

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Eric Romero

Secretary
Amanda Robinson

Treasurer
Maria Hall

Policy Council Meeting Minutes October 15, 2015

Facilitator: Lanessa Littrell

Time Keeper: Eric Romero

Scribe: Lanessa Littrell

The meeting began at 5:35 p.m. Chairperson Lanessa Littrell presented Linda Nolan, Director of the Foster Grandparent Program, a \$500 donation from the Parent Fund and noted how nice it is to have Foster Grandparents in classrooms with the children. Linda said her program is working very hard to find additional grandparents for Head Start classrooms and encouraged Policy Council members to tell their family and friends about the opportunity. She went over eligibility for becoming a Foster Grandparent, work schedules, stipends, etc.

Lanessa Littrell read the ground rules before we started. She said that this PC meeting is a training meeting for the newly elected members so she will be explaining agenda items. Only the 2014-15 PC will take action on most of the agenda items this evening. For the 2014-15, four members are needed for a quorum. Four were not in physical attendance (Eric Romero was in route) to begin the meeting so the Agenda was adjusted. However, Eric was available by phone while in route. Lanessa explained that a quorum means that 50% of the Policy Council is available so that decisions can be made. She reminded the new PC members about why a quorum is so important and encouraged regular attendance at PC.

Policy Council of 2014-15 Members Present: Maria Hall, Lanessa Littrell, Mary Ebert and Eric Romero (who arrived late).

PC Members of 2014-15 Excused: Lindsey Grant, Keith Meyer, and Amanda Robinson.

Policy Council of 2015-16 Members Present: Maria Hall, Lanessa Littrell, Laura Lopez, Quincy Bjornberg, Kristie Sears, Hannah De Jesus, Jennifer Reed, Janel Walks, Dianne Alvarez, and Sarah Halvorson. Policy Council notebooks were handed out to new members this evening.

PC Members of 2015-16 Excused: Amanda Robinson, Nicole Jones, and Maria Kostelecky.

PC Members of 2015-16 Unexcused: Amber Wagner and Janai Turner.

Guests: Patty Dahl, Mary Pat Penley, Jaymie Sheldahl, and Carlos De Jesus.

Agenda Review: Parent Fund Monies was added. The Agenda was adjusted to accommodate Eric's late arrival.

Public comment on items on the agenda: Lanessa Littrell asked for any public comment on items on the agenda; there was none.

Patty Dahl, Director, talked about the in-kind sheets so that new Policy Council members will know to fill them out completely so their time can be fully counted. She also talked about the facilitator, time keeper and scribe and what they do at each meeting and everyone takes turns doing these jobs. She asked if everyone had received their agenda and minutes and said that sometimes these items are mailed or given to classroom teachers to hand out or put in their child's cubby at school. She also likes to email these to PC and asked everyone to put their email address on the PC list as they were reviewing the information for accuracy.

Confidentiality Policy and Personnel Decisions: Patty Dahl handed out Confidentiality Policies and explained why it is important for Policy Council members to read and sign a Confidentiality Policy. Oftentimes the Policy Council has Personnel Decisions on their agenda and the information shared must be held in strict confidence. She then reviewed the Policy with all Policy Council members and the potential Community Reps and asked them to read and sign the

document which will be kept in the PC Minutes Notebook. Patty said "Personnel Decisions" was on the agenda but there are none this evening.

Training Retreat on October 24th: Patty told the group that the training retreat will be to get the Policy Council reps, Classroom Leaders RMDC Board trained especially on program governance. At the retreat Lanessa will talk about the PC By-laws. The meeting will start at 11:30 and go to 3:00. While eating lunch there will be a presentation on the committees and Advisory Teams that parents can serve on. A game at the very start will help everyone get to know each other; it will be a social time for the parents to get to know each other. Patty explained about signing up and letting the program how many children will be attending so there is enough food for everyone and enough child care. She asked that if people cannot attend on the 24th that they put that on the sign-up sheets and a make-up training will be scheduled.

RMDC Board Report: In Keith Meyer's absence, Lanessa Littrell gave the Board Report from the September Board meeting. The Board approved Lanessa Littrell and Maria Hall for the two Head Start seats on the Board even though they might change if the Executive Committee changes. The Board will begin touring the different Rocky facilities this month. Lori Ladas is the Interim Executive Director for RMDC, Inc. for now.

2015-16 Policy Council Meeting Time: Lanessa Littrell said that since only the newly elected Policy Council could vote on the start time for their meetings they should move ahead with this decision item. She said that the day of the meeting is set in the PC By-Laws but the time can change. This past year's PC began at 5:10 for dinner and tried to start the PC meeting at 5:30. The meetings sometime change to a different day due to conflicts with the Board meetings or other conflicts. She also noted that there are two PC meetings in January due to the grant being discussed. Lanessa discussed why we hold it where we do; there was discussion between all members about trying to figure out where it would work better. Lanessa suggested that the meal start at 5:00 and have the kids and parents/guardians eat together. After further discussion, Janel Walks moved that the dinner begin at 5:15 and the meeting start at 5:45. Jennifer Reed seconded. The vote was unanimous.

2014-15 Self-Assessment and Action Plan: Patty Dahl went over the Draft 2014-15 Self-Assessment and Action Plan. She handed out the draft to everyone at the meeting noting that she had emailed the draft to the 2014-15 PC members since they will be the group taking action on it. Patty said that this report and action plan is late getting out but wanted us to know that many of the ideas suggested in the action plan have been started or completed. She explained that the Self-Assessment tool used this past year had 18 core questions and when there is a large group to do the Self-Assessment it makes it much easier. She noted how many members worked on the Self-Assessment last year pointing to the cover page. Patty explained that the Self-Assessment helps the program continue to improve and she thinks the most significant improvements in the program have come from the Self-Assessment process. Lanessa Littrell got Eric Romero on the phone. He had gone over the Self-Assessment and Action Plan and had no questions. **Lanessa Littrell then moved that the 2014-15 Self-Assessment Report and Action Plan be approved as written and moved to the Board for their action. Mary Ebert seconded. The vote was unanimous.**

Patty Dahl, Director, went over an Information Memorandum (IM) from the Office of Head Start called "Child Safety; Supervision; Active Supervision; Transitions". The IM covers supervision of children and keeping children safe, building a culture of safety in programs, and transition times (which can be hectic times). Patty informed the PC that the program along with the PC and Board of Directors had done work on an Active Supervision Policy and Agreement over the summer as it was one of the correction items in the deficiency of unsupervised children at the last federal review. Patty will go over the Active Supervision Policy at the November meeting. She also went over another IM called "Child Abuse; Child Neglect" Mandated Reporting". She reminded us that Head Start staff are mandatory reporters of suspected or known child abuse and neglect and that this was discussed at Initial Classroom Visits. She also said that the program is here to support families and if parents are having a hard time and/or feeling out of control they should call their Advocate for help. Patty told us that the program receives IMs and Program Instructions (PIs) periodically and part of her job is to share this kind of information with PC and the Board so we stay well informed.

Eric Romero arrived and action on the remainder of the agenda voting items began. A quorum of four was established.

September 17, 2015 Policy Council Minutes: Mary Ebert moved to approve the September 17, 2015 Policy Council minutes as written. Eric Romero seconded. The vote was unanimous.

Treasurer's Report – September Financial Report: Maria Hall reviewed the September Financial Report for the Parent Fund. The Parent Fund currently has \$7,059.04 with \$6,616.50 committed and \$442.54 available for spending. **Lanessa Littrell moved to approve the September Financial Report and Eric Romero seconded. The vote was unanimous.** Lanessa explained how the parent fund works and what is done with the money in the Parent Fund. She said that last year each Head Start staff member received \$25 dollars for staff appreciation and this fall the Parent Fund committed \$300 for the school year to support staff morale by having drawings for gift cards or something like that. The Parent Fund also was used for supporting things like "rock the vote", our recent fall dance and PC elections event, for purchasing prizes that go to classrooms or parents, and for supporting classrooms for field trips and year-end activities. Laura Lopez asked what all the other funds included in the Parent Fund were and Patty Dahl explained each sub-fund, what the funds were for, and who was in charge of the sub-fund. The Parent Fund sub-fund is supported by parent fundraising and is controlled by the Policy Council. The Medical Sub-Fund, which was supported by a Carroll College student fundraiser years ago, is the charge of the Head Start Health Manager. It helps with medical needs that may come up that are not covered by insurance for children and families. The Hardship Sub-Fund was started by Policy Council when they wanted to help a family who lost a child to drowning. It is for emergency type hardships such as car repairs, batteries, gas to get an out-of-town funeral, etc. It does not cover rent, electricity or phone. It is supported by donations for memorials, the Parent Fund, and has received funding from the Friends of Head Start group. The Sunshine Sub-Fund was set up by the Small Business Association many years ago and has been used to help with winter gear for children and classrooms. The Whitehall Sub-Fund is supported by a community wreath fundraiser during the holidays and private donations; the Whitehall teacher maintains this sub-fund and the money is used for field trips and year end activities. The Christmas Sub-Fund started with a donation from a state office to help with families with Christmas. The Town Pump Foundation also supports this sub-fund. The Townsend Memorial Sub-Fund was created by memorials of community members who have died and their families wanted to help the Townsend Head Start program. The RIOT Sub-Fund was created by donations from our bank business partners over the years to celebrate families reaching a certain number of minutes of reading in the Reading Instead of Television program. Book for classrooms and children are purchased with this sub-fund. The Misc. Sub-Fund is supported by people wanting to donate funds and help families; there are funds in this sub-fund from the Helena Kiwanis to purchase shoes for children. This sub-fund is maintained by the program and is used to help with background checks or something that needs to be paid for immediately and then can be reimbursed by the program. The Safety/Emergency Sub-Fund money was donated by the individual who does "shopping sprees" for children at Christmastime; he has some leftover funds one year and asked that the money be set aside to help with safety or emergency items. Patty said that she will bring the history of the Parent Fund document to the next PC meeting so everyone will have it. **Fundraiser Discussion:** This will be held at the PC and Class Leaders training next Saturday.

Head Start Director's Report: Patty Dahl, Director, explained about the director's report and what it covers, such as enrollment and attendance, meals and charges on the credit cards. She does this reporting every month as it is required by Head Start Performance Standards but also to keep us well informed. This information is also reported to the Board of Rocky. She will make sure that PC and Board receives correspondence from the Office of Head Start as it becomes available (such as the IMs and PIs).

Enrollment and Attendance: Patty Dahl then reported that 236 were enrolled at the end of September and this information was put into the Head Start Enterprise System (HSES). Most children were in attendance 9 days (the first two days of "staggered entry" count as one day) except the grant classrooms which were in attendance all month. The overall average daily attendance (ADA) was **92.83%** (compared to 91.78% last year) with one class reporting less than 85% ADA; that class reported 74% of the absences were excused absences due to illness. 141 children had perfect attendance.

September Meals Served: The Program served 2,138 breakfasts, 2,585 lunches, and 1,649 snacks to Head Start enrolled children in September. These meals are submitted to CACFP (Child and Adult Care Food Program) for partial reimbursement. The September reimbursement was \$13,484.13. The Program also served 443 breakfasts, 512 lunches, and 295 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 1,250 non-reimbursed meals.

September Credit Card Charges: Head Start had a VISA credit card charge of \$541.62. Miscellaneous FCP (Family and Community Partnerships) supplies were \$32.97, classroom supplies were \$168.22 and classroom maintenance supplies

Today's Meeting Evaluation:

Pluses: Bingo game to get to know each other, informative, discussion

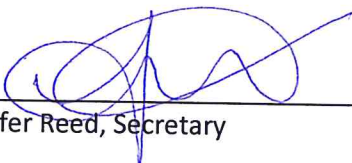
Wishes: Introductions to PC

Public comment on items not on the agenda: Lanessa Littrell asked for any public comment on items not on the agenda. There was none.

Next Meeting: November 12, 2015 which is the second Thursday of the month.
Please note: December PC meeting is Tuesday, December 8, 2015.

Adjournment: Lanessa Littrell moved to adjourn the meeting at 3:00 p.m. Jennifer Reed seconded. The vote was unanimous.



Lanessa Littrell, Chairperson

Jennifer Reed, Secretary