

Date of Policy Council Meeting: November 17, 2011

Place of Meeting: Mandan Meeting was called to order at: 7:07 pm

Time Keeper: Stephanie Scott

**Attendance:** (Copy from In-Kind Sheet)

On the phone: Emily Coats, Doug Zacher

In Mandan: Tasha Lowe, Melissa Villaneda, Nicole Gabriel, Angie Schwarting, Bonnie Mavity, Jessica Ohlhauser, Maria Kessler, Stephanie Scott

Parents: Duker Kessler, and Ray Ohlhauser

Staff: Lora Isakson, Sam Gregerson, Shelly Simon, JoAnn Brager

**Quorum Met:**  Yes  No

**Approval of Minutes:** Motion: Bonnie 2<sup>nd</sup>: Tausha Approved:  Yes  No

**Treasurer's Report:** In-Kind Am't: \$96,491.40; Checking Account Am't: \$8,816.82

Fiscal Report was reviewed. Treasurer's Report Approved. Motion made by: Bonnie

Seconded by: Stephanie Scott Approved:  Yes  No

**Family Night Reports:**

Mandan: Mandan's theme was safety. Jessica stated it ran very smoothly. She enjoyed the set time limits in each classroom for activities. Supper was served and she felt everything went very well.

Carson/Elgin: We had pretty good attendance, and the school educated the parents on car safety and car seat safety.

New Salem: n/a

Hebron: n/a

Beulah/Hazen: Police officer came and entertained the children. Melissa and Nicole were able to explain to parents how important it is to have our in-kind handed in and answered questions if any.

Classroom Updates (If needed): Katie and Kelly's classroom purchased a new camera. Beulah class room is renegotiating meal plans and preparation. The classroom now prepares breakfast in the classroom and also does the dishes themselves.

**Old Business:**

Personnel Motion By: Doug Zacher Seconded By: Bonnie Passed:  Yes  No

Discussion: Carson would like to hire Jessica Woodbury as the teacher. PC members present gave their approval. Reminder to all PC members to check emails and return calls about staff approvals.

**Policy Council Replacement**

Discussion: Melinda Belling was hired as the Support Service Staff in Hebron, and has presented a letter of resignation for Policy Council. The FSC in Hebron will work with parents to get a new Representative.

**Federal Monitor Review**

Discussion: Sam discussed the federal monitor review. There were no concerns with our program and the reviewers had good things to say about Policy Council.

Program Governance Training review

Discussion: The training was talked about and all members present that did not attend the training stated they received the information that was mailed out.

**New Business:**

Christmas gifts for children Motion By: Stephanie Seconded by: Bonnie Passed

Yes No

Discussion: Coloring books, and crayons will be purchased at the Dollar Tree in Mandan. Maria stated she would speak with the owner to see if she would work with us on getting a bulk price.

Grant revision Motion by: Tausha Seconded by: Melissa Passed: Yes No

Discussion: Because of the new policy's coming down from the Office of Head Start (federal government - 1307), the teachers need extra time for paper work and planning. School hours will be changing to 8am-1pm for all centers and classrooms. Reason for proposal: need optimal performance yet time for teachers to finish curriculum and paperwork.

**TRAINING:**

Topic: Reading Fiscal Reports,

Discussion: Sam reviewed the Sept HIT Fiscal Report and talked about what the columns meant and how to decipher the information.

Time & Location of next meeting: January 19<sup>th</sup>, 2011 at 7:00 pm

Motion to adjourn: Made by: Bonnie Seconded: Jessica O Time: 8:50 pm