

**Policy Council  
OFFICIAL MINUTES**

Tuesday-----September 11, 2018-----Mitchell

**Council Members Present:**

Kari Rettig, Vice-Chairperson  
\*Non-Voting

Krista Vogt  
Kattie McHugh

**Guests/Staff Present:**

Dr. Tamra Hummel (PD&M) Director

Kyle Tjeerdsma (Fiscal Administrator)

**1. Call the meeting to order and introductions**

The meeting was called to order at 7:06 pm by Kari Rettig.

>Introduction of and seating of added Parent Policy Council Members. Motion to seat on the council as needed.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

**2. Motion to approve the **September 11, 2018** meeting agenda.**

Motion: Krista Vogt

Second: Kari Rettig

Motion carried

**3. Motion to approve the minutes of the **August 23, 2018** meeting.**

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

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

- o Early H.S. & Duration – proposed additional funding

**5. Self-Assessment Committee Meetings - as needed**

*Not necessary this month*

**Consent Calendar**

- The **August** Policy Council Treasurer’s report given by Rachel Vander Ley, Treasurer
- Program Operations (**August**).
- SCCD, Inc. Governing Board Report for **August**. Presented, reviewed and discussed (as needed).
- The local unit meeting report – Some discussion about busing capacity issues at Mitchell and Chamberlain.
- The Career Development Committee met **August 20<sup>th</sup>** (minutes)

- The South Dakota Head Start Association Board met **September 13<sup>th</sup>** @ Cedar Shores with networks for Directors & ERSEA
- Region 8 H.S. Association Report – Rachel Vander Ley
- Other

1. Motion to adopt the consent calendar.

Motion: Krista Vogt

Second: Kattie McHugh

Motion carried

**Fiscal**

1. 2018 HS PA 22 & 20, in-kind, credit card, USDA meals reimbursement (when in session). Motion to approve 2018 Head Start PA 22 & 20 monthly fiscal/budget reports, in-kind, Head Start USDA food reimbursements and credit card use, as presented by Kyle Tjeerdsma, Fiscal Administrator (copy of reports distributed as part of the board packet).

Motion: Kattie McHugh

Second: Krista Vogt

Motion carried

2. The proposed draft 2019 Head Start Continuation budget was introduced for review and comment (copy printed as part of the meeting packet). A motion was made to approve the 2019 budget proposal and narrative.

Motion: Kattie McHugh

Second: Krista Vogt

Motion carried

3. The Fiscal Administrator reported that the appeal was made to CACFP to report our May 2017 daycare expenses, however, we have not yet heard a response from them.

4. The 2017 Annual Report has been completed and was presented to the Policy Council. A motion was made to approve the annual report.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

5. The Internal Controls Manual was presented with updated General Ledgers. A motion was made to approve the Internal Controls Manual.

Motion: Kari Rettig

Second: Kattie McHugh

Motion carried

6. The Fiscal Administrator presented a request to surplus two vehicles: 2004 Chevy Impala with 170,243 miles, and a 2000 Dodge Stratus with 149,510 miles. A motion was made to approve the request to surplus two vehicles.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

7. Other

The Fiscal Administrator presented the Policy Council with a new CACFP Purchasing Plan and a new CACFP Special Diet Grievance Procedure. Both of these policies are required to be compliant with the Child and Adult Care Food Program requirements. After reviewing the topic and information contained within the policies, a motion was made to approve the policies.

Motion: Krista Vogt

Second: Kattie McHugh

Motion carried

**Old Business**

1. The Chairperson asked for the Council to keep in mind of any Community Representatives to be considered for 2018-19.

1. Kari Rettig

Action taken: Motion to approve of the election of the applicant and nominations for membership received from:

Motion: Krista Vogt

Second: Kattie McHugh

Motion carried

2. Personnel

- PC was informed that the Chamberlain Center Disabilities Tutor/Bus Monitor position remains open until filled. There have been no applicants up to this date.
- PC was informed at the August meeting that Jerico Shape had verbally given his resignation from the part-time Teachers Assistant/Bus Monitor position in Bridgewater. Motion to accept with regrets the self-termination of Jerico Shape.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

The position has been advertised with no applicants to date.

3. Policy Council checking account – fundraiser – update – close account

- Discussion about the status of PC checking account and potentially closing this account or fundraising. At the last meeting PC said they wanted to work on some fundraising and keep the account open. Discussion followed by a motion to table until the October meeting when there will be new members for the 2018-19 term.

Motion: Krista Vogt

Second: Kari Rettig

Motion carried

4. Employee Duty Stations

- There has been not updates for a duty station for Area Manager Marijane Fulwider.
- Family Service Worker Rachel Heisinger said she found a place in a store in Tripp but it would cost \$300/month. Recommendation is that Rachel will continue to work from home. Motion to allow Rachel and Marijane to work from home unless something becomes available.

Motion: Kari Rettig  
Second: Krista Vogt

Motion carried

5. Program Options Waiver for 2018-19 school year
  - The waiver was finally returned on August 24<sup>th</sup> and was “urgent” for us to respond with an update. The Managers helped to gather some of the necessary information and Dr. Hummel updated it with input from Renee and Dolly from the Regional Office with the revisions requested. No update since resubmission.
6. Consulting Dietician Services Menu Signature
  - There has been no updates.
7. Mental Health Agreements 2018-19
  - We have received agreements back from SE Mental Health (Sioux Falls); Lewis & Clark Mental Health (Yankton); Dakota Counseling Institute (Mitchell) and Southern Plains Health Services (Winner). We have not received one back from Community Counseling (Huron), a second request was sent September 5.
8. Year-end Networking Responses – *follow-up discussion*
  - The Director shared with PC the responses to the networking questions that were submitted by staff at the May meeting and some of the ideas and plans related to their comments.
    - TA’s were concerned that not every center had a bus monitor. Dayle and Marijane let the teachers know at the pre-service on 8-14-18 that all centers have bus monitors.
    - TA’s were asking to get a paper cutter. Dayle and Marijane responded that they need to talk to their area manager and request what was needed. They also indicated that the supply budget doesn’t have much money left in it so some supplies would be looked at closely, or put off until next year for purchase.
    - TA’s wanted to know if they would be able to attend the SDHSA conference in Pierre. Dayle and Marijane responded that there was money to send people. Dr. Hummel added that she is passionate about professional development and that when she had asked about PD opportunities outside of the agency, it had been pretty limited in the past. The teachers were told that attending outside paid conferences may need to be on a rotating basis but there are a lot of opportunities for free webinars, and that information regarding opportunities in the areas would be forwarded to them. There is also plans of having the TA and Teachers network via technology in the future. They were also encouraged to visit K and other preschool teachers on Fridays in order to observe, question, and learn from other teachers.
    - HB teachers wanted to know about the required notes in TSG. Dayle and Marijane told them the process and requirements were in the packets they received and that they only have to fill out notes for the school readiness goal.
    - There was a comment about the pre-service binder being hard to navigate. No one was sure which pieces and will need to get feedback/follow up on this with new teachers. They also mentioned that as we move toward less paper and/or paperless avenues that it is likely many of the handouts and binders will be on-line and available to them via technology.
    - Teachers had asked for more books for the classroom and they were informed that they were able to get all the requests except one book that was unavailable.

- The office staff asks that people be respectful of time and noise when at the main office and Dr. Hummel explained that now that people are aware of that we just need to be contentious of their wishes.
- The office staff had expressed concerns about others not keeping deadlines. Dr. Hummel discussed the need to streamline processes and the need for everyone to meet deadlines so that everyone can do their job.
- The office staff wanted to have more done with email and scanning to save on postage and Dr. Hummel explained that as long as it doesn't affect compliance with the Performance Standards, and confirming with the Regional and National office, that if process can be streamlined, they will be and that she has a lot of ideas related to this.
- The office staff wants scanners to scan items into Child Plus. Dr. Hummel showed others how to use the copy machine to make scans and also is discussing with the Fiscal Administrator what is needed in the budget going forward related to this.
- Teachers want networking time with each other and Dr. Hummel said that we would be working toward making that happen more often.
- Comments related to substitutes was addressed by Dr. Hummel and the associated costs. She explained that anything that we chose to do, the money has to come from somewhere else and so it is crucial to prioritize.
- Teacher shared concerns about sharing of computers, especially on Friday. Dr. Hummel said they would look at the budget and see if anything is available through surplus.
- Concern related to needing to know more about the retirement program. Dr. Hummel shared that when she knows more she will work to roll that out to staff so they are more aware.
- Teachers said that the new applications are hard to read. Fiscal Administrator and Dr. Hummel will be working on this, but the information and order will not change as that is what is in Child Plus and related to easy data entry.
- There was a request for forms to be in Spanish. Discussion about Google Translate to help, and to see if there is anyone that is bilingual that would be willing to in-kind by helping us to make some of the forms in Spanish.
- Another budget question was related to Active Panels. Dayle is looking into writing a grant related to this.
- There were concerns about needing training on dealing with challenging children. The pre-service next week will start to address this and we will continue as part of our Grant goals to fold this into what we do.
- The question was asked about if discussions with school district personnel could happen and Dr. Hummel supported and encouraged them to partner with schools.

**9. Self-Assessment Summary – *follow-up discussion***

**10. Food Service Agreements 2018-19 – *update***

After many phone calls and several revisions an agreement was signed between Lunchtime Solutions and SCCD, Inc./Head Start for Chamberlain Center. Chamberlain had to serve their own food for the first week because of some Safe Serve working that we were not in agreement.

**11. 50% Duration funding – *update***

Nothing to report at this time. We will need to move forward with this going forward during the year.

12. Busing in Chamberlain – *discussion*

It was reported that the agency was not able to secure busing in Chamberlain due to lack of a bus driver. However, there now is a substitute driver available pending approval of finger prints. A concern was voiced about capacity of the bus and needing replacement. Dr. Hummel shared what happened. There was miscommunication about capacity and after discussing with driver he back tracks when necessary. Also stated that between illnesses and parents dropping kids off he has not been over capacity on the bus and it is rare.

13. Paper Reduction – *discussion*

Discussion about maybe having a private part of the website to house handouts.

**New Business**

1. Personnel

- Sandy Baker, Area Manager Mitchell resigned from her position as Area Manager. Motion to accept with regrets the resignation of Sandy Baker.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

Sandy has interviewed for the open position as Home Base Teacher in Mitchell and accepted the position pending Board approval.

It was the interview committee's recommendation that Sandy Baker be hired to fill the position. Motion to accept Sandy Baker's in-house transfer from Area Manager Mitchell to Home Base Teacher Mitchell.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

- Interviews were held for the Area Manager Mitchell

It was the interview committee's recommendation that Courtney Brink-Sperl be hired to fill the position. Motion to hire Courtney Brink-Sperl for the position of Area Manager Mitchell pending background checks, fingerprinting, and Board approval.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

- The Director discussed giving Vicky Mendoza, Family Service Worker some additional Duties in Wagner and Lake Andes.

- Interviews were held for the Combination Teacher /Parkston. Due to lack of qualified applicants there was only one interview held.

**Interview schedule for Combination Teacher/Parkston as follows:**

It was the interview committee's recommendation that Melissa Kohler be offered the position of Combination Teacher/Parkston. Motion to hire Melissa Kohler pending background checks, fingerprinting, and Board approval.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

**2. 2017-18 Program Information Report (PIR)**

The PIR was submitted on time and has been included in the information was given to PC for review.

**3. Grant Goals Input and Recommendations**

**It was reported that there is a lot to do with the grant and very little time. The managers that were able to meet on Sept. 6<sup>th</sup> to work on the grant and revisions and continue to do so through emails and feedback from Dr. Hummel and Renee Funk T/A. A new draft was given to the board and emailed to PC on Sept. 20<sup>th</sup>. Members were asked to review it and give feedback to the Executive Director. All board members will receive a copy of the final draft before submission by Oct. 1<sup>st</sup>. The board was asked to approve the draft and to allow the Chairperson, Sandra VandenHoek (Governing Board) and Rachel Vander Ley (Policy Council) to sign off on the final draft before submission. Motion was made to accept the current draft and to allow Sandra and Rachel to sign off on the final draft before submission.**

**Motion: Kari Rettig**

**Second: Kattie McHugh**

**Motion carried**

**4. Class Days Held – Corrections**

An error was reported on the number of days that centers will be in session this year. They will be in session 128 days, not 130 days as previously reported.

**5. Executive Director/Fiscal Administrator Training from Regional Office**

Renee Funk from the Regional Office has at the Central Office working with Dr. Hummel and Kyle Tjeerdsma on August 28-29-30.

**6. Flu Shot Reimbursement**

The Council was presented with flu shot reimbursements for staff. Following discussion a motion was made to approve the continued use of reimbursements for voluntary influenza immunizations for eligible employees not to exceed \$20.00 when presented with a receipt of payment effective October 1<sup>st</sup>, 2018 through December 31, 2018.

Motion: Kattie McHugh

Second: Krista Vogt

Motion carried

**7. Request for Out of State Travel for Executive Director**

The Executive Director requested to attend an ERSEA training. An attachment about the training was included. Agenda items and topics were shared. Motion to approve of the out of state travel for the Executive Director to attend the ERSEA training.

Motion: Kari Rettig

Second: Krista Vogt

Motion carried

**8. Request for Out of State Travel for Executive Director & Fiscal Administrator**

The Executive Director and Fiscal Administrator requested to attend a Fiscal Cluster Training.

Motion to approve the out of state travel for the Executive Director and Fiscal Administrator.

Motion: Kattie McHugh

Second: Krista Vogt

Motion carried

**9. Policy & Procedure Suggested Changes**

Council tabled discussion until the October meeting.

**10. Professional Development Training:**

**Next Regular Meeting: PC Orientation & Governance Training**

**Date: October 2<sup>nd</sup>, 2018**

**Time: 7:00 pm**

**Location: Boom's @ Wagner**

**Joint 2017-18 & 2018-19 Policy Council**

**Date: October 9<sup>th</sup>, 2018**

**Time: 7:00 pm**

**Location: Boom's @ Wagner**

**11. Adjournment @ 8:34 pm**

Motion: Kattie McHugh

Second: Krista Vogt

Motion carried

**Handouts presented at the Meeting – (Mailed if not in attendance):**

- Proposed 2019 Grant draft
- Proposed Goals draft

**Attendance drawing for \$25.00 from the Policy Council Treasury went to the Krista Vogt unit.**

**Submitted by:**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date:**