**Meeting Date:** September 16, 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, Ashley Secrest, Courtney Fischbach, Lisa Nelson, and Tracey Wendt

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

Quorum Established? Yes

**Additions to the Agenda:**  Hiring Mary Wilen under New Business – Hiring Recommendations

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**Past Minutes:**

**August 19, 2015 Minutes: Review and Adoption**

* No questions or comments

***Motion to approve August 19, 2015 Minutes as presented***

*Motion made by: Lisa Nelson*

*Second by: Ashley Secrest*

*Motion carried*

**Old Business:**

**TREC Board of Directors Meeting Minutes – No meeting**

**Leadership Team Meeting Minutes** – **August**

* No questions or comments

**Maintenance & Improvements Projects Update - 2015**

* Belle Center Doors
* Marcus commented that the Belle Center doors need some work. The window in the front door will be replaced with shatter proof glass; a window will be put in the back door as well. Panic bars will also be installed on both doors; as well as the doors in Lemmon and Bison.

**Federal Monitoring Protocol Review: Corrective Action Plan to Address Noncompliances**

* We have been given a September 16th due date
* Marcus explained that he had talked to Linda and she assured him that she would have it finished today. She is leaving on vacation tomorrow.

**New Business:**

**Financial Summary Report: August 31, 2015**

* Monthly Program Expenses
* Met with Regional Office in August. Talked about our budget underages due to personnel not being hired. As per recommendations from the Fiscal Specialist and the Regional Program Specialist, we are trying to spend down the money.
* We have spent approximately 87% of budget.
* We have added an entire classroom; added Creative Curriculum Classroom boxes for each site; and teachers prepared want/needs list and we did our best to fulfill their needs.
* Administrative Expenses
* Looks good, we have not gone over 15% of our budget
* In-kind
* Head Start and Early Head Start in-kind was well over what we needed.
* Parents – please keep up the good work getting the in-kind in.
* Full Credit Card Reports, Bank Statements, CANS Report, USDA Saving Acct., Shopko and Sam’s Club Statements
* No questions or concerns regarding the credit card reports, bank statements, etc.

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

*Motion made by: Tracey Wendt*

*Second by: Lisa Nelson*

*Motion carried*

* 1. **Cash Flow Projection Reports**
* Marcus reviewed
* Head Start is under-budget approximately $80,000.00 (from personnel and benefits)
* Most of the money is going to education supplies. Melissa went through sites and determined what was needed.
* Playground equipment has been ordered for the Belle Center as well as the Lemmon and Bison centers. One of our focuses for the five year grant is Health and Wellness for our kids.
* Other items purchased: Supplies, laptop computers to upgrade, etc.
* Head Start will be returning some money, estimated at approximately $50,000
* Early Head Start is under-budget $9500.00. This money will be spent.

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

*Motion made by: Ashley Secrest*

*Second by: Courtney Fischbach*

*Motion carried*

**Summary of Operations Report: August 31, 2015**

* Marcus reviewed
* Policy Council – we are low on Policy Council and Community Representatives. We are getting ready to elect new parents to Policy Council. If you know anyone that may be interested in being a part of Policy Council, please let them know what a valuable opportunity this is. It is a great opportunity to get out of your comfort zone and build experience, as well as, help guide the direction of the organization.
* Home Visits – Month of August way down in Early Head Start. Overall year to date looked good. Marcus will look into the numbers a little more.
* Formal Observations We have gotten this down to one form.
* Health –Numbers look good.

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

*Motion made by: Tracey Wendt*

*Second by: Ashley Secrest*

*Motion carried*

**Policies, Procedures & Forms:**

* New Personnel Handbook
* Copies of the Personnel Handbook were emailed to the PC – if you would like a hard copy please let us know.
* Marcus reviewed the changes that were highlighted.

***Motion to approve the new Personnel Handbook as presented***

*Motion made by: Ashley Secrest*

*Second by: Lisa Nelson*

*Motion carried*

* Social Media Policy and Procedure
* We are in the talking stage of setting up our Facebook page. There was discussion on privacy controls, negative comments, and overall monitoring of the page. Marcus explained that he has spoken to other Head Starts in regards to their Facebook sites and pros and cons.
* Marcus has set up a Policy and Procedure which was handed out.

***Motion to approve the Social Media Policy and Procedure as presented***

*Motion made by: Courtney Fischbach*

*Second by: Tracey Wendt*

*Motion carried*

Content Plans of Action: None

**Hiring Recommendations: Mary Wilen**

* We would like to hire someone to do light cleaning in the administrative office. Between 2 and 4 hrs. per week. We interviewed Mary Wilen. She has some background in cleaning. We spoke with her references, they had glowing reviews regarding her work ethics. We would like to offer her the position of custodian pending Policy Council approval.

***Motion to hire Mary Wilen***

*Motion made by: Lisa Nelson*

*Second by: Ashley Secrest*

*Motion carried*

Resignations: None

**Governance Screener**

* As part of the Five Year Grant we are required to do a Governance Screener.
* Marcus reviewed and asked the questions which pertained to the Policy Council.
* Bylaws will need to be revisited at a later date

**Health and Safety Screener Dates**

* The Health and Safety Screener is another requirement of the five year grant
* The team, which consisted of Malynda W., Hazel V., Melissa P., Marcus B., and Beverly S., did site inspections in Buffalo, Bison, and Lemmon yesterday. They went really well.
* Belle Fourche and Newell site inspections will be done on Friday, Sept. 18th.
* Oglala Lakota and Bennett County site inspections will be done on Sept. 30th.
* Marcus has already set plans in motion to correct anything that is found to be deficient.

Information Memorandums: None

**Public Comment:**

* The comment period for the new Performance Standards will end tomorrow. Marcus has an article that he will send to Policy Council. The South Dakota Head Start Association has sent in comments.
* We did get funded for 115 Head Start children and 60 Early Head Start children for next year.
* We will be full…. Recruitment will be a focus! We are currently at 59 for EHS and 107 for HS

**NHSA and SDHSA Reports:** Marcus commented above

Parent Committee Meeting Reports & Requests**:** None

Meeting adjourned at 1:45 p.m.

Next meeting will be October 21, 2015.