

# Policy Council Minutes

August 8, 2011

10:00 a.m. – 12:00 p.m.

Green Head Start

PRESENT: Melissa Beard, April Tymn, Jessica Schan, Jessica Thrapp

GUESTS: Maureen Short, Michelle Knapp, Robert Parnell, Scotti Hillard

- A. Meeting called to order at 10:06 a.m.
- B. Correspondence: Region X as well as the State sent a response regarding the State expansion of 22 children. Maureen discussed the correspondence and provided explanation of expansion funds to the council.
- C. Update Agenda- nothing to update at this time.
- D. Review & Approval of June Minutes as written
  - Motion: April Tymn
  - Second: Jessica Thrapp
  - Outcome: Approved

## E. Director's Report

- a. Financial Reports – Maureen reported on the financials from June and July.
  - Motion: April Tymn
  - Second: Jessica Thrapp
  - Outcome: Approved
  
- b. Program Update – Maureen Reported on the State expansion of 22 plus 15 children and changes in the legislation which require our program to apply for a biennium grant but funding will be secured for 1 year until it is decided if programs like ours will move away from the Oregon Department of Education and under the Oregon Health Authority. Maureen will provide more information as she receives it.

Maureen discussed the new classroom changes at The Riverside Center and Roseburg sites. Sutherlin will have 2 classrooms this year.

The State Grant Continuation Application was reviewed and discussed.

Motion: April Tymn  
Second: Melissa Beard  
Outcome: Approved for submission as written

## F. Component Reports-

- a. Staff Updates-
  - Maureen discussed current resignations, movement of present staff into the floating TA and bus driver positions, as well as current open positions and invited the council to participate in the interviewing process for these positions when it is time.
  - Robert discussed the recent interviews for the Health Services Assistant position. The interview panel recommends hiring Rachel Humphrey for this position.
  - Motion : April Tymn
  - Second: Jessica Thrapp
  - Outcome: Approved for hire
  
- b. Policy & Procedure-School Readiness
  - Motion: April Tymn
  - Second: Melissa Beard
  - Outcome: Approved

- c. Policy & Procedure- Videoing in the Classroom- suggestions to change the name of the P&P to Videotaping since it is program-wide procedure. Also add a bulleted item regarding usage of the video as a training tool for staff with permission from the parents of the children in the classroom.

Motion: Jessica Thrapp

Second: Melissa Beard

Outcome: Approved with noted changes

- d. Policy & Procedure- Surplus Vehicle Disposal

Motion: April Tymn

Second: Melissa Beard

Outcome: Approved

G. Board Report – nothing at this time

H. Site Reports – nothing at this time

I. Meeting Adjourned at 11:45 a.m.