

April 14, 2011

Policy Council Meeting

Meeting was called to order at 7:07 p.m.

Time Keeper: M. Kessler

Attendance: Danielle Olson, Annie Blackwood, Kala Geestman, Dale Repnow, Erica Hayes, Angie Hohbein, Maria Kessler, Sarah Rhodes, via phone: Stephanie Scott

Parents: Duke Kessler

Staff: JoAnn Brager, Lora Isakson

Quorum was met.

**Minutes:**

Motion made by Dale, 2<sup>nd</sup> by Sarah to approve the minutes from the March 17 meeting. Motion approved.

Treasurer's Report: All in-kind, including the in-kind to meet the flood grant has already been documented. Thank you to all the parents who are diligent about returning in-kind! \$356,991 was met. The PC checking account has \$12,115.28. Angie motioned to approve the fiscal report, 2<sup>nd</sup> by Sarah. Motion passed.

**Family Night Reports:**

No reports yet as the next one for this year will be at the end of April for the transition carnival.

**Room Reports:**

Angie reported that the New Salem classroom had fun activities this week due to celebrating Week of the Young Child.

**Old Business:**

Personnel: 2 lead teachers are needed – 1 in Mandan and 1 in New Salem. Amy will be the new FSC in Mandan and Nikki was promoted to lead teacher to replace Pat but now Amy's position is open.

Lead Care Machine: Maria motioned and Erica 2<sup>nd</sup> to use Policy Council funds of \$1,800 to purchase a Lead Screener II Machine. Danielle expressed concern that the machine would be stored in Golden Valley with the nurse. JoAnn stated that the nurse should be the one doing the testing. Motion passed.

Self-Assessment: Discussion on the recommendation that the FSCs come to the 1<sup>st</sup> and 2<sup>nd</sup> PC meetings to assist the new members on their roles and responsibilities starting in September 2011. Erica stated that this would help build a relationship between the PC rep and the FSCs. Invitations will be issued at the May meeting. At the March meeting, 12 P&Ps were submitted to PC for their reading, review and

approval at this meeting. Annie motioned to approve the following P&P: FP1, ED8, DS1, FP6, DS9, CP3, ED1, NU2, HS3, HL5, EL6 & HR10. Kala 2<sup>nd</sup>. Motion passed.

Share-A-Story: Scaled down to a picnic/zoo event on May 20<sup>th</sup>. Details to follow for Head Start families.

### **New Business:**

Stepping Up Medals: Motion made by Kala, 2<sup>nd</sup> by Sara to purchase Stepping Up Medals for the children from Capital Trophy. The total cost is about \$600 for 160 of them. Annie volunteered to go pick them out. Motion passed.

45 CFR 1305 – ERSEA: New proposed rules were passed down from the Office of Head Start. One new proposed requirement would be to have a 30-day limit for needed training for Program Governance (HIT Board of Directors and WRHS Policy Council), WRHS management staff and any enrollment personnel (WRHS doesn't have these as FSCs do enrollment.) JoAnn shared copies of her comments. Public comments are welcome and can be submitted at [www.regulations.gov](http://www.regulations.gov) and use the RIN: 0970-AC46 to make sure the comments go to the right place.

Staff Appreciation: Give approved to spend \$20 per staff person – motion made by Sarah, 2<sup>nd</sup> by Angie. Motion passed.

Federal Monitor Review (FMR): JoAnn stated that she has received the first round of document requests from the Office of Head Start to gather documents for the FMR sometime between October 1, 2011 through September 30, 2012.

### **Training:**

School Readiness: What is it? Policy Council brainstormed the following questions:

- 1) What is School Readiness? -Social interaction – emotions, ability to endure a structured environment, physical development, academic skills, communication skills, can separate from Mom/Dad.
- 2) What are the Communities Responsibilities? Provide opportunities to kids to adjust into kindergarten, information on brain development, Gearing Up for Kindergarten, pre-Kindergarten for all kids.
- 3) What are the Parent's Responsibilities? Practice school readiness, be a good role model to deal with emotions, give the children tools to teach self-confidence, be engaged with your kids and other parents, be an advocate, preparation of child, and communicate with teachers and staff.
- 4) What are Head Start's Responsibilities? Tour the kindergarten classrooms, assist in school readiness, help parents learn to communicate, set goals for family and child, inform parents (on nutrition, tips on raising kids, services in community that can help, etc), be engaged, deal with emotions, give tools to succeed.

Time and location of next meeting: Thurs., May 19 at 7:00 p.m. in the Mandan center. Kala motion, Sarah 2<sup>nd</sup> to adjourn the meeting at 8:35 p.m. Motion passed.