

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Hinson

Vice Chair
Eric Romero

Secretary

Treasurer
Maria Hall

Policy Council Meeting Minutes April 16, 2015

Facilitator: Eric Romero

Time Keeper:

Lanessa Hinson

Scribe: Lindsey Grant

The meeting began at 6:07 p.m. Eric Romero took roll. Policy Council Members Present: Maria Hall, Lanessa Hinson, Eric Romero, Keith Meyer, Mary Ebert, Amanda Peterson, and Lindsey Grant.

PC Members Excused: Amanda Robinson

PC Members Unexcused: Angela Lunda

Chairperson Lanessa Hinson noted that Lia Helfrich, Secretary, needed to resign her position on PC. And since Beth Watson's children have moved to a different class she can no longer represent HS 2 but is here as a guest tonight. Five members are now needed for a quorum and seven are in attendance, therefore a quorum is established.

Guests: Patty Dahl, Beth Watson, Nikki Larson

Agenda Review: There are no Personnel Decisions for this evening's meeting.

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

March 19, 2015 Policy Council minutes: Maria Hall moved to approve the March 19, 2015 Policy Council minutes as written. Lindsey Grant seconded. The vote was unanimous.

Treasurer's Report – March Financial Report: Maria Hall, Treasurer, handed out the March Financial Report and went over it. The Parent Fund has a balance of \$9,373.34 with \$1,265.84 available to spend; the \$2,000 to carry-over for next year's PC has been put into the committed funds along with the \$2,660 for kindergarten coupons – total of committed funds are \$8,107.50. The Parent Fund has no expenses this month. Deposits were \$0.82 from March interest. **Lanessa Hinson moved to approve the March Financial Report; Amanda Peterson seconded. The vote was unanimous.** Kindergarten Coupons: A committee to work on the kindergarten coupons was discussed. Lanessa Hinson and Amanda Peterson offered to serve on the committee. The coupons need to be ready to go to teachers for final home visits by April 24th.

Election of Secretary: With Lia's resignation a new Secretary needs to be elected. Patty Dahl reported that Amanda Robinson expressed interested when she called to say she was unable to attend this evening. There were no other nominations from the group. **Lanessa Hinson moved to approve Amanda Robinson for the Secretary position; Amanda Peterson seconded. The vote was unanimous.**

Head Start Director's Report: Patty Dahl, Director, reported on Enrollment/Attendance for March: Reported 236 for end of month. Children were in attendance 16 days. Overall average daily attendance was 86.33% compared to last March at 84.52%. Ten classrooms had 85% or higher Average Daily Attendance (ADA) with our full-day classroom at the Early Learning Center recording the highest ADA at 93.75%. Of the four classrooms that had less than 85% ADA, all reported that the highest reason for absenteeism was unexcused absences followed by illness. 72 children had perfect attendance!

March Meals Served: The Program served 2,072 breakfasts; 3,236 lunches; and 1,645 snacks to Head Start enrolled children. (These meals are submitted to CACFP (Child and Adult Care Food Program) for partial

reimbursement and reimbursement for March was \$15,149.73.) The Program also served 460 breakfasts, 635 lunches, and 277 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 1,372 non-reimbursed meals.

March Credit Card Charges: Head Start had a credit card charge of \$1,789.24 on Patty Dahl's Head Start VISA card. Charges were \$813.54 for classroom supplies, \$150.90 for classroom maintenance supplies, and \$42.50 for miscellaneous groceries for a meeting with the school district; these were all paid for with Head Start grant funds. There was a \$369 charge for professional development supplies paid for out of the Training and Technical Assistance grant. The Friends of Head Start had charges of \$413.30 for school to home supplies which they paid for with a check. Head Start had a Costco credit card charge of \$6,835.28 of which \$12.27 was for parent supplies, \$249.80 was for meal service supplies, \$190.77 was for miscellaneous classroom supplies, \$20.98 was for classroom maintenance supplies; all these were paid for through the regular Head Start grant. The program also had a \$61.82 charge for professional development supplies paid for from the T/TA grant. A charge of \$6,299.64 for electronic attendance supplies paid for by a special STARS Technology grant was also on the VISA this month.

Other Info: Head Start's Environmental Health and Safety Federal Review was April 7-9, 2015. Patty said she went on each site visit with the reviewer. Some sites were measured, medications were reviewed, fire alarms tested, etc. Criminal records checks on the 10 random staff files were all in order. The bus and transportation protocol went well. The issue of unsupervised children was an area of concern. The question is asked in the protocol about whether a child has ever been unsupervised and Patty reported yes, that had happened in September. The reviewer asked if it had been reported to the Regional Office and Patty told him no, it was handled internally. The reviewer took all the information about the incident and reported the information to his supervisor. That same afternoon a child went missing from a classroom (not the same one as the incident in September) and Patty reported the incident to the Reviewer the next day as he was gone when it happened. Patty also called Cheryl Lutz, Program Specialist in the Regional Office, and reported the incidents. All the documentation around both incidents was sent to the Reviewer's Supervisor and to Cheryl. It is unsure about what these incidents mean in terms of the Federal Review. Cheryl reported in an email to Patty that the central office (in Washington DC) will need to be notified and it may be a week or two before we hear anything.

Patty went over the March budget sheet that she handed out. She and Marina Kuntz, our budget analyst, have projected that the program has around \$60,000 to spend if spending continues as it has. Patty reported that she asked the Regional Office if PC and Board approved, could a \$0.25/hour raise be given to all current staff retroactive to either the Head Start grant year or the Organization's fiscal year; she has not heard back yet. The increase would be added to the base wages of all Head Start job descriptions. **Lanessa Hinson moved to approve the \$0.25/hour increase retroactive to either the Head Start grant year or Rocky's fiscal year, Eric Romero seconded. The vote was unanimous.** Patty talked about the Preschool Development Grant that PC and Board approved last month and noted that the budget needs to be redone and decreased. Patty also talked about her discussion with the Montana Head Start Association in regards to reducing enrollment to fund wage increases and have more competitive wages. All programs are having trouble hiring and retaining staff and wages are a significant portion of the issue. **Lanessa Hinson moved to approve the Director' report and budget, Maria Hall seconded. The vote was unanimous.**

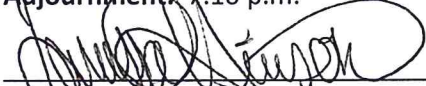
Tonight's Meeting Evaluation:

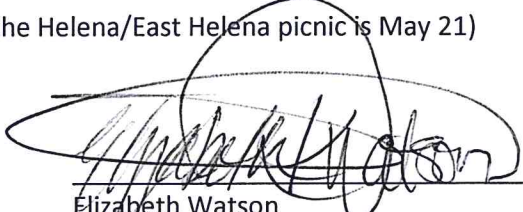
Pluses: Early adjournment, new secretary, food , child care, Beth taking minutes, info from Patty

Wishes: None

Next Meeting: May 14, 2015 (2nd Thursday since the Helena/East Helena picnic is May 21)

Adjournment: 7:10 p.m.


Lanessa Hinson
Chairperson


Elizabeth Watson
Acting Secretary