

**RMDC, Inc. Head Start
Policy Council Meeting
February 7, 2008**

Members Present: Magalie Belanger, Jay Bowen, Patrice Longfellow, Jena Grubb, Sheryl Eriksen, Sandy Hugus, Sara Terou, Belinda Shoemaker-Tomlinson, Andrea Edgar, Martha Finley, Dawn Ruiz, Dianne Alvarez. Heather Morris is available by phone.

Members Excused: Twila Harrington, Kevin Rencher, Jodi Marsh had called her class rep, Tiffany Brown, who was unable to attend.

Members Unexcused: Crystie Burnette, Gina Marker, Lesli Banning

Guests: Patty Dahl, Jan Grant and Sherry Talseth from Avon.

Jena Grubb did roll call. A quorum was established after roll call was taken.

Review of Ground Rules/Agenda Review: Reviewed all the ground rules and agenda review.

Approval of last meetings Minutes: Martha Finley made a motion to approve the January 24, 2008 minutes as they are. The motion was seconded, and everyone approved.

Treasurer's Report/Spring Fundraiser: Jan Grant and Sherry Talseth from Avon came and talked about their Avon fundraisers. They said that fundraisers usually run for approximately 2 weeks. We would pass out the flyers and have individuals start selling the products; this helps so that parents know that Avon is involved in the fundraiser. If we want the flyers in color we'd need to pay for the flyers. Reps. of Avon place the orders and do the inventory. They then deliver the products to Head Start along with thank you cards for buying Avon and this lets the parents call if they need questions answered. The profit on the Avon fundraiser would be 50%. Luke Wells brought up the idea of having a spaghetti feed fundraiser. He called the TV Station and the station will put the fundraiser on the community calendar for two weeks prior to event. The Real Food store will donate enough ingredients for a spaghetti feed for 200 people. PC members talked about where we could put flyers in the community. We also talked about how we need to get more parents involved in the Head Start fundraisers. One suggestion was that if we don't use the spaghetti feed for a fundraiser, we might be able to use it during the tour of lights or another parent event. Jena went on the Internet to look up fundraisers and was concerned about not knowing the companies that sold items. Montana Marketing was talked about for fundraisers, like what they have to sell. Campbell soup labels is another fundraiser and you get school supplies for labels. Wal-Mart does plastic sack recycling but this would need to start at the beginning of the school year (we would get money for recycling them). We talked about incentives for participating in the fundraiser such as a pizza party for the classroom that sells the most and gift certificates, etc. for the family that sells the most. The Harlem Ambassadors (basketball show) was spoken about. This will cost us \$3,300 dollars. They would give us 1,000 tickets and we would sell them for whatever price we wanted. We'd also earn some money from the sale of signed posters and team memorabilia that would be sold at the event. Food and drinks could also be sold. Money spent on Harlem is money spent and we may not be able to sell enough to make money. Martha Finley made a motion to approve Avon as the spring fundraiser, this was seconded and approved. Dawn Ruiz felt that a month-long fundraiser would make it more possible for people to buy. A fundraiser that is too long makes it possible to lose things. It was decided that the Avon fundraiser would go from March 13-31. We'd send out reminders to let people know that the fundraiser is going on and then

when it is almost over. We'd want all fundraiser orders to be back on April 7 or 8 and then submit the order right after that.

Head Start Director's Report (Program updates, enrollment and attendance, continuation grant, budget info): A copy of the continuation grant was given to everyone and Patty showed how the information we discussed at the January meetings is in the grant. The attendance in January overall was 83%. Nine classes had average daily attendance under 85% mostly because of sickness and transportation problems (no car, gas, etc.) At the end of Jan. we had 248 kids enrolled and that was reported to the Feds via the Internet. Gina is unable to represent PC on Leadership Team this semester so Andrea said she may be able to join the Leadership Team. Patty handed out a chart that Char and Pam in fiscal (who spoke with us on the Head Start budget earlier this year) developed so we can compare how we are spending this year to the last two years. The colored charts show that we spend about the same amount of money each year on the same items and at the same times. Patty said she and Char and Pam went through each category of the budget at the end of January and if we continue to spend and receive money for the rest of the grant year the way we are now we may go \$31,800 over budget. Patty did feel that we'd be overspent again but probably not by \$31,800. Beginning in March fiscal and Patty will monitor the budget each week. A majority of in-kind is usually recorded in April because of agencies, schools, banks waiting until school's out and then doing the entire year at once. Patty said we are lucky to be with an agency who has discretionary money to balance our budget; a stand alone HS may have to lay off staff, or make other major changes, etc.

Meeting Evaluation: Pluses: Good food, chocolate, fundraiser decided, no side conversation.
Wishes: that we had stayed on time.

Next Meeting: March 13, 2008

Jena Grubb, Chairperson

Belinda Shoemaker-Tomlinson, Acting Secretary