

## **Policy Council Minutes June 29th, 2015**

The HRDC Head Start Policy Council met on June 2nd, 2015 with the following parent representatives present: Policy Council Chair, Sara Wussow, Rachel Palmer, Jennifer Carter, Brandi Boese, Community Member Marie Lowe and Dr. Jane Gillette, Director Ken Miller, and Program Coordinator Kathy Piatz, Family Support Coordinators Sandy Cade and Shannon Cartwright. Victoria Pikul gave the council her proxy vote.

**Call to Order:** PC Chair, Sara Wussow called the meeting to order at 6:00 p.m. There was no public comment.

### **PFCE WORK PLAN**

Director Ken Miller introduced Family Support Coordinators Sandy Cade and Shannon Cartwright to council members. Sandy and Shannon were at the meeting to present the 2014/2015 Parent, Family & Community Engagement Work Plan to the Policy Council. Sandy provided copies of the work plan during the presentation and highlighted the few changes that had been made this year. Primary changes included new acronyms for changes in position titles though out the program, additional recruitment and attendance steps that we are taking as part of the Enrollment Action Plan previously implemented, mention of the new monthly Family Support Newsletters. Chair Sara Wussow requested a motion to approve the PFCE Work Plan, Dr. Gillette moved to make a motion, Marie Lowed seconded the motion and the motion to approve the work plan received unanimous approval.

### **Director's Report**-Presented by Director Ken Miller

- **School Readiness Report**

Ken handed out the 2014/2015 School Readiness Report recently presented to staff, parents and community members in a meeting held on June 22nd . This report provides outcomes in the 7 domains of learning and provides a comparative analysis of results achieved in the Fall of 2014 and the Spring of 2015. We set our standard at 90% of children either meeting or exceeding expectations across all areas by the time spring assessments through Teaching Strategies Gold were conducted. We were pleased to report to the council that all areas saw improvement ranging from 16% to 41%. A copy of this report is attached. Utilizing these measurable results will assist our program in determining staff training and emphasis in the coming school year. Also included in the report was the end of school attendance averages. As illustrated, Bozeman attendance average ended the school year at 78.71 due to high turn over of children, which is below our 85% target goal. We have monitored attendance at all centers and have seen that attendance suffers when the Head Start school calendar does not coincide with the public school calendar of "no school" days. We will be modifying our training days to include certain Monday's that are taken in the public schools as training days.

- **Budget**

Members were given updated numbers for our required Non Federal Share and advised that we secured 89% of the \$313,145 requirement leaving a shortage of approximately \$34,000.

Ken also reminded the council that we had lost over \$50,000 when we were unable to re-open the Gallatin Gateway classroom due to insufficient eligible applicants last year. We have submitted a Non Federal Share Waiver Request and plan to recommend filing a waiver for the current fiscal year.

- **Enrollment**

A 12 month corrective action plan addressing under enrollment has been submitted to our Regional Office in Denver. This plan will address additional recruitment activities and steps that will be taken to ensure full enrollment within the 12 month period. We have increased recruitment efforts and are over 50% enrolled for next year at this time. This is ahead of our enrollment at this time last year. We have spent considerable time publicizing and recruiting Head Start students out in the communities. We appreciated comments and feedback from the council in other efforts we can do to improve enrollment. We continue to await a decision on our enrollment reduction request.

- **Montana Preschool Development Grant (MPSD)**

We will be extending our Livingston Center Head Start classrooms from 4 hours to full day classes with additional funding from the MPSD grant. The Shane Center classroom and classed located in the Bozeman School District will not include Head Start children or funding from our Head Start grant. Bozeman School District is in the process of hiring staff for the classrooms located in Whittier and Hyalite schools.

- **On Site Review**

The results of our third On Site Monitoring Review conducted in April for CLASS Observations are still pending. We will have two additional reviews in the coming year, sometime between October and May, and have submitted our availability calendar. We will receive notice not less than 30 days prior to the next review.

- **Staff**

We are busy interviewing for expected openings in Head Start positions and will seek fully qualified applicants for teaching positions.

Chair Sara Wussow requested a motion to approve the Director's Report, Dr. Gillette moved to approve, the motion was seconded by Brandi Boese and was approved by unanimous vote.

### **New Hire Jessica Seekins**

Ken advised that Jessica Seekins had been hired as our New Enrollment-Compliance Coordinator, assuming the position held by Shannon Cannell who relocated to the Seattle area with her family. Jessica holds a degree in Family Consumer Science and Sociology, and will be completing a second degree in December 2015. Jessica has worked as our Data Entry Specialist for the past several months and we welcome her to her new position. A motion was made by Dr. Gillette to approve the hiring of Jessica Seekins, Rachel Palmer seconded the motion and the motion was approved unanimously.

### **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 Wussow 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.

#### **PI 15-01 Notice of Proposed Rule Making: Head Start Program Performance Standards**

Members received copies of a newly issued program information bulletin advising that a Notice of Proposed Rule Making to revise HS Program Performance Standards will be published in the Federal Register on June 19<sup>th</sup>, 2015. Ken advised members that one possible rule proposed is to extend Head Start services to a minimum full day (6.5hrs), 180 days per year program. This is important to monitor and prepare for impacts to budget considerations and enrollment options.

#### **Approval of June 2nd Meeting Minutes**

Chair Sara Wussow requested a motion to approve the June 2<sup>nd</sup>, Policy Council minutes; Brandi Boese made the motion to approve the minutes and the motion was seconded by Rachel Palmer. The motion to approve the June 2<sup>nd</sup> minutes was unanimously approved.

#### **Adjourn**

At approximately 7:00pm Sara Wussow made a motion to adjourn the meeting, Dr. Gillette made a motion to adjourn, the motion was seconded by Brandi Boese and the motion to adjourn was unanimously approved.

#### **Schedule of Next Meeting**

The next meeting of the HRDC Policy Council is tentatively scheduled for August 10th, 2015. Members will be notified in advance once the meeting date has been set.

Submitted by: Kathy Piatz