**Meeting Date:** June 17, 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, Courtney Fischbach, Ashley Secrest, and Lisa Nelson

**Others attending:** Marcus Bevier, Tammy McDaniel, Wanda Dunn, and Melissa Pickle

Quorum Established? Yes

**Additions to the Agenda:**  Under New Business: 5 year Grant Updates; Notice of Proposed Rule Making of HS Performance Standards

**PC Training:**  None

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**Past Minutes:**

* **June 17th, 2015 Minutes: Review and Adoption**
* No questions or comments

***Motion to approve June 17, 2015 Minutes as presented***

*Motion made by: Ashley Secrest*

*Second by: Tracey Wendt*

*Motion carried*

**Old Business:**

* **TREC Board of Directors Meeting Minutes – June (No meeting held in June)**
* **Leadership Team Meeting Minutes** – **June**
* No questions or comments
* **2015 Maintenance & Improvements Projects Update: Buffalo Roof, Belle Fourche Center Door, Lemmon and Bison Doors**
* Belle Center Door: We will be taking the crash bar off of the old door and putting it on the new center door
* Buffalo Roof: Bids were sent out, we only received one bid back, so we will be going with them
* **Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**
* No Update
* Marcus spoke with Linda but we still do not have an update on this. The Region VIII office moving and making some software changes led to delay. When we hear, we will provide more information

**New Business:**

* **Financial Summary Report: June 30, 2015**

Monthly Program Expenses

* Training and TA dollars – We have spent approximately 82% of the training money, we will try to spend the remainder of that money.
* HS – Approximately 76% of total budget spent. We didn’t hire personnel that we had in the budget which left a significant amount of money. We do have employees working this summer on recruitment, etc.
* EHS - Approximately 70% of total budget spent – We have received bids for an additional vehicle.

Monthly Admin Expenses

* We have spent approximately 76% of total Admin. budget
* Our plan is not to spend just to spend where needed. Most of the money available is from personnel that were not hired during the year. We have spent some of the money on recruitment this summer
* We have rules and guidelines we have to follow in terms of spending.

In-kind

* We have met in kind in both EHS and HS. We will still be doing some in kind training for staff.

Full Credit Card Reports, Bank Statements, CANS Report, USDA Saving Acct., Shopko and Sam’s Club Statements

* The credit card statement reflects money spent in New Orleans for training for Malynda Wolf and Hazel Vilhauer
* Comfort Inn bills were for training in Pierre

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

*Motion made by: Lisa Nelson*

*Second by: Courtney Fischbach*

*Motion carried*

* **2014-15 Cash Flow Projection Reports**
* Marcus reviewed
* HS is under budget $85,886.00 (the majority of this is from personnel – we have been using some of this for recruitment this summer – we are also working to fill positions)
* EHS is under budget $62,458.17 (we will be purchasing 2 vehicles with the remainder of this money)

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

*Motion made by: Tracey Wendt*

 *Second by: Lisa Nelson*

 *Motion carried*

* **Summary of Operations Report: June 30, 2015**
* Enrollment
* We have submitted an enrollment reduction from 194 students to 175 students.
* We are busy recruiting but we do need to get an application filled out and submitted; and not just a contact sheet.
* Our dropped student numbers was significantly higher. We are looking at the data to address this.
* Head Start is at 80% enrollment, and EHS is fully enrolled.
* Transportation
* Chrystal asked about transportation for the Head Start center students.
* Marcus explained that it is somewhat problematic in terms of getting the transportation company’s equipment HS ready. In the past we have done this in Lemmon and Bison with Arrow Transit.
* We would also need to look at the budget, in terms of helping getting equipment HS ready, as well as, needing a bus monitor which would require more money in the budget
* Melissa explained that statistics show that the teachers had a better relationship with families when they see parents on a daily basis while dropping off and picking up students
* Data suggests that with transportation; it did not bring attendance up.
* Prairie Hills Transit is available to transport with cost to the parent.
* Policy Council
* Policy Council membership is low, especially community reps.
* We would like to work with PC on developing a procedure that helps us to recruit good quality people to the PC. Getting people more invested with what is going on in our program, and having some influence or direction in the program. We need to adequately explain the opportunity serving on the PC consists of.
* Home Visits
* Full program Home Visit numbers look good
* Melissa is on board to make sure the quality of home visit is good. She will be training on providing skills that the parent can utilize when we are no longer in the picture. She will also train on getting in the homes, etc.
* Formal Observations
* There has been confusion on what constitutes a formal observation
* Melissa will look at this and update the forms.
* Classroom Attendance
* Above what they need to be
* TS GOLD, ICPs
* We have been 100% all year on the 45s and 90s! Thank you to our Health Safety Staff and teaching/home visit staff.
* Health
* Numbers look really good
* Completed dentals need a little work, although, a lot of the numbers are in process - if the child has several appts. and just one of the appts. are not done, it would show up as a non-completion.
* Is HS able to help with any of the health expenses for families? We are a payer of last resort, but we do refer parents to other sources (ex. Circle of Smiles, etc.)

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

*Motion made by: Lisa Nelson*

*Second by: Ashley Secrest*

*Motion carried*

* **Aggregation for June, 2015**
* Changes to Aggregation (future)
* Marcus reviewed the changes that we would like to make on the aggregation report
* Marcus reviewed the current aggregation; everybody is meeting expectations in terms of growth.
* There are some areas that Melissa and Marcus have discussed to make this report more meaningful. We will have something similar to this report in nature, but will show significantly more data
* Melissa explained that there are many objectives in Literacy and the current aggregation is just showing one lump objective. We would like to show all of the objectives and what we need to work on.
* Melissa explained the Alignment with School Readiness goals and how we could give more information about how we are making progress.

***Motion to approve Aggregation as presented***

*Motion made by: Tracey Wendt*

*Second by: Courtney Fischbach*

*Motion carried*

* **Form 425 and Form 8955-SSA**
* Marcus reviewed
* The Form 425 is our federal financial report which allows us to see draw downs, disbursements, etc.
* The Form 8955-SSA shows people that are in our retirement system and who have pulled out

***Motion to approve the Form 425 as presented and Form 8955-SSA***

*Motion made by: Lisa Nelson*

*Second by: Tracey Wendt*

*Motion carried*

* **Notice of Proposed Rule Making of HS Performance Standards**
* Marcus discussed some of the new Performance Standards that could have a big impact on the programs
* There will be a big push on full day full year for HS (6 hr. days; 180 days per year)
* They may have under budgeted for staff if they decide to go in this direction.
* We are presently going with 6.5 hrs. in 2 of our HS Centers and 4.5 hrs. in 1 of our HS Centers for 128 days.
* School districts are only 166 days per year.
* Tracey Wendt feels that we would have a lot of drops if this change occurs.

Families would quit early. Christel agrees that would be too long

* We also need to look at - burning out the teacher and teacher/assistants. You would also have to hire a family advocate
* Positives would be students would have better retention
* Kids are in day care anyway.
* The Home based model is not one of the standard program options for HS.
* Currently, Region VIII has the most home based programs
* We can approach that in a local variation; we are a set of rural communities; and SD needs a Home based option! The SDHSA stance is in agreement with this
* Marcus reviewed a few more of the new Performance Standards
* **Form 990**
* Nothing of concern to the CPA

***Motion to approve the Form 990 as presented***

*Motion made by: Tracey Wendt*

 *Second by: Courtney Fischbach*

 *Motion carried*

* **Policies, Procedures & Forms: None**
* We are working on some forms: ex. HV Lesson Plans (HS and EHS), which will be brought to the PC for approval when they are complete.
* **Content Plans of Action:**  None
* **Hiring in Process:**
* Harding Co. Home Visitor
* Butte Co. HS Teacher
* Butte Co. EHS Teacher
* Resignations - None
* OHS Items: None
* Information Memorandums: None
* Public Comment: None
* **NHSA and SDHSA Reports:** None
* Parent Committee Meeting Reports & Requests: None
* **5 year Grant Updates**
* Marcus received comments back on the five year grant.
* There was a comment on the classroom size that we proposed. SAAWe will have to make a compelling argument to keep the smaller class sizes. 6-1 ratio. We will address their concerns, make an argument. We will have new data coming out, and there is a lot of research out there about the importance of smaller class size.
* We will turn in a copy late next week with an explanation

***Motion to adjourn the meeting at 2:30 p.m.***

*Motion made by: Tracey Wendt*

 *Second by: Lisa Nelson*

 *Motion carried*

* Next meeting will be August 19, 2015.
* (Tracey will not be available after this meeting and Courtney will not be available next month)