

Policy Council Minutes
Sept. 21st, 2015

The HRDC Head Start Policy Council met on Sept. 21st, 2015 with the following parent representatives present: Rachel Palmer, Jennifer Carter, Brandi Boese, Victoria Pikul and Chiara Schober. There were no Community Members present. Also attending, Director Ken Miller, and Program Coordinator Kathy Piatz.

Call to Order: 1ST Vice Chair Vickie Pikul called the meeting to order at 6:00 p.m. in the Chair Sara Wussow's absence. There was no public comment.

Director's Report-Presented by Director Ken Miller

- **Resignations, Added to the Director's Report**

Director Ken Miller advised the council that Sara Wussow had given her notice of resignation as Chair of the HRDC Head Start Policy Council. She has accepted a position as lead teacher at our Bozeman Head Start Center and as the Council's by-laws state, HRDC staff are disallowed from serving as a PC member.

Ken also advised that Marie Lowe had also submitted her resignation as a Community Member Representative due to a conflict in her personal life.

- **Opening Remarks**

Ken advised the council that we opened classes on September 7th and 8th with a "slow start" which allows half of the class to attend on the first day of school and the other half on the second day of school with all students attending on the third day. He advised members we lost two Site Supervisors during the summer, Sandy Cade accepted a position with DPHHS and Steve Jackson moved out of state. We will be actively recruiting to fill those positions. Ken also confirmed that with the new Preschool Development grant we have been able to increase salaries and offer incentives to improve staff retention.

- **Enrollment Reduction**

Members were updated on the status of the Enrollment Reduction Request submitted in December. The Regional Office has advised that we are eligible for a 10% reduction which would reduce our maximum enrollment to 152 and we are awaiting the official notification. This reduction will allow us to meet the needs of families in our present facilities and eliminate the need to locate additional classroom space for 168 students. We currently have 150 students enrolled and we're confident that we will be able to reach 152 in compliance with a revised 1 year enrollment plan.

- **Preschool Development Grant /Striving Readers Grant**

With funding from the Preschool Development Grant we have extended our Livingston Head Start classes to 6.5 hours, opened a classroom in the Shane Center and two classrooms in the Bozeman School District. The 3 new classrooms will extend comprehensive services to 54 additional children and a longer day for families in Livingston. The Preschool Development and the Striving Readers grants serve different purposes however there are some overlapping aspects and the Office of Public Instruction has allowed flexibility for programs that have been awarded both grants.

- **On Site Review**

The results from our CLASS Observation review in April were released and a copy of the correspondence from the Office of Head Start was included in the packet for council members

review. The ratings received for the HRDC Head Start program were well above average in all categories. We will have two additional reviews this school year including Governance which will include the Board of Directors and Policy Council roles. The protocols have not been released but we anticipate involvement from parents for each center and a parent of a child with disabilities.

- **Head Start Centers**

Council was provided with an update on the upgrades made to centers over the summer. Improvements consisted of partial replacement of flooring in each center, the purchase of high efficiency “on demand” hot water heating systems for Belgrade and Livingston, a new front porch and ramp replacement at the Belgrade Center, the installation of a wood privacy fence on the west side of the playground at the Belgrade Center and a renovation of the cubby area at the Bozeman Center.

- **Non Federal Share Waiver**

We continue to receive requests for additional information concerning our waiver request that was submitted in late March. In addition we have been advised that if we project our efforts may not reach our match requirement in the future, a waiver should be submitted along with the renewal application in December. As developed in our plan, we have devoted additional staff time and resources in an effort to increase our NFS and to attend continuing education and training on new rulings and interpretations. Summer months provide very little In Kind opportunities however staff received training in late August about how to incorporate this requirement into children’s individualized goals for parent involvement in the home.

Ken requested a motion to approve the Director’s Report, Victoria Pikul moved to approve, the motion was seconded by Brandi Boese and was approved by unanimous vote.

New Hire

- 3 new staff with Elementary Education degrees were recruited and hired to fill vacated teaching positions for Head Start classrooms. Sara Wussow, Dani Lindner, and Breann Gorosky complete our teaching teams at the Bozeman Center and Marijke Maes, previously an aide in Belgrade was hired as an assistant teacher. Mindy Berlin with an BS in Early Childhood Education was hired as lead teacher for the Shane Center classroom and Danielle Tainer with a Community Health degree has been hired as an aide at the Bozeman Center. A motion was made by Brandi Boese to approve the new staff, Rachel Palmer seconded the motion and the motion received unanimous approval.

New Information Memorandums

- IM 15-04 Mandated Reporting of Child Abuse issued Sept. 18th, 2015 and
 - IM 15-05 Supervision and Transitions issued Sept. 18th, 2015
- Members were given copies of the two new IM’s and assured that all HRDC Head Start staff receive annual training at the start of each school year to ensure compliance of HRDC Head Start Policies and Procedures and both IM’s. Staff receive concise training on Mandated Reporting from a Child Protection Specialist with the Child and Family Services Division of DPHHS each September. Staff are also held to the compliance expectation that no child will be left unattended. This is monitored by Site Supervisors on an ongoing basis and during the Health and Safety inspections.

Daily Health Check and Staff Illness Policies

- Two new Policies and Procedures were introduced to the Policy Council:
Daily Health Check, which provides a checklist for teachers to utilize upon greeting incoming children each day. Teaching staff will complete a daily health inspection of all students and forward

any concerns onto the Health Coordinator. This is not a new procedure for teaching staff, however we have formalized the steps to meet compliance with Montana Childcare Licensing regulations.

The Staff Illness Policy was written to provide practices and procedures to follow in the event of staff illness and for the health and wellbeing of staff experiencing any of the illnesses listed along with the prevention of contagious illness to children and other staff. This policy models the children's illness policy in compliance with Montana Childcare Licensing regulations.

Brandy Boese made a motion to approve the Daily Health Check and Staff Illness policies, Chiara Schober seconded the motion and the motion to approve both policies received unanimous approval.

- **Budget Report**

Members received copies of the May CACFP meal reports, Visa statements and the May attendance report in their information packet. The March Fiscal Year 2014 budget has not yet been finalized as we await final entries into the budget. We did not have sufficient information to finalize the May Budget to Actual Report by the date of this meeting.

Members also received an updated Parent Fund statement which reflected \$643.94 in expenditures associated with Teacher Appreciation gifts approved by the council. Costs for the Livingston Center gifts are not yet reflected in this total. Current Parent Fund balance is \$6,573.99.

Sara Wussuw requested a motion to approve the Budget and Parent Fund reports, Brandi Boese made a motion, the motion was seconded by Dr. Gillette and the motion received unanimous approval.

Approval of June 2nd Meeting Minutes

Kathy Piatz moved to request a motion to approve the June 29th, Policy Council minutes; Victoria Pikul made the motion to approve the minutes and the motion was seconded by Brandi Boese. The motion to approve the June 29th minutes was unanimously approved.

Adjourn

At approximately 7:00pm Jen Carter made a motion to adjourn the meeting, the 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 tentatively scheduled for October 25th, 2015.

Submitted by: Kathy Piatz