

*SOUTH CENTRAL CHILD DEVELOPMENT, INC.*  
*Board of Directors*  
**\*\* OFFICIAL MINUTES \*\***  
**Thursday, November 15, 2018**

**BOARD MEMBERS PRESENT**

Sandra VandenHoek, Chairperson  
Ann Metzger  
John Fathke

Rachel Vander Ley  
Michelle Gurney  
Shontell Mason

Lindsey Nedved  
Ethel Cournoyer

**BOARD MEMBERS ABSENT**

Brenda Sangster-proxy

Dave Kotab

Sandy Stukel-proxy

**STAFF PRESENT AND GUESTS**

Dr. Tamra Hummel, Executive/Head Start Director

Kyle Tjeerdsma, Fiscal Administrator

**1. Call the meeting to order and introductions**

The meeting was called to order at 12:05 pm by Sandy VandenHoek.

Introductions of guests/staff and seating of members (as needed):

Proxy Designation: Brenda Sangster to Ethel Cournoyer and Sandy Stukel to John Fathke.

**2. Motion to approve the **November 15, 2018** meeting agenda.**

Motion: Shontell Mason

Second: Michelle Gurney

Motion carried

**3. *Motion* to approve the minutes of the **October 18, 2018** meeting.**

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

**4. Announcements/correspondence (National & Regional H.S. Communications) presented as part of the meeting packet or mailed inclusive of: None**

**Consent Calendar**

- a. Management Team Written Reports
- b. Agency Work Report/ERSEA
- c. Program Information Report (PIR)
- d. Policy Council/Parent Meeting Reports
- e. Region 8 HS Association Board Report
- f. Health Services Advisory Committee Meeting Report
- g. Other

**1. Motion to adopt the consent calendar.**

Motion: Michelle Gurney

Second: Shontell Mason

Motion carried

**Fiscal**

**1. *Fiscal Reports***

- a. Head Start PA 22 & 20 2018 – monthly budget reports and admin expenses
- b. Head Start In-kind – 2018 PA 22-20 & total units
- c. SCCD, Inc. Balance Sheet
- d. HS (Child & Nutrition Services)
- e. VISA Credit Card use report
- f. Money Market (Income/Expenses/Receivables)
- g. *Accounts Payable*

Motion to approve items a-e above.

Motion: John Fathke

Second: Ethel Cournoyer

Motion carried

- h. Retirement Plan Market Value Report

Motion to approve item h above.

Motion: Shontell Mason

Second: Rachel Vander Ley

Motion carried

**2. *Day Care Program closeout***

**3. *PA 22 & 20 Budget Projections through 12/31/18***

**4. *CACFP Application Status***

Kyle Tjeerdsma, Fiscal Administrator submitted the CACFP renewal application on 10/21/2018. The application was review and approved by Melissa Halling. Tami was notified by email on 11/2/2018 that the application was rejected. The Agency food contracts need to be updated. The Fiscal Office is working on rewriting our contracts, submitting them to CACFP for approval.

**5. *Status Update on the Bus Purchase***

The Fiscal Administrator submitted the budget revision to Region 8 on 10/19/2018 for the purchase of the bus.

*Executive Session*

Motion to go into Executive Session due to Personnel at 1:20 pm.

Motion: Anne Metzger

Second: Michelle Gurney

Motion carried

The Board came out of Executive Session at 1:35 pm.

## Old Business

### 1. *Personnel*

a. PC and Board were informed that the Chamberlain Center Disabilities Tutor/Bus Monitor position has remained open.

b. The part-time Teachers Assistant/Bus Monitor position in Bridgewater

There has been one applicant and interview was held on October 24, 2018 at the Mitchell Center office at 9:00 am with Regina Osborn. Motion was made by the interview committee to hire Regina Osborn for the part-time Teacher Assistant/Bus Monitor position in Bridgewater pending Board approval, all pre-employment screenings and fingerprinting.

Motion: John Fathke

Second: Michelle Gurney

Motion carried

c. Shawna Sherman, Teacher Assistant/Bus Monitor – Chamberlain has contacted the Agency requesting to be rehired for the position which she had resigned from with her last work day being October 29. The Board had approved her self-termination at the October meeting.

Motion to rehire Shawna Sherman, Teacher Assistant/Bus Monitor – Chamberlain pending Governing Board approval and completion of an updated application.

Motion: Rachel Vander Ley

Second: John Fathke

Motion carried

### 2. *Locally Designed Options Waiver (LDO)*

**LDO and Grant:** The LDO came back on the same day as the grant. Dr. Hummel worked with Renee to see what needed to be added and changed to the grant application and the managers are currently working hard to get the information to her so both can be resubmitted by the deadline of November 19<sup>th</sup>.

### 3. *Duration*

**Duration:** An update was shared related to duration and duration sites. The Director has met with Parkston, Menno, Gregory, and Andes Central about duration in those areas.

### 4. *Paper Reduction*

The Executive Director asked members to share any comments, questions or concerns they have regarding paper reduction and new processes.

## New Business

### 1. *Personnel* – none

### 2. *Grant Goals Input and Recommendations*

The goals as submitted with the grant application was provided to the members. Goals were also reported to be on the agency website. Members were asked to share any questions or comments related to the goals.

### 3. *Self-Assessment Process & Improve Plan/Community Assessment*

According to some surveys, and also some qualitative feedback, the Executive Director let the members know that consideration for changes to the self-assessment process is being sought from all stakeholders, and that she would be looking into this process for other agencies. The Board reported they will leave the decisions regarding the Assessment process to the Director and Management.

### 4. *Baseline Grant Update*

The Director reported this needs to be re-submitted by November 19, 2018.

### 5. *Annual Board/Staff Holiday Luncheon*

The December 7<sup>th</sup> Board and Staff Holiday Luncheon which is held in conjunction with the all staff in-service was discussed.

### 6. *Program Specialist/T&TA Site Visit*

It was reported that Dolly Hull, Renee Funk & Diane Lowry will be here the week of December 10<sup>th</sup> and will attend the Policy Council and Governing Board meetings that week.

### 7. *Area Managers Hours*

The Area Managers working hours will be from 8:00-4:30 with ½ hour lunch M-F effective November 15<sup>th</sup>, 2018.

### 8. Shontell Mason shared with Board members about a Christmas store at the Riverview Reformed Church in Yankton giving presents away. This takes place December 1<sup>st</sup> from 1-4:00 pm for children in grades Jr-Kindergarten through 5<sup>th</sup> grade.

## *Ongoing Training*

### ● Attendance

Head Start is required to promote regular attendance and we must track attendance for **each** child. A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure

the child's well-being. \*This is interpreted that the program should have a policy in place that the parent contacts the agency within an hour, **however**, the program needs to make an attempt that day, but not within the first hour.

Child Plus can send a text or e-mail if children are absent. School Messenger can be used as well. You need to have a process in place, and notify parents. You can also do remind.com as well. This is a free text-messaging app that can send for free. You should be sure that you have permission from the parents to text or email them because of data costs. Finally, attendancesworks.com has some great resources related to attendance.

● **Recruitment**

In order to reach *those most in need of services*, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area.

According to 1302.14 a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten or a full school day, the program **MUST PRIORITIZE YOUNGER CHILDREN.**

**10. Adjournment @ 1:05 pm**

Motion: Michelle Gurney

Second: Anne Metzger

Motion carried

**Submitted by:**

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**Chairperson**

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**Secretary**

\_\_\_\_\_  
**Date:**