

**RMDC, Inc. Head Start  
Policy Council Meeting  
June 17, 2009**

Andrea Edgar did roll call. **Policy Council Members Present:** Crystie Burnette, Amy Thiel, Andrea Edgar, Sue Prout, Twila Harrington, Monica Corrigan, John Michels, and Paul Smith came later. John Michels is stepping into the PC position that his wife, Kim, no longer fills. (John was the PC alternate for Class 5.) Magalie Belanger has verbally resigned. Camille Murphy is available by phone. It was established that we have a quorum.

**Policy Council Members Excused:** Sandy Hugus

**Policy Council Members Unexcused:** Roselyn Staley, Sara Cook, Autumn Jones, Molly Murphy, and Gina Marker

**Guests:** Patty Dahl for the full meeting. Linda Nolan, Liz Moore, Barb Burton, and Nina Smith for parts of the meeting.

**Review of Ground Rules:** Twila Harrington

**Facilitator:** Monica, **Time Keeper:** Crystie, **Scribe:** Paul

The meeting began with a presentation of a check from the Parent Fund to Linda Nolan for the Foster Grandparent Program. She gave us an overview of the program and told us a little bit about some of the things the grandparents do. There are a few new grandparents with two in Boulder. She was very grateful and thanked all of us PC members for the \$500 we gave to help continue the program within our classrooms. This program benefits the children and the grandparents as well. .

**Treasurer's Report:** Andrea presented the treasurer's report. Our parent fund CD (Certificate of Deposit) was up for renewal on June 6th. The Executive Committee made a decision to approve the renewal of the CD as that had to be done by June 16th. Crystie made the recommendation that the next Policy Council look to program needs next year and actually use the CD. She believes that this CD has been in the bank for 5 years. Andrea made a motion for the future PC to look at the CD monies to see if we need to make better use of it by helping the program. Twila seconded the motion. Motion passed unanimously.

Andrea handed out the Parent Fund Financial Statement for the month of May 2009. The current balance is \$20,544.84. For the month of May 2009, there was \$2,361.68 spent from the parent fund, \$40.00 spent from the Hardship Fund, \$147.06 spent from the Whitehall Fund, and \$121.09 spent from the Misc. fund. There was \$2,981.45 deposited into the Parent Fund, \$1,000.00 deposited into the Medical Fund and \$170.00 deposited into the Misc. Fund. Parent Fund outstanding commitments are \$1,225.00 for social/emotional screenings, \$385.78 for the Good Talking Word Books, \$3,290 for music program, \$1460 for KG coupons, \$500 for the Foster Grandparent program, for a total of \$6,860.78 committed. The Parent fund CD was \$2,383.42 as of 6/6/09. It was renewed for 1 year at 1.8%.

Andrea talked about the spring fundraiser. We had a \$30 check that did not clear the bank for the fundraiser. She has made several phone attempts to contact the parent but has been unsuccessful. Andrea asked us for permission to write a letter requesting the check be honored. Crystie said Andrea should write the letter and everyone agreed.

Andrea talked to PC about Kindergarten coupons. She told us that Kmart in Helena is willing to participate again. Autumn was to check with the Kmart in Butte.

**Director's Report:** Patty told us that we did receive our United Way grant in the amount of \$6,244. We did not get as much as we applied for, but we did get more than we received last year (\$4331). Attendance for the month of May was reported to the feds at 239. The attendance report Patty does off classroom attendance figures said we had 236 children enrolled at the end of May. She needs to go into the system and see what the discrepancies are. Our average daily attendance for May was 89% with 114 children having perfect attendance. There were many classrooms that had average daily attendance over 90%.

Meals served to children for May were 1,624 breakfasts, 2,514 lunches, and 1,182 snacks. These meals are submitted for reimbursement. Adult meals served were 333 breakfasts, 497 lunches, and 188 snacks.....these meals are not reimbursable.

Credit card expenses for May were \$81.33. \$33.24 was for the Townsend site for supplies and \$47.12 was a classroom end-of-the-year expense paid for with a check from the Parent Fund.

Patty asked Pam Novak for a one page budget sheet. She will have that for our next Policy Council Meeting. We are still looking at \$35,000-\$39,000 in CSBG transfer to close out our grant ending 4-30-09.

Patty handed out a Program Instruction from the Feds called "Certifying Eligibility for Enrollment in Head Start Programs". This is a revision of an earlier form on certifying eligibility. The Office of Head Start is going to request review of the form on the back of the instruction from the Office of Management and Budget and if it is approved, this will be a universal form for Head Start Programs.

Recruitment is going very well. There is not a number as to how many people have applied for the next school year, but Patty encouraged us to let people know to start applying. She will have numbers for us next month.

Patty reported on the One-Time Program Improvement Funds Program Instruction that was recently received and handed one out to everyone. Patty would like to apply for monies for the flooring in the Neighborhood Center and the Early Learning Center; this has been a need in the program for a long time. She indicated that the program would not like to have classrooms carpeted due to children's allergies and asthma. The flooring at the Neighborhood Center is an asbestos tile, and so the flooring will have to be removed by a HAZMAT team. Patty would also like to look at putting a dishwasher in the Ray Bjork site. This will help with the cleaning of the toys and supplies. Patty would also like to apply for funds to better develop the Ray Bjork playground especially with appropriate ground cover and overall fencing. (She reminded us that in the Quality grant that just went in we applied for fencing to make a smaller play area for our age group of children.) The Lincoln classroom will not be continuing within the next two years and when they move we will be taking the playground equipment with us probably to put at the Ray Bjork site. This improvement grant is due July 10, 2009 so will need to be acted on by the Executive Committee, and will be brought to the July PC meeting for ratification.

Paul Smith joined the meeting.

**Early Head Start:** Liz Moore, Barb Burton, and Nina Smith all joined our Policy Council Meeting to talk about Early Head Start and seek more input from us. Patty introduced them and Liz began by asking us to introduce ourselves. Liz told us that the early Head Start grant is an effort of Rocky

Mountain Development Council Florence Crittenton Home and Services, L&C Health Dept, and Child Care Partnerships. She then gave us an overview of what thoughts they have gotten so far about Early Head Start. She told us that there will likely be a center-based option and a home-based option, with a combination of the two as needed. The idea is to serve the most at-risk children and parents in the community. At-risk includes disabilities, lack of parenting, being low income, and being a teen parent. They think at this time that they will be applying for a grant that will be for at least 72 children. There will be 12-20 home based slots and most of those will be pregnant women. These pregnant women will be included in the center for center time. There may also be an Early Head Start combination option for Boulder. There is an option of remodeling some of the Neighborhood Center for some of the Early Head Start center-based classes and offices. There is also the option of using space at the Florence Crittenton Home and maybe Ray Bjork. The curriculum probably will be Creative Curriculum to match with our Head Start curriculum, along with Circle of Security, and Touch Points. Early Head Start will cost about \$13,000-\$15,000 per child. It is likely at some point that Head Start and Early Head Start will have a shared Policy Council. Since RMDC is applying for the Early Head Start grant and already operates Head Start, the grant application will be combined in the second year. Liz is asking for a letter of support from our PC to be included with the grant. Those who were interested in helping write the support letter are Crystie, Paul, Andrea and Monica. She also asked for any of us that have someone who could benefit from or would benefit from this program to call her. There was much discussion about the cost, quality, and flexibility of child care in the Helena area. A motion was made by Andrea to approve the Early Head Start Expansion grant. Paul seconded the motion. The motion was approved unanimously.

**Head Start Vision Statement:** Janet Coughlin came as a representative of the Head Start Leadership Team to talk with us about the Head Start Vision Statement. The current vision is : “To create a leading child and family development center by working as partners with 21<sup>st</sup> century families to promote healthy life choices and to develop skills necessary for academic and social success.” The proposed vision statement is: “To be a leading child and family development center working with Head Start families and community partners in L&C , Broadwater, and Jefferson counties, to promote healthy life choices and develop skills necessary for academic and social success.” Janet noted that there is no intent to change the vision statement, just make it more current. A motion was made by Monica to accept the vision statement changes. The motion was seconded by Andrea. The motion was unanimously approved.

**New Hires:** Janet reported in Molly Murphy’s absence. Molly was on the interview team for Michelle Wilkerson. It was recommended that Michelle be hired for the position of Parent Involvement/Volunteer Coordinator. Her immunizations are current and her references checked out fine. Since she has not been in Montana for five years, she needs to have an out-of-state background check which takes about three weeks. The interview team is asking for the PC to hire Michelle. This position would not start until August. Andrea made the motion to approve the hiring of Michelle if her background check comes back with no concerns. The motion was seconded by Twila. The motion was unanimously approved.

Andrea Edgar sat on the interview team for Special Services Coordinator. The team is recommending Villette Burk be hired for the position. Her references were checked and are fine. She still needs to bring in proof of her immunizations and have her background check completed. Sue made a motion to approve the hiring of Villette upon receiving her immunizations and notification of clean background checks. The motion was seconded by Twila. The motion was unanimously approved. (This position will not begin until August.)

Andrea also was on the interview team for Classroom Supervisor. The team is recommending Claudia Morrison be hired for the position. Her references have been checked. She will get her immunizations to us

and all her information has been taken in for background checks. (She also has lived outside Montana in the past five years.) Monica moved we approved the hiring of Claudia Morrison if she provides all her immune information to us and her background check comes back fine. Twila seconded. (This position will also begin in August.)

**By-Laws:** The committee consists of Paul, Amy, Crystie, and Andrea. The committee will meet on Tuesday, June 23 at 7:00 pm at Kennedy Park in East Helena.

**Head Start Expansion Grant:** Patty handed out information about the expansion of the Head Start Program to Boulder (Summary of the Project, SF424A and “Other” cost category breakdown. Total Federal Head Start funds requested are \$155,705 of which \$124,963 is to maintain an ongoing program and includes \$1,600 for training and technical assistance. Also being applied for are \$31,241 of start-up funds. The grant is for 16 children and their families and based on community assessment and community meetings, the grant is written as a center-based program, part-day, part-year for 3-5 year olds using the same criteria we currently operate our whole program under. There will be three people hired to work in the Boulder area and ancillary and support staff have had additional hours added to their time. The Boulder Elementary Principal and the Board of Trustees have approved having this class within the school. There are currently 18 letters of support from people in the community. The grant must be in on Tuesday, June 23. A motion was made by Andrea to approve the expansion grant. The motion was seconded by Paul and was unanimously approved.

**Approval of May 21, 2009 minutes:** Twila requested that a change in the minutes be made to reflect that she was absent, but had called in, so to change her “unexcused” to “excused”. A motion was made by Twila and was seconded Monica. Motion was approved unanimously.

**Meeting Evaluation: Pluses:** Food, explanation of Early Head Start, quorum (thank you for coming Paul), good discussion **Wishes:** More people, done earlier.

**Next Meeting: July 16, 2009** at 5:15, meeting will start at 5:45 p.m. Dinner will be provided.

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**Crystie Burnette, Chairperson**

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**Amy Thiel, Secretary**