

Policy Council Minutes June 2nd, 2015

The HRDC Head Start Policy Council met on June 2nd, 2015 with the following parent representatives present: Policy Council Chair, Sara Wussow, Victoria Pikul, Chiara Schober, Rachel Palmer, Robbie Smith, HRDC Board of Directors Liaison, Billie Warford, Community Member Marie Lowe, 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 however Victoria Pikul shared a letter that was sent to Director Ken Miller and Staff Development Manager Cathy Jackson, written by Head Start parent Christina Howell, complimenting several of the Livingston Center staff for all that they had done for her child and family during their first year at Head Start. She included teachers Kristi Baukol and Buff Brown, Aide Sharon Eastman and Cook Linda Matthews, and Family Support Coordinator Shannon Cartwright.

Director's Report-Presented by Director Ken Miller

- **Preschool Development Grant**

Final approval on our budget submission for the Preschool Development Grant has been received and we are moving forward immediately. The funding totals for year 1 and 2 will be at or near \$600,000 per year. Two other Head Start grantees in the state were also awarded Preschool Development Grants. The grant made available through the Office of Public Instruction has two primary purposes:

1. Assist states in building and enhancing high quality comprehensive preschool.
2. Expand high quality preschool services to additional low income students and communities.

Under Objective 1, we will be extending our Livingston Center classrooms from 4 hours per day to 6.5, benefiting children and families with full day preschool services. The extended services will be funded by the grant.

Under Objective 2, we will be opening 3 additional classrooms to serve 4 year old children and families with income between 130% to 200% of poverty guidelines. We have received commitments to have one classroom in the Shane Lalani Center for the Arts in Livingston and 2 classes in Bozeman Elementary Schools. We will be advertising and interviewing staff immediately.

With the 3 additional classrooms, HRDC will serve more than 50 additional low income children and families and will provide great opportunities for mutually beneficial collaborations. We are working on a new application and fliers for the PDG classrooms.

- **Montana Striving Readers Project**

Site Supervisors and the Striving Readers Implementation Team will be traveling to Helena on June 23rd and 24th for a Striving Readers training conference. This fall we will be entering

our 5th and final year of the Striving Readers Project. The SR grant, designated for literacy only has been extremely beneficial to our program and there will be overlap between SR and the PDG and possible budget modifications for concurring trainings.

- **Budget**

Our prior fiscal year ended on March 31st, 2015. The budget was expended and a final accounting for the year is due June 30th. As discussed in previous meetings, we did not meet our Non Federal Share requirement. We project the shortfall will be The shortage will be approximately \$63,000, the amount requested in our waiver.

- **Attendance**

Attendance has improved in past months as enrollment stabilized at the Bozeman Center. Members received copies of the March and April attendance reports indicating average attendance for March was 83.01% and 82.44% for April.

- **Enrollment Reduction Request**

We are still awaiting word on our enrollment reduction request submitted in December. The HRDC Board of Directors approved an enrollment improvement plan at the May 28th BOD meeting. The plan will be submitted for approval to the Region 8 Head Start office and outlines a one year strategic plan to maintain full enrollment of the program. If our reduction request to 148 slots is approved, we will be fully enrolled with our existing 8 classroom. If the request is not approved we will need to find additional classroom space in a location where we would be most likely to find enough income eligible families. HRDC is distributing an extensive survey throughout our service area to determine the best location. Several Policy Council members made recommendations for additional recruiting locations in the area.

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

- **Staff**

We will begin advertising and interviewing for various positions in the Head Start classrooms. Candidates will be chosen based upon the education requirements for the available position. We hope to attract a pool of applicants and start filling known openings by the end of June. Policy Council members are welcome to take part in interviews.

New Hire Piper Frame

We welcome Piper Frame who has been hired as the new Health and Nutrition Coordinator, replacing Callie Origer who recently relocated to Billings. Piper graduated in 2014 with a BS in Health and Nutrition Dietetics from MSU and has spent the past year in a Dietetics internship, working in various positions throughout SW Montana. Piper's internship has given her exposure to early childhood education, the CACFP program and WIC, and experience in designing monthly cycle menus for preschoolers. Piper will conclude her studies next month when she takes her Registered Dietician test. Chair Sara Wussow requested a motion to approve Piper Frame as the new Health and Nutrition Coordinator, Vicky Pikul made the motion, Rachel Palmer seconded the motion and the motion to approve new hire Piper Frame received unanimous approval by the council.

Budget Report

Members received copies of the March and April CACFP meal reports and Visa statements in their information packet. We are still processing invoices and working on the final accounting of

the Fiscal Year 2015 budget but handed out the second revision to the March Budget to Actual which shows 98.20% of the budget expended and 81.66% of our In Kind goal secured as of May 18th. Members also received an updated Parent Fund statement. There were no revenues received in April however \$100 was spent from the Emergency Fund to help a parent replace a broken back window on her vehicle. The vehicle was un-drivable with the broken window due to low temperatures in March. The parent's Family Support Coordinator requested assistance for the family and was approved to utilize \$100.00 from the Emergency Fund to apply to the glass replacement invoice once the window was replaced. Parent Fund balance is \$7,217.93. Sara Wussow requested a motion to approve of the Budget and Parent Fund reports, Vicky Pikul made a motion to approve the Budget Report, the motion was seconded by Robbie Smith and the motion received unanimous approval. Robbie Smith made a motion to approve the Parent Fund, Chiara Schober seconded the motion and the motion to approve the Parent Fund was approved by unanimous vote.

Fiscal/ERSEA On Site Monitoring Review Results

An "Overview of Findings" correspondence from the Office of Head Start for the Fiscal/ERSEA On Site Monitoring Review conducted in March, was also included in the information packet handed out to members. According to the letter, "Based on the information gathered during the review, no area of noncompliance was found during the course of the review." We are very pleased with the results.

What's Happening in the Classrooms

The 50th Anniversary Open House at the Head Start office, 50th Anniversary celebrations and Teacher Appreciation events in the classrooms were a big success. In the next week, centers will be having end of the year BBQs and Bozeman and Livingston Centers will hold Enrollment Open House days.

Approval of April 27th Meeting Minutes

Chair Sara Wussow requested a motion to approve the April 27th 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 April 27th minutes was unanimously approved.

Adjourn

At approximately 7:00pm Vicky Pikul made a motion to adjourn the meeting, motion was seconded by Robbie Smith and the motion to adjourn was unanimously approved.

Schedule of Next Meeting

The next meeting of the HRDC Policy Council is scheduled for June 29th, 2015, our last meeting until August.

Submitted by: Kathy Piatz