

Rocky Head Start Policy Council

Chairperson
Niki Redford

Vice Chair

Secretary

Treasurer

A regular meeting of the Head Start Policy Council of Rocky Head Start. will be held on the **30th day of September at 11:30 via Zoom and in Head Start Training room at 200 S. Cruse Ave in the Neighborhood Center.** Lunch will be provided. The meeting, not lunch, is open to the public.

Facilitator: Niki Redford

Time Keeper:

Scribe: Ashley Pena-Larsen

A. PUBLIC COMMENT

Interested persons may address the Rocky Head Start Policy Council (PC) regarding any item on the agenda prior to PC action. We encourage your participation. Please keep your remarks concise and to the topic under consideration.

Interested persons may present their data, views, information, or arguments either orally or in writing at the meeting. Written data, views or arguments may also be mailed to Rocky Head Start Policy Council, PO Box 1717, Helena, MT, 59624, or email headstart@rmdc.net and must be received no later than 4:30 pm the day before the meeting.

B. AGENDA

***Decision Items - Requires a vote!**

1. Call to order. Welcome, roll call (introduce guests), establish a quorum,	Niki Redford	11:30 a.m. – 5 min
2. Introduction of new members, official seating of new council*	Niki Redford	11:35 a.m. – 15 min
3. Review previous months minutes *	None	11:50 a.m. – 0 min
4. Treasurer's Report- August 2023 Financial Report*	Ashley Pena-Larsen	11:50 a.m. – 10 min
5. Committee Updates- None		
6. Board Report	Ashley Pena-Larsen	12:00 p.m. – 5 min
7. Head Start Director's Program and Budget Report September* Monthly Information and Program	Ashley Pena-Larsen	12:05 p.m. – 10 min
8. Reduction Request Committee*	Ashley Pena-Larsen	12:15 p.m - 10 min
9. Set time and day for PC meetings for 2023-2023 school year*	Niki Redford	12:25 p.m -5 min
10. Meeting Evaluation for everyone/Meeting Adjournment		12:30 p.m

Next Meeting –TBD.

C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Interested persons may address the Policy Council regarding any item of the Board's business **not** on the agenda. We encourage your participation. Please keep your remarks concise and to the topic under consideration.

D. ACCOMMODATIONS

Reasonable accommodations will be made to enable individuals with disabilities to attend this meeting. Please call Ashley Pena-Larsen or Signe Ask at 406-457-7308 no later than 4:30 pm the day before the meeting.





Head Start Policy Council—Tips for Parents and Families: What Is the Policy Council?

Parents and family members often have questions about their program’s Policy Council. Explore this tip sheet to learn answers to common questions about the Policy Council.

As a parent, you may wonder what the Policy Council is and about its role in Head Start and Early Head Start. You may have questions about how to join, serve on, or leave the Policy Council.

We encourage you to discuss your questions with your child’s teacher, your family service worker, the program director, or other staff. They can partner with you to make your Policy Council experience the best it can be.

What is the Policy Council?

The Policy Council is a group of Head Start and Early Head Start parents and community members who help lead and make decisions about their program. Policy Council members are elected by the parents of children enrolled in the program. Parents often join the Policy Council after serving on a parent committee.

The Policy Council meets regularly as a group. Members can serve for one year at a time, and for up to five years. They work closely with the program’s management team and Governing Body to provide overall direction for the program.

Head Start the Policy Council—Tips for Parents and Families: What Is the Policy Council?

Why Do Head Start and Early Head Start Programs Have a Policy Council?

When Head Start began in 1965, its founders understood that parents are essential partners in educating young children. They felt that parents should help decide how Head Start services can most benefit their family and other families in the community.

Head Start created the Policy Council as a formal leadership and policy-making role for parents. Today, every Head Start and Early Head Start program must have a Policy Council as part of its leadership structure. Through the Policy Council, parents have a voice in decisions about how the program spends money, what children do in their classrooms, and how the program works with community partners.

Children, parents, and the program benefit when parents take on leadership roles. Children learn more and experience healthier development at school and at home. Parents can become more confident, gain skills, and connect with other parents and staff. Program staff learn about the strengths, interests, and needs of the children, families, and community they serve.

Want to learn more? Explore the other tip sheets in the Head Start Policy Council—Tips for Parents and Families Series:

- [Joining the Policy Council](#)
- [Serving on the Policy Council](#)
- [Leaving the Policy Council](#)

For more information about this resource, please contact us:
PFCE@ecetta.info | 1-866-763-6481



ADMINISTRATION FOR
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Head Start Policy Council—Tips for Parents and Families: Joining the Policy Council

Wondering about joining the Policy Council? Explore this tip sheet to help you decide whether to join your program’s Policy Council.

Joining the Policy Council

Parents have many reasons for joining the Policy Council. Sometimes staff may ask if they are interested. Other times, parents might want to join after being on a parent committee. Let’s explore how to make the decision to join the Policy Council.

Read the scenario below.

Scenario

Yesterday, when Richie dropped off his daughter Celine at her classroom, Sandra, a family service worker, asked if he would like to serve on the program’s Policy Council.

When he asked why, Sandra answered, “You seem to be very involved in your daughter’s life. I wondered if you might be interested. Also, it would be great to have a father on the Council. You could help all of the children in the program. Think about it. Let me know next week.”

Richie is flattered by the offer but a little confused. He has heard about the Policy Council. He doesn’t know much about it. He isn’t sure what he can offer. Richie feels nervous. He has a lot of questions to ask Sandra.

Head Start Policy Council—Tips for Parents and Families: Joining the Policy Council

Like Richie, many parents have questions about joining the Policy Council. See some common questions below. You may have other questions. Remember, every question is important. Talk with program staff to help you learn about the Policy Council.

Common Questions about Joining the Policy Council



Why are you asking me to consider joining the Policy Council? What can I offer?

The Policy Council represents parents' voices and perspectives to guide decisions about the program. Policy Councils welcome parents and family members from all backgrounds and family structures. They may be mothers and fathers of all ages, grandparents, foster or adoptive parents, or other important adults in a child's life. You are being asked because you are the most important teacher in your child's life. Staff value your ideas about how to best serve all the children in the program.



What do I need to know before I join?

What's most important is that you want to help your program provide a positive learning experience for your child and other children. Once you are elected, you will receive training about how your Policy Council works. Some things that the group may discuss in Policy Council meetings are decisions about program policy, budgets, center activities, and hiring staff.



When and where do the meetings take place?

Policy Councils typically meet monthly at the program. When they meet varies. Some programs hold meetings during the day. Others hold them in the evenings. Meals are usually provided. Child care is offered. Some programs assist with transportation or arrange for members who live far away to attend remotely.

Programs also can provide interpretation services. Be sure to let your program know of anything you need to make it easier to attend meetings.

Reflections

Take a moment to reflect on each question:

- What questions or concerns do you have about joining the Policy Council?
- Who can you talk with to help answer your questions?
- What else can your program do to help you decide whether to join the Policy Council?

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Head Start Policy Council—Tips for Parents and Families: Serving on the Policy Council

Wondering what it is like to serve on the Policy Council? Explore this tip sheet to learn more about being a member.

Serving on the Policy Council

Congratulations! You have been elected to the Policy Council. Let's explore what it's like to be a member.

Read the scenario below.

Scenario

Yvonne is excited to attend her first Policy Council meeting. Her family service worker, Maria, has explained what to expect. She also offered to attend Yvonne's first meeting with her. She introduced Yvonne to Susan, a former parent member. Susan agreed to become her mentor and answer any questions.

At the first meeting, the Policy Council chairperson welcomes new members. Maria introduces Yvonne to the group. During the meeting, a policy document is handed out for review. It will be voted on at the next meeting.

The next morning, Yvonne calls Susan to ask about the policy document. She tells Susan she does not understand what she needs to vote on. She felt too shy to ask questions at the meeting. Susan explains the proposed policy change and why it is being discussed. Yvonne now understands the proposal and the different opinions to consider. Yvonne feels more confident about speaking up at the next meeting.

Head Start Policy Council—Tips for Parents and Families: Serving on the Policy Council

Like Yvonne, many parents have questions after they join the Policy Council. See some common questions below. You may have other questions. Every program is unique. Be sure to talk with program staff about specific questions you have.

Common Questions about Serving on the Policy Council



What happens after the Policy Council training if I am still not sure what to do?

You can connect with program leadership for more support. Go to the program director, family services manager, or parent engagement coordinator to talk about your questions and concerns. Work with a staff member to discover together how you can feel successful and confident as a member of the Policy Council.



Can I make suggestions about proposed policies?

As a Policy Council member, you can make suggestions or ask questions about any matters that are brought to the Council. It is your right and responsibility as a Council member to help with decision-making. Ask program staff for more information if you need it.

You can ask the Council to delay a vote while you learn more.

Reflections

Take a moment to reflect on each question:

- What questions or concerns do you have about serving on the Policy Council?
- Who can you talk with to help answer your questions?
- What else can your program do to help as you serve as a Policy Council member?

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Head Start Policy Council—Tips for Parents and Families: Leaving the Policy Council

You have served on the Policy Council. Now it is time for other parents to have the opportunity to serve. Explore this tip sheet to learn more about leaving the Policy Council.

Leaving the Policy Council

As a member of the Policy Council, you have contributed to the success of your Head Start and Early Head Start program. Now, the time has come for you to step down. Let's explore what might happen as you prepare to leave.

Read the scenario below.

Scenario

Shanice is in her last year on the Policy Council. She has served for five years, years. She was chairperson for the past two years. Her youngest child will leave Head Start and enter kindergarten in a few months. She is finding it hard to imagine leaving the Council. She will miss the support of the Head Start community.

Shanice wants to stay connected to other parents. She also wants to continue to support the program. She remembers how unsure she felt the day she was first elected to the Policy Council. She has learned so much since then. She would like to share what she has learned with others. She decides to speak to the program director, Michelle, about becoming a mentor to parents who are new members of the Policy Council.

Head Start Policy Council—Tips for Parents and Families: Leaving the Policy Council

Parents can have mixed feelings about leaving the Policy Council. You may feel proud. You may feel sad. You may feel excited about what you might do next. See some common questions that parents have below. You may have others. Talk with program staff about your specific questions.

Common Questions about Leaving the Policy Council



Why can't I stay on the Policy Council?

All Head Start and Early Head Start programs follow regulations called the Head Start Program Performance Standards. The standards state that Policy Council members can serve no more than five terms. Each term is one year.



How can I continue to support my program after I leave the Policy Council?

You can still attend Policy Council general meetings even if you are not a voting member. You can also volunteer in your program in many other ways. You can help in a classroom, organize family events, or raise money for the program. You can keep volunteering even if your child is in a new program or school.



How can I use my leadership skills in other places?

You have developed important leadership skills by serving on the Policy Council. You can listen carefully to others, delegate and complete tasks, and make decisions. You can bring these skills to your child's future school, or to a new job or volunteer opportunity.

Reflections

Take a moment to reflect on each question:

- What questions or concerns do you have about leaving the Policy Council?
- Who can you talk with to help answer your questions?
- What else can your program do to help as you leave the Policy Council?

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ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

September 20, 2023

To: Rocky Board of Directors

From: Ashley Peña-Larsen, Head Start Director

Re: *Program update for Board of Directors and Policy Council September 2023*

Hello all,

I can't believe we are already towards the end of our first month of operation for the 2023-2024 school year. My how the time flies! We are currently getting things up and operating and as you will see on the reduction information sheet, we have sent out we are still missing quite a few staff and children before we can be full. At the meeting I will be asking for a short-term group to agree to meet the month of October prior to the board meeting to have some of these hard discussions. The upcoming reduction will most likely require a shift in other areas of support in the program as the numbers are decreasing so we will need/want lots of input.

We are finishing up our Mental Health Consultant non-compliance review prior to the Board meeting and should have a good update for you there. Pureview Health Center has graciously agree (THANK YOU!!) to be our Mental Health Consultant. At this time we are finalizing bits and pieces of the contract but we have a very good start and expect to have it finalized and signed prior to the board meeting next week. While we went on this little adventure we did discover a wealth of new opportunities for Mental Health supports in the community. While none of the others we reached out to had the capacity to take on the extensive partnership with Head Start, it was encouraging to make contact with a variety of services we can now access for our families. The state recognition of the need for Mental Health professionals and services is definitely making a small dent in the large deficit we have as a community. While it is no where near the full need it is a step in the right direction for everyone.

As we continue to move forward, please continue to share our staff recruitment flyer which is attached. Without staff and full enrollment, we truly are at risk of losing funding for our program. Any ideas you have or if there are any places you can share we will be eternally grateful. The unique family driven nature and heart of Head Start is not something I want to see our communities continue to lose.

Please let me know if you have any questions regarding the program. As always, feel free to call (406-457-7375) or email at apena@rmdc.net.

Ashley Peña-Larsen
Rocky Head Start Director

For regular updates on the Happenings in Rocky Head Start go to

<https://www.facebook.com/RockyHeadStart/>. ENJOY!

www.rmdc.net

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP

Head Start - Fund 160 - Grant Year Ending 04.30.2023

		Current Period		Current Year		YTD Budget	YTD Budget Variance RMDC	Total Budget
		Actual 08.01.23- 08.31.23	08.01.23- 08.31.23	Actual 05.01.23- 08.31.23	05.01.23- 08.31.23			
REVENUES								
GRANTS - FEDERAL	I01	85,580.43		413,770.20		1,004,556.33	(590,786.13)	3,013,669.00
GRANTS - OTHER	I05	23,000.00		120,045.36		33,666.67	86,378.69	101,000.00
LOCAL SUPPORT	I07	245.69		808.95		0.00	808.95	0.00
DONATIONS	I09	350.00		350.00		0.00	350.00	0.00
SERVICE FEES	I10	120.00		1,924.80		11,000.00	(9,075.20)	33,000.00
INKIND	I20	0.00		20,545.00		235,413.67	(214,868.67)	706,241.00
OTHER	I25	0.00		75.00		0.00	75.00	0.00
OPERATING TRANSFER IN	I25	0.00		0.00		4,714.67	(4,714.67)	14,144.00
Total REVENUES		<u>109,296.12</u>		<u>557,519.31</u>		<u>1,289,351.33</u>	<u>(731,832.02)</u>	<u>3,868,054.00</u>
EXPENDITURES								
PERSONNEL COSTS								
SALARIES	I105	110,644.74		340,305.47		519,604.00	(179,298.53)	1,558,812.00
FRINGE BENEFITS	I106	48,710.19		154,938.76		215,030.00	(60,091.24)	645,090.00
Total PERSONNEL COSTS		159,354.93		495,244.23		734,634.00	(239,389.77)	2,203,902.00
NON-PERSONNEL COSTS								
INTEREST EXPENSE	i100	0.00		0.00		0.00	0.00	0.00
PRINCIPAL PAYMENTS	I103	0.00		0.00		0.00	0.00	0.00
ADMINISTRATION	I110	31,435.08		85,185.57		110,200.00	(25,014.43)	330,600.00
RECRUITMENT/PROMOTION/ADVERT	I113	53.00		4,110.69		266.67	3,844.02	800.00
COMMUNICATION	I117	8,066.08		28,557.92		26,002.33	2,555.59	78,007.00
CONSULTANT/CONTRACT	I118	13,532.48		15,243.48		4,050.00	11,193.48	12,150.00
EQUIPMENT RENT/MAINTENANCE	I125	274.86		1,099.44		2,493.67	(1,394.23)	7,481.00
INKIND	I130	0.00		20,545.00		235,413.67	(214,868.67)	706,241.00
INSURANCE	I132	1,790.62		8,525.33		7,615.00	910.33	22,845.00
MATERIALS & SUPPLIES	I135	13,839.43		32,168.48		6,366.67	25,801.81	19,100.00
MEAL COSTS	I138	137.00		23,730.73		83,864.33	(60,133.60)	251,593.00
OCCUPANCY	I139	17,647.12		63,952.13		61,898.67	2,053.46	185,696.00
OFFICE SUPPLIES	I141	854.75		1,083.03		1,166.67	(83.64)	3,500.00
OTHER	I143	58.00		1,721.95		946.67	775.28	2,840.00
PHOTOCOPIES/PRINTING	I147	2,753.54		5,955.44		3,166.67	2,788.77	9,500.00
TRAVEL/TRAINING	I153	4,543.39		30,243.64		11,183.00	19,060.64	33,549.00
VEHICLE MAINTENANCE/REPAIRS	I156	128.79		1,309.32		83.33	1,225.99	250.00
CAPITAL OUTLAY	I170	0.00		0.00		0.00	0.00	0.00
Total NON-PERSONNEL COSTS		<u>95,114.14</u>		<u>323,432.15</u>		<u>554,717.33</u>	<u>(231,285.18)</u>	<u>1,664,152.00</u>
Total EXPENDITURES		<u>254,469.07</u>		<u>818,676.38</u>		<u>1,289,351.33</u>	<u>(470,674.95)</u>	<u>3,868,054.00</u>

3,868,054.00 Total Revenue
 (706,241.00) InKind Revenue
 0.00 Revenue Adjustments
 0.00 InKind Adjustment
 3,161,813.00 Non InKind Revenue
 818,676.38 Total Expenses to Date
 (20,545.00) Total InKind Exp to Date
 798,131.38 Non InKind Exp to Date
 3,161,813.00 Non InKind Revenue
 (798,131.38) Non InKind Exp to Date
 2,363,681.62 Remaining to Spend
 2,363,681.62 Remaining to Spend
 8.00 # of Mths Remaining
 295,460.20 Amount per Mth



Save the Date!

Friends of Head Start

14th Annual

EXTRAVAGANZA

Thursday, October 5, 2023

Delta Hotels by Marriott® Helena Colonial
Ballroom, 5:30 pm - 8:30 pm

Hors d'oeuvres, Beverages, No-Host Bar,
Silent and Live Auctions

Music by Wilbur Rehmann Trio

Tickets \$25.00





ROCKY MOUNTAIN DEVELOPMENT COUNCIL

HEAD START

Strong Families, Successful Children

WE'RE REHIRING

WE NEED YOUR HELP!

Rocky Head Start is looking for five Teachers and nine Teacher Assistants. Without these positions we are unable to open five of our Head Start classrooms in the Helena/East Helena area.



TEACHER POSITION

- STARTING WAGE \$18.79
- A SECOND SALARY RATE (\$20.33/HOUR) IS AVAILABLE BASED ON APPLICANTS MEETING THE HEAD START ACT QUALIFICATIONS.
- GENEROUS BENEFIT PACKAGE INCLUDING HEALTH, DENTAL, VISION, RETIREMENT, 401K
- SUMMERS OFF, 11-12 PAID HOLIDAYS/YEAR, SICK AND VACATION LEAVE EQUALING 5+ WEEKS

TEACHER ASSISTANT POSITION

- STARTING WAGE \$15.40
- A SECOND SALARY RATE (\$16.45/HOUR) IS AVAILABLE BASED ON APPLICANTS HAVING A CURRENT CDA OR DEGREE
- GENEROUS BENEFIT PACKAGE INCLUDING HEALTH, DENTAL, VISION, RETIREMENT, 401K
- SUMMERS OFF, 11-12 PAID HOLIDAYS/YEAR, SICK AND VACATION LEAVE EQUALING 5+ WEEKS

- FOR QUALIFICATIONS FOLLOW LINK PROVIDED OR VISIT RMDC.NET/WHO-WE-ARE/CAREERS

APPLY NOW

2019-2020 215 Slots

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20			
Valley	15	16	16	16	16	16	16	CLOSED DUE TO COVID RESTRICTIONS					
NC1	10	16	16	16	16	15	16						
NC2	14	16	16	16	16	16	16						
NC3	16	16	16	16	16	16	16						
NC4	NA	NA	NA	NA	NA	NA	NA						
HHA	15	16	16	16	16	16	16						
RB1	16	16	16	16	16	16	16						
RB2	12	16	16	16	16	16	16						
RB3	13	16	16	16	16	16	16						
EG1	16	16	16	16	16	16	16						
EG2	16	16	16	16	16	16	16						
Twn	12	13	13	13	13	13	13						
WH	13	13	13	13	13	14	13						
Bryant	16	15	16	16	16	16	16						
Ross	NA	NA	NA	NA	NA	NA	NA						
Boulder	12	13	13	13	13	13	13						
Remote	NA	NA	NA	NA	NA	NA	NA						
	196	214	215	215	215	215	215				0	0	0

	2020-2021 215 slots									
	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Valley	10	10	10	10	10	10	10	10	10	10
NC1	8	10	10	10	10	10	10	10	9	10
NC2	9	10	10	10	10	10	9	10	10	9
NC3	10	10	10	10	10	10	10	9	9	9
NC4	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
HHA	9	10	10	10	10	10	10	12	12	12
RB1	Closed due to lack of staff/district restrictions									
RB2										
RB3										
EG1	7	10	10	10	10	10	12	12	12	12
EG2	8	10	10	10	10	10	12	10	10	10
TwN	8	9	10	9	9	7	7	8	8	8
WH	8	10	10	10	10	10	12	12	12	12
Bryant	Closed due to lack of staff/district restrictions									
Ross	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Boulder	6	6	8	8	8	8	8	8	8	8
Remote	51	64	61	59	55	58	51	50	50	50
	134	159	159	156	152	153	151	151	150	150
	Operated at reduced enrollment (10 kids per room Sept-Feb, 12 Mar-June) due to COVID Restrictions									

	2021-2022 208 slots									
	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Valley	16	16	16	16	16	16	16	16	16	16
NC1	10	16	16	16	11	16	16	16	16	16
NC2	16	16	16	16	15	16	16	16	15	15
NC3	16	16	16	16	16	closed due to staffing				
NC4	closed due to lack of children/staff... operated NC3 as a full day									
HHA	16	16	16	16	15	15	15	16	16	16
RB1	16	15	16	15	15	16	16	16	16	16
RB2	Closed due to lack of staff									
RB3	Closed and moved to NC									
EG1	15	16	16	16	14	16	16	16	16	16
EG2	16	16	15	15	15	16	16	16	16	16
TwN	11	11	11	9	10	9	10	10	9	9
WH	12	11	11	11	12	12	12	12	12	12
Bryant	Permanent Closure- reduction									
Ross	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Boulder	13	15	15	15	15	15	16	16	15	15
Remote	NA	NA	NA	NA	NA	7	6	6	6	6
	157	164	164	161	154	154	155	156	153	153

reduced by 7 and increased enrollment in Whitehall Townsend and Boulder by 3 due to new state licensing regulations making the classrooms have 16 children to remain a center. These three were at 13.

	2022-2023 192 slots									
	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Valley	16	16	16	16	16	16	16	16	16	16
NC1	16	16	16	16	14	16	16	14	13	13
NC2	16	16	15	14	14	9	closed due to staffing			
NC3	Closed due to staffing									
NC4										
HHA	16	16	16	16	16	16	16	15	15	15
RB1	16	16	15	16	16	15	16	15	15	closed mid may due to staffing
RB2	Closed due to lack of staff									
RB3	Permanent closure									
EG1	16	16	16	12	12	16	15	15	14	14
EG2	Closed due to staffing									
Twn	15	16	16	16	16	16	16	16	16	16
WH	15	16	15	16	16	16	16	16	16	16
Bryant	Permenent Closure									
Ross	16	16	15	16	16	15	16	16	15	15
Boulder	Permenent closure-reduction									
Remote	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na
	142	144	140	138	136	135	127	123	120	105
	reduced by 16 in Boulder due to funding needs and lack of staff. All staff had left at the end of the 2021-2022 school year. Boulder was opening a preschool.									

2023-2024 176 slots

	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Valley	16									
NC1	16									
NC2	closed due to staffing									
NC3										
NC4	Permanent Closure									
HHA	16									
RB1	closed due to lack of building/staffing									
RB2	Permanent Closure-reduction									
RB3										
EG1	16									
EG2	closed due to staffing									
TwN	15									
WH	closed due to staffing									
Bryant	Permanent Closure									
Ross	16									
Boulder	Permanent Closure									
Remote										
	95	0	0	0	0	0	0	0	0	0

reduced by 16 at Ray Bjork due to funding needs and lack of staff. No staff for the 3 previous years.

General Questions

1. How many classrooms are we currently operating? We are currently operating 6 classrooms. 5 classrooms are currently closed. Typical staffing pattern to ensure the least amount of closure as possible is 3 full time staff per room. Regulations state two are required at all times for children and due to the need for full day operations (6.5 hours of time with children), lunch prep needs, breaks and child needs three is the best option to reduce burnout and continued turnover. Current staffing pattern is:
 1. Valley- Three staff. 1 new teacher, 1 new TA, 1 returning TA (started 9.15.23 due to lack of hired staff)
 2. Rossiter- Three staff. 1 returning teacher and 2 returning TA
 3. Eastgate- Two Staff and subs/supervisors. 1 returning teacher, 1 returning TA who has gave notice on 9.19.23 effective 11.3.23
 4. HHA- 2 staff, subs and a coach. 1 new teacher (can only work school hours 8:15-3:30 due to childcare), 1 new TA. The subs and a coach have been filling in and we did have 1 other returning TA who gave notice and was done effective 9.15.23. we technically have one other teacher hired here but they are experiencing an unexpected long term absence started 8.31.23 class started the next week)
 5. Neighborhood Center- four staff. 1 returning teacher, 1 full time returning TA and 2 part time returning TAS
 6. Townsend- 2 staff and a supervisor. 2 returning teacher assistants and 1 new supervisor (previously the Teacher out there)
2. How many classrooms are NOT open, and what is the reason (i.e. missing staff)? All the remaining classrooms are unopen due to missing staff. We are currently missing 11 TAs and 4 teachers. The following rooms are not open.
 1. Whitehall- 2 staff hired. 1 new teacher, 1 new Teacher Assistant, 1 new supervisor (was previously the TA out there) will operate the room with the expected start date is October 5th with only 7 children.
 2. Eastgate 2- no staff hired
 3. Neighborhood Center 2- no staff hired (could move one of the part time TAs from NC 1 to this room if we had 1 teacher and 1 TA)
 4. Neighborhood Center 3- no staff hired
 5. Ray Bjork- No Staff hired and no building
3. How many kids are on the waitlist and where?
 1. Helena-49 (24 Head Start eligible)
 2. Eastgate-15 (3 Head Start eligible)
 3. Townsend – 0
 4. Whitehall- 0
4. What is the enrollment percent that will be required by next September? We are expected to be at 97% of our funded enrollment. If we request a reduction and it is approved by then they will use the reduction number. If it is not approved, they will currently use our number of 176.