

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Kim Lamere

Secretary
Patricia Rogers

Treasurer
Erin Morris

Policy Council Meeting Minutes November 10, 2016

Facilitator: Lanessa Littrell

Prior to the Policy Council meeting beginning, a focus group discussion facilitated by Trina Filan from United Way of the Lewis and Clark Area was held regarding what would make a perfect community was held with all the PC members and Classroom Leaders. Announcements were made. A sign-up sheet for the Citizen Advocacy meeting and planning Head Start Day at the Capital in February was passed around. Classroom Leaders left to go to their own meeting.

The PC meeting began at 6:06 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, Bryan Jones, Jennifer Reed, Kamrie Thomas, Ericka Vallance, Patricia Rogers, Kim Lamere, Erin Morris, Stevn Henke. Community Reps were added after they were approved: Helen Fandrich, Trista Vonada, Maria Hall, and Trever Kirkland.

PC Members Excused: Rhonda Shaffer

PC Members Unexcused: Tori Cook, Shyla Kingsbury, Megan Near, Janna Schmidt, and Maria Espinosa.

Guests: Patty Dahl, Jaymie Sheldahl and Kim Nash. The following "Possible Community Representatives" began as guests until a decision was made on their participation on the Council as voting members: Helen Fandrich, Trista Vonada, Maria Hall, and Trever Kirkland.

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

Public Comment: Lanessa asked for any public comment on agenda items. There was none.

Agenda Review: Add correspondence, confidentiality policy explained and signed, and personal decision

October 20, 2016 Policy Council Minutes: Jennifer Reed moved to approve the October 20, 2016 Policy Council minutes as written; Kim Lamere seconded. The vote was unanimous.

Eligibility Determination Training: Jaymie Sheldahl, Family and Community Partnerships (FCP) Manager handed out the training power point on Eligibility Determination. She provided information on the specifics of Head Start Program Performance Standard 1302.12 and talked about how income is looked at, what qualifies as income, that those doing eligibility determination must be trained and sign off that they have received training. The form the Family Advocates doing income verification must sign indicates that they understand that if they knowingly misrepresent an applicant's income they could be disciplined up to and including being terminated. Both the Policy Council and Board must have this training within a certain number of days after starting their position.

Eligibility Criteria Policy/Recruitment Plan/Attendance Policy Review Committees: Policy Council members were asked if they'd be interested in serving on a committee to review the program's Eligibility Criteria Policy, Recruitment Plan for the upcoming year, and the Attendance Policy. Jennifer Reed and Stevn Henke signed up to serve on the committee and were given the current documents to review. Jaymie will set up a meeting soon with the goal of bringing drafts of all to next month's Policy Council meeting.

Treasurer's Report: Tabled as the September Bank Statement for the Parent Fund has not been received. Lanessa reported that the Executive Committee had taken action on the Townsend Stroll fundraiser request earlier since the Stroll is December 3rd but the full Policy Council needs to take action. Whitehall usually does a holiday wreath fundraiser so Lanessa asked if Policy Council would approve that fundraiser tool. **Stevn Henke moved to approve the Townsend Stroll fundraiser and the Whitehall wreath fundraiser. Ericka Vallance seconded. The vote was unanimous.**

Correspondence: The program received its letter from the Regional Office saying our funding would for the 2017-18 grant year would be \$2,049,184 and that we must serve 236 children. The continuation grant must be uploaded in the Head Start Enterprise System (HSES) by February 1st.

Community Reps for the 2016-17 School Year: Trever Kirkland, First Interstate Bank applicant for Community Representative; Trista Vonada, AWARE applicant for Community Rep; Helen Fandrich, RMDC Board Liaison and Community Rep; and Maria Hall, past parent Community Rep applicant, all spoke to Policy Council about why they wanted to serve as Community Representatives. Lanessa read Rhonda Schaffer's letter of interest as she was unable to attend tonight's meeting. **Kim Lamere motioned to approve Trever, Helen, Maria, Trista and Rhonda for PC Community Reps. Stevn Henke seconded. The vote was unanimous.** The newly approved Community Reps joined the Policy Council at the table.

Election of Policy Council Officers for the 2016-17 School Year: Lanessa Littrell was nominated by Kim Lamere for Chairperson. No other nominations were brought forth. **Kim Lamere moved to approve Lanessa for Chair and Ericka Vallance seconded. The vote was unanimous.** Lanessa Littrell nominated Kim Lamere for Vice-chair. No other nominations were brought forth. **Maria Hall moved to approve Kim for Vice-chair. Helen Fandrich seconded. Vote was unanimous.** Stevn Henke nominated Patricia Rogers for Secretary. **Maria Hall motioned to approve Patricia for Secretary. Kamrie Thomas seconded. Vote was unanimous.** Kim Lamere nominated Erin Morris for Treasurer. Maria Hall nominated Ericka Vallance. A paper ballot vote was conducted and Erin Morris was elected as Treasurer.

Second Seat on RMDC Board of Directors: Stevn Henke and Trever Kirkland nominated themselves to sit on the Board of Directors as the second seat with Chair. A paper ballot vote was conducted. Trever Kirkland was elected as second seat on the Board of Directors.

Leadership Team Member: Lanessa Littrell nominated herself to sit on the program's Leadership Team. Stevn Henke nominated Bryan Jones. Bryan Jones nominated Stevn Henke. A paper ballot vote was conducted and Bryan Jones was elected to serve on Leadership Team.

PC Ground Rules for the Year: Lanessa asked that the Policy Council determine their ground rules for the year. The reviewed last year's ground rules. It was suggested to add "speak loud and clear" and "stay focused and engaged" and to take out the reference to abuse language because "be respectful" should cover that. **Maria Hall moved to approve the ground rules with the modifications. Kim Lamere seconded. The vote was unanimous.**

School Readiness Plan and Goals for 2016-17: Kim Nash, Education Coordinator, discussed with members the School Readiness Plan for the 2016-2017 school year. School Readiness Goal 1: Provide ongoing professional development for staff in regards to trauma and intervention related to trauma. Goal 2: Ensure that transition for children, within and out of the program, is effective and planned. Goal 3: Establish a stable and educational learning environment for children and families. Goal 4: Improve child outcome monitoring process. Goal 5: Support families to ensure all children have a well-child and dental during the Head Start school year. Kim then went over the six outcome areas that children are assessed on three times a year. The fall outcomes information was completed and then the School Readiness Team determined the outcome goals they'd like to see the children meet for the winter checkpoint. **Kim Lamere moved to approve the school readiness plan**

and goals and winter outcome goals for the six areas. Kamrie Thomas seconded. The vote was unanimous. Patty Dahl also handed out Outcome information from last years' program for review.

Confidentiality Policy: Patty Dahl, Director, handed out the program's Confidentiality Policy to members of the Policy Council. She explained the Policy and the reason for going over it and signing it prior to discussing Personnel that was added at Agenda Review. She said she would bring copies of the signed document to everyone next month.

Personnel Decision: Lanessa Littrell reviewed the Personnel Committee report on Ashley Pena-Larsen to be hired as Head Start Director. Lanessa moved to approve Ashley for Director and to move the Policy Council decision on to the Board of Directors meeting. Maria Hall seconded. The vote was unanimous.

RMDC Board Report: Helen Fandrich reported on last month's Board meeting.

Director's Report: Enrollment/Attendance for October: Patty reported 236 for end of month enrollment to the Head Start Enterprise System (HSES). HS/MPDG classrooms had children in attendance for 18 days and regular Head Start classrooms had children in attendance for 16 days. **Total program-wide average daily attendance for October 2016 was 89.07% compared to 90.1% for October 2015 with 100 children having perfect attendance.** (HS/MPDG classrooms ADA was 91.66% and 15 children of 48 had perfect attendance; for regular Head Start classrooms the ADA was 88.43% and 85 children of 188 had perfect attendance.) Our full-day classroom at the Neighborhood Center had the highest ADA with 97.22% and 13 of 18 children having perfect attendance. Four classrooms had less than 85% ADA (two had most absences due to illness, two had most absences due to unexcused absences.

October Meals Served: The Program served 2,777 breakfasts, 3,362 lunches, and 1,934 snacks to Head Start enrolled children. These meals are submitted to CACFP (Child and Adult Care Food Program) for partial reimbursement. October reimbursement has not yet been received. The Program also served 577 breakfasts, 654 lunches, and 348 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 1,579 non-reimbursed meals.

October Credit Card Charges: Head Start had a VISA credit card charge of \$1,877.21. Parent supplies of \$3.98 and classroom supplies of \$178.39 were paid out of regular Head Start grant funds. Professional development supplies of \$167.58 were paid for out of Head Start T/TA grant funds. A charge of \$780.00 was paid for classroom supplies out of the MPDG (Montana Preschool Development Grant), \$42.95 was paid with a check from Friends of Head Start for Bookshelf build supplies, and a check from the Parent Fund for \$704.31 was written for classroom clothing from the sunshine sub-account plus \$18.45 from the First Interstate Bank food account for family events (water for Fall Dance/Elections). The Costco credit card bill for this month was \$808.95; there were charges of \$127.08 for parent supplies, \$336.33 for meal services supplies, and \$322.05 for classroom supplies paid for out of our regular Head Start grant funds and a charge of \$23.49 for professional development supplies paid for with Head Start T/TA grant funds.

Budget: Patty handed out the one page budget sheet for October noting that since the PC meeting is earlier in the month that not all invoices have been received and posted (for instance Boulder and East Helena meals). She went over the sheet explaining it.

Other Items to Report: Patty Dahl noted that no word has yet been received on the Duration of Services grant.

Patty Dahl asked if there was anyone who would replace Anastasia Miller (who has resigned from Policy Council) on the Dispute Resolution Agreement committee. Ericka Vallance volunteered to sit on the Dispute Resolution Committee. Patty noted that two Board members have committed to serve on this committee also so a meeting will be set up soon.

Patty also asked if there was anyone who'd be interested in serving on a Diapering/Toileting Policy. No one volunteered; Patty said to let her know if someone wanted to serve on this committee.

Maria Hall motioned to approve the director's report including the budget. Trista Vonada seconded. The vote was unanimous.

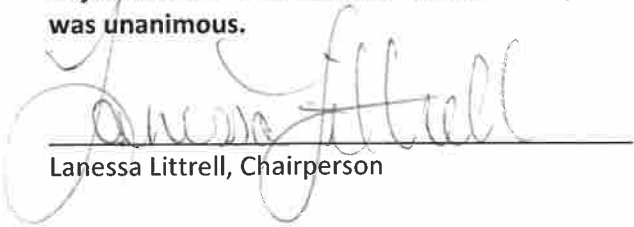
Tonight's Meeting Evaluation:

Pluses: Dinner, child care, new officers, Community Reps welcomed, changes made where needed on Ground Rules, committees getting new members

Wishes: None

Next Meeting: Tuesday, December 13, 2016

Adjournment: Jennifer Reed moved to adjourn the meeting at 8:25 p.m. Maria Hall seconded. The vote was unanimous.



Lanessa Littrell, Chairperson



Jennifer Reed, Outgoing Secretary



Patricia Rogers, Newly-Elected Secretary