

Policy Council Minutes
Jan.26th, 2015

The HRDC Head Start Policy Council met on January 26th, 2015 with the following parent representatives present: Policy Council Chair, Sara Wussow, Rachel Palmer, Robbie Smith, Chiara Schober, Brandie Boese, Sarah Phillips, Tonya Torres, and Community Member Dr. Jane Gillette, Director Ken Miller, 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.

Director's Report Updates-Presented by Director Ken Miller

- **Attendance**

Student attendance is not meeting our expectations as children are staying home with the usual winter viruses and families continue to move from the area causing low attendance primarily at our Bozeman Center. Members were advised that Head Start guidelines require staff to make "every reasonable effort" to contact families once children are absent from school and before the child's placement can be given to another child. This usually means a child is counted as absent for as much as two weeks before officially withdrawn by the family.

- **Enrollment**

We are fully enrolled in the Livingston and Belgrade Centers and have enrolled additional children in Bozeman while we actively seek eligible students for Gallatin Gateway. We explored the possibility of transporting wait listed students from Belgrade to Bozeman however parents are reluctant and this option is not practical. We will be visiting with a Technical Assistance Specialist from the Region VIII office on Feb. 3rd and 4th. We will be seeking assistance and guidance on enrollment, attendance and long term options for us to meet the needs of our changing demographics. Ken referred to previous Policy Council approval concerning the enrollment reduction request and conversion of HS to EHS slots as measures that will help solve our enrollment problems.

- **Future Partnerships and Collaborations**

Ken advised member that the Early Edge proposal developed and supported by Montana Governor Steve Bullock is being discussed by the legislature. If passed it would provide funding to school districts for optional half day preschool for any 4 year old children. The proposal allows and encourages partnerships with existing preschools and Head Starts. It is supported by the greater education community in Montana but faces strong opposition. We have had discussions with area school districts and there may be limited options for us if this is enacted.

As announced in December, the 4 year Preschool Development Grant was approved in Montana and will fund comprehensive, Head Start type preschool for 4 yr old children from families with incomes up to 200% of poverty. We are one of 7 programs with funded beginning fall of 2015, however funding amounts have yet to be determined. We are

encouraged by the serious discussions we've had with local school districts in our collaboration efforts.

- **Montana Striving Readers Project**

Center Staff attended training on January 15th and there is a two day training in Helena for our Implementation Team in early March.

- Ken will be attending the Montana Summit on Early Childhood Education February 12th and 13th, in Helena..

Policy Council Chair Sara Wussow requested a motion to approve the Director's Report, Tonya Torres made a motion, the motion was seconded by Dr. Gillette and the motion to approve the Director's Report was approved by unanimous vote.

Management Work Plan

The Management Work Plan was presented to Policy Council members with each member receiving a paper copy of the plan. Ken reviewed changes to staff titles and positions as noted throughout the plan and reviewed the plan including Policy Council and Board of Directors regulations, management systems and procedures and performance standards concerning facilities. There were no substantial changes requested in the work plan.

Policy Council Chair Sara Wussow asked for a motion to approve the Management Work Plan, Dr. Jane Gillette made the motion, Robbi Smith seconded the motion and the motion was unanimously approved.

New Information Memorandum: ACF-IM-HS-14-07

Members received a copy of the newly issued IM, referred to as New Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

This IM is primarily for fiscal purposes and outlines changes made effective December 26th, 2014, concerning audit requirements and cost principles.

Budget and Parent Fund Report

Members were given both the November and December Budget to Actual reports for review. As of November 30th with 63.53% of our grant year elapsed, with budget expenditures of 61.57%. As of January 31st with 72.65% of our budget year elapsed, we had spent 69.55% of the budget. Ken advised members that with our grant year ending March 31st, we will need to expend the funds or utilize funds for the cost of major repairs or funding will be returned to Head Start.

Year to date In Kind total as of January 31st was 33.% or \$103,265.92 raised. We have some larger In Kind amounts yet to be recorded and staff has been given monthly reports of their classroom totals. Fliers have been posted in the centers stressing the importance of raising In Kind and notes have gone out to parents with their classroom newsletters illustrating how their volunteer time can impact our in kind totals.

Brandy Boese made a motion to approve the budgets, the motion was seconded by Chiara Schober and the motion was approved by unanimous vote.

Copies of the Head Start Parent Fund were handed out to members. There were no changes to the fund as there have been no fund raising activities yet this year. Tonya Torres made a motion

to approve the Parent Fund, Dr. Jane Gillette seconded the motion and the motion was unanimously approved.

Included in the handout packet was the January credit card statement, CACFP Meal totals and Attendance totals for December

New Hire Beth Bakken

Ken advised members that our Cook/nutrition aide for the Bozeman Center had given her notice of termination during January. With the start of the school year we had the opportunity to combine the cook and afternoon aide positions, however with the position once again open, we advertised the two separate positions. Parent and substitute Beth Bakken was hired to fill the classroom nutrition aide position and we were still in the process of reviewing and interviewing for the the cook position. Chair Sarah Wussow asked for a motion to approve the new Classroom Nutrition Aide hire, Beth Bakken, Dr. Jane Gillette made the motion and the motion was seconded by Tonya Torres. The motion received unanimous approval.

What's Happening in the Classrooms?

Parent representative were asked to share any news or happenings in their classrooms. Each member provided interesting anecdotes about what has been going on in their child's class.

December Meeting Minutes

Chair Sara Wussow requested a motion to approve the December Policy Council minutes, Chiara Schober made the motion to approve the minutes and the motion was seconded by Robbi Smith. The motion to approve the December minutes was unanimously approved.

Adjourn

At approximately 7: 00pm Tonya Torres made a motion to adjourn the meeting, motion was seconded by Robbi Smith and the motion to adjourn was unanimously approved.

Schedule of Next Meeting

The next meeting of the HRDC Policy Council is scheduled for February 23rdth, 2015.

Submitted by: Kathy Piatz