

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Kim Lamere

Secretary
Jennifer Reed

Treasurer
Janel Walks

Policy Council Meeting Minutes August 18, 2016

Facilitator: Lanessa Littrell

Time Keeper:

Scribe: Kristie Sears

The meeting began at 6:05 p.m. Public comment on items on the agenda: Lanessa Littrell asked for any public comment on items; there was none.

Policy Council Members Present: Lanessa Littrell, Maria Hall, Kristie Sears, Amanda Robinson (was present on the phone), Mary Pat Penley, Keith Meyer.

PC Members Excused: Janel Walks, Jennifer Reed, Rhonda Schaffer, Trista Vonada, Sarah Halvorson

PC Members Unexcused: Kim Lamere

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

Guests: Ashley Peña-Larsen, Jaymie Sheldahl

Agenda Review: No additions.

July 21, 2016 Policy Council Minutes: Maria Hall moved to approve the July 21, 2016 Policy Council minutes as written; Keith Meyer seconded. The vote was unanimous.

Treasurer's Report: The Treasurer's Report was handed out and reviewed. The Parent fund has a current balance of \$7,049.57 with \$5,856.50 committed so \$1,193.07 to actually spend. Parent Fund spending included \$100.00 for fundraiser incentives. Deposits to the Parent Fund included \$1.50 for July interest. **Keith Meyer moved to approve the Treasurer's Report and Mary Pat Penley seconded. The vote was unanimous.**

Correspondence: None

Personnel Decisions: Chairperson Lanessa Littrell referred to the Executive Committee Minutes that were sent out in the PC packets regarding their decision on two hires. The program wanted to hire these people so they could begin their STARS to Quality training and maybe get it done before classes begin. The following were approved by the Executive Committee:

Janai Turner for Teacher Assistant in Boulder – **Maria Hall moved to hire Janai Turner as a Teacher Assistant. Mary Pat Penley seconded. The vote was unanimous.**

Samantha Toombs for Classroom Tech at Helena Housing Authority – **Mary Pat Penley moved to hire Samantha Toombs as a Classroom Tech. Maria Hall seconded. The vote was unanimous.**

Lanessa brought Ashlee Bermes to the PC for consideration of hire for Education Coordinator/Supervisor. Lanessa served on the interview committee. She went over the Personnel Committee Report. **Keith Meyer moved to hire Ashlee Bermes as an Education Coordinator/Supervisor. Mary Pat Penley seconded. The vote was unanimous.** Ashley Peña-Larsen, Program Operations Manager, reported that Debbie Lulow will be resigning the end of September. She also noted that Kathy Marks has taken the Program Operations position with RMDC and will no longer be our Budget Analyst. Taya Hoven has been appointed to be our new Budget Analyst.

2016 Self-Assessment and Action Plan: Ashley referred to the draft Self-Assessment and Action Plan that was sent in the PC packet. She noted that there were no findings on the Assessment but action plans were written to provide areas of improvement. Everyone liked the new tool. The program will add data as we move forward with this new Self-Assessment process. **Keith Meyer moved to approve the 2016 Self-Assessment and Action Plan. Mary Pat Penley seconded. The vote was unanimous.**

Director's Report: Ashley reported on the program's **August Credit Card Bill:** Head Start had a July credit card charge of \$1,040.86 on Patty Dahl's Head Start VISA card. Purchases made were: \$240.86 for classroom supplies and \$400 for National Head Start Association dues for the program for a total of \$640.86 paid for by the Head Start grant. There was also a charge of \$400.00 for National Head Start Association dues paid for with funds from STARS. The program had a \$73.94 Costco credit card charge in July for professional development supplies paid for with Head Start Training and Technical grant funds.

Head Start Staff Professional Development: Newly hired staff have been completing their on-line STARS to Quality professional development so they will be done prior to classes beginning. All Head Start Staff, including substitutes, must attend a 3-hour Health and Safety professional development OR be required to do 16-hours of on-line training on the subject *before they can work with children*. This training falls into the new requirements of the Child Care Development Fund state plan.

Recruitment and Enrollment: Ashley noted that the program sent out 206 acceptance letters this week. Recruitment efforts continue and applications are still being taken so let your friends and family know!

Ashley noted that the 2015-16 Budget was closed out and the final SF425 (Standard Form 425) was sent July 28, 2016 and the report showed the program had spent all its grant funds. Ashley then went over the one page budget sheet for May 1 through July 30, 2016.

Other Items to Report: Still no word on approval of the 1.8% COLA grant. We were really hoping to hear by now. Regarding the Duration of Services Grant, our Program Specialist in the Regional Office, told us there were more applications than funding so decisions regarding who will receive Duration of Services grants will likely not happen until at least October. We will begin one part-day classroom at the Neighborhood Center with the intention of moving it to extended day if we receive the Duration of Services Grant. The Treacy Foundation Grant that we applied for the end of June was not funded. Their letter said to reapply when we have more funding available for purchasing a space in the north Helena valley. The September PC meeting will be a week early on September 8th. The change was made so that PC and potential PC delegates could attend the Early Childhood Coalition of the Greater Helena Area's Legislative Forum on Sept. 15 from 6:30 – 8:30 p.m. at St. Pete's Education Center.

Lanessa added a last minute about the gift incentives for kids that had been at least 98% attendance in school. The kids with 100% attendance received a \$25 Walmart gift card, the kids with 99% attendance received a \$15 gift card, and the kids with 98% attendance received a \$10 gift card. The kids also got an attendance certificate.

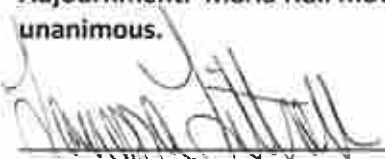
Lanessa Littrell motioned to approve the director's report including the budget. Keith Meyer seconded. The vote was unanimous.

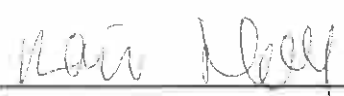
Tonight's Meeting Evaluation:

Pluses: Dinner, Amanda on the phone to make quorum, good discussions. Out at a decent time. **No** wishes.

Next Meeting: Thursday, September 8th, **ONE WEEK EARLY!!**

Adjournment: **Maria Hall moved to adjourn the meeting at 6:40 p.m. Lanessa Littrell seconded. The vote was unanimous.**


Lanessa Littrell, Chairperson


Maria Hall, Acting Secretary