

**RMDC, Inc. Head Start  
Policy Council Meeting  
February 11, 2010**

The Policy Council and Class Reps met together for dinner and announcements prior to going to their separate meetings. Policy Council and Class Reps present were: Amber Smith, Molly, Burgess, Sue Prout, Jaime Tolan, Stephanie Brown, April Dirkson, Jen Burckhard, Andrea Edgar, Roselyn Staley, Jessica Cook, CJ Schledewitz, Hailey Sanders, Matt Kuntz, Mary Dykstra, and Dr. Kevin Rencher. Staff members present: Patty Dahl, Janet Coughlin, Laura Stack, and Kim Browne (VISTA).

**Program Updates:** The Self-Assessment will begin Tuesday evening, we will have a training from 5:30-7:30pm. Childcare and dinner will be provided. You can still sign up and are able to sign up in areas of interest. Our goal is to be finished with the Self-Assessment before spring break. If your child still needs their medical and dental appointments contact our nurse Wanda, we have an account of monies donated for those needs. Head Start is going to be closed on Monday for President's Day. Laura said minutes for RIOT are coming in very slowly; she wants us to encourage parents to get them in. March 4<sup>th</sup> is RIOT wrap up. Mid March Head Start is taking applications for intakes. Amber talked about Staff Appreciation and how we need more volunteers. They set a date for the party for May 6<sup>th</sup>, our next meeting is going to be the February 25<sup>th</sup> at 4:00pm. Janet talked about family surveys, she wants us to encourage parents to fill out and turn them in right away. They help Head Start better serve families and the community. Kim is working on getting the survey online so people can do it that way. Parent/Teacher conferences coming up at the end of February, attendance is encouraged. Please register your child for kindergarten as soon as you can because classrooms fill up fast.

The Class Reps went with Laura and Kim for their meeting and the Policy Council began their meeting.

**Policy Council Members Present:** Amber Smith, Molly Burgess, Sue Prout, Mickie Simonson (came late), April Dirkson, Jen Burckhard, Andrea Edgar, Paul Smith (came late), Jessica Cook, Hailey Sanders, Matt Kuntz, Mary Dykstra, and Dr. Kevin Rencher.

**Policy Council Members Excused:** Candace Gilfeather, Sara Craven, and Connie Robinson.

**Policy Council Members Unexcused:**

**Policy Council Members Available by Phone:**

**Guests:** Patty Dahl and Janet Coughlin.

**Review of Ground Rules:** Sue Prout. **Facilitator:** April Dirkson. **Time Keeper:** Jen Burckhard. **Scribe:** Paul Smith.

The meeting was called to order at 6:00 pm. Amber took roll call and it was established that we have a quorum.

**Agenda Review:** Janet asked to have the GED mentoring program added and is giving out tickets to see Elvis. Hailey wants to talk about some problems Whitehall had with the Fall Fundraiser. Andrea wants to table treasures report until Paul gets here.

**Enrollment Criteria:** Janet talked to us about some minor recommendations to the Enrollment Criteria that was in our mailing. Amber Smith represented PC on the Enrollment Criteria Committee. They have a point system used to enroll families who are most at-risk. In the Parent Status category “Other” was given 20 points. In the “Other” category, homelessness was given 40 points and CPS/other/prof referral was given 30. The words “Income eligible families will be given priority based on location of their residence even if another family living outside the catchment's area has more points” have been deleted and they also specified for “ELC only” under Full Day Option because we no longer have a full day program in East Helena. They took out teacher in “Failure to notify your Family Advocate and/or Teacher immediately of changes in activities that effect eligibility”. They took out Full Day Manager as part of the selection committee as that position no longer exists. Hailey made a motion to approve the recommended changes to the Enrollment Criteria Policy: Enrollment and Selection and Classroom Placement. Mary seconded. The motion was unanimously approved.

**GED Mentoring Program:** Janet said that one of the goals for the SPARC committee is to increase the number of parents in our program that have a GED. The committee is looking at starting a mentoring program to help parents get a GED, and are looking for people who have been through the process to help mentor. Janet wants to know if we know anybody that needs help or can help. Dr. Rencher and Sue Prout both expressed an interest in being mentors.

**Tickets for Spirit of the King:** Janet passed out tickets to the Spirit of the King on February 27<sup>th</sup> at 7:30pm. These tickets were given to the program.

**Treasurer’s Report:** Patty noted a change in January's report, actual to spend said \$1,089.79 it is really \$2,836.73. Paul gave the January Treasurer’s report. For the month of January there was \$10.00 spent from the Parent fund for checks for the account. Spending from other sub-accounts were 17.69 spent from Eggstravaganza, \$27.80 spent from Townsend Memorial, \$5.00 spent from MT School Readiness Grant, and \$70.25 spent from Misc. for a total \$130.94 spent. There was \$2.60 deposited into the Parent fund from January interest, \$190.00 was deposited into Whitehall, \$139.25 deposited into Misc., \$100.00 deposited in the Diane Maxwell Memorial for a total of \$421.85 deposited. Parent Fund outstanding commitments are \$1,225 for social/emotional screening, supplies, or whatever the program needs, \$279.24 for Good Talking Word Books, \$3,290 for the music program, \$904.56 for Creative Curriculum materials for classrooms, \$718.00 to classrooms groups for fall, and \$675.00 for Head Start parent CPR/First Aid, and \$150 for meals at Parent/Teacher conferences for a total of \$7,241.80 committed. The Parent Fund CD was \$2,383.42 as of 6/6/09; it was renewed for 1 year at 1.8%.

**Fall Candle Fundraiser:** Andrea drafted a letter to address the six people whose candle orders have gone missing. She read the letter out loud. Hailey said she has been in contact with people in Whitehall who this has happened to and has a list of names and how much money in candles that they ordered. She said they know it got as far as Megan at the office. She said people in Whitehall want to be contacted and are asking her what to do. Conversation got a little off task as people started talking about what we could do to change the fundraiser and different things we could sell, but Dr. Rencher pulled the group back to the task at hand. Patty went and got copies of the information Hailey had brought from Whitehall for the Executive Committee and Andrea said she

would give them each a call as well as sending them a copy of the letter. Dr Rencher made a motion to approve the letter to be sent. Mary seconded. The motion was unanimously approved.

**Spring Fundraiser:** Andrea showed us the Papa Murphy's cards that were sold last year and that she proposed we do again. They have no expiration date and are 100% profit for us. She suggested selling them April 5th-19<sup>th</sup>. Another suggestion was that we start before Spring Break. Mary had an idea to have a pre-order form and Matt Kuntz had the idea to do a carbon copy to avoid what had happened at the Fall Fundraiser. Molly motioned to approve the Papa Murphy's cards for the Spring Fundraiser, Mary seconded. The motion was unanimously approved. Paul will contact the owner of Papa Murphy's to get the fundraiser rolling.

**New Hires:** Amber Smith from the interview team brought forth Georgia Heffner for hire as the Program Floater. She has a Bachelor of Science degree, her major is Family Life Science and her minor is child development. Georgia has experience working in and running preschools. She has a deep interest in working with young children and a great understanding of early childhood development. Each member of the interview team chose Georgia and would like to propose hiring her for program floater. Jen mad a motion to approve Georgia Heffner for the program floater position. Hailey seconded. The motion was unanimously approved.

**Self-Assessment Training:** Patty passed out the eighteen areas of the Self-Assessment toolkit so we can sign up for areas we are interested in. She is aiming to have it done before spring break. There will be training Tuesday night here, dinner and childcare provided.

**RMDC Board Report for 2009-10:** Matt said he was not at the entire Board meeting but the Board talked a lot about the Youth Homes. They Board did approve the Head Start Continuation Grant and the Self-Assessment tool that we approved in December.

**Director's Report:** Patty handed out a new RMDC Board of Directors list since Sue is now an official member as Head Start's second seat. Patty reported that the overall average daily attendance for January was 84%. There was 15 school days in January. She has not yet analyzed the classrooms that had less than 85% average daily attendance. Enrollment for January was 248 and we served 253 children total. Patty talked about how attendance affects our CACFP (food program) reimbursement. In January we served 2,079 breakfasts, 3,094 lunches, and 1,480 snacks. These meals are submitted for reimbursement to CACFP. January's non-reimbursable meals were 405 breakfasts, 642 lunches, and 259 snacks. There was \$57.18 spent in January on the credit card for Townsend classroom supplies. Patty passed out a copy of the Continuation Grant for us to review and put in our notebooks. Wendy Studt wrote a grant to the Traecy Foundation for \$7,500 for cabinets to store instruments and we were awarded that grant. Patty said the United Way Grant is due before the time of the next Policy Council meeting. The program would like to apply for funds to pay for 10 extra hours per week for our Nutritionist, Lin Pasch, to work on the Obesity Prevention goal, for our children's mental health screening, and the supplies to support one interest area of Creative Curriculum. The grant, which is due March 9th, would be for approximately \$21,000. Hailey made a motion to approve the United Way Grant. Matt seconded. The motion was unanimously approved. Patty handed out budget information for January; it shows that we'd have money left over if we continue to spend the way we did in January. Patty reminded us that not all bills were in at the time the month closed...we usually are at least two months behind in receiving bills from the City of Helena for our transportation contract. She is meeting Tuesday with Pam, budget analyst, to try and determine how much CSBG dollars we may need to close out this year's

grant. In-kind will now be recorded every month so next time we will see a lot. RMDC's audit was a "clean audit" which means there were no findings. The Board did accept the audit.

**Meeting Evaluation:** Pluses: done on time, turn out was more than a quorum, happy baby, like meeting in the card room.

**Wishes:** that we had stayed on task, desert.

**Next Meeting:** March 18. Katherine Bell from the National Head Start Family Literacy Center will be here to provide training for the RMDC Board and the Policy Council.

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**Andrea Edgar, Chairperson**

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**Molly Burgess, Secretary**