

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

07-08 Policy Council Members Present: Gina Marker, Tom Dwyer, Jena Grubb, Sheryl Eriksen, Jay Bowen, Andrea Edgar, Crystie Burnette,

07-08 Policy Council Members Excused: Twila Harrington, Sandy Hugus, Amy Christensen, Magalie Belanger and Bryce Taylor available by phone, Martha Finley, and Kevin Rencher

08-09 Policy Council Members Present: Monica Corrigan, Sara Shurtliff, Jena Grubb, Kim Michiels, Christina Gwin, Crystie Burnette, Amy Thiel, Ashlee Salisbury, Sara Craven, Sara Cook

08-09 Policy Council Members Excused: Autumn Jones

08-09 Policy Council Members Unexcused: March Becker

Guests: Tonia Ford, Sue Pout, Erika Saunders, John Michiels, Molly Murphy, Sara Miller, Camille Murphy, Paul Smith, Christina Wallace, Roselyn Staley, Jennifer Casey, Janet Coughlin, Patty Dahl

The classroom representatives stayed for the following portion of the meeting. Introductions were done by all newly elected Policy Council and Classroom Reps and the outgoing PC. Roll call was done while people introduced themselves. Jena established that a quorum was available both for the outgoing Policy Council and for the incoming Policy Council.

Evaluation of First Classroom Meeting: Jena explained that this PC meeting is a “teaching” meeting; she explained how we use pluses and wishes to do evaluations. Everyone participated.

Pluses: Food, child care, the people who attended, the time and day. **Wishes:** more people to attend, more notice of the meeting, coffee at meeting, better food in Townsend, different options for food for kids with allergies.

Treasurer’s Report: Tom Dwyer handed out the Financial Report for September that also had information attached to it about the Parent Fund and its various accounts. The Parent Fund has \$5,532.69 in it with \$2,385.78 being committed to certain projects. 64 kinder-coupons were used out of 141 sent out so the total amount of parent fund dollars spent on them was \$637.04. Other parent fund spending included \$1,040.16 for Creative Curriculum supplies for the program, and \$67.43 for pictures from the Staff Appreciation event. Parent fund deposits included \$13.40 from September interest on our account, \$12 from T-shirt sales, and \$45 returned from the Avon fundraiser. Tom told everyone that the Parent Fund has a CD in the amount of \$2,319.22 and that it is due to be renewed this month. The reason the Parent Fund has this CD is in case there is a year that fundraising is not successful. A grand total of \$4,245.04 was spent in the various accounts and \$3,847.38 was deposited. Jena gave information on the Fall Fundraiser which was determined by the PC that will be outgoing. The PC had decided to sell Aromalight candles which have been a very successful fundraiser in the past. She told of the different candles that were available and the outgoing PC approved selling the Christmas scents. Jena explained about the Fundraising Committee and that it would consist of at least 3 Policy Council members, 3 Class Reps, and the PC Treasurer. People will have an opportunity tonight to sign up for the Fundraising Committee.

Funds to Classroom Groups: Jena explained to everyone that this is the time of the year when the outgoing PC determines the amount of funds to be given to classroom groups. Classroom groups can

use the funds for events they want to do, or save and combine it with funds given again in the spring to do a big event in the spring. Discussion was held on how much had been given in the past. Tom moved to give each classroom \$50 now; outgoing PC approved.

The classroom representatives then left with Janet Coughlin to conduct their own meeting. All Policy Council members then began the PC meeting.

Approval of September 11, 2008 minutes: Andrea moved to approve, all agreed.

New Hires: Prior to being presented information on new hires, Patty Dahl, Program Director, talked with the incoming Policy Council about the Program's Confidentiality Policy. She went over the Policy and then asked that the newly elected PC sign the Policy. Jena was on the interview committee for Melissa Wine-Gar and she reported that her immunes, background check, and references were all good. Melissa would like to start out as a substitute and maybe look at the permanent sub position in the spring. Crystie moved to hire, all approved. Patty Dahl brought forth Angelo Spado, LCPC, who is employed by AWARE as their clinician. Even though Angelo is employed by AWARE, since he is working with our children, Patty brought him before PC. His references, immunes, and background check have been completed through AWARE. He has a lot of education and experience. He is working well with staff and children and has been very complimentary of Head Start staff's work with our children. Andrea moved to approve him as a consultant with Head Start, all approved.

Board Report: Tabled until next month's meeting since Twila was absent.

Community Reps: Jena reported that Gina Marker submitted her letter to return to PC as a past parent community rep. WEEL (Working for Equality and Economic Liberation) and Indian Alliance were sent letters seeking community reps from their agencies. Tom verbalized his desire to return and will submit a letter. Next meeting Policy Council will vote on Community Reps. Magalie also turned in her letter to be a returning past parent community rep.

Director's Report: Patty gave this month's report. This school year will be our "every 3rd year" federal review. We will receive 30 days advance notice of the review. Reauthorization (of Head Start) was discussed and there will now be 2 Head Start votes on the RMDC Board. A person with an Early Childhood background is required and Marvin Williams from School District #1 will be this person. September 24, 2008 was the first Risk Management Meeting (RMM). RMM meetings need to be done 7 months in advance of the next grant year beginning. Program specialist John Thomas facilitated the meeting, and the Regional Office in Denver was on the phone during this time. The meeting discussed the program's strengths and concerns and made an action plan in regards to the Agency's liabilities exceeding their assets in the 2007 Audit. Patty explained that the issue was that the RMDC/High School house built a year ago was delayed in being completed and sold. The issue has been taken care of and the 2008 Audit will reflect that. Another issue that came up during the RMM was that our program had made improvements from one year to the next (in the number of medical and dentals being done and treatment completed and attendance) and the feds wanted to know how those were accomplished. It was a long, informative, and rewarding meeting. Jena reported that she was asked questions about PC during the meeting. Patty reported that the grant to ask for the return of the \$7,625 in un-obligated funds (left from the Rossiter playground project) was sent to the Regional Office in the hopes that we could begin to replace the flooring in the classrooms here at the Neighborhood Center. John Thomas phoned and also sent an email saying that all un-obligated funds were returned to the Office of Head Start and would be reconsidered for distribution after January 2009. Legislative Advocacy Training will be on November 3, 2008. This is training on the Legislative process. Carrie Reynolds, Parent Involvement Coordinator, resigned her position to take a job with the State. Sherrie Smith, our Staff Development Manager and Classroom Supervisor, will be leaving the program as her

husband has taken a job in Kalispell. We are continuing to look for subs for the program. Parents are ALWAYS welcome in the classroom!! Enrollment is at 248 kids and we have now gone to reporting our Program enrollment on a monthly basis to the Office of Head Start (we used to report 3 times a year). In September we served 257 kids (some were withdrawn and new children enrolled as some of the first enrollees did not show up). Screenings will be coming up for those children who started late or missed previous screenings. Next fall the program plans to have one or two more days of screenings before staff returns as it is valuable to have screenings done before classes begin. In September we served 969 breakfasts, 1529 lunches, and 731 snacks. These meals are partly reimbursable by the Child and Adult Care Food Program. Adults in the classroom were served 230 breakfasts, 347 lunches, and 135 snacks for a total of 712 meals that are not reimbursed.

Patty said that soon we should hear from the Regional Office in Denver about the amount of federal funds we can apply for and how many children we need to serve. This is information needed to write the grant. We just became a United Way agency this year and will receive about \$3,900 this grant year. Every Head Start dollar needs to be matched with non-federal money; this is sometimes referred to as in-kind. Patty went over the most recent budget sheet and pointed out the areas of revenue. She said that even given all the different sources from which we get money, it is being projected that we will still be \$58,000 short at the end of the grant year; this is related to the fact that Head Start has not had any increase in funding since 2002. Patty reported on preservice training for staff. AWARE personnel did much training on mental health since we were entering into a partnership with them. Patty said she feels the partnership with AWARE will be very promising for our children, families, and staff. Governance training via the MET-NET system will be November 14, 2008 from 9am-12pm in Room 105 in the Old Livestock Building. Everyone is encouraged to attend.

Patty showed us the weather alert radio given to us from the Office of Head Start. Each Head Start site will have one. These radios are set for their specific area and will give us information concerning weather alerts in the specific area. Our radios are being set to alert us to severe thunderstorms, winter storms, and tornadoes.

Meeting Time for Policy Council: The newly elected members of PC voted to keep the PC meetings at 5:45 p.m. with dinner being served at 5:15.

Other Information: A Fundraising committee was created with the Treasurer and other volunteers. The candle fundraiser was further discussed. The fundraiser will start the 3rd of November and will run to November 20th.

Townsend PC rep, Sara Cook, asked that the PC approve their participation in the Townsend Christmas stroll/fundraiser. The Townsend parents will raffle 3 gift baskets, and have a nacho bar at the Christmas stroll set for December 6th 2008. Motion to approve was made by Crystie Burnette and this was approved by the new members of Policy Council.

Sheryl Eriksen was celebrated for her 3 years of service on Policy Council.

Jay suggested another fundraising idea with McDonald's. They have a "teacher night" where the teachers come in and serve food and Head Start would get a certain percentage and contacts were given. This could be done at both stores. Friday or Saturday would probably be more lucrative especially if there were sport activities going on in town. We will keep this information in mind.

Meeting Evaluation: Pluses: Good food, good iced tea, cute baby, a quorum, ahead of schedule, old and new friends. **Wishes:** old friends leaving (not really a wish, but a sad thing).

Next Meeting: November 13, 2008 at 5:15, meeting will start at 5:45 p.m. Officer Elections and Community Reps. Jena Grubb volunteered to facilitate, Tom Dwyer volunteered for timekeeper, and Ashlee Salisbury volunteered to scribe.

Jena Grubb, Chairperson

Gina Marker, Secretary