

**RMDC, Inc. Head Start
Policy Council Meeting
August 14, 2008**

Members Present: Twila Harrington, Jena Grubb, Gina Marker, Tom Dwyer, Magalie Belanger, Kevin Rencher, Sandy Hugus, Martha Finley, Jay Bowen, Sheryl Ericksen, Crystie Burnette, Amy Christiansen.

Members Excused: Bryce Taylor (available by phone).

Members Unexcused:

Guests: Patty Dahl, Ashley Duncan, Janet Coughlin, Lynn Guay

Jena Grubb did roll call. A quorum was established

Review of Ground Rules/Agenda Review: No changes to agenda.

Approval of July 17, 2008 Minutes: Typo under Treasurer's Report, word missing under Board Report in June, misspelled word in Director's Report. Accepted as corrected.

Treasurer's Report: Spent in July 2008: All sub-funds - \$10,174.25 Deposited in July 2008: All sub-funds - \$447.18 End balance: \$30,037.54. Avon fundraiser: Jena had to go to the Avon Director to get missing products because parents still do not have them. The Avon rep charged us for things we already paid for (\$45.00). The money only affects Head Start money, not families. We overpaid and they have not given it back. The only way we can get this back is by ordering products out of the catalog. Jena wants us to decide what to do about it. Tom moved to order \$45 worth of product and all approved.

Correspondence: There is a letter from Patrice resigning from PC because she was given a position with Head Start. Belinda submitted her resignation as Community Rep for PC as she doesn't have time to devote to it anymore. Risk Management meeting notification from the Regional Office and the meeting will be September 25th, 2008 at 9:00AM in room 15. There was another notification from the Regional Office that review of our organization-wide audit and our Final Financial Report for grant year 4-30-05 was completed and that there was unobligated funds at that time in the amount of \$15,307 (Fatherhood and/or Youth Mentoring funds).

Early Childhood Development & Health Services Work Plan & Procedures inc. Disabilities Work Plan and Procedures: Lynn Guay: We have to meet all federal requirements and changes must be brought to PC to approve. Two issues came up this year that needs changes. The first is screening. We have been doing health and development screening but we found out that developmental screening isn't necessary if kids have been in for a year and we have tracked them for a year. We would like to skip a developmental screening the second year unless teachers or parents think it's necessary. Tom motioned to accept this change and it was approved. The second change pertains to the mental health program. We don't know what it will look like until the program is actually in place. Lynn would like to leave the program out of the work program until it is in place. Jay moved to approve the Early Childhood Development and Health Services Work Plan and Procedures, including the Disabilities Work Plan and Procedures. All approved.

Kindergarten Certificates: Patty reported that Patrice Longfellow packaged all the kinder-coupons and that 141 were sent out and 14 have already been returned due to not being able to be delivered (unable to forward, no receptacle, etc.).

By-Law Committee Written Changes: There are no changes since last meeting. Article 4 Section B-rep should be changed to reps. Tom moves to accept the written, amended by-laws and all approved.

2008-09 Self Assessment and Action Plan: Patty gave us a handout on the final two Self-Assessment questions to go with the 2007-08 Self-Assessment and Action Plan from last meeting. There were 8 areas that needed improvement although not enough to be out of compliance. Patty went over those areas. She reminded us that the Program Design and Management Advisory Team acts as the “watch-dog” for the Self-Assessment and Action Plan to ensure all the action plans get completed. Jena moved to approve the 2007-08 Self-Assessment and Action Plan and all approved.

New Hires: Martha Finley sat on the Interview Committee for Head Start Secretary/Receptionist. She reported on Megan Williams as the recommended hire. Her references and background checks are good. PC ratified the Executive Committee’s decision to hire Megan Williams. Jay Bowen sat on the Interview Committee for Floating Teacher’s Assistant at Rossiter: He reported on Kristi Gregor, the recommended hire. Her references and background check are good. Immunes are in progress. Tom moves to hire after immunes completed and all approved. Jena Grubb sat on the Interview committee for Permanent Sub. She reported on Katrina Lewis. Her references are good. She needs to bring in current immunes. We are waiting on background check as she needs to have an out of state check done. Kevin moved to hire if everything comes back good and all approved.

Grant Amendment: Patty would like to write the grant for \$7,625 of unobligated funds from our 2007-08 grant. The final financial report has gone to the Regional Office and the direction was to wait until that was sent before writing the grant to see if the funds could be returned. This grant would be used to begin replacing classroom flooring at the Neighborhood Center. Tom moved to approve the grant amendment and all approved.

First Parent Meeting Speakers: We need to find someone to speakers for the upcoming First Parent Meeting and Leadership Elections. It will be the 2nd of October. Patty said she feels that parents really learn what’s it’s like to be involved on PC or as Class Rep from other parents who have done the jobs. She asked us to think about whether we were available for the October 2nd meeting as this will be an agenda item for September.

Community Reps: We will send letters to people who we want to be Community Reps. We would like those that are here to stay if possible. A couple will be leaving so we need to decide who to invite to PC. Magalie would like to come back as a “past parent rep”. There are 2 past parent rep positions open. Community Reps will be approved in November. Kevin suggested inviting someone representing the government or a policy maker. Tom suggested Jesse Laslovich and Patty suggested Mary Caferro – both are in the State legislature. Other suggestions to contact were: Kristine Kaufman (State Senate), Carroll College, and Urban Indian Center (Helena Indian Alliance).

Program Design & Management Work Plan/Procedures: Patty reported that there are only minor changes to the majority of the work plan – mostly around title changes, form name changes, addition of info or clarification of a procedure. The most significant change is the Monitoring Procedure. This is a new procedure we want to add that describes how the program uses the Monitoring Calendar. Tom moved to approve the changes and all approved. Patty also presented the **Transportation Work Plan and Procedures:** Transportation is a function of Program Design and Management. There were no

changes to either the work plan or procedures. Sandy moved to approve the Transportation Work Plan/Procedures again for this year and all approved.

Director's Report: Patty reported on the Ray Bjork Learning Center where we will have a morning and afternoon class. There will be a wide variety of people at Ray Bjork (Head Start, PEAK, Special Ed preschool, NET, etc.) Aurora Determan has resigned her position at ELC and Lyndes Adamson will transfer to that position (Special Service Tech). As of today, there are 249 income eligible income applications. We will start full and have a wait list. PIR-Patty again suggested that we all review the PIR (Program Information Report) as it reflects so much detail about our program. She welcomes questions if you have any. Budget info on closeout: We were short \$47,792.42; this is the amount that CSBG (Community Service Block Grant) transferred in to closeout the 2007-08 Head Start grant. We got \$200 from the Lewis and Clark Community Foundation to help with the Mental Health Program screening. We have \$1,200 of the money we need (\$1,000 from anonymous donor); but still need about \$2,000 more. At this month's Board of Director's meeting the Board will review the PC by-laws which state the composition of the PC and the procedures of how the PC is determined. Once the By-Laws are approve then the Board will sign a resolution regarding the composition and procedures around PC. This is the time of year when the CACFP (Child and Adults Care Food Program) agreement is due and Patty is working on that. She is also ensuring that contracts and leases are in place for this upcoming school year.

Meeting Evaluation: Pluses: Caught up on time, thank you to Patty and family for dinner and to everyone else for goodies, informative and productive meeting, nice to eat outside, thank you to Megan and Ashley, thanks to Jena for her efforts with Avon. Wishes: Forgot ground rules.

Next Meeting: September 11, 2008

Note: October meeting will be the 14th (a TUESDAY)

Jena Grubb, Chairperson

Gina Marker, Secretary