

Rocky Boy Head Start Policy Council
Regular Meeting
February 19, 2019
12:30 pm
Rocky Boy Head Start Conference Room

I. Call to Order/Roll Call

Present: Laurie Sun Child, *Chairwoman*, Michelle Henderson, *Vice-Chairwoman*, Nida M.W. Parker, *Secretary/Recorder*, Josephine Morsette, *Member*

Others Present: Voyd St. Pierre, *RB School*, Debbie Wilkinson, *Rocky Boy Head Start*, Nicolette Stump, *Early Head Start*

Not Present: Tiffany Houle, *Member*, Jessie Jones, *Member*, Serene Sun Child, *Member*, LouAnn Belcourt, *Rocky Boy Head Start*

II. Establish Agenda

Additions/Deletions: None

III. Review of Minutes

November, 2018: None available

IV. Executive Session

None

V. Personnel

1. *Positions to Advertise (15)*

2. *Resignations (3)*

Call for Motion: Michelle Henderson

Motion to Accept Resignations-1 Early Head Start/2 Head Start

1st: Michelle Henderson, 2nd: Josephine Morsette

Comments/Questions:

MH: Are any of them working on Early Childhood degrees?

DW: Two were working on degrees.

Discussion on reasons for employees resigning.

Motion Carried.

3. *Termination*

DW: Employee was breaking policies, is currently suspended, continually late, failure to call in to work. Supervisor recommends termination.

41 LSC: Can she appeal?

42 DW: She was given a letter, we followed the policy.

43 NS: Can she go to the school board?

44 VSP: The school board will support the policy council's decisions. Employee was put on
45 a corrective action plan and she violated that plan.

46
47 **Call for Motion: Laurie Sun Child**

48 **Motion to Accept Termination for Jessica Johnson**

49 **1st: Laurie Sun Child, 2nd Michelle Henderson**

50 **Comments/Questions: None**

51 **Motion Carried.**

52
53 **4. *New Employee Interview***

54 DW: We interviewed an Early Head Start applicant, Monica Morsette.

55 NS: She's been here before, knows the routine, but she lives in Havre and may not have
56 reliable transportation.

57 JM: I have worked with her before, will need to have better work attendance.

58 NS: How many times do we give employees a chance?

59 MH: Have you received any other applicants?

60 DW: No.

61 LSC: Maybe do a job fair? If you had issues with her before...

62 NMP: Give her the probationary period, see how she handles the work.

63 MH: How many times was employee: JJ, given?

64 JM: There are so many positions open.

65 LSC: 15 positions open

66 NS: I'm ok with giving her the probationary period, we are losing one in Early Head
67 Start, need the positions filled.

68
69 **Call for Motion: Michelle Henderson**

70 **Motion to Hire Monica Morsette for Early Head Start**

71 **1st: Michelle Henderson, 2nd: Nida M. Parker**

72 **Comments/Questions: None**

73 **Motion Carried.**

74
75 **VI. CONSENT AGENDA**

76
77 **VII. OLD BUSINESS**

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79
80 **VIII. NEW BUSINESS**

81 **1. *Selection of Officers***

82 LSC: Nominations for Chair?

83 JM: Nominates Laurie Sun Child for Chair

84 LSC: Nominates Michelle Henderson for Vice-chair

85 LSC: Nominates Nida M. Parker for Secretary

86
87 **Call for Motion: Michelle Henderson**

88 **Motion to approve officers for Rocky Boy Head Start Policy Council**

89 **1st: Michelle Henderson, 2nd: Josephine Morsette**

90 **Comments/Questions: None**

91 **Motion Carried.**

92
93 **2. PPC By-laws**

94 Tabled for next meeting, will need full committee present.

95
96 **3. PPC Roles and Responsibilities**

97 Handout to committee members present

98
99 **4. COLA**

100 VSP: Overview regarding COLA, will need Laurie to sign letter from RJS, items are due

101 March 1, but would like them done as soon as possible, will also need the minutes

102 ratified. (Handout-Notice of Award/EHS & HS budgets)

103 Call for Motion: Michelle Henderson

104
105 **Motion to approve COLA**

106 **1st: Michelle Henderson, 2nd: Josephine Morsette**

107 **Comments/Questions: None**

108 **Motion Carried.**

109
110 **5. Town Pump Foundation Grant**

111 LSC: Do we need to do any action for this?

112 DW: No, we already received the money for this, using it to send food bags home with
113 children for the families in need.

114
115 **6. School board meeting: Feb 19, 2019**

116
117 **7. Other Business**

118 DW: We will need to establish meeting dates

119 LSC: Prefers evenings, but cannot do Thursdays

120 JM: prefers evenings also, but cannot do Mondays

121 NMP: Any time is fine

122 MH: Any time

123 VSP: School board meetings are held every 3rd Tuesday of the month.

124 LSC: Policy council will meet every 2nd Tuesday of the month, 3:30 pm to 4:30 pm. Nida
125 will set up communication with members.

126 MH: Regarding the award letter, was there any carryover?

127 VSP: we will have 88-90% spent by the close, March 15. What isn't spent will be
128 reduced on the next grant.

129 MH: Was most of it on salaries?

130 VSP: Yes, salaries and fringe.

131 MH: Also, a reminder, proofread notices that are put out.

132
133 **IX. TRAVEL-Leadership meeting in Helena-March 2019, MPDG**

134 VSP: Board will approve at tonight's meeting.

135 LSC: What are the date?

136 VSP: March 3-5, 2019

137 JM: I will be attending this

138 LSC: Who else will be going?

139 VSP: 6 from the Head Start staff

140
141 **X. Adjourn**

142
143 **Call for Motion: Michelle Henderson**

144 **Motion to Adjourn**

145 **1st: Michelle Henderson, 2nd: Nida M. Parker**

146 **Comments/Questions: None**

147 **Motion Carried.**

148
149 **Adjourned @ 1:05**