

**RMDC, Inc. Head Start
Policy Council Meeting
November 12, 2009**

The Policy Council and Class Reps met together for dinner and announcements prior to going to their separate meetings. Policy Council and Class Representative present were: Sue Prout, Paul Smith, Tesa Gardipee, Jessica Howe, Connie Robinson, April Dirkson, Stephanie Brown, Melissa, Candance Gilfeather, Camille Murphy, Sara Craven, Steve and Jessica Hull, Amber Smith, and Leiloni Smith (Ludden). Crystie Burnette and Amy Thiel from the 08-09 PC were in attendance also.

Program Updates: Patty Dahl gave the following information: November is home visit month. It is a parent/teacher conference held in the student's home. There is Head Start Governance training tomorrow. It will be held at Helena College of Technology in Room 208. If any parents would like to attend, please let Patty know. There is a make-up for PC and Rep training. The goal is to have everyone trained by the December PC meeting. Patty will send around the sheets with times and asks that we sign up. If anyone has not had their child's dental and medical exams completed, please don't let finances stop you. The program has a special grant to assist families with unmet medical and dental needs. You can contact Wanda or your family advocate about getting help.

Fall Fundraiser: Crystie Burnette reported that the candle fundraising packets were supposed to go out a week before they actually went out. This puts the selling a week shorter for everyone. The end date needs to remain the same in order to get the candles delivered in time for Christmas.

Program Outcomes of children for program year 2008-09: Lynn Guay, the program's Early Childhood Development and Health Services Manager, gave background on why the program collects information on children's growth and development. In 2000, the federal government wanted to know what the Head Start program was doing with the money they receive from the government – in other words, they wanted programs to show accountability for their money. Lynn handed out graphs that showed our children's progress in four specific areas of development - social/emotional, physical, cognitive, and language development. (The graphs show how much children gain over an 8 month time in our program.) We use Creative Curriculum in our program and this Curriculum has what's called an Individual Child Profile. Teachers fill out this Profile 3 times a year. The Profile looks at the four areas of development. Lynn explained exactly what the areas entail and how the teachers score the Profile. She compared how the Profile information is then transferred to the parent/teacher conference report form.

The Policy Council members and Classroom Reps split into their separate meetings.

Policy Council Members Present: Sue Prout, Paul Smith, Tesa Gardipee, Jessica Howe, Connie Robinson, April Dirkson, Stephanie Brown, Melissa, Candance Gilfeather, Camille Murphy (for Andrea Edgar), Sara Craven, Steve and Jessica Hull, Amber Smith, Sara Craven, Brandy Dullum from Jen Burckhard, and Hailey Sanders. (Matt Kuntz, Sandy Hugus, and Connie Robinson were approved by the PC to be Community Reps during the meeting.) Crystie Burnette and Amy Thiel from the 2008-09 PC were in attendance to assist with the meeting and officer elections.

Policy Council Members Excused: Andrea Edgar (but had Camille Murphy, Class Rep, sitting in for her), Michelle Kent and Jen Burckhard (but had Brandy Dullum sitting in for her).

Policy Council Members Unexcused: Mickie Simonson, Amanda Castona,

Policy Council Members Available by Phone: None

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

Review of Ground Rules: Camille Murphy. **Facilitator:** Crystie Burnette. **Time Keeper:** Sue Prout. **Scribe:** Sara Craven

The meeting was called to order at 6:20 p.m. and our guests were introduced. Amy took roll call and it was established that we have a quorum.

Agenda Review: Crystie asked if there were any changes to the agenda. There were two requests for approval of fundraisers - one in Townsend and one in Whitehall which will be done during the Treasurer's report time.

Approval of October 8, 2009 Minutes: Crystie asked for an approval of the October minutes. One change is on page two, third paragraphs: need to change "god" to "good." There was a motion by Camille to approve the minutes with the changes. It was seconded by Paul. The motion was approved unanimously.

Treasurer's Report: In Andrea's absence, Crystie gave the October Treasurer's report. For the month of October there was \$1,118.50 spent from the Parent fund for kinder-coupons, staff appreciation thank yous, Youth Connections volunteer fair, fall fundraiser supplies, Good Talking Words books, and for the shelter deposit and fee for the spring picnic. \$105.59 spent from Extravaganza and \$98.94 from the Misc. fund for a total \$1,323.03 spent. There was \$2.35 deposited into the Parent fund, \$40 to the Hardship Fund and \$50 to the Misc fund for a total of \$92.35 deposited. Parent Fund outstanding commitments are \$1,225 for social/emotional screening, supplies, or whatever the program needs, \$279.24 for Good Talking Word Books, \$3,290 for the music program, and \$2,000 for Creative Curriculum materials for the classroom and \$750 to classroom groups for fall. This is a total of \$7,544.24 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%.

Hailey then asked for approval of a fundraiser in Whitehall. They would like to participate in the Whitehall Christmas Stroll fundraiser which they have done for years. It is a silent auction around Christmas wreathes. A motion was made by Camille to approve the Whitehall fundraiser and seconded by Paul. The motion was unanimously approved.

Jessica asked for permission for the Townsend Head Start classroom to participate in the Christmas Stroll in Townsend as a fundraiser. They would like to also sell nachos and chili along with tickets to raffle baskets of donated items. The motion to approve the Townsend fundraiser was made by Camille and seconded by Jessica. The motion was unanimously approved.

Election of officers: Chairperson: Crystie read a letter from Andrea Edgar about her desire to fill the position of Chair. Amber Smith nominated herself for Chair. Crystie asked for any other nominations. Amber spoke as to her desire to be PC Chair. Crystie spoke for Andrea. Before voting, PC decided to approve community representatives. Those three are Sandy Hugus, Matt Kuntz and Connie Robinson. Connie Robinson introduced herself to PC. She is the liaison between Mountain West Bank and Head Start. She volunteered to sit on PC as MWB's rep. Camille made a motion to approve Connie as a Community Rep and it was seconded by Paul. Connie was unanimously approved. Matt Kuntz introduced himself as the RMDC Board liaison. Camille made a motion to approve Matt as a Community Rep and it was seconded by Jessica. The motion was unanimously approved. Sandy Hugus requested to be a PC member as a community-at-large representative (as she just retired from School District #1). Sue Prout made a motion to approve Sandy as a Community Rep and it was seconded by Paul. The motion was unanimously approved.

Votes on the Chair position were counted and it was determined that Andrea Edgar has won the position of Chair.

There were then nominations taken for Vice-Chair. Sue Prout was nominated and declined. Amber Smith was then nominated. Jen Burckhard was also nominated. There was a vote taken and it was determined that Amber won the position of Vice-Chair. Amber then took over facilitating the meeting.

The nominations were then opened for Secretary. There was a nomination for Molly Burgess and a nomination for Jen Burckhard. There was a vote and it was determined that Molly won.

Nominations for Treasurer were opened. Paul Smith was nominated. Sara Craven was also nominated. There was a vote and it was determined that Paul won.

Patty talked about another voted-in position. It is as a representative on the RMDC Board. Crystie talked about her experience on the Board. She served two years on the Board. Matt also talked about the involvement that the RMDC Board has in the community. Patty asked if anyone currently at the meeting would be interested in that position. Sue Prout and Sara Craven both expressed an interest. Patty reminded us that all parents were asked at the time of screening if they would be interested in serving as a Head Start representative on the RMDC Board. It was determined that those who were said they were interested would be contacted again and the position could be filled at the December PC meeting.

Sue Prout has volunteered to sit on the Head Start Leadership Team. They meet every Wednesday morning from nine until noon. It is a three hour commitment every week. The motion to approve Sue for Leadership Team was made by Camille and seconded by Matt. The motion was unanimously approved.

Ground Rules: Amber stepped up and asked for suggestions. Hailey suggested that we put under “Turn cell phones to vibrate” that there be a clause that states “If you must take a call, please leave the table.” A motion was made by Camille to add this change. It was seconded by Paul. The motion was unanimously approved. There was then a motion made by Hailey to accept the Ground Rules with the one change. Matt seconded. It was unanimously approved.

RMDC Policy & Procedure Manual Change: Patty referred to the document from Gale Anderson, Human Resources Officer, sent out in our packets. This change has been approved by the RMDC Board of Directors but because of the effect it will have on Head Start staff, PC must also consider the change. The change is in regards to RMDC’s Smoking Policy. Patty reminded us that it was Head Start that initiated the Agency’s changes to the Smoking Policy. There was a motion to approve the RMDC Smoking Policy made by Camille and seconded by Connie. It was unanimously approved.

Tobacco Policy: Patty presented the Tobacco Policy in Janet Coughlin’s (Family and Community Partnership Manager) absence. She said that this is a revised policy and that PC had approved the original one in September but the Board sent it back to Head Start for a revision around sacred use of tobacco by our Native population. What has been added to the Head Start Tobacco Policy is the exact wording taken from the RMDC Smoking Policy. Patty asked if anyone had questions or anything to add. Patty reported that there will be sensitivity training for the relationship between the Native American culture and sacred use of tobacco at the December all-staff meeting. The motion to approve the Tobacco Policy was made by Camille and seconded by Jessica. Motion was unanimously approved.

Parent Education: Patty talked about CPR/First Aid training for families that was proposed by PC last month when talking about parent education. It cost \$45 per person to go through the training which is offered by Child Care Partnership monthly. Patty suggested that PC offer to pay for half of the cost, and the Program would pay for the other half. The next CPR/First Aid class is November 14, 2009. The next classes will be December 16, January 9, February 17, March 20, and April 21, 2010. Discussion was held about how many could attend, how they would be chosen, etc. There was a suggestion that we go a month-by-month basis as far as attendance. Matt suggested that the wording be for a “scholarship” of one per family. Sara suggested that there be a 30 person cap. We talked about how to be inclusive of our families which do not reside in the Helena area. We discussed seeking alternative classes for CPR and First Aid in their own towns. Camille made a motion to approve. It was seconded by Jessica and unanimously approved. This could be advertised in the “This and That”.

Confidentiality Policy, Upcoming Interviews, and New Hire: Patty handed out the Confidentiality Policy. She explained about why there is such a policy and the importance of it for Policy Council. She asked that everyone sign and date one. Patty explained that the two hires being brought forward tonight have already been approved by the Executive Committee. The first person is Tara Logan. All references have been checked, her immunizations are current and her background check is completed and clear. She has experience working with pre-school aged children. The interview team recommends hiring. The motion was made by Paul and seconded by Sara to approve the Executive Committee’s decision. The motion was unanimously approved. The second person is Crystal Hansen. All references have been checked, her immunizations are current, her in-state background check is completed and clear but we are still waiting for her FBI out-of-state background check (required by licensing). Patty suggested that the PC hire contingent on her FBI background check coming in. Sue gave her impression of Crystal as she was on the hiring committee. The motion to approve the Executive Committee’s decision was made by Paul and seconded by Sue. The motion was unanimously approved. Patty asked for any volunteers to sit in on the Personnel Committee as interviews were coming up. Amber, Sue, Jessica Hull and Camille all volunteered.

Director’s Report: Patty reported on the Risk Management Meeting in October. We received a letter stating that there are no issues that need to be addressed. Risk Management meetings take place seven months before the grant money is awarded. Patty then talked about the Dispute Resolution Agreement. She pointed out the section in PC notebooks. She talked about the procedure, how it is required by Head Start Performance Standards, and how it is reviewed every other year by PC and Board. She said that it is a procedure that has not been used often but has been used and it is very worthwhile.

Patty handed out a guide for Non-Federal Share (or In-Kind). Head Start must meet their non-federal share or they can lose grant money. Parent mileage to take children to and from classes is no longer allowed for this requirement.

Patty handed out a copy of the Head Start’s letter of intent that was addressed to Andy Hunthausen. Mr. Hunthausen is the RMDC Board President. This letter gives information about how many children we must serve and the funding that we will be given as we prepare for the grant that would start next May 1st. She then handed out an SF424. She explained that every time we apply for federal money, this form must be turned in. She explained the form and that the Board President must sign off on the grant. In our Program, the PC Chairperson also signs the SF4224. She then went on to talk about the SF424A which is the breakdown of expenses or how the money will be spent. Credit card expenses for September were \$1,040.19. \$113.95 was spent to purchase miscellaneous supplies for Townsend and Whitehall, \$189.91 was spent for classroom supplies and \$736.33 was spent for music program supplies. In October, there was \$118.75 spent on the credit card for Sexual Abuse prevention booklets for families. In September there were 1,452 breakfasts, 2,185 lunches, and 1,056 snacks served and these meals are partly reimbursable through CACFP (Child and Adult Care Food Program). There

were 302 breakfasts, 460 lunches, and 185 snacks served to classroom staff and volunteers for a total of 947 non-reimbursable meals served. In October, there were 2,142 breakfasts, 3,223 lunches, and 1,553 snacks served, again partly reimbursable. Non-reimbursable meals served were: 418 breakfasts, 673 lunches, and 270 snacks for a total of 1,361 meals.

In September, the overall average daily attendance (ADA) was 91%. All classrooms except Townsend had 86% ADA or better with ELC having 97%. There were 158 children with perfect attendance. In October, the overall average daily attendance was 83%. Five classrooms had 85% ADA or better with ELC having 94% ADA. Ten classrooms reporting less than 85% had mostly sick children and children were gone for a full week or more. There were 67 children with perfect attendance.

We are fully enrolled at 248 children. We have a waiting list of approximately 60 children, some of which are over income.

Patty reminded of us of the METNET training on Governance tomorrow in Room 208 at HCT.

Patty then reported that we did not receive the Boulder expansion grant. We did not receive the Early Head Start grant.

Patty reminded us of the Tour of Lights which will be December 18. All families are encouraged to attend. There will be more information later.

Meeting Evaluation: Pluses: Done early, babies, chocolate cake, quorum, Megan (in childcare)

Wishes: More salad

Next Meeting: December 10, 2009 at 5:15, meeting will start at 5:45 p.m. Dinner will be provided.

Cristie Burnette, Outgoing Chairperson

Amy Thiel, Outgoing Secretary
(Amy did all the minutes as Molly Burgess was excused from the meeting.)

Amber Smith, new PC Vice-Chair
(Sitting in for Andrea Edgar, newly elected Chair)