**Meeting Date:** October 18th, 2016

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

**Place:** Administration Office Belle Fourche, SD

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**Roll Call:** Amanda Yung, Courtney Fischbach, Brandon Nikodym, Jennifer Ramos-Runyan, Loyann Doren, Kristine Warren, Ashley Flynn, Sean Mets, Sarah Eggebo, Sara Pazie, Christel Dodd (phone)

**Others attending:** Marcus Bevier, Wanda Dunn, Jessica Carmichael, Melissa Pickle, Brianne Sambo

**Quorum Established?** yes

**Additions to the Agenda:**  None

**Training:** None

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**Seating the New Policy Council Members** - None

**Past Minutes:**

**September, 2016 Minutes: Review and Adoption**

***Motion to approve September,2016 Minutes as presented***

*Motion made by Amanda Yung:*

*Second by: Christel Dodd*

*Motion carried*

**Old Business:**

**TREC Board of Directors Meeting Minutes – September**

**Leadership Team Meeting Minutes** – **September**

**Maintenance & Improvements Projects Update – Buffalo Basement fixed by Blackburn. Lemmon playground will get a slide in the next few months. It did not work out for this year. It will benefit both HS and EHS children.**

**OHS Items:**

**New Business:**

**Seating the New Policy Council Members** – New members present: Brandon Nikodym, Jennifer Ramos-Runyan (alternate), Loyann Doren, Amanda Yung, Kristine Warren (alternate), Ashley Flynn, Sean Mets (alternate), Sarah Eggebo, and Sara Pazie. New members no present: Tiffany White Buffalo, Shawna Kerstetter (alternate), and Michelle Vocu

*Motion made by: Christel Dodd*

*Second by: Amanda Yung*

*Motion carried*

Selection of Chair & Vice Chair: Nominees: Amanda Yung “Mandi” has learned a lot from the program. She had been skeptical when she started, but she feels the work being done here is important for the community and the children. Loyann Doren used to participate in Head Start when she was younger. She thinks it is a great program and would like to help it spread.

Voting for Chair was by secret ballot. The votes were: 8 votes for Mandi, and 1 vote for Loyann. Amanda Yung will be the chair, and Loyann will be the vice chair.

Melissa Pickle introduced herself. She is the education and the disability specialist. She does a lot of the DIAL testing, and training. A lot of her experience was from working at Head Start in Alaska.

Brianne Sambo introduced herself. She is the Health & Safety Coordinator. She does the vision and hearing. She is new to the position. Misty is her other person in the office, but was unavailable today.

**Financial Summary Report: September 30th, 2016**

* There is some overlap between grant years to balance everything out. 6% of the budget has been spent/paid. A lot of large payments like insurance or mortgage have high percentages because they have early due dates in the grant year. A lot of the educational supplies were bought over the summer. It was a pretty low month for expenses. Administrative cost is mostly for personnel not directly related to the services such as Marcus, Jessica, and the financial specialists. About 3% of the admin budget has been spent. Admin cost is regulated by the grant requirements. Admin cannot go over 15% of the total program cost. Melissa let everyone know that South Dakota does not pay towards Head Start, only federal grants are paid in the state of South Dakota.
* In-kind – 20% of our federal share has to come from in kind. We do not receive a lot of donations. Each person is maxed out at 15 hours per month for parent activities or center activities. It does not include the meetings like policy council. In kind allows parents to work with their children on skills they have not yet mastered. This month a little over $9,000 in in kind hours. For Head Start and Early Hard Start there were only about 2.5 weeks included due to the time to get in to the accountant. It starts off slow but picks up. Please remind parents how important in kind is. Early Head Start was very low for September. Early head start’s goal is $15,697. Head start’s goal was $25,702. Sarah Pazie requested a comparison between months so people can see progress, both positive and negative.

***Motion to approve the Financial Summary Report as presented***

*Motion made by: Sarah Pazie*

*Second by: Jennifer Ramos-Runyan*

*Motion carried*

**Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam’s Club, USDA Savings Acct.**

Credit card was lower this month, right around $3,400. There was electrical work done in Buffalo to do the basement repairs, and a large vehicle repair bill. The hunger relief account stays right around $2,000. It was a donation from a church for meals when TREC is doing a transport for things like medical or dental. TREC is a last resort for doing those activities.

***Motion to approve the credit card reports, bank statements, CANS Report, USDA Savings etc. as presented***

*Motion made by: Sarah Pazie*

*Second by: Sean Mets*

*Motion carried*

**Cash Flow Projection Reports 2015-16**

There will not be a cash flow projection until November. We need to get last grant year’s funds allocated and numbers before we start doing these accurately for the year.

***Motion to approve the Cash Flow Projection Report***

*Motion made by:*

*Second by:*

*Motion carried*

**Summary of Operations Report: July 31st, 2016**

* Enrollment Reports: We need to get the enrollment up. The federal regulations want full enrollment at all time. The homeless percentage (McKinney-Vinto: hotel, motel, emergency shelter, unsheltered, living together with another family unit) is at 12%. The wait list has a lot of over income families.
* Family Partnership It is early in the year. Family partnership agreement, family assessment, and parent interest surveys all need to be done. Some units already have all of this, and some will be coming up in the next few weeks.
* Policy Council –
* Socials – Socials are important. Please attend them. We currently have 100% in that category.
* Home Visit Completion Rates – 68% overall on the Head Start side. OLB is behind due to the health screenings. Early Head Start is a little higher. We have a new home visitor in Butte County, and her percentages are not in yet. Butte C also has a new home visitor waiting. Butte D has 1 visit out of 2 or 3. National average is around 50% visits completed, Marcus predicts we will average higher than that. Melissa added that October is a rough month for visits because of illnesses. The first month has a limited sample size. Home visits for center based children will be 100%. A combo option is no longer allowed through the grant process.
* Formal Observations Those have not been started yet. Classroom observations have been started. Melissa talked about the classroom observations using the CLASS system. Head Starts across the country use this specific tool to focus on teacher/child interactions. It looks at 10 areas on a 1-7 score (7 high). On 6 of the 7 you want high scores. One of the areas (negative environment) you want a low score. The federal government does this twice per classroom. There are minimum thresholds. If you are below you will be in designated renewal status. If you are in the bottom 10% you also end up in the designated renewal status, where you need to recompete for the grant. Melissa, Michele, and Ruth are tested to be certified as reliable in the CLASS system. The group goes in as a team to do the two twenty minute cycles to mimic the federal review, to see how the center is doing. Lemmon and Bison have been done. Belle Fourche center is tomorrow. The group will discuss a teacher’s strengths and weaknesses, and try to train specifically for weak areas. Home visits do not have a specific structure, but TREC has set some. Home visit observations will not be until November due to the upcoming GOLD deadline and the 45 day screening requirements. Social observations at about 15% on the head start side, and higher on early head start
* Classroom Attendance One child in Lemmon had a home location issues. We chose to keep them and take the hit, to keep them in the program. Two children had medical issues If you get below 85% you have to do an analysis and find how to do an intervention if possible.
* GOLD/ICPs – Good The first you just see percentages. The second and third allow you to see growth for the students. Some is natural maturing, and some is from the classroom. ICPs are Individual Child Plans. A teacher or home visitor will to this to tailor the plan to the child. 54 items are scored, to see how the child is performing compared to ages. It helps find a child’s strength and weakness. “This is my Child” form is used to help create ICP.
* DIALS and ASQs – 45 day requirements. All but one is done on the Head Start side. 100% in the last 2 years, and will do again. EHS is at 100%. Social emotional screenings done within 45 days. We have the required 10% special needs.
* Health – . All screenings are 100% for the 45 day requirements. Starting to get the heights and weights for the fall and get the physicals and dentals done. The 2 new girls have done great to see where we are at.

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

*Motion made by: Loyann Doren*

*Second by:Jennifer Ramos-Runyan*

*Motion carried*

**941 Tax Return**

Taxes were paid for this quarter. This is for transparency.

**Federal Financial Report**

This is the annual report. It has what is allocated, what is paid out, and what is left. It is done quarterly, biannually, annually, and final

*Motion made by: Sarah Pazie*

*Second by:Loyann Doren*

*Motion carried*

Semi Annual

*Motion made by: Loyann Doren*

*Second by: Jennifer Ramos-Runyan*

*Motion carried*

**New Standards Implementation**

This tells us what the new standards are, when they will be completed by, and a plan on how to stay compliant. It has 5 phases. There is a compliance table of FBI background checks, more center hours, and a lot of other bigger items.

**Resignations and Terminations:** none

**Hiring Recommendations:**  none

* **Hiring in Process:** none

**Meeting Date Discussion**

Financials makes it tough to go early in the month. Financial deadline is the 12th. Think about it until next month and it will be discussed next month. Sarah Pazie will be calling in next month.

1:54 Motion to adjourn the meeting.

*Motion made by: Sara Pazie*

*Second by: Sean Mets*

*Motion carried*

*Next PC meeting date is scheduled for* ***November 15th.***