

Policy Council Minutes

March 8, 2011

10:00 a.m. – 12:00 p.m.

Green Head Start

PRESENT: Tacy Hite, Melissa Knapp, Jennifer Benn, Jessica Thrapp, Mariee Conrad, Brenda Goin, Jessica Schan

GUESTS: Maureen Short, Michelle Knapp, Shawn Lybarger, Robert Parnell

A. Call Meeting to Order at 10:09 a.m.(by Maureen in absence of chair and vice chair)
10:14 a.m by Melissa Knapp

B. Correspondence: None at this time

C. Update Agenda- Self assessment interviewers coming

D. Review & Approval of February Minutes as written

Motion: Tacy Hite

Second: Jessica Tharp

Outcome: Approved

In E b ii: Legislatures should be legislators. Brenda asked if there were some tips on talking to the legislators. Maureen explained that although we have tip sheets and talking points they prefer for parents to speak from the heart and tell their story. It is recommended to develop a relationship with them by e-mailing often and sending pictures of your child. The mantra that works best is to ask them “to do no harm”.

E. Director’s Report

a. Financial Reports – Reported on financials

Motion: Jessica Schan

Second: Tacy Hite

Outcome: Approved

b. Program Update – Maureen Reported on the following:

I: State level: Governor has a plan to move all Early Childhood programs under one umbrella for funding. This would include DHS children’s programs, WIC, Government children’s programs such as Healthy Start & community nurses, Crisis Relief Nurseries, Early Intervention/Childhood Special Education and Head Start. They would all be overseen by the Oregon Health Authority. There is a lot of planning and details to be worked out. Nothing should change as far as oversight for at least a year. Announcement to come this week of who will be on the governor’s design team, will have a Head Start representative. They are looking at the state of WA for ideas. This is of concern to Or. Head Start directors as Wa programs are funded for less by their state as their services are watered down. In the short term we are funded until the end of June so there won’t be any classroom closures this year, there could be closures over the summer. We are hoping to know sometime in May what are funding level is so that we can do our budget for next year.

II: Federal Level: There were concerns about the fact that the funding level hadn’t been approved; however they did a continuing resolution last Friday. They are continuing approval for what we were funded for last year. We are now in limbo and waiting to hear the final outcome for the budget. Discussed that we need an alternate for the budget committee in case Deborah can’t come when we have budget

meetings. Melissa asked if class sizes could be larger if a class was cut. Maureen explained groups size requirements.

- c. Self assessment: Some reviewers are coming to interview today. Parents may also receive phone calls to interview them. Maureen explained there is a monitoring tool and explained about the summary and the action plan that is made from the self assessment.

Anna Aasen & Kristi Anderson came to ask questions.

F. Component Reports-

- a. Election of Policy Council Chair- Maureen asked for volunteers. Melissa Knapp volunteered.

Motion: Jessica Schan

Second: Tacy Hite

Outcome: Approved

- b. Staff Updates- Shawn reported that Brandi Myers, the teacher in R4 resigned, we moved the BCA, Dawn Creach into the teacher position as she is degree qualified. Moved a sub, Maria Bianchi into the BCA position. Jessica Schan asked if all PC members are called when a phone poll is done for when new staff are hired. Maureen explained this process.

- c. Policy & Procedure-Shared Decision Making Process

Motion: Jessica Schan motioned to approve all 3.

Second: Mariee Conrad seconded to approve all 3.

Outcome: Approved

Council members had already went through them as they received them in their packet and did not wish to discuss.

- d. Policy & Procedure-Internal Dispute Resolution-

Motion: See above

- e. Policy & Procedure- Ethics Policy for Board and Staff-

Motion: See above

- G. Board Report – Tacy gave an overview of the current happenings with the Board, motioned to apply for a grant for housing for Veterans. Motioned for executive director to terminate the 401K and 403 B retirement benefits for staff. Motioned to approve to terminate the CACFP program either in June or end of the fiscal year, the agency will work with the state to find a new sponsor. This change will not affect the day care providers. They discussed the partnership with Head Start and the Boys & Girls Club for classrooms. They voted and approved for state Senator Jeff Kruse to remain on the board.

H. Site Reports

I: Fire Safety Program: We have kits, Winston 3 is doing it this month. Jennifer at Green will have Trish get a hold of Shawn to find out about it for Green.

II: Melissa Knapp has a child in R3. Child has been very sick, upper respiratory. Concern is that children are being taken outside every day. Maureen explained that these types of things need to go through the chain of command, if teaching team or FSE doesn't meet the needs then talk to the supervisor, if still not solved then speak to the manager of the component, if not resolved then talk to the director, then the executive director. To invite someone such as the director to a parent meeting ask your FSE to invite them. This would

be the same if you want someone to talk about the conflict resolution process. This process is on April in the parent calendar.

III: Pop Can Drive: Tacy sent flyers out to her families. Jennifer has a mountain of cans. Some PC members have not heard back from parents if they have collected cans or not. Shawn and Maureen shared about the \$ per Child carnival and invited policy council members.

IV: Tacy shared that the Confidence Clinic is having a fundraiser 1970's dance for their program this Saturday, March 12th. Tickets for the event are \$10.

V: Fatherhood Activity: Having a carnival in April. Bowling event was a great hit. This was a learning experience for the program and they have some ideas to make it better next year.

I. Meeting Adjourned at 11:42 p.m.