

Policy Council Minutes Dec. 21st, 2015

The HRDC Head Start Policy Council met on Dec. 21st, 2015 with the following Parent Representatives present: Lori Klingelsmith, Shantelle Markov, Brandi Boese, Community Member Dr. Lindsay Carlson and Dr. Jane Gillette along with Director Ken Miller, and Program Coordinator Kathy Piatz.

Budget & Finance Committee: The Budget and Finance Committee will convene at the next meeting in January.

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 Policy Council Chair, 1st Vice Chair and 2nd Vice Chair

Election of officers was the first order of business. Members were called upon to volunteer for officers positions. Brandi Boese volunteered and was unopposed as PC Chairperson and nominated with 5 unanimous votes. Lori Klingelsmith was nominated as 1st Vice Chair with a vote of 4 to 1 majority. Cynthia Knox had expressed an interest in holding an officer's position during a past meeting. As no other members present were interested in the 2nd Vice Chair post, nominations for Cynthia Knox were closed and Cynthia will be offered the officer's position. All ballots were tallied by Kathy Piatz. Ken requested a motion to approve Brandi Boese as PC Chair, Lori Klingelsmith as 1st Vice Chair and Cynthia Knox as 2nd Vice Chair. Dr. Carlson made the motion, the motion was seconded by Shantelle Markov and the motion received unanimous approval.

Director's Report-Presented by Director Ken Miller

- **Enrollment**
Attendance is holding steady at 145 and we continue recruitment efforts.
- **Attendance**
Average attendance for November was 85.10%. Each member received a copy of the attendance sheet with their handouts.
- **Parent Conferences**
Members were advised that the first of three checkpoints on student outcomes were available in early December and that parent-teacher conferences have been completed.
- **Monitoring Visits**
Ken provided members with information concerning the Comprehensive Services and School Readiness On Site Monitoring review that had been conducted the week of Dec. 14th. 58 children's files received a very comprehensive review, interviews were conducted with almost the entire staff, groups of parents and visits to each center. We will receive a formal report within 60 days. Members were also informed that our fifth and final review has been scheduled for the week of February 8th. The Leadership, Governance, and Management Systems review will include an interview with Policy Council and Board members.

- **New Hire**

Jessica Rockwell has been hired as a Disabilities Coordinator and Family Support Coordinator for the Belgrade Center. Jessica has an appropriate 4 year degree and has been previously employed by Family Outreach in which she worked with children and families of children with disabilities.

Chair Brandi Boese requested a motion to approve the Director's Report and New Hire of Jessica Rockwell, Shantelle Markov made the motion and the motion was seconded by Dr. Gillette. The motion was unanimously approved.

- **Approval of the 2016/2017 Head Start Continuation Grant Application**

Ken provided members with the 2016/2017 Head Start Continuation Grant Application summary for Grant 08CH1099, for grant period 04/01/16 through 03-31-17 in the amount of \$1,252,579 with an enrollment of 152 children. He advised members that we are required to submit the grant 90 days prior to grant renewal or by January 1st, 2016. The Continuation Grant Application requires updates, progress reporting and any changes to our 5 year grant cycle. We will begin the 4th year of our grant on April 1st, 2016. Updates explaining how we will operate our program including School Readiness, Parent, Family and Community Engagement services, any new goals, staffing and staff development plans, training plans for staff, parents, Policy Council and the HRDC Governing Board members, how we intend to utilize funds as shown on our Budget and Budget Justification, how we plan to meet our Non-Federal Share requirements and our annual Self Assessment results. Copies of our Self Assessment and the 2014/2015 Long Term Goal, Objectives and Program Impacts were discussed and handed out to members. Ken discussed the closure of the Gallatin Gateway School classroom and its impact to our Non-Federal Share total in the loss of donated classroom space. He advised members that the Continuation Grant Application requires approval of the Policy Council and Governing Board, verified by signed approval letters and copies of meeting minutes. Ken asked the council if there were any questions and offered further discussion.

Ken reviewed with new members present that with Policy Council approval from the November 23rd, 2015 meeting we are requesting a waiver on our required Non Federal Share requirement in the amount of \$60,000. He provided information on this process and advised that we would like to submit the waiver mid-year if we are anticipating a shortage in our required match. Unlike many other states, Montana does not provide any qualified support nor do we have donated space for our Head Start classrooms, which are main sources of non federal share for Head Start program.

Chair Brandi requested a motion to approve the Head Start 2016/2017 Continuation Grant Application, the motion was made by Shantelle Markov and seconded by Dr. Jane Gillette. The motion to approve submission of the Continuation Grant Application was approved by unanimous vote.

Budget Report

- Members received copies of the November CACFP meal reports, the Visa statement due January 7th and the November Parent Fund sheet in their information packet. There were no changes in the Parent Fund in November. There was insufficient time to complete a Budget

to Actual for December after receiving the information just a couple of days prior to the meeting. 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. 23rd, 2015 Policy Council minutes; Shantelle Markov made the motion to approve the minutes and the motion was seconded by Dr. Carlson. The motion to approve the Nov. 23rd, minutes was unanimously approved.

Adjourn

- At approximately 7:15pm Lori Klingel Smith made a motion to adjourn the meeting, the motion was seconded by Dr. Gillette and the motion to adjourn was unanimously approved.

Schedule of Next Meeting

- The next meeting of the HRDC Policy Council is scheduled for Jan. 25th, 2015.

Submitted by: Kathy Piatz