

**Policy Council
OFFICIAL MINUTES**

Tuesday-----December 11, 2018-----Wagner

Council Members Present:

Rachel Vander Ley, Chairperson
Michelle Gurney
Sherri Mayes
*Non-Voting

Kelly Stewart
Kari Rettig
Doug Mayes

Guests/Staff Present:

Dr. Tamra Hummel (PD&M) Director
Dolly Hull (Regional Head Start Director)

Kyle Tjeerdsma (Fiscal Administrator)
Diane Lowry (Regional T&TA Specialist)

1. Call the meeting to order and introductions

The meeting was called to order at 7:05 pm by Rachel Vander Ley.

2. Introductions of guests/staff and seating of members. Motion to seat new members Kelly Stewart, Representative from Wagner Center and Doug Mayes, Representative for Elder unit.

Motion: Michelle Gurney

Second: Kari Rettig

Motion carried

3. Additions/deletions/changes to proposed agenda or minutes.

4. *Motion* to approve the **December 11, 2018 meeting agenda with additions.**

Motion: Sherri Mayes

Second: Michelle Gurney

Motion carried

5. *Motion* to approve the minutes of the **November 13, 2018 meeting.**

Motion: Michelle Gurney

Second: Kari Rettig

Motion carried

6. Announcements/correspondence (National & Regional H.S. Communications) presented as part of the meeting packet or mailed inclusive of:

a. HSES Correspondence - COLA

Consent Calendar

1. Management Team Written Reports
2. Agency Work Report/ERSEA
3. Program Information Report (PIR)
4. Policy Council/Parent Meeting Reports – Yankton CT held fatherhood event to the library, there as only three parents in attendance, parent meeting was also held, ELKS club held their annual Christmas party for the children this evening; Kafka, did not have PALS due to in-service in Wagner; Elder's PALS will be Thursday.
5. Region 8 HS Association Board Report
6. Governing Board Agenda
7. Policy Council Treasurer's Report

8. Career Development Committee Meeting Minutes

9. Other

Motion to adopt the consent calendar.

Motion: Sherri Mayes

Second: Kari Rettig

Motion carried

Policies and Procedures

To be in compliance we need to update many policies and procedures. Managers, the Fiscal Administrator and the Executive Director are currently taking other Head Start Policies and Procedure manuals and comparing them to existing policies.

Fiscal

1. Fiscal Reports

- a. Head Start PA 22 & 20 2018 – monthly budget reports
- b. Head Start In-kind – 2018 PA 22-20 & total units
- c. HS (Child & Nutrition Services)
- d. VISA Credit Card use report

Motion to approve items a-d above.

Motion: Michelle Gurney

Second: Sherri Mayes

Motion carried

2. Day Care Program closeout

Kyle Tjeerdsma emailed SCCD's administrative expenses for May 2017 to Jacquelynn Mattheis on 11/19/2018.

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

4. CACFP Application Status

Kyle Tjeerdsma received the approved contracts from CACFP on 11/20/2018. Kyle, and the SCCD staff, have sent these contracts to our partner sites to sign and return them.

5. 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. Kyle advised the Policy Council that Dolly Hull verbally stated it has been approved and that we are just waiting for Region 8 to send us the paperwork.

6. Proposal to Purchase One (1) Hearing Machine

The Health Manager presented a request to purchase a hearing machine to the Health Services Advisory Committee. She stated that 4 of our existing 6 hearing machines are old, and some of them are having issues. Carrie also advised that because of the age of the machines, we cannot

get them repaired. She proposed that we purchase a new hearing machine.

Motion: Sherri Mayes

Second: Kari Rettig

Motion carried

7. *Proposal to Purchase Laptops for Area Managers*

Kyle Tjeerdsma proposes that SCCD purchase 5 new computers for our Area Managers.

Motion to approve the purchase of 5 new laptops for Area Managers.

Motion: Michelle Gurney

Second: Sherri Mayes

Motion carried

8. *Termination of Storage Lease in Mitchell*

Avera notified Kyle Tjeerdsma that they have leased out the remainder of the office building in Mitchell where the H.S. classroom is located. SCCD is currently using a vacant suite for storage at a cost of \$100 per month. As of January 1, 2019, we must remove all of our belongings from the vacant suite. Courtney Brink (Mitchell Area Manager) has found another indoor facility, the basement of the Midtown Mall on Main St.

Motion: Sherri Mayes

Second: Michelle Gurney

Motion carried

9. *Other (Internal Controls)*

SCCD is in the process of converting time studies (manually tracking hours) to having employees check in and out on ChildPlus. ChildPlus will track and calculate hours worked and leave time. This will speed up the payroll process and reduce/eliminate errors. As a result of this change, we need to update our Internal Controls to reflect this process. Motion was made to modify the Internal Controls Procedure Manual.

Motion: Sherri Mayes

Second: Michelle Gurney

Motion carried

Old Business

1. *Personnel - None*

2. *Locally Designed Options Waiver (LDO)*

Dr. Hummel shared that she was told verbally by Dolly Hull that the waiver had been approved, but the Agency has not received any formal written response about this yet.

3. *Duration Update*

It was reported that on November 30th Dr. Hummel submitted the paperwork for full duration (supplemental hours) for Bridgewater and Andes Central. A copy of the duration narrative and budget was provided for review.

- Andes Central and Bridgewater~Supplemental Funding/Duration funding was submitted for these two sites. We will pay per child at each site.

4. *Goals Update/On-going Monitoring*

Recruitment of stakeholders has been happening with management reaching out. Also at the Dec. 7th meeting, the goals were shared and volunteers to be on each committee was shared. Representatives from Board and PC are still needed.

5. *Self-Assessment Process and Plan*

Dr Hummel is reaching out to PC members to set a date in January for the self-assessment. Review and dissemination of information from ECLKC and discussions with Dolly Hull is taking place at this time. The final process for the year will be determined at the first Management Meeting in January. At the PC meeting members will be asked what they prefer as far as dates, time, and duration. Management is recommending a full day with everyone divided into small groups.

6. *Baseline Grant*

It was reported that Dolly Hull will work with Dr. Hummel during her regional visit on duration, braided funding, and feedback on the grant.

7. *Policy Council Fundraising Status*

There was a fundraiser held at Pizza Ranch in Yankton on November 19.

New Business

1. Personnel - *Motion needed*

- a. Disabilities Tutor/Bus Monitor - Chamberlain

The interview committee held an interview with Lesley Burfeindt at the Chamberlain Center on November 20th at 3:30 pm. Recommendation by the committee to hire Lesley Burfeindt.

- b. Disabilities Tutor/Bus Monitor – Chamberlain

Lesley Burfeindt, the applicant that was recommended by the interview committee declined the position. Position will remain advertised.

- c. Combination Teacher – Parkston resignation

Motion to accept with regrets the resignation of Melissa Kohler effective immediately.

Motion: Michelle Gurney

Second: Kari Rettig

Motion carried

- d. Combination Teacher – Parkston – interview committee recommendation

The interview committee held an interview at the Tripp School on December 5th at 4:00 pm. Recommendation by the committee to hire Ellie Wolf pending on background screenings and Governing Board approval.

Motion: Sherri Mayes

Second: Kari Rettig

Motion carried

- e. Teacher Assistant/Bus Monitor – Yankton resignation

Motion to accept with regrets the resignation of Michelle Lee effective December 14, 2018.

Motion: Kari Rettig

Second: Michelle Gurney

Motion carried

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

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. There were no nominations.

3. *Volunteer Conference – theme/speakers*

The members asked for the past years themes to be e-mailed to them.

4. *Bures and Associates Contract renewal*

A contract had been received from them, with changes to the wording, and deletion of a rate.

5. *Employee Assistance Program (EAP) renewal*

Motion to made to renew the EAP contract effective from January 1, 2019 to December 31, 2019.

Motion: Michelle Gurney

Second: Sherri Mayes

Motion carried

6. *School Messenger Renewal*

Motion to renew School Messenger for 36 months from December 2, 2018 to December 1, 2019.

Motion: Michelle Gurney

Second: Kelly Stewart

Motion carried

7. *Mid-year Networking Summary*

A copy of the information collected at Dec. 7th in-service was shared with PC and Board. Networking for the mid-year was conducted differently than in the past. Norms were set, only comments with suggestions or solutions were allowed, a person was assigned to redirect the group if they were off topic for too long or were discussing something without a solution, and reporting out to the whole group only included positive remarks and celebrations. The rest of the time was set aside for sharing of ideas, plans, and questions.

8. *SDHSA Renewal Membership*

Motion to renew membership to the South Dakota Head Start Association effective from January 1, 2019 to December 31, 2019.

Motion: Michelle Gurney

Second: Sherri Mayes

Motion carried

9. *Outcomes Report*

The Teaching Strategies /School Readiness Goals report was presented and discussed.

10. *On-going Training*

Information related to a new website being put together by the SD Collaboration Office was shared. It contains Early Learning Guidelines (ELG). This is a resource for everyone interested in developmental domains for child development. Also shared was information about Safety and Injury Prevention that is required for Head Start.

Motion: Michelle Gurney

Second: Kari Rettig

Motion carried

Submitted by:

Chairperson

Secretary

Date: