

Policy Council Meeting:

November 13, 2013

Meeting called: 10:40/ Made sure there was Quorum

(Hand out registration forms and lunch menu for council members)

Review/ Approve minutes from last meeting (10-17-13)

Dori motioned 1<sup>st</sup>, Buck 2<sup>nd</sup>, all members yea the motion

Review Policies: 2-14, 2-27, 2-27a

2-14: if need to be brought to parent meeting, for changes made to the policy

a) bring to parent meetings

b) motion as written

motioned Jessi 1<sup>st</sup> Brandy 2<sup>nd</sup>

Approved

2-27: changes to the policy

motioned Fred 1<sup>st</sup> Jessi 2<sup>nd</sup>

Approved

2-27a: changes to the policy

motioned Fred 1<sup>st</sup> Dennis 2<sup>nd</sup>

Approved

Reviewed approval of grant document:

DGCM-3-785

(Department of Health and Human Services Administration for Children and Families,  
NOA (Notice of Award))

Budget Period: 11/01/2013 thru 10/31/2014

16) Approved Budget Total: \$1,196,320

17) Award Computation:

A. Non-Federal Share \$299,080 (20%)

B. Federal Share \$ 1,196,320 (80%)

First Quarter Grantee (starts November 1<sup>st</sup>), so only awarded part of the Grant.

Not going to receive full Grant which could be until Oct?, not sure until Congress awards the rest.

Reviewed Form:

FY2014CACFP Renewal – Multi- Site Center Sponsor

Agreement # 05 03004

Approval of Lunches and snacks for the Children

ODE Approved Amount: \$135,000 range for the children

Reviewed the Personnel and Fringe Totals

Personnel Total: 1579641

Fringe Total: 793372

Page 2: Contractual 2: No health specialists, Jan provides the Health needs and Care plans for the children in the centers.

Page 3: Other 8: Local Travel, mileage reimbursement needs to be revised to .46 cents per mile

Page 4: pay for bus, but no drivers on first student.

First Student: new contract not on the paper

Durham: helps with field trips thru Vernonia Center

Clatskanie is not on paper, but is in the budget. Clatskanie school district does transportation for Rainier to Clatskanie.

Page 5: Other Continued: Almost once a month Mental Health comes into the Centers.

Help with: Well Childs, Dental, and other Health Services.

Page 5: Rent Budget and other needs. There was a question from a council member if the rent was for all year on the budget. Joyce replied with yes all year.

Discussed: Mark Nelson (Public Affairs Council) in Salem.

Head Start started to contract Mark Nelson in the early 90s

Has helped with Oregon lobbying, with the legislation for Head Start

With budgeting continues to support Head Start

Early 1900s Oregon Funded Head Start

In 1990s took chunk away from Head Start

Discussed the help for the Employees of Head Start in furthering their education:

Head Start will pay for ½ and the staff member will pay the other ½

Staff member needs to be able to keep a C or better on Grades, or have to pay back the ½ paid by Head Start

Head Start also recommends the staff try for Grants and Scholarships

Reviewed and Discussed the Community Action Team Board Report and Policy council November 2013

Coordinator broke wrist, but is back now

Healthy Families has 29 families enrolled

Parent education quarterly (will be brought to attention) If needing more they will refer them

Home visits, screening 2-4 months then on to every 2 to 3 months

Monthly Reporting Form 2013-2014 Policy Council and Board of Directors:

Graph Reviewed

Question on the # of children up to date on:

Physical Exams: Oct= 144 Nov= 126

Dental Exams: Oct= 127 Nov= 80

Both of these are seriously dropped from month prior, Joyce going to check on the numbers and report to Policy Council next meeting

Average Daily Attendance for the Previous Month:

Oct= 84%

Nov= 85% (actual read was rounded up 84.8%)

Still no Home Visit Percentage: Going to do quarterly rather than monthly

Reviewed Hired:

Kate Drury  
Karla Higgins  
Elizabeth Langie  
Troy Russell  
Susan Kailor  
Katelynn Fisher  
Rosa Camacho

Positions Filled:

Rochelle Karbor= to Teacher PM Clat/ Rainier  
Heather Strong= to Teacher AM Clat/ Rainier

2 Assistant Teachers Positions Open

Fred sat in on the Interviews for Clatskanie:

Said they were good candidates  
Monitoring and Guidance they will be good candidates

At lunch Joyce was going to call Jeannie for the names

By December hoping to have all Centers fully Staffed

Centers Fully Staffed:

St. Helens  
Warrenton  
Neah-Kah-Nie

Working on other Centers

Program Review is going to be considered: Triennial Review

Joyce is going to bring a list of questions that will be asked from the Triennial Review,  
for Policy Council to review next meeting

Post on-line for them to review

Leadership Minutes

Policy Council Meetings Minutes

Now looking for Program Strengths/ versus what's wrong in the Programs

Leslie Maxfield: training Specialist

Using: Class Tools

Leslie Makes Recommendations

Passed out Jessica Fuhrer Report from Oregon Head Start Association (OHSA) State  
Meeting November 6-8, 2013

Policy Council Members reading Jessica report on their own

Passed out a copy of the Oregon Head Start Association Newsletter, for the Policy Council Member to read and look over.

Joyce going to make copies of her letters, and bring to the next meeting.

Jan will be back in March.

Wrong Calendar in the Policy Council Handbook, New Calendar handed out for the Handbook. (2013 Academic Calendar)

Reviewed and Discussed the Head Start Program and Information Report (PIR)

Performance Indicator Report- Grant Level

Form: (10CH0058) Data as of October 30, 2013

Discussed the text in Preschool Staff and Classes 151, 152, 153

The percentages have changed do to teachers leaving.

All numbers have changed from last year from people coming and going.

Brought up about increasing the Teachers salaries, so we can hold on to the teachers instead of the Teachers taking other teaching positions.

Last year Head Start cut (Budget Cuts):

15 students

Deleted an area Supervisor Position

C.A.T. Board

Fred and Jessi went

Approved new program for Healthy Homes

Fred went to the retreat

Passed out the Mileage Forms

Lisa has information for Policy council:

Widely Held Expectations (2013-2014)

The Data from the reports is from the Teachers

4-6 week generating scale

TS= Teaching Standards

TS Gold, teachers use for all data, this is what is being used in all child development learning reports

So parents don't push their children into a (non-learning) not wanting to learn

Individual Child Reports (options for parents and teachers)

(Deanna wants this)

So there is a better understanding of exactly what students (on individual) basis needs to have children knowing at certain levels for what their children should be at certain ages.

Giving options of one or both Child Development Learning Report (which can share on TS Gold) or Individual Child Report (can't share on TS Gold)

Conflicting Information (Lisa says all Lisa's Fault, for TS Gold)

Teachers have to click share for the Parents to see.  
Lisa had mentioned bringing the Procedures for us to go over the TS Gold Procedures, next meeting. Section 4A page 49

Lisa can also get more in detail with the comparative reports, from center to center, and classroom to classroom. These reports get more in detail, versus the graph chart of just the ground basis of high to low standards.

Went over the Disability Services Sheet:

Current %Concern: the parent or teacher expressing concerns on the student  
% referred: Northwest Regional ESD Office/ for the speech and language pathologists

Lady Retired (PBIS) Positive Behavior Supports

Last year 17%= Documentation with Disability

This year above that= Documentation with Disabilities

Went over Family Engagement Sheet:

Phyllis is the specialist that does the reports

1<sup>st</sup> year families are in the Orange

No color could mean that the staff hasn't gotten in all the reports yet

Lisa, going to let us know about 2-17 and 2-17a

Class:

Social/ Emotional Domain

Structural Domain

Classroom Organization Domain

High Stakes tool in the program

National Averages

If fall below: could be pushed harder

If fall above: x # of programs that have lower scores for competition

Classroom Observations:

Teacher Sensitivity

Quality of Feedback

Every year retest and recertify

Using the data to boost our Teachers

1965 Head Start established grant system

Every year write new grant

Would ask programs to compete if falls under

5 years every program re competes for grants

5 year competition is new for Head Start

2 in Oregon re competed and got refunded

Head Start has had good reviews for years

Joyce is bringing the annual report next meeting with the findings:

- Fiscal office was not taking out monthly instead only quarterly
- Funding for the foods served meals

Went over the applications for hiring applicants

12:37 Lunch Called/ 25 Minute Lunch

Lunch Called Back In 1:04

Center Reports:

- Astoria/36 Students/ Deanna and Buck

  - Decided end of year celebration

  - Christmas celebration

  - Activity at Library tonight Nov 13, 2013

  - Had 2 meetings 8:30 am and another after

  - Need more parent involvement

  - ? for Randy about CPR and First Aid Classes (talk after the meeting)

- Neah-Kah-Nie/18 Students/ Kaitlyn

  - Switched the terminology from Parent Meeting to Family Fun Night

  - Last meeting was Oct 19<sup>th</sup>

  - Door prizes and activities

  - Next activity magnets

  - Raffle for gas card

  - Holiday party (Christmas)

  - Pot luck in question

  - Santa Clause volunteered

  - Discussed with families at her bus stop

  - Crafts for December (ornaments)

  - People in the community want to participate/ for Santa clause pictures

  - No president representation in the school/ Kaitlyn going to volunteer

- Nestucca Valley/18 Students/ Brandy

  - Brandy was the alternate for Policy Council, now she is the only Policy

Council member

  - Holiday bazaar table- at her business

  - Rummage sale after

  - Parent funds starting at \$0

  - Using local church

  - Fire Station on Friday

  - Working on winter celebration

    - 2 families do not celebrate anything

    - Was explained that if have the celebration off site can do the celebration, but can not do it on site

    - Still no assistant teacher

- Tillamook/36 Students/ Katie

  - Liberty Kinder. Teacher to teach about getting ready to read

CPR/ First Aid (next month)  
Nothing planned for field trips  
Staffing issues within the center  
Volunteering herself

St. Helens/72 Students/ Jessi co-chair/ chair, and Community Rep Shandi

Chair am group  
Parent training at 5, dinner and child care offered  
\$1600 to start for funds  
Doing class pictures/ at affordable prices  
Winter Celebration in January  
Rummage sale going to bring up in next meeting  
22 parents total from am/ pm/ and all center  
(Randy was telling them to try Wal Mart and the Fire Department)  
Head Start in St. Helens does a giving tree adopted by the Columbia City

Rec Center

Warrenton/72 Students/ DeeJ and Dori

Dori took over the Treasure position  
Taking funds for 1 picture for each child  
Unanimous for picture day  
Maritime Museum filed trip (next month)

Seaside/54 Students/ Fred and Dennis

Parent meeting tomorrow night (11-14-13)  
Donation gathering, anything from tools to gift cards  
Try to raffle entice more attendance  
Dennis is a 2<sup>nd</sup> year parent  
Dennis cooked dinner good turn out for last month  
Decorating winter holiday stockings  
The 11-14-13 meeting is board games

Rainier/ Clatskanie/36 Students/ Jenny and Joey

Jenny wasn't there  
Joey only 1/2 the meeting  
Tired combining the meetings Rainier and Clatskanie  
3 from Rainier and 4 from Clatskanie

Had fundraiser on Saturday (11-9-13) can drive donation at Safeway in Clatskanie, \$300-400 from cans and bottles

Candle Sale getting 50% of sales, and Scentsy getting 25% of sales  
Field trips Friday (11-15-13) am (Clatskanie) Coast Guard/ pm (Rainier)

Cape Disappointment

Questions again about separating the 2 meetings, Rainier and Clatskanie each their own

Vernonia/18 Students/ Randy and Jessica

PTA- Holiday harvest carnival  
Participated (ran-a-booth)  
Pot luck/ Harvest parade decorations  
11 families showed  
Winter Pot Luck plan

Bake sale Dec 7<sup>th</sup>  
Lighted parade for the community  
Every other month pot luck, opposite month's story night at center  
Last month (October) pot luck  
This month (November) story night  
This Friday (11-15-13) Bowling in Hillsboro for the Dad activity  
One of the Moms is doing the pictures, then using Costco for the film  
development  
Car Seat Clinic: replaced 4 expired seats, and gave out 7 new seats  
Columbia County Safe Kids Program

Kaitlyn had questions about the field trips: if there is a destination requirement and a distance to stay within.

Lisa answering this question:

The curriculum needs to be enhanced with field trips.  
1 Hour each direction limitation  
Changed by Center Manager

Requirements for Planning and Teaching  
Policy Council Handbook page 123  
Look over for requirements

Kitzhaber signed 20-13 house bill  
Early learning hubs

Went over Early Learning Oregon  
Hubs:  
Working with children and families  
Under age of 6  
Ready to enter Kinder.

Sending out the list of which ways everyone wants to be contacted, look over to add name and which preference for each individual

By-Laws: 4-5 council members to work with Phyllis to make changes.  
Meetings can be on-line or conference calls

Drawing for the free bagels: Dori and Jenny

Meeting called at 2:06