

**BOARD MEMBERS PRESENT**

Sandra VandenHoek, Chairperson  
Ethel Cournoyer  
Michelle Gurney

Rachel Vander Ley (call-in)  
Brenda Sangster

Dave Kotab (call-in)

**BOARD MEMBERS ABSENT & PROXY DESIGNATION**

Sandy Stukel-proxy to Michelle Gurney  
John Fathke-proxy to Brenda Sangster  
Anne Metzger-no proxy  
Shontell Mason-proxy to John Fathke  
Lindsey Nedved-no proxy

**STAFF PRESENT AND GUESTS**

Dr. Tamra Hummel, Executive/Head Start Director

Kyle Tjeerdsma, Fiscal Administrator

**Call the meeting to order and introductions**

The meeting was called to order at 12:08 pm by Sandy VandenHoek.

1. Roll Call (Attendance Sheet)
2. Introductions of guests/staff and seating of members (as needed):
3. Any additions/deletions/changes to proposed agenda or minutes.
4. Motion to approve the **February 21, 2019** meeting agenda.

Motion: Michelle Gurney

Second: Ethel Cournoyer

Motion carried

5. Motion to approve the minutes of the **January 17, 2018** meeting and/or corrections.

Motion: Brenda Sangster

Second: Michelle Gurney

Motion carried

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

**Consent Calendar**

1. Management Team/Administration Written Reports-see handouts
2. Agency Work Report/ERSEA
3. Program Information Report (PIR)
4. Policy Council/Parent Meeting Reports
5. Region 8 HS Association State/National Board Report

Motion to approve 1-5

Motion: Brenda Sangster

Second: Michelle Gurney

Motion carried

6. 90-day New Hire Recommendations - Regina Osborn / Shawna Sherman

Motion: Michelle Gurney

Second: Ethel Cournoyer

Motion carried

7. Board Membership Terms - Sandy Stukel (3/2019) / John Fathke (4/2019)

Motion to approve membership terms for Sandy Stukel (3/2022) and John Fathke (4/2022) for three years.

Motion: Brenda Sangster

Second: Michelle Gurney

Motion carried

**Policies and Procedures**

1. Board By-laws

Motion: Brenda Sangster

Second: Michelle Gurney

Motion carried

2. 2019-20 Enrollment Priority Schedule

Motion: Ethel Cournoyer

Second: Brenda Sangster

Motion carried

3. Eligibility

Motion: Michelle Gurney

Second: Ethel Cournoyer

Motion carried

4. Selection Process and Criteria

Motion: Brenda Sangster

Second: Michelle Gurney

Motion carried

5. Volunteer Placement Protocol

Motion: Michelle Gurney

Second: Brenda Sangster

Motion carried

6. Weather & Safety Policy

Motion: Michelle Gurney

Second: Brenda Sangster

Motion carried

**Fiscal**

1. Fiscal Reports – 2018 & January 2019

a. Head Start PA 22 & 20 – monthly budget reports and admin expenses

b. Head Start In-kind – PA 22-20 & total units

c. SCCD, Inc. Balance Sheet – *January 2019 Only*

d. HS (Child & Nutrition Services) – *January 2019 Only*

e. VISA Credit Card use report – *January 2019 Only*

f. Accounts Payable – *January 2019 Only*

g. Money Market (Income/Expenses/Receivables) – *January 2019 Only*

Motion to approve items a-g for 2018 & January 2019

Motion: Brenda Sangster

Second: Michelle Gurney

h. January 2019 Retirement Plan Market Value Report

Motion to approve item h

Motion: Michelle Gurney

Second: Ethel Cournoyer

2. *PA 22 & 20 Budget Projections through 12/31/18 – report and discussion*

3. *Status update on Daycare Closeout*

Motion: Brenda Sangster

Second: Ethel Cournoyer

Motion carried

4. *Cost of Living Adjustment (COLA)*

The notice of available C.O.L.A. funding for 2019 issued by the Regional Office was presented for consideration.

Motion: Dave Kotab

Second: Rachel Vander Ley

Motion carried

5. *CACFP Audit*

The Fiscal Administrator informed the Policy Council that the CACFP Audit was held at the Central Office on January 29<sup>th</sup>. The Fiscal Administrator checked with Melissa Halling and was advised that we should probably hear back from them around the end of March.

6. *Proposed Agency Vehicle Purchase*

The Fiscal Administrator advised the vehicle he was going to recommend for purchase cannot be purchased by the Agency.

7. *Review SCCD Inc. charges for Phone System, Copier, and Postage Machine - inform*

The Fiscal Administrator recommended that the Agency reduce the number of phones being billed to Head Start. No motion needed.

**Old Business**

1. *Personnel*

The interview committee's recommendation to hire Carly Iversen for the Disabilities Tutor/Bus Monitor, Chamberlain Center position.

*Duration Update*

Motion: Michelle Gurney

Second: Ethel Cournoyer

Motion carried

3. *Goals Update/On-going Monitoring*

The Governing Board was updated on the grant committee progress. They were informed that the branding committee, the social media committee and the website enhance committee had been meeting.

4. *Self-Assessment Process and Plan*

The date for the self-assessment has been moved to February 27<sup>th</sup>. The Governing Board was presented for consideration a revised self-assessment process. Motion to approve the new process for self-assessment as provided in the meeting packet.

Motion: Brenda Sangster

Second: Michelle Gurney

Motion carried

5. *Election of Friend of PC/Voting rep of SDHSA*

The following nominations for the **Friend of Head Start Representative** to sit on the Policy Council (non-voting) approved by Policy Council is Linda Foos.

The following nomination for Friend of Head Start to sit on the S. Dak. Head Start Association Board (voting) effective March 2019 approved by Policy Council is Linda Foos.

Motion: Michelle Gurney

Second: Brenda Sangster

Motion carried

6. *Safe Schools Online Training Courses*

The Governing Board was presented with a contract for online training courses with Safe Schools for a one-year term.

Motion: Brenda Sangster

Second: Ethel Cournoyer

Motion carried

**New Business**

1. *Personnel*

2. *Active Panels*

3. *Community Assessment and Recruitment*

The Director presented information for an upcoming approval for a request for a working agreement with District III Planning and Development to update the current community assessment, and to produce some maps of service areas and other information needed for recruitment and service areas.

4. *Parent Survey*

The Board was given the parent survey for review and feedback as part of the meeting packet.

Motion: Brenda Sangster

Second: Michelle Gurney

Motion carried

5. *Proposed Agency Logo revisions*

The Council was informed that the Branding Committee has been discussing adding the words Head Start Preschool to the logo. A draft will be presented next month.

6. *Society for Human Resource Management Membership (SHRM)*

The Fiscal Administrator presented SHRM membership for the Policy Council's Consideration.

Motion: Brenda Sangster

Second: Ethel Cournoyer

Motion carried

**7.** *Annual Report*

The Fiscal Administrator informed the Board that the Annual Report had been filed with South Dakota's Secretary of State.

**8.** *Video Conferencing*

The Executive Director advised the Board that the Agency would begin to offer video conferencing for Policy Council members who are unable to attend the meeting in person.

**9.** *On-going Training*

Selection Criteria Fast Facts:

- Homeless children can automatically be enrolled in Head Start.
- Foster children can automatically be enrolled in Head Start.
- No more than 10% of all the children in Head Start can be over income.
- We are required to have at least 10% of our overall enrollment be children with disabilities.

**10.** Adjournment @ 1:27 pm

Motion: Michelle Gurney

Second: Ethel Cournoyer

Handouts given:

- Dr. Tamra Hummel's January 2019 Work Report
- COLA Paperwork
- Manager Reports
- Annual Reports
- Budget Projections