

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Kim Lamere

Secretary
Jennifer Reed

Treasurer
Janel Walks

Policy Council Meeting Minutes September 8, 2016

Facilitator: Lanessa Littrell

Time Keeper:

Scribe: Rhonda Schaffer

The meeting began at 6 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, Jennifer Reed, Sarah Halvorson, Kristie Sears, Amanda Robinson, Kim Lamere, Rhonda Schaffer, Trista Vonada

PC Members Excused: Maria Hall, Janel Walks, Mary Pat Penley, Keith Meyer

PC Members Unexcused:

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

Guests: Patty Dahl, Jaymie Sheldahl, Cheryl Lutz, Heidi Hagenson, Ericka Vallance, Patricia Rogers, Krystal Baker, Jeff Jones

Agenda Review: Performance Standards reviewed about PC term limits after personnel decision. Treasurer's Report not available as bank statement not yet received. Financial support isn't ready so there will not be any financials read.

August 18, 2016 Policy Council Minutes: Sarah Halvorson moved to approve the August 18, 2016 Policy Council minutes as written; Trista Vonada seconded. The vote was unanimous.

Treasurer's Report: Tabled as Bank Statement for August did not arrive by meeting time.

Correspondence: Letter from Regional Office received notifying us of 1.8% COLA grant being approved. Request from Patty Dahl on behalf of Brittany Marion, teacher, at Ray Bjork for funds to support recycling at Ray Bjork Learning Center.

Personnel Decisions: Chairperson Lanessa Littrell referred to the Executive Committee Minutes that were sent out in the PC packets regarding their decision on the hiring of an intermittent employee, Dawn Kettenring. The program wanted to hire this sub so the person could attend the required Health and Safety Overview September 2nd. **Kim Lamere moved to hire Dawn Kettenring as an Intermittent Employee. Amanda Robinson seconded. The vote was unanimous.** Lanessa then asked the full PC to approve moving Dawn from Intermittent to Teacher Assistant in Head Start 10 as Debbie Lulow who planned to resign the end of September is resigning September 15 when class is done. **Kim Lamere moved to hire Dawn Kettenring as the Teacher Assistant in HS 10; Amanda Robinson seconded. The vote was unanimous.**

Lanessa referred back to the correspondence of Brittany Marion of the Ray Bjork Learning Center requesting a \$100 donation from the Parent Fund to sponsor their recycling program for the 2016-2017 school year. **Sarah Halvorson moved to approve the donation of \$100 from Parent Fund. Kim Lamere seconded. The vote was unanimous.**

New Head Start Program Performance Standards: Lanessa reported to Policy Council that the new Head Start Program Performance Standards were released this week and the amount of terms for a Policy Council member

to serve has been changed from 3 years to 5 years. **Kim Lamere moved to amend term limits in By-Laws from 3 year to 5 years; Amanda Robinson seconded. The vote was unanimous.**

Community Representatives:

Lanessa asked if any of our current Community Representatives were interested in serving another term on PC. One Community Rep place is held for the RMDC Board Liaison; Lanessa said Keith Meyer may ask to be replaced in that Board Liaison position. Rhonda Schaffer and Trista Vonada are interested. Sarah Halvorson would like to think about coming back as a past parent Community Rep. Other suggested persons and place to seek nominations for Community Reps were: Kindergarten teachers, Dr. Fritz, East Helena school teachers, Blue Cross/Blue Shield, First Interstate Bank, St. Pete's, Partners in Pediatrics were given as ideas and we will reach out to them for possible community reps.

Fall Fundraiser Discussion: Lanessa invited everyone in the room to join in the discussion about the fall fundraiser. It is typical for the current PC to determine what the fall fundraiser will be so that when the new PC is seated, the plan is already in place and that does not need to be their first big task. Ideas of Family Photos (see if someone would donate professional time), raffle, dinner with silent auction of kids art work and maybe sell tickets to get in, garage sale, art show at Holter museum. **Voting took place for the fall fundraiser. Art show was voted to be the fall fundraiser.**

RMDC Board Report: Lanessa Littrell and Patty Dahl stated that all decisions from previous PC meeting were approved by the Board, such as the amended By-Laws and not changing the Community Complaint Policy. New RMDC staff was introduced - Jacque as Community Outreach Coordinator and Kath Marks as Director of Operations.

Fall Dance and PC Elections Reminder: September 29, 2016 530 at the Gateway Center.

Regional Office Site Visit: Cheryl Lutz, Program Specialist from the Regional Office in Denver, thanked PC for their work for a fine program. She complimented PC on their meeting and their independent decision-making.

Director's Report: September Credit Card Bill: Head Start had an August credit card charge of \$1,156.85 on Patty Dahl's Head Start VISA card. Purchases made were: \$83.46 for parent supplies, \$35.33 for miscellaneous classroom supplies, \$41.50 for classroom supplies and \$25.93 for classroom maintenance supplies. Friends of Head Start had a charge of \$793.28 for School to Home supplies and paid for it with a check. The MPDG grant had a classroom supplies bill of \$177.35 which was paid for with MPDG grant funds. The program had a \$1,312.08 Costco credit card charge in August for parent supplies of \$43.45, classroom supplies of \$312.86, meal service supplies of \$842.86, classroom maintenance supplies of \$9.49 paid for out of regular Head Start grant funds and professional development supplies of \$103.42 paid for from the Head Start Training and Technical grant funds.

Head Start Staff Professional Development: Head Start staff, including some intermittent employees, attended Head Start's All-Staff training day on August 26, 2016. This professional development goes over several policies and procedures and includes training on the Child and Adult Care Food Program requirements and includes Civil Rights Training in regards to meal service and training on the program's meal philosophy. All Head Start Staff, including substitutes, attended a required three hour Health and Safety Overview professional development on September 2, 2016. This training falls into the new requirements of the Child Care Development Fund state plan. Staff working with children must have this training before they can work with children. Newly hired staff have been working on their on-line STARS to Quality professional development. Education Staff have had several hours of professional development on the program's new curricula, Second Step and Child Protection Unit. All staff also had a "disease prevention" professional development put on by Lewis and Clark Public Health.

Enrollment: We began on September 6th and were at full enrollment of 236 children. We currently have 6 income eligible children on the wait list and 36 over income children on the wait list.

Budget: Patty handed out the one page budget sheet for May 1 through August 31. Since we are meeting early in the month, not all the August invoices have been processed and IDC is not yet computed. She noted that a good

portion of wages and fringe was paid this period by the Montana Striving Readers Project for professional development hours and by the Montana Preschool Development Grant. Again, at this time of the year, it's difficult to project since children have just returned and staff is back full time. Come November and December we will have a better feel for how the budget is progressing

Other Items to Report: Word of approval of the 1.8% COLA grant was received Sept. 7th. This increase will be reflected on employees' paychecks with the next payroll which is the end of September. 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 began 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. Patty reminded PC and potential PC delegates about the Early Childhood Coalition of the Greater Helena Area's Legislative Forum on Sept. 15 from 6:30 – 8:30 p.m. at St. Paul's united Methodist Church Fellowship Hall, 512 Logan Street.

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

Tonight's Meeting Evaluation:

Pluses: Great food, fundraiser ideas, great conversations, new members that are interested, list of reps, new Performance Standards, Denver guests from Regional Office.

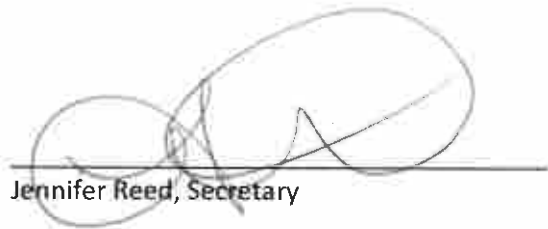
Wishes: None

Next Meeting: Thursday, October 20th. Reminder that PC/Class Leaders/Board Leadership Training is Saturday, October 29th here at the Neighborhood Center.

Adjournment: Rhonda Schaffer moved to adjourn the meeting at 7:30 p.m. Lanessa Littrell seconded. The vote was unanimous.



Lanessa Littrell, Chairperson



Jennifer Reed, Secretary