

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Laura Lopez

Secretary
Jennifer Reed

Treasurer
Janel Walks

Policy Council Meeting Minutes January 14, 2016

Facilitator: Lanessa Littrell

Time Keeper: Laura Lopez

Scribe: Janel Walks

The meeting began at 5:50 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: Lanessa Littrell, Maria Hall, Laura Lopez, Jennifer Reed, Janel Walks, Amanda Robinson, Rhonda Schaffer, Keith Meyer, Mary Ebert, Mary Pat Penley, and Trista Vonada.

PC Members Excused: Kristie Sears and Sarah Halvorson.

PC Members Unexcused: Lanessa announced that Janai Turner from Boulder is no longer able to be on PC due to work schedule. Those unexcused: Quincy Bjornberg, Nicole Jones, Dianne Alvarez, Maria Kostelecky, and Amber Wagner.

Nine members are needed for a quorum; therefore a quorum was established.

Guests: Patty Dahl, Ashley Peña-Larsen, Jaymie Sheldahl

Amanda Robinson read the ground rules before we started.

Agenda Review: Add Personnel Decision

December 8, 2015 Policy Council Minutes: Amanda Robinson moved to approve the December 8, 2015 Policy Council minutes. Maria Hall seconded. The vote was unanimous.

Treasurer's Report – December Financial Report: Janel Walks reviewed the Parent Fund Financial Report. The Parent Fund currently has \$5571.12 with \$ 2581.50 committed and \$ 2989.62 available for spending. **Maria Hall moved to approve the December Financial Report and Lanessa Littrell seconded. The vote was unanimous.**

Fundraising Committee Report: The committee is meeting tomorrow afternoon. The fundraiser carnival has been rescheduled for February 28th. Letters were sent to all donors in December informing them that the fundraiser had been moved to February and giving them a tax receipt.

Review Committee for Enrollment Criteria Policy: Eligibility and Recruitment and Classroom Placement: Jaymie Sheldahl, Family and Community Partnerships Manager (FCP), gave information to Policy Council on placement requirements. She requested assistance from those that would like to be on that committee. Those volunteering were: Lanessa Littrell, Maria Hall, Amanda Robinson, Trista Vonada, and Janel Walks. Jaymie will send out an email with details on meeting time.

Community Public Relations Committee: Jaymie Sheldahl asking for support in this committee to help with recruitment. She would like to start meeting in the beginning of February and will contact everyone. Those who volunteered for this committee were: Rhonda Schaffer, Mary Penley, Maria Hall, Amanda Robinson, Lanessa Littrell, and Janel Walks. Jaymie will send out an email with details on meeting time.

Family and Community Partnerships Work Plan: Jaymie Sheldahl, FCP went over the changes that were proposed to the Family and Community Partnership Work Plan. There are six different substantial changes to the work plan; 1304.40b, 1304.40b1ii, 1304.40b2, 1304.40f2i, 1304.41a2viii, 1304.41b. **Laura Lopez moved to approve the Family and Community Partnership Work Plan with the proposed changes. Janel Walks seconded. The vote was unanimous and will be moved to the RMDC, Inc. Board for their decision.**

Early Childhood Development and Health Services Work Plan: Ashley Peña-Larsen, Program Operations Managers, presented to Policy Council with changes that were proposed to the Early Childhood Development and Health Services Work Plan. There are 5 substantial changes to the work plan; 1304.20a, 1304.20d, 1304.21a5ii, 1304.21a5iii, 1304.22c1. **Janel Walks moved to approve the Early Childhood Development and Health Services Work Plan with the proposed changes. Laura Lopez seconded. The vote was unanimous and will be moved to the RMDC, Inc. Board for their decision.**

Disabilities Work Plan: Ashley Peña-Larsen presented to Policy Council with changes that were made to the Disabilities Work Plan. There are three substantial changes to the work plan; 1308.6a, 1308.6b3, 1308.6c. **Maria Hall moved to approve the Disabilities Work Plan with the proposed changes. Janel Walks seconded. Vote was unanimous and will be moved to the RMDC, Inc. Board for their decision.**

Program Design and Management Work Plan: Patty Dahl, Director, present to Policy Council the proposed changes to the Program Design and Management Work Plan. There are 6 substantial changes proposed in the work plan; 1304.50ab, 1304.50d, 1304.52c, 1304.50dliv, 1304.52hliv, 1304.53. **Janel Walks moved to approve the Program Design and Management Work Plan with the proposed changes. Maria Hall seconded. Vote was unanimous and will be moved to the RMDC, Inc. Board for their decision.**

Transportation Work Plan: Patty Dahl presented Policy Council changes that were proposed to the Transportation Work Plan. There are 4 substantial changes made to the plan; 1310.17, 1310.17, 1310.23. **Janel Walks moved to approve the Transportation Work Plan with the proposed changes. Maria Hall Seconded. Vote was unanimous and will be moved to the RMDC, Inc. Board for their decision.**

RMDC Board Report: Keith Meyer reported that at the last RMDC Board meeting Megan Grotzke talked about the Community Needs Assessment that Rocky is doing. Also the board reviewed and approved changes to the Strategic Plan. Patty Dahl did Shared Decision-Making training for the Board.

Personnel Decision: Patty Dahl informed the Policy Council that a staff member was terminated in November while still in their probationary period. The program followed the required protocol in the dismissal.

Head Start Director's Report: Enrollment and Attendance: Patty reported 236 for December end of month into HSES (Head Start Enterprise System). Children in HS/MPDG classrooms were in attendance 14 days; regular Head Start classrooms were in attendance 11 days. 83 children had perfect attendance compared to 57 last December! Overall average daily attendance (ADA) for HS/MPDG classrooms was 92.41% (20 children with perfect attendance) and 85.76% ADA for regular Head Start classrooms (63 children with perfect attendance). Last December the ADA was 83.72%. Six regular Head Start classrooms had 85% ADA or better with HS 14 (Whitehall class) having 93.51% ADA. Of the six classrooms reporting less than 85% ADA, four classrooms reported the majority of their absences as illness and two classrooms reported transportation as the main reason for absences.

December Meals Served: The Program served 1,953 breakfasts; 2,350 lunches; and 1,353 snacks to Head Start enrolled children. These meals are submitted to CACFP (Child and Adult Care Food Program) for reimbursement and \$12,147.81 has been received. The Program also served 281 breakfasts, 322 lunches, and 140 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 743 non-reimbursed meals.

December Credit Card Charges: Head Start had a VISA credit card charge of \$1,502.18; the charges were for \$496.53 for parent supplies for Winter Wonderland and \$582.82 for classroom supplies and these were paid with regular Head Start grant funds. Montana Striving Readers Program grant paid for \$123.76 in classroom supplies

and the Montana Preschool Development Grant paid for \$299.07 in classroom supplies. Costco credit card charges were: \$1,114.44 total - \$39.84 for parent supplies, \$12.99 for transportation supplies, \$770.55 for meal service supplies, \$173.58 for classroom supplies, \$5.79 for maintenance supplies, and \$23.49 for office supplies – all were paid from the regular Head Start grant funds. An \$88.20 charge for professional development supplies was taken out of the Head Start Training and Technical Assistance grant funds.

Patty referred the PC to the items place at our seats. She went over the copy of the letter to Helena Housing Authority about the mural we reviewed at our last meeting. She reported that they have decided to not go ahead with the mural offered but will continue to find something that works for our community. Those designs will be shared with us when they are available.

Patty referred to the Program Instruction she placed at our seats regarding: Federal Reporting Changes; Financial Reports; SF-425; Cash Transactions; and Expenditures. She noted that this is information for our Fiscal Department as they do the report filing but it is important for everyone to have the information.

Patty then handed out drafts of the Program Goals and the Training and Technical Assistance Plan and Budget and asked PC to review these prior to next week's PC meeting.

Lanessa Littrell moved to approve the Director's Report. Laura Lopez seconded. The vote was unanimous.

Tonight's Meeting Evaluation:

Pluses: Stayed on task, food was great, great team work, meth project changed their minds on the picture for the mural.

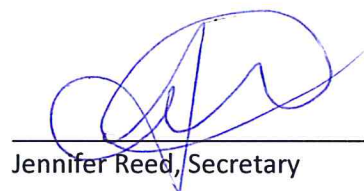
Wishes: None

Next Meeting: Thursday, January 21st. This is a joint meeting with the RMDC Board.

Adjournment: The meeting at 7:10 p.m.



Lanessa Littrell, Chairperson



Jennifer Reed, Secretary