

SCCD, INC. BOARD OF DIRECTORS

Thursday, March 21, 2019

Boom's - Wagner SD

Agenda

Call to order and introductions _____

1. Roll Call (Attendance Sheet) – Proxy Designation _____
2. Introductions of guests/staff and seating of members (as needed) _____
3. Any additions/deletions/changes to proposed agenda or minutes _____
4. Approval of **March 21, 2019** agenda
5. Approval of **February 21, 2018** minutes and/or corrections
6. Announcements/Correspondence (National & Regional H.S. Communications and Guidance) _____

Chairperson
Secretary
Chairperson
Chairperson

Chairperson

Consent Calendar

1. Management Team/Administrative Written Reports _____
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 _____
6. 90-day New Hire Recommendations _____
7. Board Membership Terms _____
8. Career Development Committee Agenda and Minutes _____
9. Health Services Advisory Committee Agenda _____
10. Other

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

Policies and Procedures

First Reading:

Second Reading:

1. Weather & Safety Leave Policy
2. Selection Process and Enrollment Priority Schedule

Final Reading:

1. By-laws
2. Volunteer Protocol
3. Self-Assessment Policy
4. Eligibility
5. Criminal History Records Information Policy (CHRI)
6. Eliminate
 - 2018-2019 Enrollment Priority Schedule
 - Enrollment Cut-off Policy
 - Selection Criteria Policy
7. Other:

Fiscal/Budget – Reports reflect prior month _____

1. Fiscal Reports – **2018 & February 2019**
 - a. Head Start PA 22 & 20 - monthly budget reports and Admin expenses

Fiscal Administrator

- b. Head Start In-kind - PA 22-20 & unit totals
 - c. SCCD, Inc. Balance Sheet - **February 2019 Only**
 - d. HS (Child & Adult Nutrition Services) - **February 2019 Only**
 - e. VISA Credit card use report - **February 2019 Only**
 - f. Accounts payable - **February 2019 Only**
 - g. Money Market (Income/Expenses/Receivables) - **February 2019 Only**
 - h. Retirement plan market value report
2. PA 22 & 20 Budget Projections through 12/31/2018
 3. FY 2018 Retirement Funding
 4. FY 2018 Audit
 5. Bus Purchase
 6. Grant Closeout
 7. Other

Old Business

- | | |
|--|--------------------|
| 1. Personnel _____ | Chairperson |
| a. Fiscal Assistant _____ | |
| 2. Duration Update _____ | Chairperson |
| 3. Goals Update/On-going Monitoring _____ | Chairperson |
| 4. Self-Assessment _____ | Chairperson |
| 5. Parent/Community Volunteer Conference _____ | Chairperson |
| 6. Proposed Agency Logo Revisions _____ | Chairperson |
| 7. Parent Survey – updated copy _____ | Executive Director |
| 8. Friend of PC _____ | Executive Director |
| 9. Other _____ | Chairperson |

New Business

- | | |
|--|----------------------|
| 1. Executive Session for Personnel _____ | Chairperson |
| 2. Personnel _____ | Chairperson |
| a. Teacher Contracts for 2019-2020 and COLA Agreements for Office Staff, Area Managers, and Family Service Workers | |
| b. Chamberlain Center – TA/BM Interview Committee Recommendation | |
| c. Mitchell Center – DBT/BM Interview Committee Recommendation | |
| 3. Recruitment In-service update _____ | Executive Director |
| 4. Proposed 2019-20 Calendar/In-service draft _____ | Executive Director |
| 5. Wage Study _____ | Executive Director |
| 6. Out of Area Travel Request _____ | Fiscal Administrator |
| 7. NAEYC Membership for Executive Director _____ | Executive Director |
| 8. On-going Training _____ | Executive Director |
| ▪ 3 year-olds | |
| ▪ Public Assistance | |
| 9. Other _____ | Chairperson |
| 10. Adjournment | |

Next meeting April 18, 2019 @ 12:00 noon – Boom’s, Wagner

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)**

