

Head Start Policy Council of HRDC, IX

Date: 01.21.2025

Location: 32 S Tracy, Bozeman MT

Committee members present: Tammy Christofferson, Krystal Lopez, Tyler Horigan

Committee members excused: Jessica Wilmarth, Liz Schults, Billie Warford

Staff present: Sandy Stavig, Kathy Piatz, Hannah Freese, Emma Edmitsen, Krista Dicomitis

Guests present: None

Sandy Stavig called the meeting to order at 5:40 p.m.

Opening Public Comment:

Sandy Stavig requested opening public comment. No public comment was made.

Agenda:

1. Previous meeting minute approval

The previous meeting minutes from November 19th, 2024. were reviewed. There were no edits requested. Tammy Christofferson moved to approve the meeting minutes. Tyler Horigan seconded. All members voted in favor to approve the minutes.

2. February meeting date

Sandy proposed to maintain the meeting schedule for the third Tuesday of the month. All members were in favor.

3. Budget Reports

Sandy reviewed the November and December Visa Statements and budget to actual reports for December. She provided an update on the end date for STARS to Quality funding after this cycle and grants applied for in order to potentially offset additional costs. It was lastly noted that the In-Kind waiver will likely not be needed. There was no additional discussion on the budget reports. Tyler Horigan moved to approve the budget. Krystal Lopez seconded. All members voted in favor to approve the budget.

4. Director Update

Sandy provided an update on attendance and enrollment, noting that the enrollment reduction request is under final review. She also shared an update on staff support initiatives, Parent-Teacher conferences and first round of CLASS assessments. Lastly, the status of the Continuation Grant was discussed. Tammy Christofferson moved to approve the Director's report. Tyler Horigan seconded. All members voted in favor to approve the Director's report.

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5. Health and Nutrition Update

Emma Edmitsen provided an update on immunization tracking to support families in getting appointments made for children missing certain immunizations. She also provided an update on the on-going nutrition support to ensure allergies and intolerances are accommodated and that medication scheduling and approval is addressed. Parents have been engaging with menu creation as a part of the cultural luncheon project. Plans for Dental Health Month in February were shared. Lastly, the Healthcare Institute agenda was reviewed, highlighting safety as the theme.

6. New Hire Approvals

Sandy reviewed the recent new hires, Jennifer Chamberlin serving as the Education Manager and Stephanie Cotterman as the new classroom aide at the Belgrade Center. Tyler Horigan moved to approve the Education Manager and the Classroom Aide new hires. Tammy Christofferson seconded. All members voted in favor to approve the new hire positions for Education Manager and Classroom Aide.

7. New Parent Representative Approvals

Sandy provided an overview of the HRDC Head Start- Early Childhood Education Staff Qualifications Policy and Procedures to verify our staff and district partner staff are qualified with appropriate tracking mechanisms for qualifying details including credentials and past experience. It outlines a process for waiver submission to request hires that don't exactly meet the requirements at the time of desired hire, but with a plan on how to achieve the missing qualifications. Krystal Lopez moved to approve the Staff Qualifications Policy. Tammy Christofferson seconded. All members voted in favor to approve the Staff Qualifications Policy.

Executive Session:

No Executive Session was held. The meeting was adjourned at 6:23 p.m. The next meeting will be held on February 18th.