

Policy Council Minutes
Nov. 23rd, 2015

The HRDC Head Start Policy Council met on Nov. 23rd, 2015 with the following Parent Representatives present: Lori Klingelsmith, Amber Roane, Shantelle Markov, Brandi Boese Community Member Dr. Lindsay Carlson along with Director Ken Miller, and Program Coordinator Kathy Piatz.

Budget & Finance Committee: There were no interested members present for the Budget and Finance Committee 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.

Approval of New Community Member: Dr. Lindsay Carlson from Livingston was introduced to the council by Brandi Boese. Dr. Carlson has a medical practice in Livingston and is interested in serving as a community member on the HRDC Head Start Policy Council. Ken requested a motion to approve Dr. Carlson as a Community Member representative, Brandi Boese made the motion, the motion was seconded by Shantelle Markov and the motion was approved by unanimous vote. The Council welcomes Dr. Carlson!

Director's Report-Presented by Director Ken Miller

- **News**
Director Ken Miller informed Policy Council members that the school year has been busy and eventful with Health Screenings and the Hay Maze Family event. Staff has also been busy preparing for the On Site Comprehensive Services and School Readiness review scheduled for the week of December 14th. This review will be the fourth of five program reviews scheduled during our five year grant period. We expect the final review to be scheduled by May 2016. We received formal written approval of the Non Federal Share and 2 Teacher Qualifications waivers, members were given copies in their packet and had been advised of the waiver requests during the previous meeting.
- **Enrollment**
Ken reported to the council that although we met our funded enrollment of 152 in September, since then, as has been the pattern, 19 Bozeman families have withdrawn and a total of 26 students have left the program since the start of school bringing our current total enrollment to 145. We are actively recruiting.
- **Attendance**
Average attendance for October was 87.04%. Each member received a copy of the attendance sheet.
- **Inspections/Audits**
All building safety inspections have been completed by local Fire Departments, County Health/Environmental departments and the annual renewal of the Childcare Licensing has been completed, including an on-site visit to the Livingston Center. In addition, the Gallatin City-County Health Department also completed a review of our child files to confirm all

children were current on their immunizations. In October, the HRDC annual audit was conducted and we are pleased to announce to the council that our Non-Federal audit results were excellent this year.

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

Ken reviewed the purpose of the two grants and advised members that we continue to enroll additional students in the three additional classrooms as families learn more about the programs in Whittier, Hyalite and the Shane Center in Livingston. We continued our recruitment efforts by sending flyers sent out to all families attending the two elementary schools and with a newspaper article published about the Shane Center classroom in the Livingston Enterprise.

- **Selection Eligibility Criteria**

Members were given a copy of the 2015/2016 criteria while Ken explained the enrollment process to utilize a point system when determining priority for children and families with the greatest needs. The criterion establishes highest points for categorically eligible children such as Homeless and Foster, with the second highest level applied to families receiving TANF or SSI. Age assigned points apply highest points to 4 year old children since they would be in greatest need of receiving services to prepare them for kindergarten. The criterion also illustrates Family Needs and Community Referral for Disabilities and other conditions.

- **Non-Federal Share Waiver Request**

Ken recommended to the council that we submit a Non-Federal Share waiver request in December for our current fiscal year. The intention would be to have the waiver in place granting \$60,000 less in meeting our non-federal match of \$313,145, in the event we are unable to meet this requirement by March 31st, 2016, the end of our current grant period. The request submitted last year was at the end of our grant period and upon the recommendation of our Program Specialist, the waiver should be submitted mid-year if we have an indication that we may not meet the match requirement. Since our status has not changed, Director Ken Miller recommends to the Council submission of a waiver request again in the amount of \$60,000.

- **Enrollment Reduction Request**

Ken recommended to the HRDC Policy Council an enrollment reduction request of 20 students so that we may convert one Bozeman classroom to a 6 hour day, 180 days per year option for families needing full day service. Ken shared information about the study, “Renewing Head Start’s Promise” that was released in 2014. The report centered on “what works” for Head Start and found that the full day, 180 day service option led to better outcomes for children and also stated that Head Start is effective in preparing children for kindergarten and made some recommendations based on results of the study. Head Start has already proposed changes in service options which would require programs to operate 180 days per school year, 6 hours per day. A comment period was offered and possible new requirements will go into effect at a date to be determined. We currently offer this option for up to 54 children through the Montana Preschool Development Grant in Livingston at the Shane Center facility and at the two elementary schools in Bozeman. Facility limitations at our Belgrade and Bozeman HS Centers do not allow a full day option with current enrollment numbers.

- Motion to approve the Director's Report
Ken requested a motion to approve the Director's Report, the 2015/2016 Selection Priority Criteria, the Non-Federal Share Waiver Request and an Enrollment Reduction Request of 20 children for the 2016/2017 school year. Brandi Boese made the motion, the motion was seconded by Shantelle Markov and the motion was carried by unanimous vote.

Budget Report

- Members received copies of the September and October Budget to Actual, October CACFP meal reports, the Visa statement due December 7th and the October Parent Fund sheet in their information packet. The October BTA indicates that 54.41% of our grant year has elapsed while 53.05% of our budget has been expended. One disbursement was made to the Parent Fund account in October for the purchase of art supplies in the amount of \$67.07 for Classroom 2 of the Livingston Center. The council was advised that a parent fundraising effort last year limited the proceeds to be utilized to purchase art supplies for the Livingston classrooms. A motion to approve the Budget and Parent Fund report was made by Brandi Boese, the motion was seconded by Shantelle Markov and the motion received unanimous approval.

Approval of the Nov. 2nd, Meeting Minutes

- Kathy Piatz moved to request a motion to approve the Nov. 2nd, 2015 Policy Council minutes; Brandi Boese made the motion to approve the minutes and the motion was seconded by Shantelle Markov. The motion to approve the Nov. 2nd minutes was unanimously approved.

Adjourn

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

Schedule of Next Meeting

- The next meeting of the HRDC Policy Council is scheduled for Dec. 21st, 2015.

Submitted by: Kathy Piatz