

**RMDC, Inc. Head Start  
Policy Council Meeting  
June 12, 2008**

**Members Present:** Magalie Belanger, Belinda Tomlinson, Tom Dwyer, Kevin Rencher, Sandy Hugus, Crystie Burnette, Dionne Shaw for Gina Marker (HS 13), Patrice Longfellow, Bryce Taylor, Amy Christensen for Luke Wells (HS 8)

**Members Excused:** Jena Grubb. Andrea Edgar, Jay Bowen, Twila Harrington, Sara Terou, all available by phone.

**Members Unexcused:** Dianne Alvarez, Jodi Marsh, Martha Finley, and Dawn Ruiz

**Guests:** Patty Dahl, Janet Coughlin

**Tom Dwyer did roll call. A quorum was established after Amy Christensen arrived.**

**Review of Ground Rules/Agenda Review:** Voting items were moved until a quorum was established.

**Check for foster grandparents...**this item was tabled until next meeting as the Foster Grandparent Director was unable to come this evening.

**Approval of May 8, 2008 Minutes:** Change: Bryce Taylor is on the by law committee also.

**Treasurer's Report:** Tom Dwyer handed out the Financial Report. Current total in all accounts is \$48,601.20 with \$8,730.02 in the parent fund. The parent fund spent \$1,358.77 in May and \$136.75 was deposited in May. To date the parent fund has \$4,741.05 committed for projects.

**Correspondence:** A card of thanks for the Staff Appreciation event was received from the Special Education Pre School staff.

**By-Law Committee Verbal Report of Changes:** Meeting will be on June 24 @ 5:30 PM. Members will be Jena Grubb, Martha Finley, Crystie Burnette, Andrea Edgar and Bryce Taylor. Patty will offer some information to the committee with regard to Head Start reauthorization and governance.

**Set up RMDC Personnel Policies and Procedures Review Committee:** Patty Dahl would like to know if there were a few individuals who would like to review the RMDC Personnel Policies and Procedures Manual before the next meeting. She reminded us that we periodically get policy revisions for the manual to discuss and approve/disapprove but felt it would be beneficial for a review of the full manual. Belinda Tomlinson and Kevin Rencher volunteered for the task.

**RMDC Board Report:** Crystie Burnette forgot her notes from the RMDC Board meeting; therefore was unable to report.

**Kindergarten Certificates (Coupons):** Magalie reported that she had been to K-Mart here in Helena but had not yet heard back from the manager about whether they were still interested in doing the project. Patty reported that Twila had contacted the Butte K-Mart manager and they were going to do the project for our Whitehall families. Magalie said she would be willing to do the kindergarten coupons after she heard what needed to be done; Patrice said she would help.

**Family and Community Partnerships Work Plan and Procedures:** To begin, Janet Coughlin wanted to thank the PC for the Staff Appreciation Dinner. Janet Coughlin came to PC to speak on the review and updating of the Family and Community Partnerships Work Plan and Procedures. Changes to them were minor; more just an updating. The draft plan and procedures will be in the PC minute notebook. Kevin Rencher made a motion to accept the changes; seconded and approved.

**Director's Report:** Patty Dahl gave out handouts for the television digital converter box which will be necessary by February 17, 2009. All families will receive this handout at parent orientation this fall. Patty reported that United Way has completed their allocation process of funds which will go to Head Start this next school year, the total is \$4,331. Our application was for \$8,300 but for a first year allocation, she is pleased with the amount. As of now we have 172 applications for Head Start now (new and re-applications), 19 new appointments on the books, 37 over income applications, 32 incomplete applications, and 5 re-apps left to complete. May was a short month but overall average daily attendance was 89% with only two classes reporting less than 85% average daily attendance. Most absences were due to children being out of town and illness. Children's meals for May were: 1711 breakfasts; 2,579 lunches; and 1,200 snacks. These meals are submitted to CACFP (Child and Adult Care Food Program) for partial reimbursement. Staff and/or adults meals served were 371 breakfasts, 610 lunches, and 215 snacks for a total of 1,196 – these meals are not reimbursed by CACFP at all. Budget close-out figures will be ready by the next meeting but it is looking like it will be higher than anticipated – in the range of \$40-50,000. Patty reported that R' Lou Faehnrich has resigned her position with Head Start; she had been with the program for about 20 years in many different capacities. School District #1 has invited us to open 2 classes at Ray Bjork – a morning and an afternoon class. The District, due to their high number of preschoolers with special education needs (about 65 with increasing numbers expected), will be opening two classrooms at Ray Bjork and keeping one classroom at the Neighborhood Center. Patty said that Ray Bjork used to be an elementary school, and then was closed. Currently a private day care operates out of one part of the building. Other occupants of the building will be the District's PEAK program, gifted and talented program and their NET program (which serves elementary and middle school in-school suspensions). Patty Dahl believes it would be in our best interest to accept the offer – it is good for us to continue to partner with the District as we have done for 20+ years and the move will save us some money. A memo was sent to staff asking if anyone would be interested in moving to Ray Bjork; staff has until June 20, 2008 to respond. Bryce made a motion to approve; it was seconded and all approved the move to Ray Bjork.

**Meeting Evaluation:** Pluses: Good food, quick meeting. Wishes: Babies, we need babies!

**Next Meeting:** July 17, 2008

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**Magalie Belanger, Vice-Chairperson**

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**Belinda Tomlinson, Acting Secretary**