

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: January 18, 2017
PC Business Meeting: 10:32 am – 12:25 pm
Place: Administration Office Belle Fourche, SD

Roll Call: Marcus Bevier, Brianne Sambo, Amanda “Mandi” Yung, Ashley Flynn, Brandon Nikodyn, Loyann Doreen

By phone: Sarah Paize

Others attending: Kyle White Buffalo, Tiffany White Buffalo

Quorum Established? Yes

Additions to the Agenda: Seating of new members, self-assessment

Training: None

Seating the New Policy Council Members – Tiffany White Buffalo

Motion to seat Tiffany White Buffalo made by Loyann D., second by Brandon N.

Past Minutes:

Dec 20, 2016

Motion made to accept the December 20th minutes by Brandon N., second by Ashley F.

Old Business:

TREC Board of Directors Meeting Minutes – December

- No Changes/Concerns

Leadership Team Meeting Minutes – December

Question by Ashley F. RE: Trump administration. Marcus provided explanation of DOE elect: Tom Price. At this time we await regulations with new administration, no funding concerns. For now we continue working on the New Performance Standards.

Maintenance & Improvements Projects Update – Upcoming Projects

Lemmon playground: still plan on installing a slide.

Newell siding: complete, worked around the weather.

Buffalo basement: complete in November.

OHS Items:

New Business:

Financial Summary Report: December 31st, 2016

- Marcus reviewed the December Financial Summary Report
- Head Start – travel spending down

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- Training and Technical Assistance
 - Significant change in 2017 for trainings
 - Florida for Behavioral training
 - California for Coaching training
 - Maryland/Georgia for Health training
 - Colorado for Leadership training
- Early Head Start – saving due to homebased curriculum standards
- In-kind – HS slightly down in December. EHS did see an increase as slots were transferred. Reminder to visit with parents about in-kind.

Motion to approve the Financial Summary Report as presented

Motion made by: Brandon N.

Second by: Loyann D.

Motion carried

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

- Change to schedule with leave/reserve account statement – receiving monthly instead of quarterly

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

Motion made by: Brandon N.

Second by: Ashley F.

Motion carried

Cash Flow Projection Reports 2016-17

- Hoping to have substitute in OLB3 and possible lead with Harding 1.

Motion to approve the Cash Flow Projection Report

Motion made by: Loyann D.

Second by: Ashley F.

Motion carried

Summary of Operations Report: December 31st, 2016

- Enrollment Reports: Full in both programs in December. Waitlist are mainly over-income. Drops are slightly lower
- Family Partnership: Parent interest surveys, partnership agreements
- Policy Council – nothing at this time
- Socials – low on EHS due to inclement weather, plan to make-up at end of year.
- Home Visit Completion Rates – slightly lower in December due to vacation. Note: Harding1 = 7%, due to staff resignation in early of the month. Staff cancellations are required to make up within 30 days.
- Formal Observations – discussed during LT meeting held yesterday. Rebecca Funk planning to attend socials and also do some observations.
- Classroom Attendance – staying above 85%. New performance standards focus on absenteeism; identifying why child is missing.
- GOLD/ICPs – Winter due this week, will then plan with staff to utilize results.
- DIALS and ASQs – 100%, use the information for ICPs and to work with the children

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- Health – working on receiving dental follow-ups, immunizations, and leads

Motion to approve Summary of Operations Report

Motion made by: Brandon N.

Second by: Loyann D.

Motion carried

F.5 Head Start Program Performance Standards – Content Plans of Action

- Megan from T/TA visited in December to review some of the standards.
- Utilizing Content Plans of Action to implement standards.
 - Revisions of Policy/Procedures

F.6 Agency Values Committee

Nothing at this time

F.7 Fall Aggregation – Report

- Report sent via email.
- School Readiness goals
 - Fall vs Winter expectations

Motion to accept the fall aggregation made by Brandon N., second by Loyann D.

F.8 SF – 425 – Final Report

- Report sent via email.
- Quarterly report previewed

Motion to approve the SF425 Form made by Ashley F., second by Brandon N.

F.9 OHS Items ACF-PI-HS-17-01

- Uniform guidance implementation
 - Procurement standards – evidence of cost comparisons

Policies, Procedures and Forms

None

Resignations and Terminations:

None

Hiring Recommendations:

None

Hiring in Process:

None

CATscan self-assessment tool and new standards; data and review in March.

Next PC meeting date is scheduled for February 22nd, 2017

Adjourned at: 12:25pm

Motion to adjourn made by Loyann D., second by Ashley F.