

Career Development Committee  
August 21, 2017  
11:50 AM  
Wagner Fire Hall, Wagner, SD

The meeting was called to order by Carrie Reiner, Chairperson. The sign-in sheet was circulated for roll call.

**Members present:** Richard Thaler      Marijane Fulwider      Debbie Merkwan      Shelley Steiner  
Tammie Elder      Jessy Kenzy      Michelle Lee  
Carrie Reiner      Rachel Heisinger

**Members absent:**      Kattie McHugh      Sara Weberg

The **August 21, 2017** agenda was presented for approval. Motion to approve the minutes as presented.

Motion: Debbie Merkwan

Second: Shelley Steiner

The **May 17, 2017** minutes was presented for approval. Motion to approve the minutes as presented.

Motion: Debbie Merkwan

Second: Rachel Heisinger

Motion carried

**2017 PA 20 Budget**

Financial report was given by Director Rick Thaler and discussed by the committee. As of July 11<sup>th</sup> 85% of the budget has been awarded. The remaining funds for this fiscal year were received in August. Motion was made to accept the report.

Motion: Debbie Merkwan

Second: Tammie Elder

Motion carried

**Old Business:**

- A. CDA update was given by Marijane Fulwider/Advisor. Report was attached. A correction was made; Sandy Baker's CDA renewal date is 11/1/17.
- B. Patty Pepper attended the SD Early Childhood Conference in Spearfish. She needs to turn in her transcript by the end of the fiscal year to receive reimbursement.
- C. Rick reviewed the 2017 T/TA work plan and budget to actual expenses.
- D. 2017 budget amendments/adjustments were discussed. Rick Thaler will be reviewing coding to make sure all coding is in the correct area. No changes in dollar amounts will be made.

- E. The 2017-18 T/TA training calendar and pre-service schedule was reviewed. Practice Based Coaching will need to be added to the calendar. These dates are October 6, 2017, December 8, 2017, March 20, 2018, and May 16, 2018. Discussion is being held on combining topics and training for future pre-service trainings, adding a 1/2 day to the 2 day Teacher Continuing Education Training, and looking at locations with internet access for trainings.
- F. Other - None

**New Business:**

- A. The vacancy left when Cindy Buck left the agency has been filled by Debbie Merkwan.
- B. Practice Based Coaching was discussed at pre-service. The teachers needs assessments will be collected today.
- C. CLASS outcomes indicated staff needing training in the area of math.
- D. There is still a disability tutor vacancy for CDC. Staff need to be hired first and this position will be filled in December.
- E. Committee Terms Expiring in December 2017: Carrie Reiner (rep for Area Managers and Chairperson), Rachel Heisinger (rep for Family Services Worker), Jessy Kenzy (rep for Home Base/Comination and Secretary), and Tammie Elder (rep for Home Base).
- F. With the new performance standards staff hired after November 1<sup>st</sup> will need to have a credential or certification within 18 months. Planning is in the final stages on how staff would get credentialed or certification. This will also affect the budget as the cost is unknown.
- G. Reviewed training evaluations
- H. Other - None

Next meeting: December 8, 2017

Adjournment:

Motion: Shelley Steiner

Second: Debbie Merkwan

Submitted by:

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**Chairperson**

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**Recording Secretary**

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**Date**

8-24-17

Z:/Apps/CDC/Minutes/8-17 min

