

**Policy Council
OFFICIAL MINUTES**

Tuesday-----November 13, 2018-----Mitchell

Council Members Present:

Kari Rettig, Vice-Chairperson
Michelle Gurney
Sherri Mayes
James Sargent
*Non-Voting

Krista Vogt
Danielle Carbajal
Missy Gabriel Chile

Guests/Staff Present:

Dr. Tamra Hummel (PD&M) Director
Doug Mayes

Kyle Tjeerdsma (Fiscal Administrator)

1. Call the meeting to order and introductions

The meeting was called to order at 7:16 pm by Kari Rettig, Vice-Chairperson.

Introductions of guests/staff and seating of new members - Danielle Carbajal and Missy Gabriel Chile were seated.

Motion: Krista Vogt

Second: Sherri Mayes

Motion carried

2. Motion to approve the **November 13, 2018 meeting agenda.**

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

3. Motion to approve the minutes of the **October 15, 2018 meeting.**

Motion: Krista Vogt

Second: Sherri Mayes

Motion carried

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

Consent Calendar

1. Management Team Written Reports
2. Agency Work Report/ERSEA
3. Program Information Report (PIR)
4. Policy Council/Parent Meeting Reports:
 - a. Mitchell CT/HB – Had fatherhood youth activity, night at the library, story time
 - b. Yankton CT/HB – Had fatherhood event, library resources for mental health, activities and read books
 - c. Gregory – Went to fire station and visited smoke rooms
 - d. Wolbrink HB – Went to pumpkin patch, for December decorate for Christmas, baked goods and visit nursing home
5. Region 8 HS Association Board Report
6. Governing Board Agenda
7. Policy Council Treasurer’s Report balance is \$67.62

1. Motion to adopt the consent calendar.

Motion: Michelle Gurney

Second: Krista Vogt

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. HS (Child & Nutrition Services)
- d. In-kind
- e. VISA Credit Card use report

Motion to approve items a-e above.

Motion: Sherri Mayes

Second: Michelle Gurney

Motion carried

2. *Day Care Program closeout*

PA 22 & 20 Budget Projections through 12/31/18

3. *CACFP Application Status*

Kyle Tjeerdsma, Fiscal Administrator submitted the CACFP renewal application on 10/21/2018. The application was reviewed and approved. Dr. Tamra Hummel 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.

4. *Status Update on the Bus Purchase*

Kyle Tjeerdsma submitted the budget revision to Region 8 on 10/19/2018 for the purchase of the bus.

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. 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: Krista Vogt

Second: Michelle Gurney

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.

3. *Duration*

Duration: An update was shared related to duration and duration sites. Dr. Hummel has met with the Parkston, Menno, Gregory and Andes Central sites to explore the possibility of duration at those sites.

4. *Paper Reduction*

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

5. *Policy Council Checking Account and Fundraising*

There has been a fundraiser scheduled for November 19 at Pizza Ranch in Yankton from 4:30-7:30. All tips will be donated to the Policy Council and 15% of proceeds.

New Business

1. *Personnel*

a. Resignation of Teacher Assistant/Bus Monitor – Chamberlain

Motion to accept the resignation of Shawna Sherman Teacher Assistant/Bus Monitor – Chamberlain effective October 30th.

Motion: Krista Vogt

Second: Michelle Gurney

Motion carried

b. Rehire of Teacher Assistant/Bus Monitor – Chamberlain

Shawna Sherman, Teacher Assistant/Bus Monitor – Chamberlain has contacted the Agency requesting to be rehired for the position. Motion to rehire Shawna Sherman, Teacher Assistant/Bus Monitor – Chamberlain pending Governing Board approval and completion of an updated application.

Motion: Sherri Mayes

Second: Michelle Gurney

Motion carried

2. *Elections of Officers and Representatives*

Nominations for **Career Development Committee Representative and Alternate Representatives**

Nominations for:

Kari Rettig

Motion that nominations cease and that the representative will be Kari Rettig and James Sargent as Alternate.

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

Election results: Kari Rettig, Representative and James Sargent, Alternate

Nominations for **S.D. Head Start Association Alternate Representative**

Nominations for:

Kari Rettig

Motion: Krista Vogt

Second: Sherri Mayes

Motion carried

Election results: Kari Rettig, SDHSA Alternate Representative

Nominations for **Health Services Advisory Committee Representatives** – meets twice a year in Mitchell.

Nominations for:

Doug Mayes

Motion that nominations cease and a unanimous ballot be cast for Doug Mayes.

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

Election results: Doug Mayes, Health Services Advisory Representatives

The following nominations for the **Friend of Head Start Representative** to sit on the Policy (non-voting) and the S. Dak. Head Start Association Board (voting) effective January 2019 was made with final election to be held at the **December** meeting. This was tabled to the December meeting.

3. *Policy Council Checking Signature authority*

Discussion of signature authority for the Policy Council checking account at Commercial State Bank, Wagner as follows:

4. *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.

5. *Policy & Procedure Suggested Changes*

Six policies were presented for review by the Policy Council with discussion and motions as follows:

Staff Attendance Policy

Fundraiser Policy

Child Care Policy

Standards of Conduct

CDA Incentive Policy

In-kind Policy

Motion to accept the Staff Attendance Policy, Fundraiser Policy, Child Care Policy, Standards of Conduct, CDA Incentive Policy and the In-kind Policy.

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

6. *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 further she shared, along with managers suggestions.

7. *Manager's attendance at meetings*

Managers had requested not to attend the Policy Council and Board Meetings. It was reported that this was taken to the Governing Board in September for feedback and PC feedback was also needed.

8. *Program Specialist/T&TA Site Visit*

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

9. *Professional Development 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, attendanceworks.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. Annual Board/Staff Holiday Luncheon

The annual Board/Staff Christmas Luncheon will be held on December 7th at Two Spurs in Wagner at approx. 11:30 am. This year the invitation to the Luncheon is extended to all Policy Council members as well. There will be a School Messenger message sent out the day prior.

11. Adjournment @ 9:00 pm

Motion: Michelle Gurney

Second: Krista Vogt

Motion carried

Submitted by:

Chairperson

Secretary

Date: