

POLICY COUNCIL

Meeting Date:	January 17, 2018
PC Business Mtg.:	10:30 AM to 1:00 PM
Place:	Belle Fourche Administration Office
Contact Number:	605-723-8837

Roll Call: Quorum Established? Yes, Travis Maier by phone, Krista Van Vector, Brandon Nickodym, Ashley Flynn, Amber Orban, Paige Jack Staff present Marcus Bevier, Wanda Dunn, Melissa Pickle

Training: Child Abuse and Neglect, AMS 2.0

Seating New Reps: Elizabeth Anderson (alternate), Josie Richardson, Stephanie McMahon (alternate), Kristi Rose, BrandyLynn Flaigg (alternate), Misty Hernandez, Michelle Vocu (alterante), Krista Gerbracht (alternate), Julia Lermeny

Additions to Agenda: Resignation of Brianne Sambo, Parent Committee acitivity fund

Meeting called to order by Ashley Flynn 10:35

POLICY COUNCIL BUSINESS MEETING

Past Minutes:

B.1 December PC Minutes Review and Adoption

Motion made by Paige Jack Seconded by Krista Van Vector Motion Carried

Old Business:

C.1 TREC Board of Directors Meeting Minutes - December, 2017

No questions

C.2 Leadership Team Meeting Minutes - December, 2017

No questions

C.3 2017 Maintenance & Improvement Projects Update: Newell Social Site

We did get a bid for the floors at the Newell social site. Siding is to be done Feb and roof in April.

Brandon asked if we were planning to purchase the Belle site. Marcus said we are looking into it and that there are certain steps to take to complete the process.

New Business:

F.1 Fall Aggregation

Melissa Pickle gave a review of the report that had been emailed out to PC. Melissa explained how often and how we gathered the information on the age appropriate activities of children and how they score in the color bands in our Teaching Strategies Gold program. Fall is the base line report. Winter shows how are the children coming along and spring is the big one that shows the growth for the year. Teaching Strategy does not work well with infants and EHS as they meet milestones, monthly, but is very good for HS. Marcus also explained that we don't always have the same coharts throughtout the year due to drops and new enrollments. This tool is used to see where we are making gains and to talk to staff on are we using the curriculum to meet the child's needs in the classroom and at home visits. We use Second Step for the social emotional piece for the center based children.

Motion made by Krista Van Vector Seconded by Brandon Nikodym Motion Carried

F.2 Financial Summary Report: December 31, 2017

HS is at 40% of budget which is overbudget, EHS spent 27% of budget. Most of the budget is in staff.

TTA need to get teachers recertified in Parents As Teachers. Constructions costs are higher this year with the center. 34% of both budgets spent when combined. Went over the

Administrative cost. Explained the difference in Administrative and program cost. Inkind was a slower month. December is a time when staff are off and we have the Christmas Holiday. We are working with staff on promoting inkind by sending out a message through school messenger Wednesday night to remind parents.

Motion made by Paige Jack Seconded by Amber Orban Motion Carried

F.3 Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club

Cash flow projections was gone over. Some shortage of staff has helped the budget being under for EHS. HS is over budget due to full staff and newer staff having higher credentials when being hired which is a good thing.

We did receive a donation from Clarkson for \$1725 to be used in Harding County.

Motion made by Amber Orban Seconded by Brandon Nikodym Motion Carried

F.4 Summary of Operations Report: December 31, 2017

Went over the Summary of Operations report. Reported full enrollment. Home visits are at 80% for the year and EHS is at 70 % for the year. EHS is low due to a home visitor on maternity leave and a HV resigning the end of October. Socials observations are good. We need to start to get into the homes for observations. Attendance dropped at the Belle Fourche Center due to illness and poor weather conditions. Screenings are coming in on time. Over the 10% threshold of IEP and IFSP's. Health numbers are looking good.

Motion made by Krista Van Vector Seconded by Brandon Nikodym Motion Carried

F.5 SF-425-Quarterly

Marcus explained the Quarterly for cash in and cash out for this quarter.

Motion made by Brandon Nikodym Seconded by Paige Jack Motion Carried

F.6 941 Quarterly tax submission

Marcus explained that it is the quarterly tax report made for employees. Casey Peterson is the accountant who prepared this.

Motion made by Paige Jack Seconded by Amber Orban Motion Carried

F.7 Head Start Program Performance Standards -

Focus Area Two Monitoring Protocol: Program Design and Management and Governance What do we do to deliver services smoothly and being compliant with the performance standards. Review process will consist of document review, onsite review and CLASS observation. Documents include Self Assessment, Ongoing monitoring, the reports that they see monthly. On site will include education, child development, health, family community, mental health services, ERSEA, professional development. They will be focused on outcomes. Monitoring protocol is what they look at to see how we implement the HS Performance Standards. From the PC they will be looking for the PC to say how are they using the monitoring to see how you use data to make decisions. Wanda talked about ways the

parents could be involved and engaged in the program. Melissa explained how we monitor and follow the performance standards for children with disabilities. When there are IEP meetings scheduled we try to have the teacher or HV present as an advocate for the parents. In some schools we have services for disabilities completed at the center or they go to the school.

Transition services are in place on how we transition from Prenatal to EHS, EHS to HS and HS to kindergarten. Transitioning to kindergarten we work with all the schools in our service area.

Talked about how we use the Self Assessment to meet our program needs. The new self assessment is data driven. How are we meeting our program goals. The self-Assessment is a team made up of LT, direct staff, PC and TREC board. We look at

aggregation to look at 5 year goals. The aggregation also tells us how we work programatically.

Community Assessment drives us on what needs we need to meet each of our different communities.

Monthly monitoring is given through the Summary of Operations includes: HV rates, health rates, enrollment. Fiscal reports, credit card reports, CACFP for meals that we provide to families.

The governing body will demonstrate how they use data to administer and oversee the program. PC approves fiscal manual and personnel manual. Approval of the operating budget which is talking about how we are going to spend the operating budget for the next year. This goes into the grant. They will talk to you about how you make decisions as a governing board. What PC votes on the TREC board will also vote on. Applications and amendments for funding in the grant application are approved by PC. They will ask about the PC bylaws. Performance measures are

F.8 Agency Values Committee

F.9 School Messenger Implementation

F.10 Trainings - Child Abuse and Neglect, AMS Monitoring

Rebecka Funk trained on Child Abuse and Neglect

F.11 Resignations & Terminations: JE - Nutrition Assistant BS - Nutrition Safety Coordinator

Krista Van Vector made a motion to approve resignations. Brandon Nikodym seconded. Motion carried.

F.12 Hiring Recommendations:

We do have Tracy Karels substituting in for the Nutrition Assistant when she can. Paige Jack made a motion to hire Tracy Karels to substitute in the Lemmon Center Amber Orban seconded. Motion carried.

F.13 Hiring in Process:

Next Meeting Date: February 21st, 2018 at 10:30am

Legend For information/review to be discussed only if someone has questions.

Items to be presented and discussed with no formal action required.

Items to be presented and discussed with formal action required.

Meeting adjourned 1:30

Next meeting February 21, 2018