

# CAT – HEAD START POLICY COUNCIL



**Date:** January 19, 2021

**Time:** 1:30pm

## Members Present:

Celeste Heath, Clatskanie – Community Rep. | Joey Chandler, Clatskanie | Kaley Garrett, Clatskanie | Ashley Johnson, Clatskanie | Julie Metz, St. Helens | Noelle Lantz, Seaside | Deanna Posey, Astoria | Jamie Scurlock, | Tonya Obrien Rider.

CAT Staff: Joyce Ervin, Director | Dawn Crawford, Associate Director

## Members Absent:

Stormmie Yordy, Clatskanie | Mercedes Castro, St. Helens | Marjorie Ganos, St. Helens | Kim Bernardi, Vernonia | Megan Holthusen, Warrenton | Ella Gum, Tillamook | Kim Weber, Tillamook | Nikki Britain, Seaside

Time	Item	Owner
1:30	Welcome and Introduction: Joyce welcomed all members. Each member introduced and shared something about themselves.	
	Introduction to Policy Council: Joyce shared our program foundation and the programs that operate with Community Action Team. The children programs include: Head Start, Health Families and Parent Ed. Head Start Policy Council is a governing board for Head Start. The program will be looking at updating the program Vision and Mission working with parents, staff and community. Explained that Head Start is a comprehensive preschool and works with families with: <ul style="list-style-type: none"><li>• Education</li><li>• Health/Nutrition</li><li>• Social Services</li><li>• Disabilities</li><li>• Home Visits</li><li>• Parent Engagement</li><li>• Community Collaboration</li></ul> Discussed that some of the sites are fully enrolled and others are not. This year has been more difficult with the pandemic. Shared that in planning for operating this year, we surveyed parents and had board approval.	Joyce
	Joyce shared information on the Early Childhood Learning and Knowledge Center (ECLKC) <a href="https://www.eclkc.gov/">Head Start   ECLKC (hhs.gov)</a> . There is a lot of information regarding Head Start and why we do what we do. Our program is 50% federally funded and	

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	<p>50% state funded. We are operating during the pandemic by following the guidance of the Early Learning Division: <a href="#">Oregon Early Learning Division   Homepage</a></p> <p>What is shared Governance? Leadership Team (Center Managers, Specialist at Admin), Policy Council, and CAT Board working together. LTM meets at least monthly. Self-Assessment and Community Assessment are part of the responsibilities of the shared governance. Working together to bring information from parents and staff to make decisions.</p> <p>Noelle didn't receive the Head Start Governance booklet.</p> <p><b>Action:</b> Send a copy via email to Noelle.</p>	Joyce/Jeannie
	<p>Member Responsibilities: Membership in Policy Council is reserved for parents who have children currently enrolled in Head Start and community members. Serving on Policy Council is very important and attendance encouraged.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>• Help with activities</li> <li>• Approved Policies</li> <li>• Approved Grants</li> <li>• Knowledge of budget and financial reports</li> <li>• Bring Parent input from your center</li> <li>• Take information back from Policy Council to parents at the center</li> <li>• Approve Policy Council Bylaws</li> <li>• Approve job descriptions</li> </ul> <p>Policy Council makes decisions on how we operate.</p> <p>Upcoming policies for review: Policy Council bylaws and Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA).</p> <p>Parent Funds - Each classroom was budgeted \$400.00 to support parents and parent activities.</p> <p>Policy Council funds – funds are available to support with childcare to attend meetings, data minutes for virtual access, tablets, etc. How can we support you, as a Policy Council member? If you need something, you can reach out to your center manager or Joyce.</p> <p>Policy Council Term of office: 1 year and can serve 5 terms.</p> <p>Documents sent out:</p> <ul style="list-style-type: none"> <li>• Policy Council Confidentiality Agreement– form 4-1, Sign and return to Jeannie McGinley <a href="mailto:jmcginley@nworheadstart.org">jmcginley@nworheadstart.org</a></li> <li>• Training Verification Form</li> <li>• Policy Council Childcare and Reimbursement</li> <li>• Dispute Resolution – Policy 1-93</li> </ul>	Joyce

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	<ul style="list-style-type: none"> <li>Two-Way Communication – Form 4-12 for your reference to take notes on if needed.</li> </ul> <p>Committees:</p> <ul style="list-style-type: none"> <li>CAT Board: Two members from Policy Council are elected Reviewed Policy 1-38: CAT Board and Policy Council Responsibilities.</li> <li>Oregon Head Start Association (OHSA): one representative</li> </ul> <p>Joyce shared that we can send out a Policy Council Handbook. All members would like one.</p> <p><b>ACTION:</b> All members requested a Policy Council Handbook. Will send to the center managers.</p>	Joyce/Jeannie
	Establish Quorum: established	
	Call Meeting to Order	Chair
	Bylaws: The bylaws have been updated, Joyce shared the bylaws.	
	<p>Elections-</p> <p>Chair: Jamie Scurlock and Celeste Heath ran for Chair. Jamie received the majority of the votes.</p> <p>Vice-Chair – Julie Metz ran undefeated.</p> <p>Secretary – Will revisit next Month</p> <p>CAT Board:</p> <ol style="list-style-type: none"> <li>Noelle Lantz ran undefeated.</li> </ol> <p><u>Slate of Officers and Representatives:</u></p> <p>Chair: Jamie Scurlock</p> <p>Vice – Chair – Julie Metz</p> <p>CAT Board – Noelle Lantz</p>	
	<p>Set Meeting Days and Time:</p> <ul style="list-style-type: none"> <li>Ashley stated after 1:00pm, Jamie – Monday and Tuesdays, Joey – I’m flexible, Noelle – Super flexible, Kaley – Fridays or Monday is okay, Julie – after 2:00pm</li> </ul> <p>Explained that we are flexible and want to set up what works best for all of you.</p> <p>Decision: First Monday of the month at 2:00pm</p>	
	Director’s Report: Shared report.	Joyce
	<p>Next Meeting: Monday, February 1, 2021 at 2:00pm</p> <p>The agenda and minutes will be sent out by the 26<sup>th</sup>.</p> <p>Joyce’s cell number: 503-396-2955, feel free to call or text. You can also email. jervin@nworheadstart.org.</p>	
	Meeting Needs: Jaime, Julie and Joey stated that they would like a tablet to support attending virtual Policy Council Meetings. Please let us know if there is anything that can make this better for you to participate.	
	Discussed dental exams: Ashley stated that she was unable to get her child in for dental appointment. We discussed that it has been difficult to get dental exams scheduled during the pandemic. We will discuss at our Leadership Team meeting and follow-up.	
3:30pm	Adjournment	