

**RMDC, Inc. Head Start
Policy Council Meeting
May 21, 2009**

Roll call was taken and a discussion was held regarding attendance. Tom Dwyer has submitted a letter of resignation as a Community Rep from Mountain West Bank. He will work on finding a replacement.

Policy Council Members Present: Crystie Burnette, Amy Thiel, Andrea Edgar, Gina Marker, Jay Bowen (sitting in for Monica Corrigan), Sara Cook, Roselyn Staley, Paul Smith, Sue Prout, Autumn Jones, Molly Murphy, and Sandy Hugus. Paul Smith has moved from Class Rep for HS 9 into the PC position for HS 9 and Camille Murphy has moved from the Class Rep for HS 8 into the PC position.

Policy Council Members Excused: Camille Murphy is excused but available by phone.

Policy Council Members Unexcused: Magalie Belanger and Twila Harrington.

Policy Council Members removed: Kim Michiels and Sara Miller will be written a letter removing them from PC due to lack of attendance.

It was established that we have a quorum.

Guests: Patty Dahl

Review of Ground Rules: Andrea Edgar

Approval of April 22, 2009 minutes: A motion was made by Andrea to approve the April 22, 2009 minutes as read and Gina seconded. Motion was approved unanimously.

Treasurer's Report: Andrea presented the treasurer's report. For the month of April 2009, the current total is \$19,063.22. There is \$7,170.58 committed out of that fund. For the month of March 2009, there was \$973.53 spent from the parent fund, \$30.00 spent from the Hardship Fund, \$393.90 spent from the Townsend Memorial Fund, \$767.91 spent from the MT School Readiness Grant. There was \$16.71 deposited into the Parent Fund, \$1,000.00. Parent Fund outstanding commitments are \$1,225.00 for social/emotional screenings, \$385.78 for the Good Talking Word Books, \$1,269.80 to classrooms, \$ 3,290.00 for the music program, \$1000.00 for the staff appreciation dinner. This is a total of \$7,170.58. The Parent fund CD was \$2,349.60 as of 11/6/08. It was renewed for 7 months at 2.48%.

The treasurer's report for the month of April, 2009 does not reflect the spring fundraiser. The spring fundraiser has brought in a total of \$2,761.00, so far. The owner of Papa Murphy's has offered for Head Start to sell the coupon cards in front of his store on a Friday night. As soon as we can get a hold of him, we will set a date and sell more cards.

The staff appreciation dinner costs were \$1,026.44; we went over budget by \$26.44.

Andrea talked to PC about Kindergarten coupons. Last year, PC purchased \$10 coupons for children going in to kindergarten in the fall. There are 146 children that will be moving onto kindergarten this

spring. A motion was made by Autumn and seconded by Molly to continue the coupon program. The motion was unanimously approved. Autumn will check with Kmart in Butte and Andrea will check on Kmart in Helena about doing the coupons again.

Andrea opened up discussion for a donation from the Parent Fund to go to the Foster Grandparent program. There was discussion about the program. There was a suggestion that \$500 be donated to the program. Autumn made a motion to accept this suggestion. Jay seconded the motion. The motion was unanimously approved.

Correspondence: Crystie announced that the Financial Assistance Award for the continuation grant for 2009-2010 was received and we are funded. The paperwork was also sent to RMDC Board Chairperson, Andy Hunthausen.

AWARE Personnel: Patty said there was no new AWARE staff to report on.

COLA and Quality Grant: Patty reported on the Head Start COLA money and stimulus money. She explained the permanent raise and the temporary raise for employees. Current employees will receive an annual 3.06% cost of living raise, and a temporary raise of 1.84% that will expire in April of next year. Any new hires will only receive the cost of living increase. Patty then went over the grant in detail and reminded PC that many of the requests put into the grant were goals from our continuation grant. These include: fencing in a smaller area for the Ray Bjork school site, replacing some of the wood chips at another site, trimming a tree in Townsend, new child restraints for the busses, Hep B shots for staff who request them, additional training days for staff on Creative Curriculum, CC supplies, days to train new Classroom Supervisor and Special Services Coordinator, purchasing ChildPlus.net for our program tracking system, etc.

Crystie reported that the Executive committee had taken action on the COLA/Quality grant as it needed to be sent to the Regional Office by May 11th. The executive committee held a meeting on May 7, 2009, just prior to the Staff Appreciation dinner. After going over the grant, Kim made the motion to approve the grant, Crystie seconded. The executive committee approved the motion unanimously.

Autumn made a motion to ratify the executive committee's approval. Sandy seconded the motion. The motion was unanimously approved.

Staff Appreciation Evaluation: PC did a plusses and wishes evaluation for next year's dinner. Plusses were good food, leftovers, pictures, Girl Scouts, turn out, Sandy and Sue. Wishes were that something be done for Brian, do something for the Girl Scouts, a thank you for Ben Juvan for music, better designation for subcommittees.

Committee to Review PC By-Laws: Crystie reported that it was time to begin reviewing the By-Laws and asked for members to work on the committee. On this committee are Crystie Burnette, Amy Thiel, Molly Murphy, Paul Smith, and Andrea Edgar. Patty said she would like to offer some suggestions for the by-laws.

Head Start Expansion: Patty reported on the possibility of expanding into Lincoln and Boulder. Boulder has done much community work and is ready for Head Start. Patty asked PC to approve the working on an expansion grant for Boulder. Jay made a motion and Gina seconded. The motion was unanimously approved.

Early Head Start Grant: Patty reported that RMDC will apply for an Early Head Start grant. She then gave information on what Early Head Start is and who it serves. Due to the fact that Early Head Start will be part of this program, there will be member representation on PC. PC had talked last month about how we'd like to see Early Head Start operate in our area. There was more discussion about the entire program. Andrea made a motion for RMDC to apply an Early Head Start grant that would serve children both in a center-based option and a home-based option. Jay seconded the motion. The motion was approved unanimously. Patty reminded us that there will be a focus group on Wednesday from 5:30 to 7:00. All parents are welcome to come and childcare will be provided.

Director's Report: Patty reported on the Federal Review team. They liked the idea that the PC was excited and willing to give back to the program and the community. The Team was very impressed with our classrooms and our supplies in them. They loved the playgrounds. They thought the level of community appreciation for Head Start was wonderful. They liked our mental health program. They thought the engagement between the teachers and students was excellent. There was a problem with our in-kind donations and the federal review team disallowed a few things (parent's mileage to bring children to class that was claimed unintentionally and the value of space in schools). We had enough in-kind that the disallowed in-kind did not affect our needed amount. The team pulled a random 87 files of participating children and checked the income levels and ages of children. All the files were correct. The major concern they had with the program or PANC (Potential Area of Non Compliance) was the professional development plans for all staff. This must be used, reviewed quarterly and updated constantly. Reauthorization requires that this is more in-depth of a process. Patty feels that this may be the only area of concern for the entire Federal Review. However, all the information is sent to an analysis team in Washington, D.C. who will prepare the final report and determine if we have any non-compliance or deficiency issues. The report should be received in 90 days.

Average daily attendance for April was 85%. There were 6 classrooms that had 84% or less average daily attendance. Illness and "other" reasons were the reason for most absences. Patty reported that the Rossiter site did not have a bus on one day and that class had 8 children that did not attend – that dropped their average daily attendance 3%. The highest attendance classes were classes 9 and 10 with 89% average daily attendance. There were 239 children enrolled for the month of April.

Meal report: For the month of April 2009, there were 1846 breakfasts, 2,844 lunches, and 1,310 snacks served to Head Start children. For the month of April 2009, there were 406 breakfasts, 599 lunches, and 217 snacks served to adults for a total of 1,222 meals that are not reimbursed.

There was an expense of \$16.92 on the credit card for the month of April. This was for supplies for Townsend.

There were 92 incident reports for this school year so far. Many of these incidents were on playgrounds. Patty said the program monitors incident reports to help determine what changes might need to be made in the program.

There are currently 34 children that are involved in receiving AWARE services in our program.

There are a few positions that are open in Head Start – Classroom Supervisor, Special Services Technician, and Parent Involvement/Volunteer Services Coordinator. These positions are open until June 1, 2009. Hiring will be held as soon as possible, so that those hired can be trained over the

summer and be ready to go when school begins in the fall. Anyone interested in being on the interview committee should contact Patty.

Patty reported on the 2008-09 self-assessment. There is one person that has not turned in their paperwork and has not been able to be located. That section may have to be redone.

Meeting Evaluation: Pluses: Food, quorum, done early, good discussion **Wishes:** every meeting just like this.

Next Meeting: June 11, 2009 at 5:15, meeting will start at 5:45 p.m. Dinner will be provided.

Crystie Burnette, Chairperson

Amy Thiel Secretary