

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Hinson

Vice Chair

Secretary
Lia Helfrich

Treasurer
Maria Hall

Policy Council Meeting Minutes February 19, 2015

Facilitator: Lanessa Hinson

Time Keeper: Eric Romero

Scribe: Mary Ebert

The meeting began at 5:35 p.m. Lanessa Hinson took roll. Policy Council Members Present: Maria Hall, Beth Watson, Lanessa Hinson, Eric Romero, Lia Helfrich, Lindsey Grant, Angela Lunda, and Mary Ebert.

Jason Pettit and Tiffany Stein have resigned from PC.

PC Members Excused: Amanda Robinson, Amanda Peterson, Keith Meyer,

PC Members Unexcused:

Six members are needed for a quorum and 8 are in attendance, therefore a quorum is established.

Guests: Patty Dahl

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

January 22, 2015 Policy Council minutes: Lia Helfrich moved to approve the January 22, 2015 Policy Council minutes as written. Eric Romero seconded. The vote was unanimous.

Treasurer's Report – January Financial Report: Maria Hall, Treasurer, handed out the January Financial Report and went over it. The Parent Fund has a balance of \$9,966.28 with \$6,018.78 available to spend. Parent fund expenses were \$95.00 for fundraiser incentives and gas reimbursement and deposits were \$0.77 from account interest. The Thank You ad in the local paper cost \$477.51 and copies made for the Fundraiser on the Head Start copier were \$16.9. The Parent Fund historically has paid for the deposit on the shelter at the Fairgrounds for the spring picnic for Helena/East Helena; \$60 for a deposit and \$60 for use. It was noted that the \$60 can remain on file at the Fairgrounds and then the reservation can be made yearly (rather than waiting for the deposit check to be received). **Maria Hall moved to approve the \$120 check and to leave the \$60 deposit with the Fairgrounds to rollover year to year. Eric Romero seconded. The vote was unanimous.**

Election of Vice-Chair: Eric Romero and Angela Lunda volunteered to fill the position. A paper vote was conducted. Eric Romero was voted to be Vice-Chair.

Personnel Decisions: Patty Dahl presented Don Ruybal to fill the Program Floater position; he will also clean the Helena Housing Authority Head Start site and this will give him 40 total hours of work per week. Don had been the program bus driver for over 20 years so is very familiar with the program. The Executive Committee has approved the hire but the full Policy Council needs to take action. **Eric Romero moved to approve Don Ruybal for the Program Floater position, Maria Hall seconded. The vote was unanimous.** Maria Hall presented Andrea Miller for the Office Assistant position. Andrea graduated with Office Management from Helena College, University of Montana. She is also a past Head Start parent and has served on the Policy Council. **Beth Watson moved to approve hiring Andrea Miller as Office Assistant, Lanessa Hinson seconded. The vote was unanimous.**

United Way Grant Discussion: Patty Dahl asked the Policy Council to approve her writing the United Way grant for \$12,000 which is the amount that was reflected in the continuation grant application. Patty said the grant would be written to cover operating expenses as it was last year. The grant is due prior March 11th, prior to the next PC meeting. **Lanessa Hinson moved to approve Patty writing the United Way grant for \$12,000 for operating expenses, Maria Hall seconded. The vote was unanimous.**

Evaluate 2015-16 Grant Process and Joint Meeting with the Board: Patty asked if the PC would give her feedback on the 2015-16 grant process and the joint meeting with the Board. Patty said that Amanda Robinson, last year's PC chairperson really promoted the Board and PC getting to know each other and suggested they do a joint meeting. Patty expressed appreciation for Amanda's ideas and the fact that the meeting actually happened. Eric Romero stated that he was nervous about the large group of people. Maria Hall really enjoyed meeting and talking with the Board treasurer and said their conversation was very informative. The pro's were seeing how each group worked and to meet everybody. There was mention of the meeting being too long without a break during the meeting. Mary Ebert suggested that perhaps Board members could rotate through every PC meeting that way the PC could get to know the Board members better. Patty asked if everyone felt okay about having the information presented electronically and noted that any PC member could have hard copies if they wanted them. It was suggested that maybe 2 hard copies of information be available at the meeting in case anyone wanted the information that way.

2015 Self-Assessment Team and Training Date Change: Patty said that the Policy Council originally approved the Self-Assessment plan that had the training day for March 12th. She asked if the PC would be okay with changing the training day to March 10th as the Education Managers would be out of town on the 12th. The Policy Council was unanimously in favor of the training being March 10th. PC members who volunteered to be on the Self-Assessment team were: Angela Lunda, Beth Watson, Lanessa Hinson, Lia Helfrich, Lindsey Grant, Maria Hall, Eric Romero. Mary Ebert said she will probably be unable to be on the team; Patty noted that Casey Connors from First Interstate Bank will serve as a community member on the Self-Assessment team. Lindsey Grant would like to be a classroom observer and Eric Romero said he would like to be able to call people for information, maybe calling staff.

Head Start Director's Report: Enrollment/Attendance for January: Reported 236 for end of month. Children were in attendance 15 days. Overall average daily attendance was 84.46% as compared to 85.48% last January. Nine classrooms had 85% or above Average Daily Attendance (ADA). Of the six classrooms reporting less than 85% ADA, the highest cause for absenteeism was unexcused absences followed by illness. Our two full-day classes reported the highest attendance; HS 5 had 90.37% ADA and HS 6 had 90.31% ADA. 65 children had perfect attendance!

January Meals Served: The Program served 1,879 breakfasts; 2,936 lunches; and 1,501 snacks to Head Start enrolled children. These meals are submitted to CACFP (Child and Adult Care Food Program) for partial reimbursement of \$13,750.74. The Program also served 425 breakfasts, 581 lunches, and 239 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 1,245 non-reimbursed meals.

January Credit Card Charges: Head Start had a VISA credit card charge of \$644.36. We paid \$135 for professional development tuition using our Head Start training and technical assistance grant funds. From our regular program operations Head Start grant funds we paid \$416.72 for parent supplies, \$30.00 for classroom health supplies, \$34.78 for classroom supplies, and \$27.96 for classroom maintenance supplies. Our Costco credit card bill was \$165.28...\$11.99 spent for meal service supplies, \$145.30 for classroom supplies, and \$7.99 spent for classroom maintenance supplies...all paid for using Head Start grant funds for program operations.

Other Info: Patty noted that as of yesterday, 168 children have completed their health exam; 215 have had a dental exam or screening; 18 children are receiving AWARE services and 8 additional referrals have been made to AWARE; 149 children are at a healthy weight, one child is in the underweight category which means they are less than the 5th percentile BMI (body mass index), 34 kids are in the obese category and that means they are at or above the 95th percentile BMI, 43 are in the overweight category and that means they are between the 85th percentile BMI and the 95th percentile BMI; 27 children have special dietary needs and of those, 7 have food intolerances, 2 have food allergies, and 18 have food modifications; 15 invoices were sent in for child care reimbursement; and we have one income-eligible child on the wait list and 23 over-income children on the wait list. Patty reported that Maria Hall spoke about her Head Start experience at Head Start Day at the Capitol and that she did a wonderful job. Patty reported that she, Jaymie Sheldahl, Ashley Peña, Julie Serstad (Executive Director), and Marina Kuntz, our budget analyst, would be going to Leadership Training in Denver next week. The training will provide information on the 5-year grant process too. More information on the Preschool Development grant should be coming soon and maybe there will be an opportunity to provide Head Start in Boulder. **Lanessa Hinson moved to approve the Director' report and budget, Eric Romero seconded. The vote was unanimous.**

Staff Appreciation: The PC discussed staff appreciation and determined a plan. **Eric Romero moved to approve spending up to \$1,500 on the staff appreciation plan. Maria Hall seconded. The vote was unanimous.**

Tonight's Meeting Evaluation:

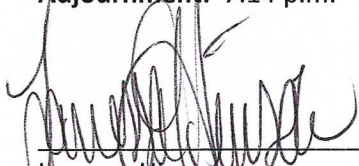
Pluses: The salad was a big plus, Beth being back, Lindsey joining the PC, having childcare, discussions were very productive, Maria speaking at the Capitol for Head Start Day, happy it wasn't so hot in the room tonight.

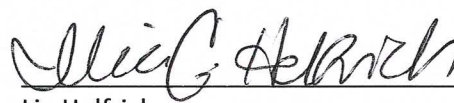
Wishes: Next time have bowls for salad

Public comment on items not on the agenda: Lanessa Hinson asked for any public comment on items not on the agenda; there was none.

Next Meeting: March 19, 2015

Adjournment: 7:14 p.m.


Lanessa Hinson
Chairperson


Lia Helfrich
Secretary