

**Proposed
Head Start Policy Council Agenda
Mitchell, SD
Tuesday, January 15, 2019**

- Call to order and introductions** _____ Chairperson
1. Roll Call (Attendance Sheet) _____ Secretary
 2. Introductions of guests/staff and seating of members (as needed)
 3. Any additions/deletions/changes to proposed agenda or minutes _____ Chairperson
 4. Approval of **January 15, 2019** agenda
 5. Approval of **November 13, 2018 & December 11, 2018** minutes
 6. Announcements/Correspondence (National & Regional H.S. Communications and Guidance) _____ Chairperson
 - a. Grant Approval Letter
 - b. Monitoring reports
 - c. Funding Guidance Letter
 - d. Duration Notification
 - e. Cost of Living Adjustment (COLA)

Consent Calendar

1. Management Team Written Reports _____ Chairperson/Ex. Director
2. Agency Work Report/ERSEA _____ Executive Director
3. Program Information Report (PIR) _____ Executive Director
4. Policy Council/Parent Meeting Reports _____ PC Reps/Alt
5. Region 8 HS Association Board Report _____ Rachel Vander Ley
6. Policy Council Treasurer's Report _____ Treasurer
7. Other

Policies and Procedures

1. Incentive plan
2. Regular Volunteer Placement Protocol
3. Weather & Safety Procedure
4. Further review of Fundraising Policy
5. PC By-laws – review
6. Phone Reimbursement – inform
7. Electronic sign/stamp – inform
8. Travel Advance under \$100.00 – approve and write policy
9. Retirement enrollment date change
10. Other

Fiscal/Budget – Reports reflect prior month _____ Fiscal Administrator

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. HS (Child & Adult Nutrition Services)
 - d. VISA Credit card use 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
7. Hearing Machine update

- 8. ChildPlus Consulting
- 9. Other

Old Business

- | | |
|---|--------------|
| 1. Personnel _____ | Chairperson |
| a. Disabilities Tutor/Bus Monitor – Chamberlain | |
| 2. Locally Designed Options 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. Policy Council Fundraiser Update _____ | Chairperson |
| 8. Employee Assistance Program (EAP) renewal _____ | Fiscal Admin |
| 9. Election of Friend of PC/Voting rep of SDHSA _____ | Chairperson |
| 10. Community/Volunteer Recognition Luncheon _____ | Chairperson |
| 11. Other _____ | Chairperson |

New Business

- | | |
|---|--------------------|
| 1. Personnel _____ | Chairperson |
| a. Teacher Assistant/Bus Monitor Yankton – Interview committee’s recommendation | |
| b. Kitchen/Meal Asst./Bus Monitor – Yankton | |
| 2. Tech Solutions renewal _____ | Fiscal Admin |
| 3. Agency Health Insurance _____ | Fiscal Admin |
| 4. Safe Schools Online Training Courses _____ | Executive Director |
| 5. On-going Training _____ | Executive Director |
| • 3 rd party verification | |
| 6. Other _____ | Chairperson |
| 7. Adjournment | |

Next Regular Meeting: Policy Council
Date: February 12th, 2019
Time: 7:00 pm
Location: 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)