

Rocky Head Start Policy Council

Chairperson
Lana Larson

Vice Chair
Katelyn Buck

Treasurer
Ana Canuel

Policy Council Meeting Minutes October 29, 2024

Facilitator:

Time Keeper:

Scribe:

The meeting began at 12:00 p.m. (completed via zoom/in person)

Public comment on items on the agenda: Facilitator asked for any public comment on items; there was none.

Policy Council Members Present: Lana Larson, Ashley Johnston, Ana Canuel, Katelyn Buck (Virtual Attendance), Dan Harris, Andrea Hoeger (Virtual Attendance), Sadie Gooch (Virtual Attendance), Maureen Bjerke (virtual attendance), Susan Geise (virtual attendance).

PC Members Excused: Shayla Morrow, Mariah Hall

PC Members Unexcused:

6 members are needed to make a quorum. A quorum was met.

Others in Attendance: Signe Ask (Family and Community Engagement Coordinator), Leslie Cochran-Olson (Support Services Manager), Rodney Applegate (Fiscal Analyst) and Ashley Pena-Larsen (Director), Jaymie Hazel (FCP Manager)

Call to Order Welcome New Policy Council Members- New Policy Council members were introduced. Lana Larson Helena Housing Authority new to PC this year. Ashley Johnston Neighborhood Center 3 new to PC this year. Ana Canuel Valley Center new to PC this year. Dan Harris Eastgate Site new to PC this year. Katelyn Buck Neighborhood Center 2 new to PC this year. Andrea Hoeger Townsend Site new to PC this year. Sadie Gooch Whitehall Site new to PC this year. Maureen Bjerke Community Representative has been on PC for a few years. Susan Geise Rocky Board Liaison.

Training Video and Policy Council Position Descriptions: A brief video was shown as an overview to the importance of Policy Council to the Head Start Program.

Policy Council is "parent leadership in act/on° In the Head Start program. Seize this opportunity to grow leaps and bounds_ you can strengthen your role as your child's first and most important teacher and advocate as well as develop life lasting skills while helping other to do the same. The Policy Council member will represent the best Interests of the parents of the Head Start children at all times.

Responsibilities of the Policy Council Member:

1. To attend all Policy Council meetings and any advisory team meetings/committees that you sign up for and to come prepared to meetings by reading available information beforehand.
2. To notify one of the officers (or the Head Start office) if you will not be attending the Policy Council meeting.
3. To attend the parent meetings of your site or classroom. You will be able to bring your site/classroom's wishes to the Policy Council. Any concerns will be addressed to the Policy Council Chairperson.
4. Report the actions of your site/classroom meetings (parent meetings) to the Policy Council.

5. Report Policy Council actions to your site/classroom group.
6. Before approving or disapproving any proposal, you must have the facts. If not you, then some representative for the Policy Council must be invited to be involved in the entire process from the beginning. Reporting must be made to the Policy Council and there needs to be time for discussion prior to the Policy Council taking action. If you have questions or concerns that cannot be addressed, you can table the action until these questions or concerns are addressed.
7. Keep all confidential information at the meetings. You will be making decisions regarding personnel and this information is strictly confidential and must not be shared.

Policy Council Chair: The Policy Council (PC) Chairperson will be elected by the membership of the Incoming Policy Council at their second PC meeting of the new school year. The term of the Chairperson shall be from elections in the current year through elections in the following year. In the best interest of PC, the Chairperson should have at least one year Policy Council experience and be the parent/guardian of a currently enrolled child; exceptions can be made if there is no current parent to fulfill the duties. A Criminal Record Check is required for the Chairperson as the position works with Parent Fund monies. The Policy Council Chairperson will represent the best interests of the parents of the Head Start children at all times.

Responsibilities of Chairperson:

1. Will be the principle executive of the council and subject to the council and subject to the control of the council, will generally be in charge of all council activities.
2. Preside at meetings. Confirm a quorum. Facilitator will run the meeting.
3. Represent the council in official capacities.
4. Sign off on the Policy Council minutes.
5. Appoint committee/team members as committee/teams are needed: (will seek volunteers before an appointing)
6. Responsible for Representing Policy Council on the RMDC, Inc. Board of Directors.
 - A. Attend RMDC, Inc. Board meetings
 - B. Sit on the RMDC, Inc. Personnel Committee.
 - C. Report to the Policy Council and RMDC, Inc. Board of Directors
7. Organize and participate in agenda-setting meetings.
8. Count all voting ballots. Chair does not vote - chair votes only to break tie.
9. Inform Policy Council members of all correspondence.
10. Assist with training for Policy Council officers.
11. Will be on the Program Design and Management Advisory Team.
 - A. Attend Program Design and Management Advisory Team meetings.
 - B. Responsible for obtaining complete minutes of these meetings.
 - C. Responsible for reporting to Policy Council at meetings.
12. Serves on the Executive Committee.

Policy Council Vice Chair: The Policy Council (PC) Vice Chairperson will be elected by the membership of the Incoming Policy Council at their second PC meeting of the new school year. The term of the Vice Chairperson shall be from elections in the current year through elections in the following year. In the best interest of PC the Vice Chairperson should have at least one year Policy Council experience and be the parent/guardian of currently enrolled child; however exceptions can be made if there is no current parent to fulfill the duties. A Criminal Record

Check is required for the Vice Chairperson as the position works with Parent Fund monies. The Policy Council Vice Chairperson will represent the best Interests of the parents of the Head Start children at all times.

Responsibilities of Vice Chairperson:

1. In the absence of the Chairperson, will have all the powers of the Chairperson and will preside at meetings.
2. Perform other official duties as delegated by the Chairperson or on the request of the council.
3. Keep records of attendance of the council meetings.
 - A. Maintain an accurate record of attendance. (Excused and Unexcused)
 - B. Responsible for correspondences to members regarding membership status.
4. Participate In the agenda-setting meetings.
5. Recruitment of replacement Policy Council members.
 - A. Responsible for recruiting new PC members to replace any member lost due to resignation, removal, or any other reason.
 - B. Responsible in seeing that new PC members have training.
6. Responsible to Family and Community Partnership Advisory Team.
 - A. Attend Family and Community Partnership Management Advisory meetings.
 - B. Responsible for obtaining complete minutes of these meetings.
 - C. Responsible for reporting to Policy Council at meetings.
7. Will take minutes of PC meeting in absence of Secretary.
8. Serves on the Executive Committee.

Policy Council Treasurer: The Policy Council (PC) Treasurer will be elected by the membership of the incoming Policy Council at their second PC meeting of the new school year. The term of the Treasurer shall be from elections in the current year through elections in the following year. In the best Interest of PC the Treasurer should be the parent/guardian of a currently enrolled child. A Criminal Record Check Is required for the Treasurer as the position works with Parent Fund monies. The Policy Council Treasurer will represent the best Interests of the parents of the Head Start children at all times.

Responsibilities of Treasurer:

1. Responsible for all Parent Fund money.
 - A. Approve and/or review monetary requests to the Parent Fund.
 - B. Review the monthly Parent Fund bank statement and accounting spread sheet.
 - C. Prepare or assign a designee to prepare the Monthly Financial Report".
 - D. Report monthly to Policy Council about Parent Fund finances using the Monthly Financial Report".
2. Responsible for Fundraising.
 - A. Insure Policy Council approval for all fundraising activities.
 - B. Participate In Fundraising Committee.
 - C. Responsible for all monies from parent fundraising.
 - D. Report on fundraising activities at Policy Council meetings.
3. Responsible to Health Advisory/Safety Advisory Team.
 - A. Attend Health Advisory/Safety Advisory Team meetings.

- B. Responsible for obtaining complete minutes of these meetings.
- C. Responsible for reporting to Policy Council at meetings.
- 4. Participate In agenda-setting meetings.
- 5. Serves on the Executive Committee.

Policy Council Members discussed those interested in each position. Ana Canuel volunteered for the Treasurers position and Katelyn Buck offered to help her if she needed support. Katelyn Buck offered to be the Vice Chair and Lana Larson offered to be the new Policy Council Chair. Group asked if there were others interested in the open positions. Group agreed to have Ana Canuel as treasurer, Katelyn Buck as Vice Chair and Lana Larson as Chair.

Policy Council Training Schedule: There will be two scheduled days for Policy Council Training. November 5th Policy Council and History of Head Start Training. To be completed virtually. November 12th from 12-1 online training on Roberts Rules of Order and overview of the Rocky Head Start Policy Council booklet.

Policy Council Meeting Time and Schedule for current year: Policy Council Meetings will take place the last Tuesday of each month from 12:00 p.m. – 1:00 p.m. in person at the Neighborhood Center with a virtual option for those that can't attend in person. Meeting days may change due to Holidays and Head Start Grant approval.

November 19
December 17
January 21
February 25
March 25
April 22
May 27
June 24

Head Start Director's Program and Budget Report for October- - Ashley Pena-Larsen reported.

Montana Head Start Association

I attended the Montana Head Start Association meeting, where we held elections, and I am pleased to inform you that I will continue to serve as the president of the association. During the meeting, we discussed several key topics, including staffing needs, enrollment challenges, and the upcoming performance standards. We received helpful resources, and over the next few months, we will receive training from the Office of Head Start on the new standards, particularly those that may impact our policies and procedures.

Montana Comprehensive Fiscal Analysis Workgroup

I also participated in the Montana Comprehensive Fiscal Analysis (CFA) workgroup as the Head Start representative for the state. This invitation-only group includes members from state departments, higher education institutions, and statewide associations with funding or interest in early childhood. The group is focused on coordinating funding streams and improving access to quality services for families. This was our second meeting, and we will continue to meet every other month over the next year and a half to develop these strategies.

Security Camera Installation

The installation of security cameras at all of our sites is moving forward. Contracts have been routed, and we anticipate that all cameras will be installed by the end of January 2024. These installations will improve safety and security at all of our centers.

Townsend Building Project

The Townsend building project experienced a brief delay due to a variance request requirement. We previously received communication from the city that a variance was not needed, but this has changed. The 30-day waiting period for the variance request ends on November 14th, and we expect to resume the project at that time.

Staffing

We are now fully staffed, which is a significant achievement for the program. However, we continue to face challenges related to staff absences due to illness or family needs. Fortunately, we have a strong team of support staff who step in when needed to ensure operations continue smoothly.

Enrollment

Our program is fully enrolled, but we continue to experience family turnover due to housing and transportation challenges. We are actively monitoring this and providing support where possible.

Fall Dance and Policy Council Election Event

On Wednesday, October 16th, we hosted our Fall Dance and Policy Council election event at Kleffner Ranch. It was another successful event with strong family participation. We are excited to begin Policy Council updates in November.

Facebook

We had our original Facebook page removed by Facebook due to impersonation concerns, which we can only chalk up to a logo with the head start blocks. However this was not confirmed and we were unable to restore it. We have created a new page, which can be found [here](#) or at the link <https://www.facebook.com/profile.php?id=61567100483362>. The new page is named **Rocky-Head Start**. Please follow, like, and share it.

The Policy Council adjourned meeting at 12:00 p.m.

Next Meeting: November 19 at 12:00 p.m. zoom or in person at the Neighborhood Center Room 15

Lana Larson, Chairperson