

**RMDC, Inc. Head Start  
Policy Council Meeting  
September 3, 2009**

**Policy Council Members Present:** Crystie Burnette, Amy Thiel, Andrea Edgar, Sue Prout, Camille Murphy, Monica Corrigan, Molly Murphy, Roselyn Staley, John Michiels, Paul Smith, Twila Harrington, and Sandy Hugus.

It was established that we do have a quorum.

**Policy Council Members Excused:** None

**Policy Council Members Unexcused:** Jennifer Casey

**Guests:** Patty Dahl for the entire meeting, and Lynn Guay and Janet Coughlin for a portion of the meeting.

**Review of Ground Rules:** Sandy Hugus

**Facilitator:** Camille Murphy, **Time Keeper:** John Michiels, **Scribe:** Roselyn Staley

**Agenda Review:** There was additional time added to the agenda for Janet to speak about a few things. Patty also would like additional time to discuss a grant amendment.

**Minutes of August 10, 2009:** A motion was made by Molly Murphy to accept the minutes from the last meeting. The motion was seconded by Andrea. The motion was approved unanimously.

**Treasurer's Report:** Andrea presented the treasurer's report. For the month of July there was \$3.00 spent from the Parent fund, \$19.80 spent from the Eggstravaganza fund, and \$632.75 spent from the Townsend Memorial fund for a total \$655.55 spent. There was \$40.58 deposited into the Parent fund, and \$280.00 deposited into the Misc fund for a total of \$320.58 deposited. 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. The Parent Fund CD was \$2,383.42 as of 6/6/09. It was renewed for 1 year at 1.8%

Patty reported that there are still items from the AVON fundraiser in the office and asked PC what we wanted to do with it. We could sell it. Crystie suggested that it is donated to Head Start to be used for door prizes or as gifts. The motion was made by Paul to donate the Avon products. The motion was seconded by Twila and was unanimously approved.

Patty reported that there was a bill sent from the Kmart in Butte for kindergarten coupons. It only totaled \$30 so we may receive more and will wait till after the coupon cut-off date to reimburse. We have not heard anything yet from the Helena Kmart.

Crystie gave information on the Program's scheduled Risk Management Meeting. The letter from the Regional Office said the meeting will be Wednesday, October 7, 2009 at 9:00. It will be held in Room 15 of the Neighborhood Center if any one from PC wants to attend. Crystie handed out a letter from Christy Hill Larson asking PC for support and a contribution of \$2 per child, or whatever we can afford, in order to help with the costs of advocacy as we are approaching the 2011 Legislature. A

motion was made by Sandy to donate \$500 to the Montana Head Start Association. The motion was seconded by Molly and was unanimously approved.

Monica reported that she is very unhappy with the way the social/emotional services provided by AWARE went last school year. Lynn responded by telling PC that this program does not cost the Head Start program any money. Monica suggested that there possibly be a survey or some way for parents to respond to the services. Patty agreed that there should be survey and explained that this was the first year that Head Start worked with AWARE and that this is a great time to iron out the glitches.

There was discussion about the parent fund money we have in the bank and some uses for it. It was suggested that we look into and bring back ideas at our next meeting and how we can spend that money.

**New Hires:** Sue reported on the interviews that were conducted this week for a Teacher. There was a recommendation made by the interview committee to hire Ruth Ritter. Sue reported that Ruth's background and references were checked and she will bring in her immunizations. The committee agreed that she was the first choice to be hired. Andrea motioned to approve the hiring of Ruth Ritter. Paul seconded the motion and it was unanimously approved.

**Focus Area Work Plans:** Patty explained a little about work plans and procedures and how they work like a recipe book. If someone new came to a job here the work plans and procedures would help them know what to do.

Janet presented the Family and Community Partnerships Plan and Procedures. There were no changes to the plan, but there were some changes to the procedures. There was an issue with non-English speaking families and not a written procedure in place. A procedure was drafted to accommodate families with the need. Janet asked PC to accept this procedure and the full work plan and current procedures. A motion was made by Sandy and seconded by Camille to approve this plan. The motion was unanimously approved.

Lynn presented the Early Childhood Development and Health Services Work Plan and Procedures and the Disabilities Work Plan and Procedures. She reported that there were no major changes within the work plans and procedures. Lynn was asked by Lin Pasch, Program Nutritionist, to speak to us about meal time feedings. The idea is that the provider makes sure that nutritious food is provided and enough is provided and then children make a decision about what to eat and how much to eat. (This is Ellyn Satter's "Division of Responsibility in Feeding".) There was a motion to approve the Early Childhood Development and Health Services Work Plan and the Disabilities Work Plan and all their procedures made by Camille and seconded by Sandy. The motion was unanimously approved.

Patty presented the Program Design and Management Work Plan and Procedures and the Transportation Work Plan and Procedures. The major change was in the Attendance procedure. It was cleaned up and made clearer about who does what. There were some strike outs and new words that were added to make the procedure clearer. There were changes about position names such as Site Supervisors are now called Classroom Supervisors just to make the work plans and procedures current. The Transportation Work plan and Procedures were also cleaned up and there were no major changes. There were two things added. There will be transportation provided to families for all major events. The second was that there was all accidents will be reported to Head Start and the City of Helena (since that is our transportation contractor). The motion was made by Andrea to approve the Program Design and Management Work Plan and Procedures and the Transportation Work Plan and Procedures as presented. The motion was seconded by Sandy and unanimously approved.

Janet reported on the Fall Fair (a resource fair). Head Start families received an invitation to the Fall Fair. It is a fair that has proven to be beneficial in providing families with information about services in the Helena area. Many agencies and programs will be presented.

**Parent Education:** Janet presented the ideas for this year's parent education. Many of the ideas are from parents report at intake or when asked on surveys. She reported that tobacco prevention and quitting smoking is a big priority to Head Start and is written into the program's goals. There will be support group type meetings for any RMDC employee and any parent to help them to quit smoking. Parent education classes will begin soon. There is child care provided and also food. Head Start has spent a lot of money to get better classes and to prepare for the parents. The hope is that they will be more successful this year. Will Michaels is an Addiction Specialist. He will be teaching some classes on Media Literacy, and Positive Discipline. There will also be classes on GED's. There will be a mentoring program that involves a previous student. This mentor will be encouraging the family and person wanting to get their GED. She also talked about the DVD –Princess Polite. Sue reported that one class that would be nice to have available to parents is CPR and Janet said they will look into doing this. Janet asked PC to approve the classes for parent education. Molly made the motion to approve the classes. The motion was unanimously approved.

**Clothing Exchange:** Janet talked about the elections for Policy Council and Classroom Reps and that there was a suggestion that there be a clothing exchange or a toy exchange in order to encourage parents to attend. Several PC members thought a clothing exchange could be disruptive. There was a discussion on other ideas in order to encourage them to attend. There was a suggestion that there is the incentive of each child getting a new coat. This is something that is done every year, but if the coat had to be picked up at the meeting there might be a better turn out.

**Tobacco Prevention Policy:** Janet handed out a draft of the Tobacco Prevention Policy and reported that quitting smoking was a popular pick for parents when asked about their needs. There is a large desire for many Head Start parents that wish to quit smoking. Tobacco prevention is also in our Program's goals. This policy talks about first hand smoke, second hand smoke and third hand smoke. Family advocates and our Head Start nurse have all been educated on the 5-A's which is a program to help parents with their tobacco use. Janet asked PC if there was anyone who would like to be on the Tobacco Prevention Panel for All Staff Day to please call the office and let her know. There was a motion made to approve the policy by Twila provided that the 5-A's are spelled out. The motion was seconded by Paul and unanimously approved.

**Parent Election Night:** Patty went over the PC reps that have volunteered to go to the classroom meetings. She will send out where reps will go to talk to parent meetings October 1<sup>st</sup>.

**Board Report:** Twila reported on the RMDC Board Meeting. There was a comprehensive report and evaluation done on the RMDC Executive director. The High School House broke ground this last week. The drop-in center opened last week. There will be a staff appreciation dinner in October.

**Director's Report:** Patty first gave information about the proposed grant amendment. The copier in the main office needs to be replaced and it would be helpful to purchase it over a five year period which would mean we'd need to get a bank loan. Patty asked that PC approve seeking a loan for a new copier and a grant amendment to move money into equipment. (Money from the Office Supplies budget will be used to make the loan payments. She has two bids that both are in the range of \$7,400.00. Camille made the motion to approve and Paul seconded. The motion was unanimously approved.

Patty reported that the PC/Class Rep and Board training is scheduled for October 17, 2009 but there is no space available in the Neighborhood Center to do the training. There was suggestion made and Patty will check on the large conference room at the Library so that we can keep the childcare in the same place. There were 248 acceptance letters sent out and over 60 waiting list letters sent out. There was \$237.21 spent on the credit card this month. We bought markers, badges for pre-service, and Phyllis from Townsend bought supplies for the classroom. Patty reported that there is a survey for returning parents about flu clinics. Head Start is requesting parents fill out this survey. The youngest children will be vaccinated first. When vaccines become available for the H1N1 virus, Head Start is working with the Lewis & Clark Health Department about having a vaccine clinic. Patty reported on the approval from the Board of the Policy Council By-laws which they gave them approval to sign the resolution about how the PC is made up. She passed it around to allow PC to read the resolution. Patty handed out the current budget sheet for this year. She reported that the United Way money we were granted is not yet in the budget and neither is our stimulus money. The increased rates of pay for personnel are included in the expenses so the rates are higher and since the stimulus money is not in the revenue it may look “out of whack”. The budget is done on a 12 month basis.

**Meeting Evaluation: Pluses:** Done on time, quorum, cake, baby, information, parent input.

**Wishes:** more air conditioning.

**Next Meeting: October 8, 2009** at 5:15, meeting will start at 5:45 p.m. Dinner will be provided. This will be the meeting with newly elected PC reps and Class reps. The meeting is a training meeting for the new reps.

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**Crystie Burnette, Chairperson**

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**Amy Thiel, Secretary**