

Policy Council  
November 9, 2011  
10:30 – 2:00  
Clatsop Community College South Campus in Seaside, OR

Call to Order – Establish Quorum

Members Present: Glendill McBroom, Grant Beaver, Trisha Rogers, Matthew Knoll, Joe Rush, Jolene Oman ,  
Laura Rankin, Valorie Merritt and Nayely Cardenas

Non Members Present: Joyce Ervin, Phyllis Castle & Lisa Wallace

Approval of Minutes: Octobers minutes moved First Glendill McBroom second Joe Rush

Phyllis Castle facilitated the meeting because the policy council chair was not able to make the meeting and there was not a council member willing to chair the meeting.

Training

**School Readiness:** Lisa provided information on school readiness as it relates to Head Start policy and regulations such as the Performance Standards and the Head Start Act. Lisa shared what the program is currently doing in terms of school readiness and how we plan to move forward to develop school readiness goals that align with our curriculum, with schools, and the community. Lisa shared the critical role that parents play in terms of school readiness. Lisa reviewed the Head Start Child Development and Early Learning Framework and highlighted key points. Lisa shared our programs Curriculum Supplement and School Readiness Guide. Lisa shared Teaching Strategies Objectives for Development and Learning. Lisa talked about outcomes and the important role that data and data driven decisions play when developing school readiness goals and plans. Lisa shared the School Readiness Report from SY 2010-11. The group suggested some potential school readiness goals that will be combined with goals developed at the program and center level with parents and staff then evaluated against our data and adopted by consensus program-wide. Lisa emphasized that school readiness is a nation-wide focus; this is a process and a journey that we will embark on together. Lisa shared the overview handout from the National Center on Quality Teaching and Learning.

**CLASS:** Lisa shared information on the Classroom Assessment Scoring System (CLASS). Lisa shared the key features and some of the background research. Lisa shared a handout and talked about the components of CLASS – the Domains, Domain Elements, Indicators, and Behavioral Markers. Lisa shared some of the exemplar video clips for several of the Domains. Lisa shared how the Office of Head Start is using CLASS as part of the triennial performance review. Lisa shared some of the feedback provided to our program from the last review. Lisa talked about how our program is using and implementing CLASS. Lisa talked about how CLASS is part of our data collection that relates to our school readiness goals. The group received the CLASS handout, Effective Teacher-Student Interactions.

**Fiscal** training provided to acquaint members with the budget process, monitoring and grants. The program is funded by federal and state grants. The federal grant requires that the program provide one dollar of in-kind for every four dollars in the grant. Budget categories were reviewed. Every month a fiscal report will be provided in the director's report.

The budget includes the parent activities budget, which parents can add to if they chose to hold parent activities. This includes policy council support funds.

Reports

Director Report

**OHSA:** Brandi provided a report about the Oregon Head Start Association meeting she attended with Joyce Ervin and Roylene Kuhl. She heard a presentation by Robin Rose called Navigating Leadership in Changing Times which focused on parent leadership, maintaining or calming stress, dealing with challenging situations, and skills approach change. She reported much of the meeting was dedicated to election of the Region X and OHSA board reps. There were more committee meetings and Brandi attended the wellness committee and talked about healthy meals and snacks. Brandi participated in a workshop “Sailing the Rough C’s – Communication, Cooperation and Conflict Resolution”. The OHSA

body reviewed their By-Laws, the minutes from the last meeting, and went over the proposed budget. She learned of the Dollar Per Child Campaign and the Community Charitable Check Off Campaign. **CAT Board:** Laura provided the report. Jim Tierney provided a Human Investment report that included the Homeless programs, Seniors and Veterans programs. Noteworthy items included: The Homelessness group is working on the development of a 10 year plan to end homelessness in Columbia County. The Veterans program implement a new computer system to assist with quality operations and underwent an extensive audit. More information will be shared at the next Board meeting. Casey Mitchell gave a report of Single Family Programs, Dan Brown reported on the Flood Recovery in Vernonia, and Joyce presented information on the Head Start Monthly Reporting. The Board heard reports for the agencies Asset Management, Blue Heron & Head Start Lift Project, St Helens Preservation Projects, Mortgage Foreclosure, and Jim Tierney shared a news clipping about Health Programs, a Thank you note from a rehab client, and the November Board retreat agenda. Head Start specific information presented to the Board for approval was the Head Start Program Compliance Plan. This was approved so Joyce will proceed to send the plan to Leslie Jenkins.

#### Center Reports

Parent Meetings: Neah-Kah-Nie-Center, Glendill McBroom rep., nothing to report no meeting as of yet Veronia, Grant Beaver rep., all going well St Helens , Trisha Rogers rep., no meeting yet, having craft nights with the parents Tillamook- Valorie Merritt rep., had meeting wondering if can move center to a more middle area, Joyce Oman rep., mentioned only space available was in Neah-Kah-Nie-Center, Astoria: Jolene Rep, -had one meeting so far introduction had a good turn out, Family fun night starting next Tuesday Seaside-Matthew Knoll rep, set goals & nutrition training coming to all parent meetings to learn to cook on a budget Clatskanie/Rainier-Laura Rankin, rep., no meeting yet, setting goals at the next meeting

#### Take Back To Parents

Job Descriptions ( bold= change)

Directors Report

OHSA- Newsletter

Medical & Dental Home

Charitable check off (drop down menu)

School Readiness- wheel etc.

Objectives for development & learning

Class scholarships for parents in school

#### Adjournment

Minutes taken and submitted by Laura Rankin