

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Kim Lamere

Secretary
Jennifer Reed

Treasurer
Janel Walks

Policy Council Meeting Minutes October 20, 2016

Facilitator: Lanessa Littrell

Prior to the Policy Council meeting beginning, a discussion was held with all the PC members and Classroom Leaders to make announcements and seek volunteers to sit on the following: Fundraising Committee, Holiday Observance Policy Committee to review and revise the current Policy, a newly developed Parent Committee short-term work group, and the Citizen Advocacy Committee. These were explained and sign-up sheets were passed around. Jaymie announced that Trina Filan from United Way is conducting community conversations with groups of people to find out what they think would make a perfect community. She would like to visit with the PC and Class Leaders prior to next month's meetings to get their input. Also, everyone is invited to participate in a parent advocacy training day November 18th from 9-3 at the United Covenant Methodist Church. This training is sponsored by the Montana Head Start Association and the group will also plan Head Start Day at the Capitol which is Feb. 10, 2107. Several volunteers signed up for committees. Patty Dahl reminded the group that the PC/Class Leaders/Board training was Saturday, October 29, 2016. She handed out a draft agenda for the event and sign-up sheets were sent around. Then Classroom Leaders left to go to their own meeting.

The PC meeting began at 6:18 p.m. Public comment on items on the agenda: Lanessa Littrell asked for any public comment on items; there was none.

2015-16 Policy Council Members Present: Lanessa Littrell, Maria Hall, Amanda Robinson, Kim Lamere, Janel Walks (on the phone to begin, then in person), Rhonda Schaffer.

2015-16 PC Members Excused: Jennifer Reed, Sarah Halvorson, Kristie Sears, Mary Pat Penley, Keith Meyer, Trista Vonada

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

Guests: Patty Dahl, Jaymie Sheldahl

The 2016-17 Policy Council are guests for the first part of the meeting until they are officially seated.

2016-17 Policy Council Members Present: Lanessa Littrell, Krystal Baker, Jeff Jones, Anastasia Mitchell, Ericka Vallance, Patricia Rogers, Stevn Henke, Megan Near (on phone) and Janna Schmidt.

2016-17 PC Members Excused: Jennifer Reed

2016-17 PC Members Unexcused: Tori Cook and Shyla Kingsbury

Public Comment: Lanessa said this is a time that she asks if there are any public comments on agenda items. There were none.

Agenda Review: Add Correspondence after Treasurer's Report.

September 8, 2016 Policy Council Minutes: Amanda Robinson moved to approve the September 8, 2016 Policy Council minutes as written; Kim Lamere seconded. The vote was unanimous.

Treasurer's Report: The Parent Fund September balance is \$5,111.30. Spent during September was \$1,337.52 for

65 kindergarten coupons, \$100 to sponsor the Ray Bjork site recycling project, and \$139 for "Rock the Vote" for a total of \$1,576.52 spent and deposited was \$1.55 from September interest. Parent Fund outstanding commitments are \$517.50 for CPR/First Aid for parents and \$2,000 for the next year's PC for a total of \$2,517.50 committed. The Parent Fund has \$2,593.80 that can be spent. The Safety/Emergency Sub-Fund was closed on September 16, 2016 and the remaining \$148.00 was transferred into Hardship Fund per FCP Manager. A new sub-account was started with a \$2,500 check given by First Interstate Bank for food for family events and the bank reader/staff lunch. First Interstate Bank is the program's school/business partner. **Kim Lamere moved to approve the treasurer's report and Amanda Robinson seconded. The approval was unanimous.**

Correspondence: Lanessa reported she received a copy of a letter from the Administration for Children and Families about our new Financial Specialist in the Regional Office whose name is Alan Sieber. This copy will be put into the PC Minutes notebook. Also received was a Letter of Interest from Rhonda Schaeffer to serve another term on the Policy Council as a Community Representative and Maria Hall to serve as a past parent Community Representative. Lanessa said several letters seeking possible Community Representatives have been sent out to various agencies. Community Reps will be voted on at the next Policy Council meeting.

Parent Fund Monies to Classroom Groups: Lanessa explained that each fall the Policy Council gives some funds to classroom groups to use for family activities or children's field trips, etc. There was discussion about what was given in the past. **Kim Lamere moved to approve \$50 to be given to classroom groups this fall. Amanda Robinson seconded. Approved unanimously.**

By-Laws Amendment: Lanessa reminded the group that the new Head Start Program Performance Standards allow Policy Council members to serve five terms instead of the three years it has been for a long time. Each member must be elected each year. The PC verbally approved amending the By-Laws at their meeting in September and in their packet was the draft for final approval. **It was moved by Janel Walks and seconded by Kim Lamere to approve the written By-Law change to five terms that members can serve and to move to Board of Directors for their decision. Approved unanimously.**

RMDC Board – Dispute Resolution Agreement Review Committee: Patty Dahl reported that the RMDC Board decided to review the program's Dispute Resolution Agreement given the new Head Start Program Performance Standards. Helen Fandrich and Jerry Loendorf volunteered to sit on a committee and Patty asked for Policy Council volunteers to sit on the committee. Lanessa Littrell and Anastasia Mitchell volunteered. A committee meeting will be set up soon.

Policy Council, Classroom Leaders, and Board Training: Covered under announcements.

Director's Report: Enrollment and Attendance: The program reported 236 for end of month enrollment to the Head Start Enterprise System (HSES). Head Start classrooms were in session 14 days (the first two days of "staggered entry" count as one day) and MPDG/HS classrooms were in session 17 days. Overall average daily attendance (ADA) was **89.54%** (compared to 92.83% last year). Three of 15 classrooms had less than 85% ADA with the top reason being unexcused absences as children did not attend and we kept trying to locate them and eventually withdrawing them. 113 children had perfect attendance. The full-day site (9.5 hours/day) at Helena Housing Authority had 97.62% ADA with 12 of 18 children having perfect attendance.

September Meals: The Program served 2,466 breakfasts, 3,028 lunches, and 1,789 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 \$16,020.32. The Program also served 592 breakfasts, 739 lunches, and 348 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 1,679 non-reimbursed meals.

October Credit Card Bill: Head Start had a VISA credit card charge of \$774.12. Parent supplies were \$18.69 paid for out of regular Head Start grant funds and \$189.00 for professional development supplies paid for out of Head Start T/TA grant funds. A charge of \$153.97 was paid for classroom supplies out of the MPDG (Montana Preschool Development Grant) and \$412.46 was paid with a check from the Parent Fund, Food sub-account for

Bank Reader/Staff Lunch and some Fall Dance/PC election events. The Costco credit card bill for this month was \$231.63; there were charges of \$81.97 for classroom supplies paid for out of our regular Head Start grant funds. \$149.66 was spent and paid for by the Parent Fund, Food sub-account for Bank Reader/Staff Lunch and some Fall Dance/PC election events.

Budget: Patty handed out the one page budget sheet for September and went over it in detail explaining how this one page budget sheet reflects the several pages of September's Statement of Operations and General Ledger which she showed us. At this time, Patty reported, the meals costs for Boulder for September are not in the expenditures and that bill will come in at around \$2,000 and revenues from September child care reimbursement is not in. If the program spends the next 7 months like it spent in September, we'd spend all but a few dollars of our budget; however, this is why the budget is monitored closely because expenses and even revenues change. Again, at this early part of the Head Start grant year it is difficult to project since during the summer months the program's spending is so much less. In November and December we'll get a better idea of how the budget is progressing. The Montana Preschool Development Grant is underway for its second year; the program will do a draw of nearly \$100,000 next week on this grant.

Other Items to Report: Still no word on the Duration of Services grant that was resubmitted.

Lanessa Littrell motioned to approve the director's report including the budget. Kim Lamere seconded. The vote was unanimous.

At this point in the meeting the newly elected Policy Council is officially seated. Lanessa said the first item to make a decision on is what time the Policy Council meeting will start going forward. Discussion followed about perhaps starting later but some parents were concerned because children get to bed too late. **Stevn Henke moved to keep the time the same and to start the meeting at 5:45 p.m. Megan Near seconded. Vote was unanimous.**


Tonight's Meeting Evaluation:

Pluses: Attendance, Childcare, Dinner, Open Discussions.

Wishes: Cooler Room. The full documents that make up the one page budget sheet were requested. (Patty will send via email to those who requested this.)

Next Meeting: Thursday, November 10th – the 2nd Thursday of the month.

Adjournment: Lanessa Littrell moved to adjourn the meeting at 7:21 p.m. Amanda Robinson seconded. The vote was unanimous.



Lanessa Littrell, Chairperson



Maria Hall, Acting Secretary