

**RMDC, Inc. Head Start
Policy Council Meeting
November 13, 2008**

Prior to the Policy Council meeting starting there was a joint information sharing session with the Policy Council member, Class Reps, and the Head Start staff. Items that were discussed were:

Day on the Hill: Jena Grubb and Jay Bowen attended the “Day on the Hill” Training on advocacy for children. Jena passed out “Advocacy Do’s and Don’ts” and “When Writing to Your Legislator”. If we want funding for Head Start, we need to tell our legislators. Voting is also important.

Fundraiser Committee: The 19th and 20th of November are the days to turn in the candle fundraiser packets. Even if you didn’t sell anything, bring your packet anyway. There will be a sale in the hallway by the Dinner Club from 10:30 to noon to sell past candles and Avon products if anyone wants to help. Call sheets: Make sure your contact information is correct.

Parent Meeting: Good parent turnout. The meeting was on literacy – “Parents are the first teachers”. It’s important to talk about what you do, what you see, what is happening everyday with your children.

In-kind: It’s important to log your hours on the sign-in sheets in the classrooms. If you stay in the classroom to observe or volunteer, then you can count your mileage.

Announcements from Patty Dahl, Director: Mountain West Bank, our school/business partner, bought out the Nutcracker performance on December 12 so that Head Start families and staff can attend. It is their gift to Head Start. You are encouraged to go. December 19th is the annual “Tour of Lights”; it is a fun evening of food, carriage rides, ornament making, face painting, picture-taking, etc. Patty reminded everyone that November is parent/teacher conference time in the home. If you haven’t done this, please contact your teacher. Also, if you have not had your child’s well child medial and dental exam completed, please do so. If you need financial assistance to complete these, please call Wanda White the program’s health coordinator. December 6th is the Moms Ornament Workshop.

Committee Signups: Patty indicated that Advisory Team and PC Committee sign up sheets will be available at the PC meeting and at the Class Rep meeting this evening.

Janet: Family Enrichment is the first Monday of every month. The next Parents Night Out is November 24th and titled, “Getting Kids to Eat”. Neither the Family Enrichment or the Parents Night Out will meet in December but will continue in January.

Introductions: Patty Dahl introduced Gene Leuwer, RMDC’s Executive Director. She then asked everyone to introduce themselves.

Class Reps then went with Janet Coughlin, FCP manager, for their meeting. And PC moved to their meeting.

Policy Council Members Present: Sara Shurtliff, Jena Grubb, Autumn Jones, Kim Michiels, Crystie Burnette, Monica Corrigan, Christina Gwinn, Tonia Ford (Class Rep sitting in for HS 2), Sue Prout, Kim Michiels, Sara Miller (moved from class rep into PC for classroom 7), Amy Thiel, and Sara Craven. (Sandy Hugus, Magalie Belanger, Gina Marker, and Tom Dwyer rejoined the Policy Council after each being approved to serve as community reps for the 2008-09 year.)

Policy Council Members Excused: Twila Harrington (Twila was approved by the Policy Council to serve another year as a community rep. She was approved by the RMDC Board to be their liaison to the PC.)

Policy Council Members Unexcused: Erika Saunders, Sara Cook

Guests: Patty Dahl, Gene Leuwer

Review of Ground Rules: Magalie reviewed the ground rules.

Election of Community Reps for the 2008-09 year: Tom Dwyer, Magalie Belanger, Sandy Hugus, Twila Harrington, and Gina Marker would like to come back and serve as community reps. Jena Grubb motioned to approve Gina Marker. All approved. Jena Grubb motioned to approve Tom Dwyer. All approved. Jena motioned for Magalie Belanger. All approved. Jena motioned for Sandy Hugus. All approved. Jena motioned for Twila Harrington to stay on as the RMDC board liaison. All approved.

Election of Policy Council Officers: Crystie Burnette nominated Jena for Chairperson. Tom nominated Crystie Burnette for Chairperson. By secret ballot, Jena Grubb was elected as Chairperson. Tom nominated Crystie Burnette for Vice Chair. Jena nominated Magalie Belanger for Vice Chair. Magalie declined, due to her being a Comm. Rep and they are not able to serve on the Executive Committee, so Crystie is Vice Chair. Jena nominated Amy Thiel for Secretary. There were no other nominations. Amy accepted the position of Secretary. Kim Michiels nominated Ashlee Salisbury for Treasurer. There were no other nominations; Ashlee accepted the position of Treasurer. Amy Thiel nominated Christina Gwinn for RMDC Board Rep. There were no other nominations. Christina accepted the position of RMDC Board Rep. Kim Michiels nominated herself for MTHSA Parent Delegate. There were no other nominations. Kim will be MTHSA Parent Delegate. Sara Shurtliff volunteered to be the PC rep to the Head Start Leadership Team.

Setting of Ground Rules: Jena informed everyone that the current PC can change the ground rules if they wanted. As there was no suggestions of change, Jena moved to leave the Ground Rules as they are. All approved.

Policy Changes: Gale Anderson, RMDC's Human Resource Officer, referred to the information that was in our packets regarding changes in the RMDC Personnel Policies and Procedures Manual: Shift Differential Pay Policy and On-Call Policy. These will mainly affect employees of Montana Youth Homes as staff needs to be present there 24 hours a day. There will be a \$.25 differential for nights. They would like to have \$.25 per hour for the on-call person. The on-call person will receive regular pay when they are called to work. Crystie moved to approve these changes to the RMDC Personnel Policies and Procedures Manual, all approved.

Approval of October 14, 2008 minutes: Sue Prout spelled wrong. Jena moved to approve minutes with correction. All approved.

Treasurer's Report: Tom Dwyer handed out the Financial Report for October. Spent: \$6,310.55 Deposited: \$517.34. Current balance: \$23,857.80. CD: Time for the CD to be renewed. Tom gave information on the CD rates. Jena suggested we go for six months at 2.48% so that the money is available for emergencies. Magalie moved to renew the CD for 6 months at 2.48%. All approved.

Fundraiser: Jena indicated that the 19th and 20th of November are the days to turn in fundraiser packets. Representatives from classrooms will then get the order ready. Even if you didn't sell anything, bring your packet anyway. There will be a sale in the hallway of RMDC 10:30 to noon next week to sell past candles and Avon products if anyone wants to help.

Confidentiality: Patty indicated that not everyone has signed the Confidentiality Policy yet. She said it is the same policy that is in the parent handbook. The reason PC and Class Reps need to sign the policy is because we may deal with personnel issues which are not be shared with others. Signing the form means you will abide by the policy. Patty asked those who had not signed a policy to do so since personnel is an agenda item tonight.

New Hires: Jena brought forth Francis Plumage as a substitute. She gave us information on her education and work experience. Her background checks, references and immunes are in good. Bound.

The Executive Committee had approved her hire prior to this meeting so Jena was asking for ratification. The Policy Council ratified her hire. Jena then brought forth Davine Leistiko who was interviewed for a substitute and approved by the Executive Committee. Information on her education and experience was given. Her references, background checks, and immunes are good. PC ratified her hire. Patty Dahl brought forth 3 consultants from AWARE who will be working in classrooms as Therapeutic Service Technicians. They are Justin Christophersen, Kelly Hazlitt, and Shawn Cushing. They are employees of AWARE and have gone through a lot of training and have had their background checks, completed as well as immunes and references. They will be supervised by Angelo Spado. Christina Gwinn motioned to approve. All approved. Patty then gave the names of four people to be interviewed next week for Parent Involvement/Volunteer Coordinator: Kolby Manderle, Jennifer Spatz, Jena Grubb, and Caitlin Silbaugh. No one on the Council had any concerns with any of them.

Board Report: September Board Report was tabled until next month's meeting since Twila Harrington was absent. Jena reported on the October Board meeting. She said that Gale Anderson went over Youth Home information. Patty gave the Head Start Director's Report. RMDC wants to make the WESCO building into a place where people with mental illness can socialize. LIEAP is taking applications and there will be more LIEAP funding. There was also a housing update: Eagles Manor 3 is open. RMDC is working to get funding to update Eagles Manor 2. RMDC also wants to buy a piece of land for low income housing but needs more information. Election of Board Officers was tabled for the next meeting.

Director's Report: Dispute Resolution Agreement: Process of resolving issues. It is looked at on even years for updates. It would be good to have input from PC. Jena will participate. Patty handed out "A Guide for Non-Federal Share." This is information about in-kind. Time, food, paper, classroom supplies, and other things you bring are considered non-federal share. Time spent fundraising is not considered in-kind but money or items purchased for the program is considered in-kind. Mileage used to come to meetings or for volunteering is included as in-kind. Bringing children to the classroom for regular days is not counted as in-kind. Quarter hour increments are preferred. Patty handed out a "letter of intent" for refunding. This is from the regional office in Denver and it states how much money we get and how many children we serve. We then tell the regional office how we will spend it through our grant process. Patty handed out the continuation grant we are currently working under to those who did not have it. This includes wages, executive order compliance, and a directive from the national office on a salary cap for Executive directors and Head Start directors. Patty explained the SF 424 form in the grant and said that all grants sent to the office must have this signed form. She then went over the SF 424A form which breaks the numbers down into categories. She then went to the GABI which is the Grant Application Budget Information report. Every program fills the GABI out. A program can't spend over 15% on administrative costs and the GABI tracks this. The narrative is the part of the grant that states the goals and objectives the program is working on. Parents and staff set the goals and objectives through Advisory teams each year and report on their progress. This section of the grant also includes how the program thinks it will get its federal share. It also includes the program's training plan. Patty reported on enrollment and attendance for October: 252 children served, 248 children enrolled at the end of the month, overall attendance 87%. Meal information for October: 2,365 breakfasts, 2,636 lunches, 1,716 snacks. These meals are partially reimbursed by the CACFP (Child and Adult Care Food Program). There was a total of 1528 non-reimbursable meals to staff and other adults or non-Head Start children in the classroom. She gave the credit card report: In September the total bill was \$420.99; in October total bill was \$226.96. There is a \$2000 credit limit on the card. Met-Net training on Governance is tomorrow from 9-noon at the Old Livestock Building. All are encouraged to come. Budget for October: Patty handed out the budget sheet. It looks about the same as last month; we are currently overspent in some areas. Review of Mission Statement: Patty reported that the Leadership Team will review the Mission Statement that has been around awhile and maybe do a little work on this and Sara will report back.

Request from Patti Renenger, Family Advocate: A written Biggest Loser proposal was given to PC. This is to promote health among staff. There have been costs to Patti for materials for this. Total cost is projected at \$120 for each cycle of Biggest Loser. There may be 3 cycles. Staff members have benefited from Biggest Loser. Patti would like to be reimbursed \$120 for this cycle. Autumn Jones moved to reimburse Patti and all approved. The PC would like a report on the outcome of the first cycle.

Correspondence: Jena passed around a thank you card from the Head Start Leadership Team for the money to do the social/emotional screenings.

Meeting Evaluation: Pluses: Good food, laid back atmosphere (more comfortable), congratulations to winners of (executive) positions. **Wishes:** Be on time (on the agenda)

Next Meeting: December 11, 2008 at 5:15, meeting will start at 5:45 p.m. Tom volunteered to facilitate, Magalie volunteered for timekeeper, and Autumn volunteered to scribe.

Jena Grubb, Chairperson

Gina Marker, Outgoing Secretary