

**RMDC, Inc. Head Start
Policy Council Meeting
May 8, 2008**

Members Present: Sara Terou, Andrea Edgar, Gina Marker, Bryce Taylor, Twila Harrington, Tom Dwyer, Sheryl Eriksen, Martha Finley, Jay Bowen, Patrice Longfellow, Crystie Burnette, Sandy Hugus, Jena Grubb

Members Excused: Kevin Rencher, Luke Wells

Members Unexcused: Magalie Belanger, Belinda Tomlinson, Dawn Ruiz, Diane Alvarez, Jodi Marsh

Guests: Patty Dahl, Daniel Pocha

Tom Dwyer did roll call. A quorum was established after roll call was taken.

Review of Ground Rules/Agenda Review: Delete home matrix.

Approval of April 17, 2008 Minutes: Andrea Edgar, Luke Wells, Tom Dwyer, and Belinda Tomlinson were in attendance at the April meeting. Tom reported Treasurers Report. Policy and Procedures-not going to receive cost of living this year. Mental Health-6th line, not able to provide services. Mental Health-Aware has strength based plans instead of have. Back page-Patty will report on food reports next month. Motion on TB screenings-Kevin Rencher. Motion on matrix, pg 2 middle, Kevin Rencher. MTHSA report, Bryce made motion. Director's Report-2 motions made by Belinda. Andrea moved to approve corrections, members approved.

Treasurer's Report: Tom Dwyer handed out the Financial Report. Balance from March is \$39,567.70. Total spent for April is \$7,537.09. Deposits for April are \$18,840.21. Parent fund spending-\$512 to classrooms, \$58 fundraiser checks returned, \$2,657.50 to Avon, \$500 to MTHSA, \$100 for memorial, \$44.98 for Good Talking Words books, \$150 for gas cards for Staff Appreciation Committee, \$369.92 for staff appreciation. CD was rolled over. Spring fundraiser evaluation: Pros-Made 50% in fundraiser, variety of products. Cons-Not enough help, should have had one form instead of two, form confusion, there were difficulties getting products to people, different kinds of items and make-up. Ideas: Next school year people working on fundraisers need to get together more and share the workload. Money to Foster Grandparent Program- Older men and women that come to classrooms to help. It is federally funded but in the past we have given them program money to support them and keep them coming back. Jena would like to give the program \$500 this year, which is the amount given last year. This year there were 8 Foster Grandparent volunteers. This would help them meet in-kind requirements. Patrice motioned to approve \$500 to Foster Grandparent Program, all approved.

Correspondence: Patty showed us the FAA (Financial Assistance Award) from the Regional Office. The FAA says we will receive the money that we applied for and can begin operating May 1st to serve 248 kids. Jena showed the card confirming PC's donation to NAMI in memory of JJ Leuwer. Patty gave us a card thanking us for the staff appreciation event. There is a letter from Brittany Henne who states she paid for products on the fundraiser they were scratched off on the form. Apparently we did not receive the money she claims to have given and the products were not ordered. Tom Dwyer moved to give her the product without having to pay more and it was approved.

Personnel Issues: Approval of the Target Market Ratio was tabled from last meeting. Patty said she has discussed the TMR with Gene Leuwer (RMDC Executive Director) and recommended that Head

Start hold off on doing the TMB because of funding. The 3% COLA will cost Head Start about \$35,000 and we are likely to be overspent by \$25-30,000 at the end of the 07-08 grant. The TMR would add another \$20-24,000. Patty recommended that PC support the holding off on the TMR at this time. Crystie moved that we hold off on the Target Market Ratio under the assumption that it will be addressed again. It was approved. Patty reports that Gene is optimistic that there will be more money for Head Start at a later time. One time holiday (January 2, 2009) -there was much discussion last meeting and we ended up tabling it for this meeting. Patrice motioned to approve one time holiday pay (January 2nd). All approved. This will cost about \$6,300.

Staff Appreciation Evaluation: A lot of work and participation, nice to have additional people there, one parent brought a friend and was very helpful, and we could not have done it without the help of a local sorority (7 members). Four of the members from Jena's bowling league helped and Jena's husband cooked. Van's donated about \$350 of food for the event. Nancy Nys donated \$100.00. Various other people donated door prizes. There were wonderful decorations that the Senior Dinner Club would like to leave up until July 4th. There has been a lot of positive feedback. Decorations are the most costly. The emphasis was on the nice dinner and photographs. Patty's son, Brian Dahl, did photography for the event. Jena would like to keep some kind of journal or picture book on what we've done in the past with a record of pros and cons included.

Set up By-law Committee: Committee will meet one or two times to change some wording in the by-laws. This committee would bring back changes to PC for approval. Jena wants to include some ideas on how to set up fundraising committees to balance the workload and make fundraising a smoother operation. This should be accomplished by the beginning of the next school year. Patty has the by-laws on the computer so we can highlight changes in red. Board must approve changes in August. This committee will meet Tuesday the 24th at 5:30 pm. The members will be Jena Grubb, Martha Finley, Crystie Burnette, and Andrea Edgar.

Head Start Calendar for 08 - 09: Leadership Team is proposing that we not operate our extended day classrooms on Fridays. This amounts to about 10 days. Patty reported that staff must have time for training in Creative Curriculum, the 40 Developmental Assets, family literacy, and MBI (Montana Behavior Initiative) in order for these to become embedded in the program and sustainable. Bryce move to approve this recommendation. It was approved.

RMDC Board Report: Twila Harrington reported. Bill Tromly is the new Director of Finance and a signer on RMDC's bank accounts and loans. The Board approved a construction loan agreement to Mountain West Bank for the 08-09 High School House and approved credit card access for Eggstravaganza as a one time process. Bill went over information regarding internal control over financial reporting using the COSO Internal Control Framework and some governance issues and changes. Chuck Virag went over final financial statements for the audit from AZ. They agreed that RMDC had already put into place some recommendations regarding the weatherization program, Senior Companion program, and Foster Grandparent program. It was a good audit report. Gale Anderson gave a report on the Personnel Committee. Elaine Bruce gave an update on the mental health program activities. Jeff Miller gave a Housing Program update. Eagles Manor 3 is 55% complete and will be done by November. Several units are already rented. Eagle 2 is fully remodeled. They are looking into a land trust to keep housing affordable. Bill also reported on the February Retirement Committee meeting. Jock Bovington of the Investment Group reviewed the retirement plan's performance. Patty gave the Head Start program activities update and the Board approved the changes for the Enrollment Criteria Policy (PC approved also).

Kindergarten Certificates: We need to find out from Butte K-Mart (Whitehall shops Butte) if they will accept our kindergarten certificates. They will be \$10. We also need to check with the Helena K-

Mart. Jena will check in Helena, Twila will check the Butte store. We just need to print them out and have them out by August. We need to get together to fill them out around July. There is an expiration date on the certificates and some people never use them. A committee will be set up next meeting. The program usually pays postage and includes a recruitment notice. Daniel Pocha recommends using coupons instead of gift cards because gift certificates don't expire in the State of Montana.

Head Start Director's Report: Patty thinks that not everyone got the Partnership with EPA Information Memorandum at last meeting so she passed them around again. She reported that we are doing a good job with recruitment but we still need to encourage others to apply. Eggstravaganza fundraiser made around \$22,500 (best estimate at the moment). Digital cameras were ordered for every classroom and one for the office at a cost of about \$1,200. They will be used to support Creative Curriculum. An inventory system will also be purchased with Eggstravaganza money. Food Reports-February: programs served 2,118 breakfasts, 3,116 lunches, and 1,405 snacks to children. Non-participants:441 breakfasts, 728 lunches, and 275 snacks. March: 1,772 breakfasts, 2,646 lunches, and 1,224 snacks for children. Non-participants:369 breakfasts, 622 lunches, and 255 snacks. April-2,460 breakfasts, 3,666 lunches, and 1,664 snacks for children. Non-participants:519 breakfasts, 870 lunches, and 324 snacks. Meals for children are eligible for partial reimbursement from CACFP (Child and Adult Care Food Program). Non-participant meals are not reimbursed; the program pays the full cost of those meals – this is a benefit for staff. Average daily attendance for April was 87% overall. There were 5 classrooms that didn't meet 85% average daily attendance. We still have 243 kids still enrolled, which is good for this late in the year. Classroom cleaning is going well. Credit card bill for April \$27.86; it was for a new phone for ELC. Our federal review will between October 1, 2008 and September 30, 2009. We will have 30 days notice for the review. Patty said that the PC will be interviewed. We have until July 30th to close out our 2007-08 grant. Patty thinks will come in close to \$30,000 overspent. We are collecting end-of-the-year in-kind now – that is why it looks low on the budget report but should be fine. The last Head Start meeting will be next Friday and the kids will be done the 22nd of May. The picnic is the 21st.

Jena: To add about fundraiser: we need to get stuff out of Patty's office. We need to either get rid of it or store it. Jena is suggesting a table at an Adit garage sale. There is currently a waiting list but that we have a good chance of getting to the top of the list because we are a non-profit organization. There are more than enough products to fill a table. There are still lots of Avon stuff and candles. We need to make at least 50% of what we paid for the products. Table will probably cost under \$50. Bryce moved to put our name on the list for a table and pay the cost of the table. It was approved. The Avon representative gave gifts to each classroom except for Classroom 8, who did not participate.

Meeting Evaluation: Pluses: Excellent time, attentive group, beautiful baby, chocolate, and quorum. Wishes: More iced tea.

Next Meeting: June 12, 2008

Jena Grubb, Chairperson

Gina Marker, Secretary