**Meeting Date:** November 17 2015

**PC Orientation:** N/A

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

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

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**Roll Call:** Christel Dodd, Lisa Nelson, Stephanie Smithpeters, Mackenzie Lomelin, and Laura Holmes (on phone)

**Others attending:** Marcus Bevier, Tammy McDaniel, Melissa Pickle, and Malynda Wolf

**Quorum Established?** Yes

**Additions to the Agenda:**

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**Seating the New Policy Council Members**

**The following person needs to be seated for the 2015-16 year:**  Laura Holmes and McKenzie Lomelin

***Motion to seat Laura Holmes and McKenzie Lomelin to the 2015-16 Policy Council***

*Motion made by: Lisa Nelson*

 *Second by: Stephanie Smithpeters*

 *Motion carried*

**Past Minutes:**

**Oct. 21st, 2015 Minutes: Review and Adoption**

* No questions or comments

***Motion to approve Oct. 21, 2015 Minutes as presented***

*Motion made by: Lisa Nelson*

*Second by: Stephanie Smithpeters*

*Motion carried*

**Old Business:**

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

* No questions or comments

**Leadership Team Meeting Minutes** – **October**

* No questions or comments

**Maintenance & Improvements Projects Update – Belle Fourche Playground**

* We are making progress on the Belle Fourche Playground
* We placed the tough timbers in the Belle Fourche playground
* Nieman Sawmill donated wood chips
* We will be placing more playground equipment in the near future which we are very excited about

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

* Last deadline was Oct. 31st and next target goal in end of 2015 year

**New Business:**

**Financial Summary Report: October 31, 2015 – including Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam’s Club, USDA Savings Acct.**

* Marcus reviewed
* Monthly Program Expenses
* Administrative Expenses – up to 15% of our grant can be used for Admin. expenses, we are within that percentage
* In-kind
* We are low in both Early Head Start and Head Start right now. We need to continue to encourage in-kind
* Big thanks to parents, PC reps., etc. for in-kind
* Is it normal to be low at the beginning of the year? Sept. is usually pretty slow, Oct. has come up and that is reassuring
* We will need to check to see if the wood chips which were donated, can be counted as in-kind. Marcus will follow up.

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

*Motion made by: Lisa Nelson*

*Second by: Stephanie Smithpeters*

*Motion carried*

* 1. **Cash Flow Projection Reports**
* We do not have one at this time. We will have one for next month

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

* Marcus reviewed
* Enrollment Reports:
* We are currently full in both programs
* People have done a good job of getting out and recruiting
* Wait list is very low for income eligible children
* Family Partnership
* Wanda just sent out the family assessment
* Policy Council
* We still need Community Reps for Policy Council, we also still need parent reps in some areas.
* Home Visit Completion Rates
* Down quite a bit this month
* This is partially due to the SDECE Conference that lasted one full week
* Marcus thinks that it will bounce back up by next month
* Formal Observations
* Have not completed the form for this yet.
* Classroom Attendance
* Down a little bit this month. We had some sickness. Overall, classroom attendance is looking good
* GOLD – Just finished 45 days, working on 90 days. Aggregation will be more data friendly in the future. Marcus is going to work on this. ICPs are still a little low; they were due first week in Nov. which was after this report. Melissa expects all of them this week
* DIALS and ASQs –
* We have completed 100% of the 45 days
* IEPs – we are required to have 10% of our student population on IEP and IFPs in EHS. Number will go up
* Health –
* Malynda covered this in the Health Advisory meeting
* We are focused on the 90 day deadlines. Fall heights and weights still coming in; immunizations are a little low; lead blood tests are pretty low

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

*Motion made by: Lisa Nelson*

*Second by: Stephanie Smithpeters*

*Motion carried*

**Policies, Procedures & Forms:**

* BHSU Placement Form
* Family Signoff Form
* BHSU Practicum Policies and Procedures
* Made some small changes – Marcus reviewed
* Center Footwear Policy and Procedure
* Health and Safety issues around footwear in the classroom
* A lot of centers allow kids to have shoes off during rest time – we decided to follow this in our Policy
* Kids can take off their shoes during rest time but shoes must remain close by so that they could grab shoes quickly in case of fire, etc.

***Motion to approve the Policies, Procedures and Forms***

*Motion made by: Lisa Nelson*

 *Second by: Stephanie Smithpeters*

 *Motion carried*

Content Plans of Action: None

**Resignations: None**

* We do have a Teacher Assistant on bedrest due to pregnancy
* We have interviewed a couple of candidates
* Parents are encouraged to volunteer any time! Stephanie Smithpeters has been volunteering in Pam and Tori’s classroom and she is also interested in volunteering in Rosie’s classroom

**Hiring Recommendations**

* Butte Co. HSHV/Nutrition Support

Resignations: None

**BHSU Practicum Partnership**

* We have had two students placed with us already from BHSU. We did have an opportunity to place a Student Teacher but Rosie hasn’t been with us long enough. We declined that opportunity. In the future we would like to have student teachers. It is a good way for us to be a part of the University Community.

**Health and Safety Screener – Corrective Actions**

* Marcus reviewed
* Most everything is taken care of
* The Kyle and Oglala Social site is needing some things done, Marcus will be calling the owners to get these things done

Information Memorandums: None

**Public Comment:**

* Public Comment closed in Sept. for the proposed rulemaking and we haven’t heard anything on this

**Parent Committee Meeting Reports & Requests**

Meeting adjourned at 1:40 p.m.

Next meeting will be December 15, 2015.