

Each classroom representative told members what was happening in their classrooms. Current curriculum at the centers is on Lifecycle Studies.

**Approval of March 30<sup>th</sup> Meeting Minutes**

Chair Sara Wussow requested a motion to approve the March 30th Policy Council minutes, Robbie Smith made the motion to approve the minutes and the motion was seconded by Brandi Boese. The motion to approve the March 30<sup>nd</sup> minutes was unanimously approved.

**Adjourn**

At approximately 7:30pm Chiara Schober made a motion to adjourn the meeting, motion was seconded by Vicki Pikul and the motion to adjourn was unanimously approved.

**Schedule of Next Meeting**

The next meeting of the HRDC Policy Council is scheduled for June 1st, 2015, the first Monday following Memorial Day.

Submitted by: Kathy Piatz