

# RMDC, Inc. Head Start Policy Council

Chairperson  
Lanessa Littrell

Vice Chair  
Laura Lopez

Secretary  
Jennifer Reed

Treasurer  
Janel Walks

## Policy Council Meeting Minutes November 12, 2015

Facilitator: Lanessa Littrell

Time Keeper: Laura Lopez

Scribe: Janel Walks

The meeting began at 5:56 p.m.

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

**Policy Council of 2015-16 Members Present:** Maria Hall, Lanessa Littrell, Laura Lopez, Kristie Sears, Hannah De Jesus, Jennifer Reed, Janel Walks, Nicole Jones, Amanda Robinson, Sarah Halvorson, Maria Kostelecky, Mary Pat Penley, Trista Vonada, Rhonda Schaffer.

**PC Members Excused:** Keith Meyer, Mary Ebert

**PC Members Unexcused:** Quincy Bjornberg, Dianne Alvarez, Janai Turner, Amber Wagner

**Guests:** Patty Dahl, Ashley Peña, (Mary Pat Penley, Trista Vonada, Rhonda Schaffer, and Eric Romero start the meeting as guests; Eric Romero remained as a guest for the full meeting.)

**Kristie Sears read the ground rules before we started.**

**Agenda Review:** Table the School Readiness Plan and Goals for 2015-16. Patty Dahl asked to add Personnel Decisions to the agenda.

**Community Reps for the 2015-16 school year:** Lanessa Littrell noted there were four possible Community Reps here this evening and had them introduce themselves and say where they were from. The possible Community Reps are: Trista Vonada, Eric Romero, Rhonda Schaffer, and Mary Pat Penley. The PC By-Laws call for up to five Community Reps and the RMDC Board Liaison holds one of those seats. She said that Mary Ebert who served as a Community Rep from First Interstate Bank last year wants to continue but could not be here this evening due to a work commitment. Lanessa asked each of the possible Community reps to say why they wanted to be a community rep for Policy Council. Lanessa then asked the possible reps to step out of the room and discussion took place about secret ballot voting. It was decided that everyone would vote for their top candidate and the top four vote-getters would be this year's Community Reps. The individual with the least votes would be offered to attend PC meetings as a guest. The following were voted in as Community Reps: Mary Ebert, Rhonda Schaffer, Mary Pat Penley, and Trista Vonada.

**October 15, 2015 Policy Council Minutes:** Lanessa Littrell moved to approve the October 15, 2015 Policy Council minutes as written. Amanda Robinson seconded. The vote was unanimous.

**October 24, 2015 Policy Council Minutes:** Lanessa Littrell moved to approve the October 24, 2015 Policy Council minutes as written. Amanda Robinson seconded. The vote was unanimous.

**Treasurer's Report – October Financial Report:** Janel Walks reviewed the October Financial Report for the Parent Fund. The Parent Fund currently has \$6,460.59 with \$6,016.50 committed and \$449.09 available for spending. The bill for Kindergarten Coupons was received today from K-Mart in Helena and is for \$892.67 so the funds not used for kindergarten coupons will remain in the Parent Fund. **Maria Hall moved to approve the October Financial**

**Report and Hannah De Jesus seconded. The vote was unanimous.** Parent Fund monies to classroom groups: Lanessa told the group that they can give classroom groups some funds now and then some after the fundraiser. Discussion about how much funding to give classrooms groups at this time was held. **It was moved by Laura Lopez to give each classroom group \$75.00 (for 15 classrooms that will be \$1,125.00).** Janel Walks seconded. **The vote was unanimous.** Fundraiser Discussion: The raffle tickets left from last year have Dec. 17 as drawing date. The Fundraiser Committee will set up a meeting to determine next steps.

**School Readiness Plan and Goals for 2015-16:** Tabled until December.

**Election of Second RMDC Board Member:** Nicole Jones and Jennifer Reed nominated themselves for the second RMDC Board seat. Secret ballots were cast and Nicole Jones will serve as second seat on RMDC Board.

**Election of Leadership Team Member:** Discussion about the time of Leadership Team and commitment to the group was held. Laura Lopez said she could be available to serve on the Leadership Team. Everyone was in favor of her doing so.

**Community Complaint Policy and Form Review:** Director Patty Dahl reviewed the Policy and Form send to PC prior noting that both are to be reviewed yearly by both PC and Board. After discussion, **Janel Walks motioned to leave the Policy and Form as is and move it onto the Board for their decision.** Trista Vonada seconded. **The vote was unanimous.**

**Dispute Resolution Agreement:** Patty Dahl asked the PC to turn to the Dispute Resolution Agreement in our notebooks. This Agreement is to be reviewed every other year by PC and Board. **Lanessa Littrell motioned to approve no changes to the current document and move it onto the RMDC Board for their decision.** Sarah Halvorson seconded. **The vote was unanimous.**

**Releasing Children and Late Pick-up Policy and Procedure:** Patty Dahl went over the draft policy and procedure for release and late pick-ups. The program has been following what is listed although this is the first time it will be finalized in an official Policy and Procedure. **Trista Vonada moved to approve the Releasing Children and Late Pick-up Policy and Procedure and Sarah Halvorson seconded. The vote was unanimous.**

**RMDC Board Report:** In Keith Meyer's absence, Lanessa Littrell gave the Board Report from the October Board meeting. There were appointments to committees and the Succession Plan for RMDC's Executive Director position was discussed. A resolution about housing was approved. The Board approved Head Start's 2014-15 Self-Assessment and Action Plan.

**Head Start Director's Report:** Enrollment and Attendance: Patty Dahl reported 236 children for the end of October enrollment to the Head Start Enterprise System (HSES). HS/MPDG classrooms had children in attendance for 19 days and typical Head Start classrooms had children in attendance for 16 days. Overall average daily attendance (ADA) for HS/MPDG classrooms was 90.48% and 20 children of 48 had perfect attendance; for typical Head Start classrooms the ADA was 89.98% and 76 children of 188 had perfect attendance. Our Whitehall classroom had the highest ADA with 96.36% and 12 of 14 children having perfect attendance. Two classrooms had less than 85% ADA (one with 82.59% ADA and the other with 83.53% ADA); the majority of the absences were unexcused absences and sickness. **Total program-wide average daily attendance for October 2015 was 90.1% compared to 88.7% for October 2014.**

October Meals Served: The Program served 2,808 breakfasts, 3,449 lunches, and 1,959 snacks to Head Start enrolled children. These meals are submitted to CACFP (Child and Adult Care Food Program) for partial reimbursement. The September reimbursement was \$13,484.13. The Program also served 554 breakfasts, 656 lunches, and 357 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 1,567 non-reimbursed meals.

October Credit Card Charges: Head Start had a VISA credit card charge of \$1,695.74. Parent supplies of \$64.71,



classroom supplies of \$122.25, and program dues of \$200 for the NHSA (National Head Start Association) were paid out of regular Head Start grant funds. Professional development supplies of \$234.00 were paid for out of Head Start T/TA grant funds. Our STARS funds paid \$200 for the NHSA (National Head Start Association) dues. A charge of \$831.66 was paid for classroom supplies out of the MPDG (Montana Preschool Development Grant) and \$43.12 was paid with a check from Friends of Head Start for School to Home supplies. The Costco credit card bill for this month was \$823.40; there were charges of \$13.49 for miscellaneous FCP department supplies, \$137.45 for parent supplies, \$361.40 for meal services supplies, and \$311.06 for classroom supplies paid for out of our regular Head Start grant funds.

Federal Review Deficiency: Patty reported there is still no word from the Federal Office of Head Start about us asking for the information on our Federal Review report to be corrected. She said the Office of Head Start has a new address so she might send the request again by registered mail. She handed out copies of the letter to everyone who had not received it earlier.

Other Updates: Patty handed out a copy of the letter that went to the Regional Head Start Director, Debra Hedin about correcting the deficiency of unsupervised children to those who did not have it and she handed out a copy of the letter correcting the non-compliance of Fire Exit signs at Ray Bjork that was sent to Cheryl Lutz, our Program specialist in the Regional Office on November 6<sup>th</sup>.

Patty Dahl went over the October budget sheet she handed out noting that expenses for October are more in line with how the program will spend; however, there are several invoices that were not in yet when the report was run. She also noted that it costs about \$7,400 a day for personnel and fringe.

**Lanessa Lattrell moved to approve the Director's Report and budget information. Hannah De Jesus seconded. The vote was unanimous.**

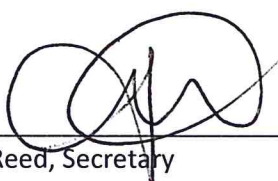
**Tonight's Meeting Evaluation:**

**Pluses:** High attendance of members with high participation, new members - community reps, child care available, food, knowledge of policies and procedures,

**Wishes:** None

**Next Meeting:** December 8, 2015 TUESDAY

**Adjournment:** Lanessa Lattrell moved to adjourn the meeting at 7:51 p.m. Maria Hall seconded. The vote was unanimous.

  
\_\_\_\_\_  
Lanessa Littrell, Chairperson  
\_\_\_\_\_  
Jennifer Reed, Secretary