

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Laura Logan

Secretary
Jennifer Reed

Treasurer
Janel Walks

Policy Council Meeting Minutes October 24, 2015

The meeting began at 2:40 p.m.

Policy Council Members Present: Lanessa Littrell, Laura Lopez, Quincy Bjornberg, Kristie Sears, Hannah De Jesus, Jennifer Reed, Janel Walks, Sarah Halvorson, and Nicole Jones.

PC Members Excused: Maria Hall and Amanda Robinson.

PC Members Unexcused: Maria Kostecky, Amber Wagner, Janai Turner, and Dianne Alvarez.

Establish a Quorum: Eight members are needed for a quorum; therefore a quorum was established.

Guests: Patty Dahl, Trista Burke Vonada, Rhonda Schaeffer, Helen Fandrich, and Eric Romero.

Agenda Review: No changes.

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

Officer Elections: Nominations were opened for Chairperson. Lanessa Littrell and Laura Lopez nominated themselves. The By-Laws call for the Chairperson to have one year's experience on Policy Council; therefore, Lanessa will be the new Chair.

Nominations were opened for Vice-Chairperson. Laura Lopez nominated herself. No other nominations were received. Laura Lopez is the new Vice-Chair.

Nominations were opened for Secretary. Jennifer Reed and Janel Walks nominated themselves. They both described why they wanted to serve as Secretary. Secret ballots were cast. Jennifer Reed was elected Secretary.

Nominations were opened for Treasurer. Quincy Bjornberg and Janel Walks nominated themselves. They both described why they wanted to serve as Treasurer. Secret ballots were cast. Janel Walks is the new Treasurer.

Personnel Decisions:

1. Rita Weightman was recommended for hire as the Teacher Assistant in Whitehall. She was approved by the Executive Committee prior. Her immunizations need to be current; her criminal record check is completed. **PC discussed and Hannah De Jesus moved to approve Rita Weightman as the Teacher Assistant in Whitehall and Janel Walks seconded. The vote was unanimous.**
2. Cristina Ronayne was recommended for hire as the Teacher Assistant in Boulder. Her immunizations and one reference are still needed. Her criminal record check is completed. **PC discussed and Lanessa Littrell moved to hire Cristina Ronayne as a Teacher Assistant in Boulder. Nicole Jones seconded. The vote was unanimous.**
3. Allyson Briese, was recommended for hire as a Teacher at the Neighborhood Center full-day class. Her references and criminal record check are completed; we are still waiting on her immunizations. **Janel Walks motioned to approve Allyson Briese for hire and Jennifer Reed seconded. The vote was unanimous.**

were \$59.51 paid out of regular Head Start grant funds and \$100.67 for professional development supplies paid for out of Head Start T/TA grant funds. A charge of \$107.80 was paid for classroom supplies out of the MPDG (Montana Preschool Development Grant) and \$72.45 was paid with a check from Friends of Head Start for School to Home supplies. The Costco credit card bill for this month was \$1,072.80; there were charges of \$212.18 for parent supplies, \$568.14 for meal services supplies, \$183.93 for classroom supplies, and \$9.99 for office supplies paid for out of our regular Head Start grant funds. We also spent \$98.56 for professional development supplies paid for out of our Head Start T/TA grant funds.

Budget: Patty Dahl went over the September budget sheet she handed out. She explained about the revenue section and expenditure section. Under the revenue section she went over each line to tell us where exactly the funds come from such as the Head Start grant and food program reimbursement under federal funds and our United Way grant under local support and our STARS to Quality funds are under other grants. She noted the personnel costs of wages and fringe benefits and that this area is where we see most expenses. Our Montana Preschool Development Grant helps cover the staff costs too. August is a funny month due to no kids and minimal staff. It still is early in our grant year to get a full picture of what "typical" expenses per month are but as we get into October and November we will have a much better idea of what are typical expenses. Patty talked about Indirect Costs being part of doing business with Rocky and that Indirect Costs cover our fiscal and human resource expenses and Patty's supervision. The Indirect Cost Rate (IDC) is 13% at this time. Patty said that Head Start's Budget Analyst will come to the December PC meeting and explain where the information on this one-page budget sheet comes from and that categories are combined from 8-9 pages of what is called the Statement of Operations.

Federal Review Deficiency: Patty reported there is still no word from the Federal Office of Head Start about the program asking for the information on our Federal Review report to be corrected. She will continue to contact the Office of Head Start about a response. Patty said she will bring copies of the letter to the Federal Office to the next meeting. The Corrective Action letter to Debra Hedin in the Regional Office that was done regarding our federal deficiency of unsupervised children was sent on September 25th which was within our 30-day time limit extension. Patty noted that the program now has an Active Supervision Policy and Agreement and has trained staff on it. She said that changes, such as removing door stops from doors and installing door alarms at all Head Start sites except our school sites, have been completed. Also, staff at all sites has been instructed to not prop open classroom doors. In regards to the Non-Compliance of exit signs missing at our Ray Bjork site, the Program has 120 days to respond to the Regional Office.

Lanessa Littrell moved to approve the Director's Report and budget information. Eric Romero seconded. The vote was unanimous.

Tonight's Meeting Evaluation:

Pluses: Attendance, clarifications, child care and food, power of being able to have a say. Prior Council members and Patty appreciative, informative, long list of pluses. WE JUST ROCK!!!

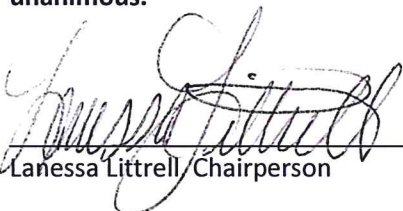
Wishes: Introductions, quorum if possible to start at the beginning of the meeting, communication of information,

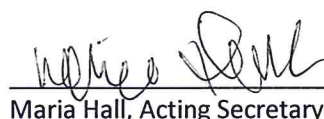
Next Meeting: October 24, 2015 Training Day

November PC meeting is the **SECOND Thursday which is November 12, 2015.**

Please note: December PC meeting is Tuesday, December 8, 2015.

Adjournment: Lanessa Littrell moved to adjourn the meeting at 7:42 p.m. Mary Ebert seconded. The vote was unanimous.


Lanessa Littrell, Chairperson


Maria Hall, Acting Secretary