

**RMDC, Inc. Head Start
Policy Council Meeting
December 11, 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:

New PC and Class Rep Members: Jena introduced the new Parent Involvement/Volunteer Coordinator, Caitlin Silbaugh, and explained what she does for Head Start. Jena went on to explain that tonight is her last meeting. She has retained a job with LIEAP. As a RMDC employee, she cannot be a member of the Policy Council. Andrea Edgar is going to take Jena's place on Policy Council representing Classroom 4; this has been voted on by Classroom 4. As Vice-Chair, Crystie Burnette will step into Jena's Chairperson position. A new Vice Chair person will need to be elected by the Policy Council this evening.

Met Net Governance Training: Jena attended a teleconference at the Old Livestock Building. The training was about Head Start and governance. There was a lot about the beginning foundation of Head Start. Most of the teleconference helped to understand exactly who does what within the program.

Committee Signup: There was more encouragement from Jena and Patty to get more Policy Council members and Classroom Reps to sign up for committees. Committees do better when they are filled. There are positions open on the following committees: Personnel Committee, the By-law Committee, the Self Assessment Committee, Staff Appreciation Committee, the Program Design and Management Advisory Team, Early Childhood Development and Disabilities Advisory Team, the Health Advisory Committee, the Family and Community Partnerships Advisory Team, and the Training Committee. If you are interested, please sign up. Jena went on to explain what a few of these committees do and when they meet.

Fundraiser Committee: Ashlee Salisbury gave the fundraiser report. We grossed \$11,763 and netted \$6,672.60 for the parent fund. We almost doubled our profit from the previous year. Your candles are in the classrooms, or in the main office. We have something for every child that participated and larger prizes for big sellers. There will be extras for sale in the office after next week. Anyone that would like to sell extra fundraising products in the hallway 10:30 to noon please let Crystie, Amy, or Ashlee know.

Policy Council/Classroom Rep Roster: Make sure your contact information is correct.

Nutcracker: Patty reminded us that Mountain West Bank purchased the dress rehearsal for the Nutcracker being done by the Helena Symphony and the Queen City Ballet. It will take place tomorrow evening. Seating opens at 6:15. The show starts at 7:00. No tickets are needed.

Tour of Lights: Tour of Lights is set for December 19, 2008. There will be carriage rides, face painting, dinner, cookie decorating, ornament making, and bus rides to look at the lights in Treasure State. This event is sponsored by the Optimist Club of Helena. Please call the main Head Start office if you plan to attend.

Policy Council and Classroom Reps were asked to introduce themselves and give a little information about them. Those classroom reps in attendance were Jay Bowen, Tonia Ford, Sue Prout, John Michiels, Molly Murphy, and Paul Smith. Janette Skaggs and Erika Saunders were absent. Policy Council Reps in attendance will be listed below.

At 6:15 p.m. the Classroom Reps went with Caitlin Silbaugh, Parent Involvement/Volunteer Coordinator for their meeting and the Policy Council began their meeting.

Policy Council Members Present: Andrea Edgar, Jena Grubb, Jay Bowen sitting in for Monica Corrigan, Molly Murphy, Crystie Burnette, Sue Prout sitting in for Sara Shurtliff, John Michiels sitting in for Kim Michiels, Ashlee Salisbury, Amy Thiel, Sara Cook, Christina Gwinn, and Twila Harrington.

Policy Council Members Excused: Sandy Hugus, Sara Shurtliff, Kim Michiels, Magalie Belanger, Autumn Jones, Gina Marker, Sara Miller, Sara Craven, and Tom Dwyer.

Policy Council Members Unexcused: None

Guests: Lynn Guay, Patty Dahl

Time Keeper: Christina Gwinn. **Scribe:** Jay Bowen **Review of Ground Rules:** Crystie Burnette

Agenda Review: Pam Novak will not be attending to do fiscal training. She will attend in January.

Election of New Vice Chair: Discussion was held about electing a Vice Chair with more than one year experience. Jena explained that it was ok for the person to be a first year. Andrea nominated herself and Ashlee seconded the motion. Motion was carried. All approved of Andrea being the Vice Chair.

Approval of November 13,2008 minutes: Twila Harrington made a correction under New Hires. Taking out the word “in” and the word “bound” on the bottom of page 2. All agreed to the change. A motion was made by Christina to approve the minutes. All approved.

Treasurer’s Report: Jena handed out the Financial Report for November. The current total is \$26,771.90. Total deposited for the month of November was \$3,072.79. Total spent for the month of November was \$158.69. Parent fund spending was \$34.45 for the fundraiser supply box, and \$7.49 for the flash drive. Parent fund deposits were \$7.77 from November interest, and \$56 from Avon/old candle sales at the Dinner Club. The Parent Fund CD is \$2,349.60 as of 11/6/08 and was renewed for seven months at 2.48%.

Patty inquired about the Fairgrounds Shelter rental for the spring picnic. PC generally supports the cost of this shelter. Andrea made a motion to approve this rental. All approved

Fundraiser: There were 84 people that participated in the fall fundraiser. Jena is requesting the PC approve more prizes for big sellers. Discussion started with the proposal of \$300 in sales or higher. . It was suggested that those that sold more than \$400 would receive a gift card to Hastings and a \$25 gift certificate from Pizza Hut. Participants selling more than \$300 would receive a \$25 gift certificate from Pizza Hut. A motion was made by Christina to approve \$160 for these prizes. Jena asked if anyone would like to do dinner club sales. Sue Prout said she could do it on a Friday.

Head Start Child Outcomes: Lynn Guay, Early Childhood Development and Health Services Manager, talked about the Outcomes Framework. She handed out a chart that showed how last years children did from fall to spring and the gains they made. She talked about awareness with reading, math, science, and social/emotional development. The base curriculum for Head Start is Creative Curriculum. She talked about the many different things that are entailed in implementing this curriculum. There are 50 objectives and they are broken down into cycles. The different areas of development the children are tracked on are cognitive development, language development, social/emotional development, and physical development. Parents see this in the progress report form that is received at the parent-teacher conference for their child. Teachers track a student’s progress throughout the year on individual forms to show that child’s progression. The final report is that the children are doing really well.

Dispute Resolution Agreement Recommendation: Patty, Jena, Jerry Loendorf (Board member) and Gene Leuwer recommend to the Policy Council to keep our DRA as is until we receive guidance that would indicate we need to change it. Motion was made by Jena to keep the Resolution. Patty

reminded us that the DRA would not be changed to reflect a new date; the minutes just need to show that it was reviewed and no updates made. All approved.

Recommendation for the Tool for Self-Assessment for 2008-09: Patty presented the Toolkit for doing the Self-Assessment that is put out by the Administration for Children and Families. The Assessment has 18 core questions and it is written in user-friendly words and terms. Patty is asking for approval to continue using this toolkit for doing the 2008-09 Self-Assessment. Jena explained how easy it is to use this toolkit. She spoke about some of her experiences in going through the Self-Assessment using this toolkit and making sure everything is up to date within the program. Andrea talked about how nice her observation was in her own classroom. She talked about the different kinds of development stages for each child in each class and how nice it is to have this applied to each child within that classroom. Motion was made by Christina to approve use of this toolkit for the program's 2008-09 Self-Assessment. All approved. Patty reported that a plan to do the Self-Assessment will be brought to the January meeting and at that time a team would be put together.

2007-08 Self-Assessment Report and Action Plan Update: Patty handed out the Program Design and Management (PDM) Advisory Team minutes and reported that the PDM Team is the "watchdog" for the Self-Assessment to ensure all action plans have been completed and are in effect. These minutes are reflective of what is happening with the 2007-08 Self-Assessment and Action Plan. Of the 18 core questions from the 2007-08 Self-Assessment, only 8 needed an action plan and there were no areas of non-compliance. Five have been addressed and the other three are being worked on. Core question 7 and core question 15 have been found to be in compliance and have action plans; however, they will continue to be ongoing. Under Core question 15, Patty said that Walt Hanley who is RMDC's Senior Center-Transportation Director met with her and reported that the TAC (Transit Advisory Council) would like to develop a rural transit district which would allow them to apply for special grants and to seek mill levy funding for transportation with the goal being free public transportation.

New Hires: Robert Smith as a substitute - references checked, immunes current. Jena gave information on Bob. The Executive Committee felt that the classrooms would benefit from the hiring of this man and approved his hire contingent on his back ground check. The full PC ratified their decision. Andie Brintnell as the Program Floater - references checked, immunes current and criminal background check came back ok. Jena gave information on Andie who is a recent graduate of Jamestown University. The Executive Committee approved her hire and the full Policy Council approved. Caitlyn Silbaugh was hired and has filled the position of Parent Involvement/Volunteer Coordinator. Caitlyn was previously working in a classroom within Head Start. Executive committee approved her hire. Motion to approve and ratify Executive committee's decision was made by Andrea to hire. All approved. Michelle Hoover as a substitute for Whitehall - references checked, immunes current and criminal background check came back ok. Motion to approve was made by Andrea. All approved. Tara Cook as an intermittent floater at Rossiter for two weeks - background checks ok, references checked, immunes current. Executive committee approved to hire. Motion made by Andrea to ratify. All approved. Gillian Stafford, current Teacher Assistant, applied to fill the Classroom Tech position left open by Caitlyn Silbaugh when hired as Parent Involvement/Volunteer Coordinator. Although she has already been promoted to this position, she will not begin until January 5, 2009. Patty asked for Policy Council to approve her move. Crystie made a motion to approve. All approved.

Board Report: Christina Gwinn reported that the RMDC Board is considering purchasing the warehouse building located on Malfunction Junction, clearing it and replacing it with low income housing. There is also talk about putting in a round-about in that area and possibly closing Helena Ave to through traffic. It was unclear as to when this would be a possibility, as it is still up for discussion.

MT Youth Homes new home is being built by the High School students as this year's "High School House". Eagle Manor 3 is now finished and almost full. Eagle Manor 2 is now being redone. RMDC is looking to make a drop-in center for those with mental health concerns in the Wesco building. They are close to completing this transaction. They did a small report on the St Peters Hospital 24/7 Mental Health facility. The Board elected new officers – Andy Hunthausen is the new President, Bill Roberts is the new Vice President and Helen Fandrich stays on as the Secretary/Treasurer.

Director's Report: Patty reported that Liz Moore, RMDC's Public Relations coordinator, is putting together a newsletter about "home" and asked if a Head Start parent would be interested in being interviewed about "School to Home" projects that go out monthly. Andrea volunteered to help. Patty reported that the program is still looking at about a \$58,000 deficit for this grant year. There is a group meeting this next week to discuss the deficit and what the program can do get out of it. There is no additional federal funding. This group will look at the program's options. Ashlee, Amy, Andrea, and Crystie volunteered to sit on this committee. The Child and Adult Care Food Program (CACFP) audit was held today and Head Start passed with no infractions. Congrats to Lin Pasch for all her hard work as our Nutritionist. Patty thinks our Federal review will happen between February 12, 2008 and the end of March 2008 and she is basing this on information she received about when documents to be reviewed must be sent electronically to the contractor setting up the review. The program will get 30 days notice. The review team will come to a Policy Council and interview the entire Policy Council. Patty reported that the average daily program attendance for November was 85%. For the month of November, there were 2010 breakfasts, 3065 lunches, and 1452 snacks served to children; these meals are partially reimbursed by CACFP. There were 413 breakfasts, 498 lunches, and 257 snacks served to the adults within Head Start; these meals served to the adults are not reimbursed. There is no credit card report, due to no use this past month. Patty handed out minutes from the Family and Community Partnerships (FCP) Advisory Team, the Early Childhood Development/Disabilities Advisory Team, and the Health Services Advisory committee and asked PC to read through them so they were aware of what was happening at each team. She thanked those PC members who sit on Advisory Teams. Members also received the Fall 2008 Community Assessment Update. This is a historical document that needs to be read and filed in PC members' notebooks. The program's budget sheet for November was handed out and Patty went over it. November expenses were way less than October's – some of this is due to November being a 20 day month and October was 23. She did not feel the monthly expenditures were "typical" of usual spending. Based on budgeted revenues and November expenditures it would look like we will have money remaining at the end of April but again, November expenditures were not typical. Patty gave out information on contacting all of our Representatives to educate them about Head Start and encouraged PC members to share this information. By contacting the Congressional Delegates, we could possibly get help with federal funding. This information will also be given out to the teachers and other staff and will go out to the students to take home in the coming week.

Meeting Evaluation: Pluses: Made up time, good food, excellent pizza, baby fix, fundraiser, **Wishes:** 3-hole punch brought to the meeting, more people showing up, and chocolate.

Next Two Meetings: There will be two meetings in January; January 15, 2009, and January 22, 2009. Crystie volunteered to facilitate, Christina volunteered for timekeeper, and Kim was nominated to scribe.

Jena Grubb, Outgoing Chairperson

Amy Thiel, Secretary

Crystie Burnette, New Chairperson