

**RMDC, Inc. Head Start
Policy Council Meeting
July, 16, 2009**

Policy Council Members Present: Crystie Burnette, Amy Thiel, Andrea Edgar, Sue Prout, Molly Burgess, Camille Murphy, Jay Bowen sitting in for Monica Corrigan, Roselyn Staley, John Michiels, and Paul Smith.

Policy Council Members Excused: Twila Harrington (available by phone),

Policy Council Members Unexcused: Autumn Jones, Sara Cook, Gina Marker. A letter will be sent to Gina Marker to terminate as she has missed the last two meetings and several before that.

It was established that we do have a quorum for the meeting.

Guests: Patty Dahl, Gene Leuwer

Review of Ground Rules: John Michiels

Agenda Review: Patty asked that the draft 2008-09 Self-Assessment and Action Plan be put on the Agenda. It was added during Director's Report.

Facilitator: Sue Prout **Time Keeper:** Molly Burgess **Scribe:** Paul Smith

Minutes of Last Meeting: There was a motion made by Paul Smith to accept the minutes from the June 17, 2009 meeting. The motion was seconded by Andrea. The motion was approved unanimously.

Treasurer's Report: Andrea handed out the Parent Fund Financial Statement. For the month of June there was \$53.10 spent for the end of year events, \$500 donation to the Foster Grandparent Program, \$30.00 returned check from the fundraiser and \$2.00 for returned check fee for a total of \$585.10 from the Parent Fund Subaccount. There was \$2.49 from May interest, and \$89.95 from Supervalve Community Partners Program, for a total of \$92.44 deposited into the Parent Fund Subaccount. Parent Fund outstanding commitments are \$1,225 for social/emotional screening, supplies, or whatever the program needs, \$385.78 for Good Talking Word Books, \$3,290 for the music program, and \$1,460 for KG coupons for 146 children entering Kindergarten. This is a total of \$6,360.78 committed from the Parent Fund Subaccount. The Townsend Memorial Subaccount spent \$230.59 and the Misc. Subaccount spent \$159.81. The Misc. Subaccount had a deposit of \$60.34. Current total in Parent Fund-All Accounts as of June 30, 2009 is \$19,722.12. The Parent Fund CD was \$2,383.42 as of 6/6/09. It was renewed for 1 year at 1.8%

There was a discussion about the Kindergarten coupons. They are ready to be sent out. Patty reported that she spoke to Autumn Jones about the coupons for Butte but the manager is on vacation and will be contacted when he returns (which should be Monday).

Correspondence: Crystie presented a letter to the PC regarding the support of the Early Head Start grant. This letter was sent in with the grant that was submitted last week.

Crystie had Patty go over the Financial Assistance Award letter from the Regional Office regarding our ARRA (American Recovery and Reinvestment Act) stimulus money. This is the 1.84% COLA

(\$34,184) for a twelve month period and the Quality money (\$93,726) for a 15 month period. We were awarded the money to spend as our grant was written. There will be extra training days for classroom staff. It also includes laptops for teachers for Creative Curriculum on-line. This money is a one time deal.

New Hires: Molly Burgess reported that the person hired for the Parent Involvement/Volunteer Coordinator decided she was unable to take the job. The Program then offered the job to Laura Stacks. Her references are good, but she does not have all of her immunizations and her background check has not been completed. A motion was made by Andrea to accept the recommendation of hiring Laura as soon as her immunes and background check is complete. The motion was seconded by Roselyn. The motion was unanimously approved.

By-Laws: Crystie handed out a draft of the by-law committee's recommendations for changes to the by-laws. One of the biggest suggestions is that the Executive Committee be made up of the Chair, Vice-Chair, Treasurer, and Secretary. The only suggestion not in the hand out suggested by this committee is: No one person can hold more than one position on the Executive Committee. There was a discussion about the sign-up sheets for the committees. The suggestion was that there is a description of the committee's duties at the top of the sign-up sheet. There is no place in the by-laws that states when and where the sign-up is to be held. The suggestion is that the committees are signed up for when they are needed; maybe a couple of weeks before. The only committees this does not include are the Grievance committee and Personnel committees. These need to be done at the beginning of the year. A motion was made by Jay to approve the suggested changes to these by-laws. The motion was seconded by Molly. The motion was approved unanimously.

RMDC Personnel Policies and Procedures Manual Review Committee: Patty asked for volunteers to review and go over the RMDC Personnel Policies and Procedures manual. This is done on a yearly basis. She reminded us that any changes that occur during the year to the Manual are brought before the PC for approval/disapproval. Sandy and Molly volunteered. Patty asked that they give a report on the Manual at their next meeting and that hopefully it be brought forward for approval for Head Start employees for the upcoming school year.

Program Improvement Grant Ratification: Patty handed out copies of the Program Improvement Grant that was due July 10th. The Executive Committee met and approved the proposal for this grant. (This grant has been sent and was received by the Regional Office earlier this week.) Crystie asked for ratification of the Executive Committee decision from PC. Jay made the motion to ratify the Executive Committee's approval. Paul seconded and the motion was unanimously approved.

Program Options and Sites: Patty referred to the information that was sent to us in our packet about options and sites. She recommended that we stay with the center-based option for all of our Head Start sites as that is what parents indicate they want. She asked for PC to approve this suggestion. A motion was made by Sandy and seconded by Jay for this approval. This motion was unanimously approved. Patty said that the only change that might be made is to make the Ray Bjork site a four hour site rather than a three and a half hour site but that would not affect the center-based option. Patty also asked that our eight sites remain the same – Neighborhood Center, Lincoln School, Ray Bjork School, Rossiter School, Eastgate School, Early Learning Center, Townsend, and Whitehall. While the sites will remain the same, Patty said Rossiter may have one class rather than two if there are not enough children to fill two classes. (IF that happened, an additional class would be added at the Neighborhood Center and share space with Classroom 3.) There was a small discussion about this and what the options for the teachers might be. There was a motion for approval made by Jay to accept the current sites for operation. The motion was seconded by Molly. The motion was unanimously approved.

Head Start Parent Handbook: It is recommended that the Parent Handbook format stay the same with information on one side of the page and monthly calendars on the other side. This format has been popular with parents. Patty said the only major change had to do with our Holiday Policy and that is that the additional information on how the policy was developed will be taken off the Policy itself. All other policies remain the same and that includes the Parent/Community Complaint Policy which is brought for review and approval every year. Patty asked for approval on the suggested Handbook. A motion was made by Sandy and seconded by Jay. The motion was unanimously approved.

Parent Orientation: There was a suggestion to keep parent orientation the same as it has been in the past where each family and their Head Start child has an hour with the teacher to go over the classroom, handbook, etc. Again, this way has been very popular with both families and staff. There was a motion made by Andrea to keep Parent Orientation the same. The motion was seconded by Paul. The motion was approved unanimously.

Director's Report: There are many Head Start child applications that are currently in different stages in the Head Start office but for sure we will begin full in September. The Head Start Federal Review report has not come back from the feds. It should be here soon; the 90 day timeline will be August 15 or so. Patty reported that we may not hear about the Boulder expansion grant we applied for in June until the end of September. There is no credit card bill for this month. Patty reported that the new hires from June's meeting will be reporting to the main office on Monday to begin their training. Patty reported on the budget close-out; at this moment it looks like we will need a CSBG transfer of \$24,987.17 but the final numbers will be available by next meeting. We hope to have our 2009-2010 budget report available then also. Patty reported on our union contract that was up in April. She said that it is likely there will be an amendment to the contract and it will clearly state the cost of living raise (3.06%) and the one time raise (1.84%) and that it is likely no further negotiations will occur. Regarding our music program, Angie Laprohon is going to do the program. The program applied for several grants to do this music program and several have been received (\$10,000 from the Dennis Washington Foundation, \$4,000 in Quality money, and \$3,000 from the Montana Arts Council). Therefore, since the entire music program is funded the money that was allocated and set aside from PC can be used for something else and Patty asked that we consider allocating the money for another part of Creative Curriculum. Amy requested that Wendy attend the August meeting and give PC suggestions for what the money be spent on.

2008-09 Self Assessment: Patty handed out the draft copy of the 2008-09 Self-Assessment and Action Plan. The final information was just received. She asked all of PC to review during this next month and a discussion will be held on it at the August meeting.

Meeting Evaluation: Pluses: Food, guests, growling babies, time, attendance. **Wishes:** This meeting was so good....we have no wishes!

Next Meeting: August 13, 2009. Barbecue beginning at 5:15, meeting will start at 6:15 p.m.

Everyone bring a potluck dish! Molly will facilitate, Camille will be timekeeper, and Sandy will be scribe.

Crystie Burnette, Chairperson

Amy Thiel, Secretary