

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Kim Lamere

Secretary
Jennifer Reed

Treasurer
Janel Walks

Policy Council Meeting Minutes May 12, 2016

Facilitator: Amanda Robinson

Time Keeper: Kim Lamere

Scribe: Jennifer Reed

The meeting began at 5:51 p.m.

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

Policy Council Members Present: Lanessa Littrell, Maria Hall, Jennifer Reed, Sarah Halvorson, Kristie Sears, Amanda Robinson, Janel Walks (on skype), Rhonda Schaffer, and Trista Vonada.

PC Members Excused: Mary Pat Penley and Keith Meyer.

PC Members Unexcused: Nicole Jones and Kim Lamere.

Seven members are needed for a quorum; therefore a quorum was established.

Guests: Patty Dahl

Agenda Review: Amanda Robinson

Correspondence: Lanessa Littrell read and passed around a thank you card from the Foster Grandparent Program for the \$500 donation. (Patty Dahl said she was unsure how long the thank you card had been in the PC mailbox in the office area.)

April 21, 2016 Policy Council Minutes: Maria Hall moved to approve the April 21, 2016 Policy Council minutes; Trista Vonada seconded. The vote was unanimous.

Treasurer's Report: The Treasurer's Report was handed out and Lanessa went over it. The Parent fund has a current balance of \$9,141.75 with \$8,291.57 committed so \$850.18 to actually spend. Parent Fund spending included \$74.91 for classroom events, \$16.48 for on-going staff appreciation/morale building and \$459.51 for fundraiser thank you ad, and \$44.06 for fundraiser copies for a total of \$595.02 spent. Deposits to the Parent Fund included \$798.72 for parent advocacy and \$1.49 for April interest for a total of \$800.21 deposited. Maria Hall moved to approve the Treasurer's Report and Kristie Sears seconded. The vote was unanimous.

Fundraiser Incentives Drawing: Three drawings of \$25 each were done for parents participating in the fundraiser: winners were Katrina Taylor, Elizabeth Miller, and Sarah Harris. One drawing of \$25 for those working the carnival fundraiser event: winner Kim Lamere.

By-Law Committee Verbal Recommendations for Amendments: Lanessa stated that the committee recommends changing By-Law Article 3-K change to 2 consecutive absences have a written warning, 3 consecutive absences receive a termination. T3 excuses would require full Policy Council vote for medical reasons or other special considerations that are approved prior to absences to not be terminated. Janel Walks moves to approve the verbal amendments to the By-Laws as recommended. Trista Vonada seconded. Vote was unanimous.

Kindergarten Coupon Committee Report: Coupons were completed and sent out with teachers to hand out at final home visits. Lanessa thanked Mary Pat Penley and Jill Putnam who assisted with the project.

RMDC Board Report: In Keith Meyer's absence, Lanessa Littrell gave the Board report for April. The Board approved the proposed Self-Assessment tool that was sent to them by PC. A finance report was given and the independent audit was a "clean audit." The Board approved the retirement plan and reinstatement plan; the Board also discussed a housing loan and the Rocky Mountain Preschool budget.

Duration of Services – Program Instruction and Discussion and Committee Development: Patty Dahl handed out Program Instruction: ACF-PI-HS-16-02 that provides programs an opportunity to extend the hours children attend Head Start classes to 1,020 hours. Programs that do not already have 40% of their children attending class for this number of hours are eligible to apply. Patty noted that our program serves 34.7% of our children in classes that exceed the 1,020 limit; this means that we could apply for funds to move one more classroom to the 1,020 hours. This grant is due June 24, 2016. She asked for volunteers to serve on the shared decision-making committee along with Board members and key management staff. Lanessa Littrell, Jennifer Reed, and Trista Vonada volunteered to be on the committee.

Cost of Living Increase (COLA) Program Instruction and Discussion: Patty Dahl handed out Program Instruction: ACF-PI-HS-16-03 about a 1.8% cost of living adjustment and the follow-up letter from the Regional Office stating that our program would receive \$35,791 as its COLA increase. The Instruction is clear about every employee receiving a 1.8% COLA. Patty noted that the cost of the COLA (\$18,306.11) and the increase to fringe because of the wage increase (\$2,960.92) would leave about \$14,524 remaining. The remaining funds can be used for increased operating costs. Patty asked the PC to consider using the remaining funds to purchase more days of service for Head Start children as parents keep wanting Head Start to operate the schedule of the schools (start earlier and go longer in the spring). Patty reported that she checked with the Regional Office (not our program's Program Specialist who was out of the office, but another Specialist, Mark Heinert, and he said it would be an acceptable way to use the remaining funds. She noted that this grant is due June 15, 2015. **Lanessa Littrell moved to approve and send on to the RMDC Board the 1.8% COLA including the fringe increase and to use the remaining money to extend days of service to children. Trista Vonada seconded. Vote was unanimous.**

Director's Report: Enrollment/Attendance for April: Reported 232 for end of month into HSES. Children were in attendance 16 days in regular Head Start classrooms and 19 days in Helena and East Helena HS/MPDG classrooms and 20 days in the Boulder HS/MPDG classroom. Overall average daily attendance (ADA) was 88.30% compared to 87.91% last April. Regular Head Start classrooms had an ADA of 87.23% and the HS/MPDG classrooms had an ADA of 92.56%. Nine classrooms had 85% or above ADA and HS 4 (our full-day classroom at the Neighborhood Center) had the highest ADA with 93.80% ADA. Of the three classrooms reporting less than 85% ADA, illness accounted for 41.3% of the total absences followed by unexcused absences at 30%. 78 children had perfect attendance!

April Meals Served: The Program served 2,801 breakfasts; 3,431 lunches; and 1,969 snacks to Head Start enrolled children. (These meals are submitted to CACFP (Child and Adult Care Food Program) for partial reimbursement. This month's reimbursement was \$17,651.65.) The Program also served 617 breakfasts, 717 lunches, and 388 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 1,722 non-reimbursed meals.

April Credit Card Charges: Head Start had a credit card charge of \$864.34 on Patty Dahl's Head Start VISA card. Purchases were: \$208.84 for classroom supplies and \$123.80 other/other supplies (thank you for school/business partner) – both paid for by the regular Head Start grant. There was also a \$440.00 charge for professional development supplies and this was paid for by the Head Start Training and Technical Assistance (T/TA) grant. School to Home supplies for \$87.70 on the VISA were paid for with a check from Friends of Head Start. **Costco credit card** bill was \$692.04. Purchases were: \$622.90 for meal service supplies, \$5.69 for classroom supplies, and \$23.49 for office supplies all paid out of the regular Head Start grant funds. There was a charge of \$39.96 for School to Home supplies paid for with a check from Friends of Head Start. **Exxon gas**

card had a charge of \$59.09 this month.

Patty also handed out copies of the letter from the Administration for Children and Families, Office of Head Start regarding our Fiscal Integrity/ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) review held March 14-18, 2016. The report states, "Based on the information gathered, no area of noncompliance was found during the course of the review. Accordingly, no corrective action is required at this time." Patty asked the PC to read the report and contact her if they had any questions.

Patty handed out the one-page budget report for April. She noted we are meeting early in this month, and that all April invoices are not in yet, nor has IDC been entered for April. As of today, it would look like we will have funds remaining; however, the program has 90 days to do the final closeout (which is July 30th). Next month will be a better reflection of the budget.

Lanessa Littrell motioned to approve the director's report including the budget. Maria Hall seconded. The motion was unanimous.

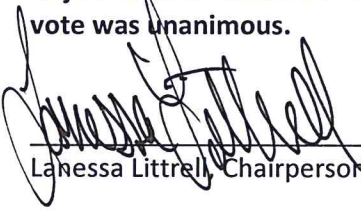
Tonight's Meeting Evaluation:

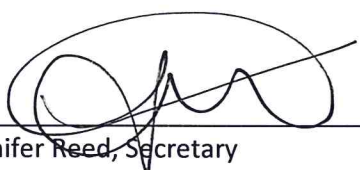
Pluses: Food, efficiency, good mood, Janel skyping, technology

Wishes: more efficient technology (for ease with skyping)

Next Meeting: Thursday, June 16th

Adjournment: Amanda Robinson moved to adjourn the meeting at 6:57p.m. Trista Vonada seconded. The vote was unanimous.



Lanessa Littrell, Chairperson

Jennifer Reed, Secretary