

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Eric Romero

Secretary
Amanda Robinson

Treasurer
Maria Hall

Policy Council Meeting Minutes September 17, 2015

Facilitator: Maria Hall

Time Keeper: Lindsey Grant

Scribe: Lanessa Littrell

The PC and this year's parents/guardians interested in parent leadership met over dinner and prior to the PC meeting beginning to discuss ideas for the fall fundraiser. These were the ideas of the entire group regarding the fall fundraiser: Raffle; food night/coupon night (at local businesses); Dads/Parents Auction; Indian taco sale or dinner sale; bake sale; arts and crafts with auction bazaar; kids-made carnival; and gift wrapping. The PC will take action on the fall fundraiser at their meeting.

The PC meeting began at 6:25 p.m. Eric Romero took roll. Policy Council

Members Present: Maria Hall, Lanessa Littrell, Eric Romero, Lindsey Grant, Mary Ebert, and Amanda Robinson.

PC Members Excused: Keith Meyer

PC Members Unexcused: Amanda Peterson. It was decided to terminate Amanda's position on Policy Council since she has had several unexcused absences.

Four members are now needed for a quorum and six are in attendance, therefore a quorum is established.

Guests: Patty Dahl

Agenda Review: No additions.

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

August 11, 2015 Policy Council Minutes: Lanessa Littrell moved to approve the August 11, 2015 Policy Council minutes as written. Amanda Robinson seconded. The vote was unanimous.

Treasurer's Report – July Financial Report: Maria Hall reviewed the July Financial Report for the Parent Fund. Eric Romero moved to approve the July report and Lindsey Grant seconded. The vote was unanimous. Maria then went over the August Report. The Parent Fund currently has \$7,057.49 with \$5,117.50 committed and \$1,939.99 available for spending. **Lanessa Littrell moved to approve the August Financial Report and Mary Ebert seconded. The vote was unanimous.** With \$1,939.99 to spend the PC discussed what they wanted to support further this year. It was proposed that \$500.00 be donated to the Foster Grandparent Program, that there be an "attendance incentive" for children who have perfect, or close to, perfect attendance (maybe a first, second, and third place) with up to \$ 500.00 being set aside, and then to support an employee incentive program of up to \$300.00 for this year to purchase monthly drawings for gas cards, etc. to help increase staff morale. The final discussion was to put \$139.00 toward "rock the vote" which is our fall family event and PC elections. **Lanessa Littrell moved to approve the recommendations and Lindsey Grant seconded. The vote was unanimous.** After the discussion earlier about the fall fundraiser, it was suggested to combine all the ideas of a raffle, child art sale, bake sale, silent auction into a carnival. **Lanessa Littrell moved to approve the combined event carnival and Eric Romero seconded. The vote was unanimous.**

Personnel Decisions: Chairperson Lanessa Littrell referred to the Executive Committee minutes that were sent in the PC packet. She reviewed the candidates that were approved by the Executive Committee and noted that she was part of the interview team and she also reviewed the staff transfers that were approved by the Executive Committee. The following were presented to full PC for a decision:

Laura Stevenson for Teacher Assistant in Townsend. Lanessa went over the Personnel Committee report on Laura. Lindsey Grant moved to approve hiring Laura Stevenson as a Teacher Assistant for Townsend. Lanessa Littrell seconded. The vote was unanimous.

Christine Brummer for Teacher Assistant at the Neighborhood Center. Lanessa reviewed the Personnel Committee Report on Christine. Amanda Robinson moved to approve hiring Christine for Teacher Assistant at the Neighborhood Center. Lindsey Grant seconded. The vote was unanimous.

Carina Ford for Teacher Assistant at the Ray Bjork site. Lanessa went over the Personnel Committee Report on Carina. Maria Hall moved to approve hiring Carina Ford for Teacher Assistant at Ray Bjork. Lanessa Littrell seconded. The vote was unanimous.

The Executive Committee had approved Sarah Reider for Classroom Technician/Family Engagement Coordinator but did not bring her before full PC as she declined the job due to conflicts with her student teaching schedule. Therefore the Executive Committee approved Jamie Staley Housman for Classroom Tech/Family Engagement Coordinator in Boulder. Lanessa went over the Personnel Committee Report on Jamie. Mary Ebert moved to approve hiring Jamie Housman for Class Tech/Family Advocate in Boulder. Maria Hall seconded. The vote was unanimous.

Kay Mounger for Bus Assistant. Lanessa reviewed the Personnel Committee Report on Kay with the PC noting the Executive Committee approval and minutes. Eric Romero moved to approve hiring Kay Mounger as Bus Assistant. Mary Ebert seconded. The vote was unanimous.

Kim Kurth for Teacher at the Neighborhood Center. Lanessa reviewed the Personnel Committee Report on Kim with the PC. Maria Hall moved to approve hiring Kim Kurth as a Teacher at the Neighborhood Center. Mary Ebert seconded. The vote was unanimous.

Community Representatives: Lanessa reported that community representative letters of possible interest for serving on PC for the coming year were sent to: United Way, Mary Ebert to continue as First Interstate Bank rep, Julie Serstad for the RMDC, Inc. Board of Directors to re-appoint Keith Meyer as Board Liaison or appoint a new individual, School District #1, Lewis and Clark Public Health, Family Outreach, Food Share, AWARE, Inc., YMCA, YWCA, and Eric Romero (past parent community rep position), and Mary Pat Penley who is a kindergarten teacher at Jefferson who has expressed interest. Lanessa said she has already received interest from a couple of people. No one had any other recommendations to send letters seeking interest to.

RMDC Board Report for August: Maria Hall reported in Keith Meyer's absence. The Board approved a new mission statement for the organization. Maria also reported that an RMDC Executive Board meeting was held and it was approved to not renew Julie Serstad's contract for Executive Director. Lori Ladas, Finance Director, was appointed by the Board to be the Interim Executive Director.

Head Start Director's Report: Patty Dahl, Director, reported that as of Sept. 14, 2015 we had 236 children enrolled which is our funded number. As of today we have 233 children enrolled as some children did not show up for classes and we anticipate having those positions filled next week; we are waiting for full day work verification. We have 21 income-eligible and 40 over-income children on the wait list.

August Credit Card Charges: Head Start had a credit card charge of \$1,274.75 on Patty Dahl's Head Start VISA card. Purchases made were: \$478.00 for classroom supplies paid for out of the Head Start grant and \$796.00 in classroom supplies paid for by the Montana Preschool Development Grant. The program has one Costco credit

card charge of \$126.68 for August for professional development supplies.

Federal Review Deficiency: Patty handed out copies of the letter that was sent to the Office of Head Start asking that the information regarding unsupervised children be corrected...not the fact that there were unsupervised children but the details were not presented correctly. No word on the letter has been received from the Office of Head Start. She said she is working on a letter to the Regional Office regarding the Corrective Action that was done regarding unsupervised children. The Program has until September 30 to do the corrective action.

Patty referred the PC to the August Budget information that she handed out and went over revenues and expenses for August and to date for the year. Because of where we are in the year, expenses are low. A better understanding of where the budget is will happen in the next few months now that staff is back and children are in classrooms. **Lanessa moved to approve the Director's Report and budget information. Eric Romero seconded. The vote was unanimous.**


Tonight's Meeting Evaluation:

Pluses: food, using Room 15 for meeting, nice to meet prospects for PC.

Wishes: none

Next Meeting: October 15, 2015

Adjournment: Lanessa Littrell moved to adjourn the meeting at 7:35 p.m. Eric Romero seconded. The vote was unanimous.



Lanessa Littrell, Chairperson



Amanda Robinson, Secretary