

Policy Council Minutes **Nov. 2nd, 2015**

The new 2015-2016 HRDC Head Start Policy Council met on Nov. 2nd, 2015 with the following newly elected parent representatives present: Representing Bozeman 1AM Rachel Palmer, Bozeman 2AM Amber Roane, Bozeman 1PM Cynthia Knox, Bozeman 2PM Shantelle Markov, and Livingston 1 Brandi Boese. Community Member Victoria Pikul was also present along with Director Ken Miller, and Program Coordinator Kathy Piatz.

Policy Council Training: New Members were asked to attend Policy Council training beginning at 5:30. Introductions were made and new members were given binders describing the order of policy council meetings, policy council functions, member responsibilities, general procedures and planning as outlined by Head Start Performance Standards and an introduction to “Robert’s Rules of Order.”

Budget & Finance Committee: Since this is the first meeting of the new council, the Budget and Finance Committee will assemble at the next meeting.

Call to Order: Director Ken Miller called the meeting to order at 6:00pm, in the absence of a chair. There was no public comment. Election of officers will take place next month when additional new members are able to attend.

Director’s Report-Presented by Director Ken Miller

- **News**

Director Ken Miller informed Policy Council members that the HRDC Head Start school year was off to a busy start and that we had just concluded Health & Developmental Screening Events mandated within the first 45 days of our program term. Free Oral Health Screenings provided by PC member Dr. Jane Gillette also took place in the classrooms during the month of October. Our first Family Fun Event was held at the Bozeman Hay Maze and attended by over 300 students and their family members. All Head Start families were given free tickets to the maze and each child received a book from the Reading is Fundamental book program at the end of the evening.

Members were advised of the On Site Comprehensive Services and School Readiness review scheduled in December and were advised that the team would be interviewing a number of parents during the 3 to 4 day review period. Ken asked members for assistance should we need to call on them as possible interview candidates. Members were agreeable.

Members were advised that earlier this year we had applied for a Non Federal Share waiver to request the required match amount be reduced to the amount of NFS that was raised during the 2014/2015 school year. Ken advised members that this request had been approved. In addition, a request to waive the education requirements of two teachers until completion their education plan was also approved by Head Start. The request for an enrollment reduction in view of falling enrollment numbers has been approved from 168 to 152

enrollment slots however we have not received formal notification of the approval at this time.

- **Enrollment**

Ken reported to the council that we met our funded enrollment of 152 in late September, however recent withdrawals due to families moving and families seeking a full day program have dropped enrollment numbers. Recruitment efforts continue.

- **Attendance**

When the initial Attendance handout was prepared for PC Members in October, attendance was slightly below our goal of 85% of children attending. Updated attendance sheets raised attendance for September to 87.86%.

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

Ken provided members with a brief summary of the Montana Striving Readers Grant that provides funding for staff training, materials, curriculum and technology to improve literacy instruction and pre-learning outcomes. This will be our 6th and final year of the grant.

Ken also outlined the Montana Preschool Development Grant awarded in December 2014. We are one of three Head Starts in the state to receive the grant which is intended to provide more access to early childhood learning opportunities for 4 year old children from households earning less than 200% of Federal poverty guidelines. The initial 4 year grant also provides professional development training, supplies and technical support and has made it possible for us to expand our Livingston Head Start classrooms to 6.5hrs per day, to open a classroom in the Livingston Shane Center and two classrooms in the Bozeman Public Schools. Once fully enrolled we will serve up to 54 additional children outside of Head Start enrollment.

- **Motion to approve the Director's Report**

Ken requested a motion to approve the Director's Report, Brandi Boese made the motion, the motion was seconded by Shantelle Markov and the motion was carried by unanimous vote.

New Hire

- Anthony Barton has been hired as a Classroom Nutrition Aide at our Belgrade Center. Anthony worked as a substitute from the 2014/2015 school year to the present. Anthony has previous experience working in his family restaurant business and is well liked by staff and families. A motion was made by Victoria Pikul to approve Anthony Barton as a new staff in the position of Classroom Nutrition Aide, Rachel Palmer seconded the motion and the motion received unanimous approval.

Budget Report

- Members received copies of the August Budget to Actual, September CACFP meal reports, Visa statements for October and November, the September attendance report and the September Parent Fund sheet in their information packet. As additional training, each document was discussed with the new PC members including a discussion on Non Federal Share match or In Kind totals represented on the Budget to Actual report. Parent

representatives had several suggestions about further improvements to the NFS or In Kind process which included listing deadlines to return forms to the classroom, possibly developing an “app” for cell phones to record in kind donations which could then be emailed or downloaded to the office and having parent In Kind folders. The September Budget to Actual will be presented at the next meeting.

A motion was requested to approve the Budget and Parent Fund reports, Brandi Boese made a motion, the motion was seconded by Cynthia Knox and the motion received unanimous approval.

Approval of the Sept. 17th Meeting Minutes

- Kathy Piatz moved to request a motion to approve the Sept. 17th, Policy Council minutes; Cynthia Knox made the motion to approve the minutes and the motion was seconded by Brandi Boese. The motion to approve the Sept. 17th minutes was unanimously approved.

Adjourn

- At approximately 7:00pm Victoria Pikul made a motion to adjourn the meeting, the motion was seconded by Shantelle Markov and the motion to adjourn was unanimously approved.

Schedule of Next Meeting

- The next meeting of the HRDC Policy Council is scheduled for Nov 23rd, 2015.

Submitted by: Kathy Piatz