



# Policy Council

## POLICY COUNCIL MEETING MINUTES

January 15, 2007

### ATTENDING:

Classroom Reps: Sandra Valencia, Jen Brandse, Audrey Cardenas, Lang Mai, Tara Lopez, Melissa Gebbie, Franco Rosas, Karina Ojendez, Ana Maria Saavedra, Irma Valdovinos, Danine Mahmoudi, Christy Barker, Paul Krochmal, Andrea Perez, Brandy Willhoite, Andrea Scovel, Vicki Tellez, Francisco Barrondo, Judith Abarca, Leah Shaw, Francisca Ortiz, Alma Hernandez, Vanessa Peterson, Erica Burke, Cindy Markel

Community Reps: Rachel Tran, Giselle Escobar

**STAFF:** Gail Boyle, Carolina Olivas, Vicki Ware, Terry Anderson, Sonia Trigo, Vanessa Popa, Heather Roberts, Irma Perez, Rosanna Ferguson, Trisha Thomsen, Angela Vargas, Sharon Boheimer

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**CALL TO ORDER:** Chairperson Rachel Tran called the meeting to order at 6:00 pm. Three door prizes were awarded.

**QUORUM:** Roll was called and a quorum was established. Twenty-seven (27) representatives were present; representing 17 of the 22 sites, indicating a quorum was present.

**REIMBURSEMENT FORMS:** Gail Boyle collected the reimbursement forms distributed at the registration table. She guided parents on the procedures of completing the form.

**ICEBREAKER:** Gail Boyle separated parents into four groups and had them note down their New Years resolutions. Parents were told to answer honestly about the resolutions they made and which ones they had already broken. Some examples of New Year resolutions parents furnished were: losing weight, finishing school, saving money, eating healthy, spending quality time with their children, buying a house, organizing themselves, and reading more.

**APPROVAL OF NOVEMBER MINUTES:** Chairperson Rachel Tran made motion to approve last month's minutes. Giselle Escobar moved to approve minutes and Christy Barker seconded. Minutes were approved.

**CENTER REPORTS:** Alma Hernandez (HCDC Infants) gave report about children's progress and accomplishments in the classroom. For example, toddlers crawling, good



communication amongst children, distinguishing of animals and colors. She displayed a poster with photos of children in the classroom conducting everyday activities like projects with sticky paper, drawing, etc. She stated that teachers were certainly professional and very helpful.

**Andrea Scovel (Home base)** spoke about the concerns that some parents had about the Dollar per Child campaign. Chair, Rachel Tran asked for a *New Business* form to be submitted expressing any concerns. Farzana announced that a Diversity Award will be presented to the Home Base program. The ceremony will transpire on January 28, 2008 @ 6:00 pm in Beaverton.

**Irma Pérez (Sexton Mtn. PM)** submitted a written report on behalf of her classroom representative (Edith Lopez) whom was sick and could not attend.

**CAO REPORT:** Chairperson, Rachel Tran spoke about the *Community Action Board and Head Start Policy Council Shared Governance Agreement* that is located under "Membership" in the last section of the PC member's binder. A revised document will be distributed in the next meeting. Director, Farzana Siddiqui, spoke about the appointments of members to serve on the Board. She explained its purpose, legal responsibilities, and procedures. Board members are elected by 1/3 private sector, 1/3 public sector, and a 1/3 low income sector.

**BREAK AND DOOR PRIZES:** A brief break for coffee and cake was taken at 6:50 PM, and then three door prizes were awarded.

**PROGRAM REPORT:** Director, Farzana Siddiqui, announced the new hires and distributed the program report information. The financial report was included in the report and status was current as of 12/31/07. There were 2 departing staff which were Jackie Harris (Teacher III, Sexton Mtn), and Carol Brown (Substitute teacher). There are 2 substitute positions currently vacant. One is for a Teacher and the other for a Bus Driver. In January, a budget modification will be done to apply funds as needed that will bring the budget to a balance. There are currently 655 fully enrolled and funded for children, 646 enrolled, 763 children have been served so far, and 480 on the waiting list in the Head Start program. Farzana answered questions from parents in reference to funding for teachers (CDA).

**APPROVAL OF PROGRAM REPORT:** Rachel asked for a motion to approve program report. Paul Krochmal made the motion to approve and Giselle Escobar seconded. Chairperson, Rachel Tran approved.

**NEW BUSINESS:** A letter from Bob Watson, Traffic/Transportation Coordinator, was read aloud by Chair, Rachel Tran. It was in response to parent's concerns of lack of



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transportation. The letter stated that there was no equipment available to place a bus for Metzger. Hence, lack of funds keeps them from purchasing buses and hiring new personnel (drivers / monitors).

**BCDC:** a new business was addressed concerning a petition for a new covered playground for BCDC. Unfortunately, the building which hosts BCDC belongs to the city and regulations do not permit for modification regarding a play area. Farzana had previously addressed concerns in this area and will follow up with the city.

**Mtn. View:** had requested for someone to attend their next meeting to address transportation concerns. Chair, Rachel Tran, confirmed that there would be someone at their meeting on January 23, 2008 to answer any questions.

**SELF ASSESSMENT PROGRESS:** Director, Farzana Siddiqui, gave an overview of the yearly self assessment. She stated that this was a very comprehensive review, to include transportation buses. She distributed a self assessment form to have parents volunteer by signing up. Parents have the choice of what facility they want to volunteer for. Classroom Visit Checklists for Head Start and Early Head Start were distributed to give guidance to parent volunteers. A video was viewed to give parents guidance on what to look for. Parents will interview children as part of the self assessment process. Tara Lopez, representative for Jacob Wismer # 2 PM, gave a thorough description of the **FRED** (Father Reading Every Day) program. Director, Farzana, praised her for her knowledge and explanation of the program. Gail Boyle expressed that the **FRED** program originated from a small group discussion at a Policy Council meeting last year (Dec.2007) and stressed its importance.

**SMALL GROUP DISCUSSION:** A review of a self assessment checklist from the recently played video was analyzed. Parents were told to complete a practice checklist by remembering items they had seen based on the video.

**CENTER REPORTS: Indian Hills 16 PM;** Representative was not present to give report due to sickness.

**JBT 1AM;** Leah Shaw spoke about having a garage sale to raise funds for the Dollar per Child campaign. She also mentioned that the Literacy Project has been adapted at her center and at her home. Photos of children playing w/fake snow were taken and posted as part of their winter theme display.

**Tualatin-Mid;** Judith Abarca gave her center report and stated that there are currently 18 children in her classroom. All but 2 of the children in their classroom have Spanish as their 1<sup>st</sup> language. She also mentioned that "diversity" is presently being taught in her classroom. In addition, the "Umbrella" project is being fulfilled at her center and a raindrop is earned and placed next to child's name for every book they read.



**FEDERAL REVIEW:** Farzana stated that the federal review process has begun. Batch 1 of all materials requested include, minutes, daily schedules, and job descriptions. Community Action needs assessment by January 21, 2008. Batch 2 of materials is due in by February 20, 2008. A 30 day notice is usually given and it is estimated that the review will take place in either March or April, 2008, which is usually conducted during the week of a Policy Council Meeting.

**DOLLAR PER CHILD:**

Gail Boyle distributed a form that consisted of 5 ideas proposed by Policy Council for the Dollar per Child campaign. These ideas were:

1. Enlist the support of all families and friends for both giving and gathering donations at work, at meetings and at church.
2. Approach businesses and stores to ask for their support and to leave a donation can on display.
3. Develop both statistical information as well as more historical information about the success of the Head Start program and distribute it everywhere.
4. Have the children at the Centers decorate the cans.
5. Organize parents to develop and implement fundraising ideas.

**THINGS TO DISCUSS AT CENTER MEETINGS:**

- Volunteers for Self Assessment
- Dollar per Child handouts and stickers
- Program reports

**ADJOURN:** The meeting was adjourned at 8:35 pm.



FUNDING REPORT  
MONTHS OF JANUARY 2008

**GRANT REQUESTS SUBMITTED:**

Legacy-Meridian Park

<b>FY</b>	<b>AMOUNT</b>	<b>PROGRAM</b>
07-08	\$30,000	Opening Doors

**GRANTS AND CONTRACTS AWARDED:**

The Hollione Foundation

The Kaiser Foundation

<b>FY</b>	<b>AMOUNT</b>	<b>PROGRAM</b>
07-08	\$1500	Children's Shelter Program
07-08	\$25,000	Opening Doors

# Fundraising Summary (7/1/07 - 1/31/08)

	07/08		07/08		06/07		06/07	
	Goal	Raised	% Raised	Goal	Raised	%		
In-kind - Budget Relief	150,000	41,710	28%	68,000	108,689	160%		
In-kind - General	60,000	24,503	41%	37,940				
Restricted	506,668	481,697	95%	416,275	432,933	104%		
Unrestricted	266,500	135,839	51%	234,640	148,109	63%		
Pledges		21,903			13,605			
<b>Total Raised:</b>	<b>983,168</b>	<b>705,652</b>	<b>72%</b>	<b>718,915</b>	<b>741,276</b>	<b>103%</b>		

