

SCCD, INC. BOARD OF DIRECTORS

Thursday, January 17, 2019

Boom's - Wagner SD

Agenda

Call to order and introductions _____

1. Roll Call (Attendance Sheet) – Proxy Designation _____
2. Approval of **January 17, 2019** agenda
3. Approval of **December 13, 2018** minutes and/or corrections
4. Announcements/Correspondence (National & Regional H.S. Communications and Guidance) _____
 - Grant Approval Letter
 - Monitoring reports
 - Funding Guidance Letter – Cost of Living Adjustment (COLA)
 - Duration Notification

Chairperson
Secretary

Chairperson

Consent Calendar

1. Management Team Written Reports _____
2. Agency Work Report/ERSEA _____
3. Program Information Report (PIR) _____
4. Policy Council/Parent Meeting Reports _____
5. Region 8 HS Association Board Report _____
6. Other

Chairperson/Ex. Director
Executive Director
Executive Director
PC Reps/Alt
Rachel Vander Ley

Policies and Procedures

1. Incentive Plan
2. Regular Volunteer Placement Protocol
3. Weather & Safety Procedure
4. Further review of Fundraising Policy
5. Board By-laws – review
6. Other

Fiscal/Budget – Reports reflect prior month _____

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 & unit totals
 - c. SCCD, Inc. Balance Sheet
 - d. HS (Child & Adult Nutrition Services)
 - e. VISA Credit card use report
 - f. Money Market (Income/Expenses/Receivables)
 - g. Accounts payable
 - h. Retirement plan market value report
2. PA 22 & 20 Budget Projections through 12/31/2018
3. Status Update on Daycare Closeout
4. Status Update on Bus Purchase
5. CACFP update
6. Safety Deposit Box

Fiscal Administrator

7. Cost of Living Adjustment (COLA)
8. Review SCCD Inc. charges for Phone System, Copier, and Postage Machine
9. Other

Old Business

- | | |
|--|-------------|
| 1. Personnel _____ | Chairperson |
| a. Disabilities Tutor/Bus Monitor - Chamberlain | |
| 2. Locally Designed Option Waiver (LDO) _____ | Chairperson |
| 3. Duration Update _____ | Chairperson |
| 4. Goals Update/On-going Monitoring _____ | Chairperson |
| 5. Self-Assessment Process and Plan _____ | Chairperson |
| 6. Mid-year Networking w/Ex. Director Comments _____ | Chairperson |
| 7. Employee Assistance Program (EAP) renewal _____ | Chairperson |
| 8. Community/Volunteer Recognition Luncheon _____ | Chairperson |
| 9. Friend of PC _____ | Chairperson |
| 10. Other _____ | Chairperson |

New Business

- | | |
|---|--------------------|
| 1. Personnel _____ | Chairperson |
| a. Teacher Assistant/Bus Monitor – Yankton – interview committee recommendation | |
| b. Kitchen/Meal Asst./Bus Monitor – Yankton – interview committee recommendation | |
| c. Mitchell Area Manager – additional responsibilities | |
| 2. Tech Solutions Renewal _____ | Chairperson |
| 3. Agency Health Insurance _____ | Chairperson |
| 4. Safe Schools Online Training Courses _____ | Chairperson |
| 5. Election of Officers _____ | Chairperson |
| 6. Review Board membership terms _____ | Chairperson |
| 7. On-going Training _____ | Executive Director |
| • 3 rd party verification | |
| 8. Other _____ | Chairperson |
| 9. Review Meeting dates _____ | Executive Director |
| 10. Executive Session for Executive Director/Fiscal Administrator Evaluations _____ | Chairperson |
| 11. Motion to Approve Evaluations _____ | Chairperson |
| 12. Adjournment | |

Next meeting February 14, 2019 @ 12:00 noon – Boom’s, Wagner

PLEASE REFER TO THE ACTIVITY CALENDAR FOR ALL PROGRAM DATES AND EVENTS.

AGENCY MISSION STATEMENT

**South Central Child Development, Inc. is committed to the development of children and families through an integrated approach of comprehensive early childhood education, family support and community involvement.
(TOBACCO FREE POLICY AT ALL HEAD START ACTIVITIES)**