

**RMDC, Inc. Head Start
Policy Council Meeting
September 11, 2008**

Members Present: Gina Marker, Tom Dwyer, Jena Grubb, Magalie Belanger, Sheryl Eriksen, Andrea Edgar, Sandy Hugus, Twila Harrington, Crystie Burnette, Kevin Rencher

Members Excused: Martha Finley, Bryce Taylor, Sara Terou (a resignation letter will be read later)

Members Unexcused: Jay Bowen, Amy Christensen

Guests: Janet Coughlin. Patty Dahl came later in the meeting.

Jena Grubb did roll call. A quorum was not established at first because it was thought 80% of the members needed to be in attendance. However, over 51% of PC members were in attendance so there was a quorum for the entire meeting.

Review of Ground Rules/Agenda Review: Tom reviewed ground rules. No changes to the agenda.

Approval of Minutes: Misspelled Sheryl's last name. Under First Parent Meeting Speakers: Erase someone. Also, erase 's on what's third line. Under Director's Report: Fourth line, erase 2nd income. Kevin moved to approve the minutes as changed. Everyone approved.

Treasurer's Report: Balance as of August is \$30,048.67. Spent: \$2,572.23. Deposited: \$2,583.36. Parent Fund spending: \$25.00. Parent Fund deposits: \$13.36.

Avon fundraiser: We got our \$45 and products to finish the orders.

Kinder Coupons: Will know more next meeting.

Fundraiser Supplies: Jena would like to keep a box of supplies handy for fundraising. Kevin moved to give \$25.00 to buy supplies for the box and all approved.

Fall Fundraiser: Jena suggested a fundraiser from Katherine Beich because it has been successful in schools and it's easy to carry out. Candles would also work. Some people mentioned that they didn't like the fact that there weren't many Christmas scents. Jena put together a list (Head Start Fundraiser Countdown) to help others with fundraising. This would be put in the fundraising book and include plusses and wishes. Kevin moved to do the candle fundraiser and save the other for the spring fundraiser. All approved.

Christmas Shoppe: This would be a little shop that would benefit kids and families. It would have Christmas gifts, crafts, etc. that would be inexpensive. Jena is wondering if anyone is interested in trying to put it together and run it. Kids at Four Georgians Elementary enjoyed it. This is tabled for later to give it some thought.

The PC would like to give the program money. The mental health program needs \$2,000 for screening. There are requests out in the community. Tom moved to give \$2,000 to the program for the mental health screening or other needs. All approved.

Correspondence: The first is the \$45 check from Avon. There is a notification of resignation from PC from Sara Terou. Letter from Magalie: She would like to be in PC as a past parent. Letter from Sandy: She would like to continue serving as a community rep. Letter from Twila: She would like to continue serving as a community rep.

Parent Education: Janet Coughlin. We are trying some new things. Head Start wants to provide parenting classes or make referrals. There will be a Parents Night Out with different informative

topics. Janet wants to know what would motivate parents to attend these because attendance has been lacking. Crystie mentioned that if classes are too frequent then it might conflict with pre-existing commitments. She also mentioned that because so much paperwork that comes home that there isn't time to read it all. She suggested that phone calls/emails might be more effective. Parents of kids that ride the bus to and from daycare don't get as much opportunity to speak with people about the classes. Andrea thinks that maybe some parents don't think they need parenting classes. Will Michaels would like to do a parenting class on media literacy. Jena suggested that some people simply have no interest in the subjects. A good motivation might be to have a fun activity after the meeting, but you have to attend the meeting to attend the activity. Question from Janet: What words would be attractive for flyers? The Parent's Night Out title is catchy. Andrea noted that a lot of people don't look for help until they are desperate. It might be a good idea to write to parents who are having trouble to let them know about the classes. One goal is to get more fathers involved and emphasize the importance of children having a good stable male influence. We hope to hear what dads' concerns are. Tom made the point that fathers or father types might listen more to other guys. Another idea is to let the fathers think of their own activities. A point was made that some kids really have no father or male role model figure needed to participate. Tom and Kevin are willing to help out by facilitating or presenting to other dads. Tom would like more information for presentations.

RMDC Policy and Procedures Manual Change: Patty referred to the draft sheet that was in our packet. The change in policy has to do with "Rules of Work Conduct". RMDC would like to add "and clients" to "Work with other staff members *and clients* in a sincere, tactful and positive manner." And then add "clients, co-workers, or" to the statement of "Conduct which may endanger the safety of *clients, co-workers, or* others or *conduct* which is disruptive and impairs the ability of others to accomplish their work may be cause for immediate suspension and removal from the job site." Kevin moved to approve the changes for the RMDC Policy and Procedures Manual. Everyone approved.

First Parent Meeting Speakers: Twila will do Whitehall, Crystie will do Lincoln, Magalie can do Townsend, Jena will do Neighborhood Center and Gina will do ELC.

Community Reps: Kevin is unable to continue as a community rep this year. Twila, Sandy, and Magalie would like to come back. Tom would also like to come back and will provide a letter tomorrow. Jena will send some letters out to other possible community reps, one being to the Indian Alliance.

RMDC Board Report: (for Thursday, August 28th.) Approved moving Main Street. Approved travel policy for the fiscal manual reimbursed mileage to .585 cents/mile and lodging meal express reimbursement to comply with federal guidelines. Gale Anderson presented the change in Personnel Policies and Procedures Manual. Discussed how 401k is faring. Approved Executive Director's performance review and approved report. Board member recruitment is going well. Patty gave Head Start report and board approved Head Start actions. Approved \$50,000 line of credit for Montana Youth Homes. Candi Standall gave an update on LEIAP, Weatherization, and Energy Share Program. High School house sold for \$235,000. Eagles Manor 3 is on schedule and Eagles Manor 2 bids higher than anticipated so they are reworking the budget. HS house ground breaking Sept. 4th, free excavating, and wiring. There will be a feasibility study on becoming property managers of RMDC properties. The Board's annual meeting is Sept. 25th at the Colonial Inn.

Director's Report: The Board signed the resolution regarding how the PC is configured and put in place; actually they approved the amended PC by-laws which state the configuration and election process. Today is "enrollment day" for Head Start and the program has 248 children enrolled. There are 34 or 35 income eligible kids and 50 over income on the waiting list. This year we had to hire only a floating assistant and receptionist; everyone else returned. Pam Novak in fiscal doesn't have the

2008-09 Head Start budget in the system yet but Patty handed out the budget report of expenses to date; this isn't necessarily representative until the budget is in. Risk Management meeting is September 24th at 1pm in room 15. Everyone is invited. There is a governance training meeting on Friday November 14th from 9am to 12pm. The location for this is undecided. Friends of Head Start are doing a "Back to School" open house September 17th at the Neighborhood Center at 5pm to 7pm. We got a Program Instruction from the Head Start Office regarding child vacancies which is causing quite a fuss. Part of the memo refers to filling vacancies quickly (which we do). The other part is that program must keep classrooms filled until their last day (currently the program can leave openings open the last 60 days of the school year). There was just an email saying that there would be clarification coming soon about this Program Instruction. Patty will keep us posted. Office of Head Start sent some kind of radio that will tell us when there will be a severe storm; Patty will bring more info and the radio to the next meeting.

Meeting Evaluation: Pluses: Spent a lot of time with Janet, good food. **Wishes:** Would have liked more members present, losing Sheryl and Kevin, ran late

Next Meeting: October 14, 2008 - TUESDAY with newly elected PC and Class Reps

Jena Grubb, Chairperson

Gina Marker, Secretary