

BUTTE HEAD START

HUMAN RESOURCES COUNCIL, DISTRICT XII
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Policy Council Minutes August 26, 2016

1. Call to Order

The meeting was called to order by Caree Parson @ 12:09.

2. Roll Call:

Present: Caree Parson, Diane Haney, Dan Roper, Caitlyn Laasch,
Chrissy Stockwell, Becky Neff, Paula Merrick, Lisa Corder, Alicia Foley

A quorum was present.

Guests:

Barb Brophy - Program Director
Margie Seccomb -CEO- HRC
Becky Sprunger – COO – HRC

3. Review/Approve - Amended Minutes May 18, 2016

The minutes from the May 18, 2016 were reviewed.

Barb explained that the total amount requested for the Extended Duration of Services Grant should have been \$119,445.00.

Paula Merrick made a motion to accept the Amended minutes. It was seconded by Becky Neff and approved by all.

4. Reports:

- Financials for May, June, and July were presented, along with credit card expenditures by August 31st and all funds will be spent.
- Financial Report
The quarterly financial report was submitted by Sue Ossello on 7/25/2016. The report reflects Head Start expenditures and the amount drawn down from the Payment Management System.
- Program Managers' Reports
Reports were presented for May, June, and July

5. Correspondence:

The Notice of Award Letter for the 2016-2017 program year in the amount of \$1, 503,308.00 was received on August 24, 2016. The Award includes a reduction in enrolment from 206 to 186 effective September 1, 2016.

“CELEBRATING CHILDHOOD”

6. New Business:

- School District #1 Inter-Agency Agreement

Barb explained the Agreement is a collaboration between Head Start and School District #1 regarding the process on how children with special needs are referred and receive services both at Head Start and through the school district.

A motion was made by Diane Haney to approve the 2016-2017 Inter-Agency Agreement. It was seconded by Chrissy Stockwell and approved by all.

Policies

- Procedures for Policy Council Selection

Barb explained this is the process on how Parent & Community Representatives are elected to serve on Policy Council.

A motion was made by Paula Merrick to approve the 2016-2017 Procedures for Policy Council Selection. It was seconded by Lisa Corder and approved by all.

- Governing Body/Policy Council Roles/Responsibilities

Barb explained that this policy contains the duties of Board and Policy Council members for the 2016-2017 year. There are no changes at the present time, but this may change when the new Performance Standards come out which was expected in the summer of 2016.

A motion was made by Diane Haney to approve the 2016 -2017 Governing Body/Policy Council Roles/Responsibilities and seconded by Becky Neff. It was approved by all.

- New Hires:

(Diane Haney and Chrissy Stockwell excused themselves)

The Personnel Committee recommended the following:

Teacher Assistant (s):

Hailey Giacomini

Cathy Salmonsén

Jennifer Burse

Bus Assistants:

Diane Haney

Amber McClafferty Clark (sub)

Kitchen Help:

Barbara Campbell

- Other:
Barb stated the number of enrolled is currently at 155. 126 Enrollment Orientation meetings have been completed as of August 25, 2016.
1st day of school is September 20th.

There was also a huge interest in the extended hours classroom – a lottery was conducted to decide the 20 slots available. Criteria has been developed and will be sent out to families so they understand what they have to agree to in order for their child to be enrolled. Transportation will be provided home. Parents must transport to school. Classroom hours are 8:30 – 2:00.


- Adjournment:
The meeting was adjourned at 12:47.

Minutes submitted by:



Barb Brophy
Program Director
Butte Head Start

Approved by:



Caree Parson
Policy Council Chairperson
Butte Head Start