**Meeting Date:** January 21, 2015

**PC Business Meeting:** 12:30 p.m. – 2:30 p.m.

**Place:** BHS: P5 Administrative Office – Belle Fourche, SD

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**Roll Call:** Christel Dodd, Tracey Wendt, Stacy Streanberg, Tracy Lynch, Courtney Fischbach, and Anna

Crockford (A) and on the phone: Fiona Bianas, and Nicole Glines

* Quorum Established? Yes

**Seating/Unseating of Reps:**

* The following Policy Council Representatives need to be seated for 2014-15: Anna Crockford – Butte 2 Alternate

***Motion to seat Anna Crockford***

*Motion made by: Stacey Streanberg*

*Second by: Courtney Fischbach*

*Motion carried*

**Additions to the Agenda:**  None

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**Past Minutes:**

* **December 18, 2014 Minutes: Review and Adoption**

***Motion to approve Dec. 18, 2014 Minutes as presented***

*Motion made by: Tracy Wendt*

*Second by: Tracey Lynch*

*Motion carried*

**Old Business:**

* **TREC Board of Directors Meeting Minutes – December**
* No questions or comments
* **Leadership Team Meeting Minutes** – **December**
* No questions or comments
* **2013-14 Self-Assessment Summary of Findings Final Update**
* All items have been updated. Any items that are still on the 2013-14 Self-Assessment Summary of Findings will be moved over to the 2014-15 Self-Assessment Summary of Findings.
* Website Development Phase 2 Contract – Digital Designs Update-No update
* **2014 Maintenance & Improvements Projects Update**
* The second furnace has been installed
* Buffalo building roof needs replaced if we have extra money at the end of the year.
* **Enrollment Update**
* Wanda reviewed
* HS – Needs 134 children – we currently have 100 (possible 104)
* EHS – Needs 60 – we currently have 57
* Proposal for Enrollment Reduction
* Marcus reviewed the proposal that we will be taking to the board tomorrow
* We will be proposing a 10% reduction or 19 Head Start slots
* Shannon/Bennett – 8 slots
* Perkins County – 6 slots (3-Lemmon Center-based and 3-Bison Combo-Option)
* Harding County Home based –5 slots
* We will ask for this to be done without a reduction in money because we expect to increase quality of services in Center-based by extending hours.
* If we only request a 10% reduction, this request can go to the Region Office, if we request more it would have to go to Washington
* Dorothy commented that Region VIII has asked us to drop on the reservation because Region XI is already on the reservation and would be able to pick up these children
* Wanda is currently surveying center parents regarding extending the day (8-12:30 to 8-2:30) in the HS Centers. The survey also asks if parents prefer home-based or center-based.
* **Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**
* Marcus explained that we are currently wrapping up this process. Linda Fiock will be interviewing staff members next week. Marcus will sit in on the interviews.

**New Business:**

* **Financial Summary Report: December 31, 2014**
* The Financial Summary Report was not mailed out. Dorothy handed out financials to members attending, and she has emailed to those not present.
* Dorothy reviewed
* In-kind is a little low in December, but this is normal with Dec. being a short month
* Discussion on what the Policy Council would like to see in this report. Marcus got input from the PC on what is beneficial and if the current format is helpful and easy to understand. He is going to be changing this to better fit the needs of everyone
* Also Included: Full Credit Card Report, Bank Statements, CANS Report, USDA Saving Acct. , Hunger Relief Statement, Shopko and Sam’s Club Statements

***Motion to approve Financial Summary Reports as presented***

*Motion made by: Nicole Glines*

*Second by: Anna Crockford*

*Motion carried*

* **2014-15 Cash Flow Projection Reports**
* Dorothy handed out and reviewed
* EHS: 36,000.00 under budget
* HS: 44,000.00 over budget (Dorothy budgeted S/B through July, she doesn’t expect it all to be paid out)

***Motion to approve 2014-15 Cash Flow Projection Report***

*Motion made by: Tracy Wendt*

*Second by: Tracy Lynch*

*Motion carried*

* **Summary of Operations Report: December 31, 2014**
* Wanda reviewed
* Enrollment is down – talked about above
* Wanda has been utilizing Child Plus to make graphs which will help track data on the Strength Matrix.
* We still need some Policy Council reps.
* Health Stats – numbers look good
* EHS – Lead blood tests are low due to newly enrolled children and children getting older
* Home Visit Completion – We are monitoring this per child. If someone has missed 2 home visits, letters go out.
* If Center attendance drops below 85%, we ask why, and what is being done about it
* Developmental, Social, Emotional screenings – we are monitoring this per child as well.
* Cheryl commented that we are all up to date.
* 10% of our children should be on IEPs – we have until mid -January to reach this goal. Cheryl commented that we have several kids in referral, once they are in referral we are at the mercy of the school districts. Cheryl has spoken with Linda Fiock regarding this.
* EHS – we are at 16% with disabilities
* Mental Health – Rebecka has been going out to socials and doing observations at Centers.

***Motion to approve Summary of Operations Report***

*Motion made by: Stacy Streanberg*

*Second by: Nicole Glines*

*Motion carried*

* **Policies, Procedures & Forms:**
* Lockdown Procedure
* Dorothy reviewed and explained that there will be drills at the Centers after Malynda gets everything finalized.
* **Early Years Newsletter**
* The Early Years Newsletter is a subscription that we receive and put in the Quarterly Badlands Head Start newsletter. Cheryl asked the Policy Council if this is something that they would like to see continue. The subscription costs approximately $100 per year
* The consensus is parents would like to keep getting them. Cheryl will renew the subscription
* Content Plans of Action – None
* **Terminations/Resignations - CV**
* Cheryl Voorhis has submitted her letter of resignation effective June 30th.
* Cheryl has agreed to work part time and help with special projects and mentor new staff.
* This position requires an Early Childhood Degree

*Motion to accept Cheryl Voorhis’s resignation*

*Motion made by: Tracy Lynch*

*Second by: Stacy Streanberg*

*Motion carried*

* Hiring Recommendations: None
* **Hiring in Process:**
* HS Nutrition Support – Butte Co.
* We have one candidate that has been interviewed
* Background checks have been sent out – when those come back we will need a telephone vote from the Policy Council
* The applicant is currently working at the Belle Fourche School
* HS Home Visitor in Butte Co.
* Waiting on one background check -when it comes in we will need a telephone vote from the Policy Council
* The applicant has worked for Oahe Head Start in Pierre as a Home Visitor and has also worked at a daycare in Spearfish for a number of years.
* HS ASM – Shannon/Bennett
* We haven’t gotten any qualified applications
* HS Home Visitor – Shannon/Bennett (1)
* No applications at this time
* Information Memorandums: None
* **NHSA and SDHSA Reports:**
* Update on SDHSA Parent Representative
* Julia Brixey hasn’t gotten back to us on whether she would like to take this position. Tammy will contact her next week.
* **Parent Representatives for Committees**
* We need parents for the following committees:
* Professional Development Plan Committee
* Training Plan Committee
* Staff Needs Assessment Committee
* Wanda will be talking to Diane Lowery regarding what is needed on these committees.
* If anyone is interested in being on these committees, please contact Wanda.
* **Parent Committee Meeting Reports & Requests -** None

***Motion to adjourn the meeting***

*Motion made by: Tracy Wendt*

*Second by: Courtney Fishbach*

*Motion carried*

**Next Meeting Date:**  Feb. 18, 2015 Time: 12:30-2:30