

**RMDC, Inc. Head Start
Policy Council Meeting
January 21, 2010**

Policy Council Members Present: Amber Smith, Molly Burgess, Sue Prout, Candace Gilfeather, April Dirkson, Paul Smith, Sara Craven, Jen Burckhard, Hailey Sanders, Mary Dykstra, Matt Kuntz, Sandy Hugus, and Dr. Kevin Rencher.

Policy Council Members Excused: Andrea Edgar (available by phone) and Connie Robinson. (Mickie Simonson came into the meeting just as adjournment was called; she had a pet emergency.)

Guests: Patty Dahl.

Review of Ground Rules: Candace Gilfeather. **Facilitator:** Amber Smith. **Time Keeper:** Sue Prout. **Scribe:** Jen Burckhard.

The meeting was called to order at 6:05 pm. Amber took roll call and it was established that we have a quorum.

Agenda Review: Amber asked if there were any changes to the agenda. The Candle Fundraiser and the Spring Fundraiser are going to be tabled until next meeting because Andrea is not present. We are adding the Treasurer's Report that was tabled last meeting, and Patty will talk to us about a change in the Tobacco Policy. We will be interviewing Sue for the second Head Start seat on the RMDC Board.

Approval of January 14, 2010 Minutes: Molly asked for an approval of the January minutes. Sue needs to be put in excused because she had to leave early because her child was ill. There was a motion by Sandy to approve the minutes with the change. It was seconded by Hailey. The motion was approved unanimously.

Continuation Grant: Patty explained that we are applying for year 3 in our Continuation Grant cycle. When applying for grants from the Federal Government, we use the Standard Form 424 and 424A. Last week we discussed the grant's goals and objectives and tonight we'll talk about the budget. Patty handed out the draft budget, including a draft of the "Other" category, and a draft of our proposed in-kind and how in-kind is valued. She explained that the budget is built using information from the past year, knowledge of any increased costs, and information on how to keep the program operating as a quality program. The handouts show a breakdown of how the money is spent and how we plan to get the in-kind. The funding we will receive is \$1,939,659 which the Federal Government tells us we will get to serve 248 children. Then we have to have a match of \$484,915 of in-kind (non-federal share). We get in-kind from things like volunteering in the classrooms, on buses, and in the office, from traveling to meetings, staff development, food for classrooms, and parent events, etc. The draft budget also shows us getting an estimated \$227,091 for food reimbursements (USDA) of \$105,000, child care fees of \$50,000, and CSBG dollars of \$72,091 because it costs more to operate our program than we get from the Federal Government. CSBG monies are the only discretionary money RMDC has and CSBG funding is used to balance the budget because USDA and child care fees are uncertain. The total program costs, including in-kind, are \$2,651,665. Most of the money goes to pay staff and benefits. We have a staff of 53 people and a very good fringe benefit package. The proposed budget is: \$971,026 for Personnel, \$454,130 for Fringe Benefits, and \$23,720 for supplies. We have a contract with the City of Helena for \$82,000 for transportation and with ChildPlus (our child tracking system) for \$4,120. Our "Other" category includes rent, food costs, utilities, computer network fees, liability insurance, etc. and costs \$201,302 in federal money. Our total direct costs are \$1,736,298 on our regular grant. Our training grants costs are all in the "other" category at \$22,305. Our total Indirect

Charges for our whole grant are \$181,056. Discussion took place about the budget. We talked about how important it is to write down your in-kind hours so that the program can make the \$484,915. The RMDC Board approved the Continuation Grant today at their meeting. Paul motioned to approve the entire Continuation Grant. April seconded. The motion was unanimously approved.

Tobacco Prevention Policy: Patty was asked by the Tobacco Prevention Committee to bring the Policy back to PC for a proposed change (Item number 8). Rather than have the program use the specified “Fresh Air for Little Noses” Curriculum, we will talk about tobacco prevention whenever possible and especially when we talk about “healthy bodies”. Sandy made a motion to approve the change made to the Tobacco Prevention Policy. Sue seconded. The motion was unanimously approved.

Second Head Start Seat on RMDC Board: Sue Prout had expressed interest in filling this seat. This is Sue's second year on Policy Council for classroom 3. She has been trying to find different ways to volunteer and be involved and thinks she would be a good candidate for the RMDC Board seat. She will definitely be able to make the time and has daycare already. Last week Sara Craven and Tammi Hamper were interviewed. A paper ballot was held. Sue was chosen to fill the seat.

Treasurer's Report: Paul gave the December Treasurer's report. For the month of December there was \$3,873.08 spent from the Parent fund - \$19.64 for fundraiser copies, \$150.00 for fundraiser incentives, \$1,095.44 for Creative Curriculum classroom books, \$2,580.00 for candle order, \$24.00 for returned check from fundraiser plus \$4.00 returned check fee. Spending from other sub-accounts were \$6.00 spent from Medical Fund, \$9.99 spent from Eggstravaganza, \$176.75 spent from RIOT, and \$128.00 spent from Misc. for a total \$4,194.72 spent. There was \$4,522 deposited into the Parent fund from the Candle Fundraiser plus we earned \$2.28 in December interest, \$500.00 was deposited into the Medical Fund, \$195.00 was deposited into the Sunshine Fund, \$700.00 was deposited into the Townsend Memorial, \$100.00 was deposited into Misc., \$320.00 was deposited into the Diane Maxwell Memorial, and \$400.00 was deposited into Safety/Emergency for a total of \$6,739.58 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, \$904.56 for Creative Curriculum materials for classrooms \$718.00 to classrooms groups for fall, and \$675.00 for Head Start parent CPR/First Aid, for a total of \$7,091.80 committed. The Parent Fund CD was \$2,383.42 as of 6/6/09; it was renewed for 1 year at 1.8%.

2009-10 Self-Assessment Committee: Patty explained to us about the Self-Assessment Committee and sent out a sign-up sheet for those interested in serving on the committee. The Self-Assessment is very important in making Head Start work. The committee is made up of parents, board members, staff, and community reps. It helps us see where we are and where we can do things better. Lots of good changes have been made in the program because of it. In December we approved the Self-Assessment Toolkit that we will use. There will be a dinner and an evening of training in February with childcare provided. Molly and Sandy explained what they did last year in their sections of the self-assessment. Those who signed up tonight were: Sandy Hugus, Sue Prout, Sara Craven, Mary Dykstra, Amber Smith, April Dirkson, and Molly Burgess. Patty reported that three Board members also signed up earlier today. The date for training has not been set yet but it will probably be a Thursday evening. Amber will check to see if any Classroom Reps signed up last week.

Enrollment Committee: Patty said that every year we take a look at our enrollment criteria policy. Janet heads up the committee; this is a short term committee and we'd like at least two parents to be on the committee. Sue and Amber volunteered to serve on this committee which will meet Feb. 2.

Staff Appreciation Committee: This committee gets together to plan a dinner to show appreciation for staff. It is just done by Policy Council members and Class Reps. We need as many people as we

can to volunteer. The event is usually done in April. We need to have our first meeting before our next Policy Council meeting. It was decided that we will have our first meeting Tuesday night (Jan. 26) at 6 p.m. here at the Neighborhood Center. Amber is going to reserve a room for us and contact Laura who has a list of Classroom Reps who are interested.

Director's Report: Patty reported that we will be getting new Policy Council list of names and numbers at our next meeting. She requested that we move our March meeting from the 11th to the 18th because Kathryn Bell from the National Head Start Family Literacy Center is going to be here that day talking with the Board and Policy Council about Family Literacy. Patty thought that perhaps the Board and PC could share a meal together while listening to Kathryn – this would follow the regularly scheduled Board meeting. Then we could hold our PC meeting right after the presentation. Patty told us how this is one of the ways the SPARC committee is bringing information about family literacy to the Board and PC. We will be going over budget graphs in February and should get a idea of how much CSBG dollars we will need to balance out our budget this year. There were 248 kids enrolled in December with an 81 % attendance for the month. Nine classrooms had less than 85% average daily attendance; the Early Learning Center had 90% average daily attendance and that was the highest. Lack of attendance may have been due to the bus not running one day and may kids missed the two days before Christmas break that public school was out. Next Thursday is RIOT kick-off and Classroom Meetings at 5:30 p.m. here at the Neighborhood Center.

Meeting Evaluation: Pluses: time, chocolate cake, quorum, potluck, childcare

Wishes: more potlucks

Next Meeting: February 11, 2010 at 5:15, meeting will start at 5:45 p.m. Dinner will be provided.

Amber Smith, Vice-Chairperson

Molly Burgess, Secretary