

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: July 19, 2017
PC Business Meeting: 10:30 a.m. – 12:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Loyanne Sinkey, Lisa, Sean Mets, Sarah Paize

Others attending: Wanda Dunn, Marcus Bevier

Quorum Established? Yes

Additions to the Agenda: None

Training: None

Seating the New Policy Council Members - None

Past Minutes:

June 19th, 2017 Minutes: Review and Adoption

Motion to approve June 19th, 2017 Minutes as presented

Motion made by: Sean Mets

Second by: Lisa

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes

- No substantial updates.

Leadership Team Meeting Minutes

- Discussed 45/90 day requirements. Also discussed Thursday Nights at Downtown Belle Fourche and turn out we have had.

Maintenance & Improvements Projects Update – Upcoming Projects

- Lemmon playground - Dakota Playground had visited the site and discussed options. Waiting on bid from them.
- Newell Social Site – hail storm last evening. Some windows were taken out in house and office and siding was damaged. Playground equipment was also damaged along with vehicle damage.

New Business:

Financial Summary Report: June 30th, 2017

- Marcus reviewed the June Financial Summary Report
- Head Start – 85% utilized, no concerns

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- Training and Technical Assistance – over budget due to PAT
- Early Head Start – 72% utilized, still a few months to go
- In-kind – Predicting to meet goal, short a few hundred dollars. Forms are continuing to come in. EHS has exceeded their total for the year.

Motion to approve the Financial Summary Report as presented

Motion made by: Lisa

Second by: Sean Mets

Motion carried

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

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

Motion made by: Sean Mets

Second by: Lisa

Motion carried

Cash Flow Projection Reports 2016-17

- **EHS** – Still under budget. A few health purchases and playground equipment will be proposed soon. Expecting to utilize all of the budget.
- **HS** – Predicted to utilize all budget

Motion to approve the Cash Flow Projection Report

Motion made by: Lisa

Second by: Sean Mets

Motion carried

Summary of Operations Report: June 30th, 2017

- Enrollment Reports: Full enrollment previous month. 15% classified as homeless. 5 drops and 5 enrollment. Many over income children. Expected to be full again at end of the month, with little turn over in August.
- Family Partnership
- Policy Council –
- Socials – 100% completed. 13/12 expected. Social attendance has been difficult in a few clusters.
- Home Visit Completion Rates – EHS 80% for month of June. 76% for the year. Harding Co is expected to rise as new HV is getting into homes and completing visits. Number is currently low due to inheriting the percentage number from previous HV.
- Formal Observations - same as previous month.
- Classroom Attendance
- GOLD/ICPs - Good
- DIALS and ASQs –
- Health – previous month 2 - 45/90 day requirement was missed in Perkins County and OLB. Lead statistics are down, predicting to go up with new procedure in Harding Co.

Motion to approve Summary of Operations Report

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Motion made by: Sean Mets
Second by: Lisa
Motion carried

Quarterly Financial Report

Marcus reviewed report.

Motion made by: Lisa
Second by: Sean
Motion carried

Head Start Program Performance Standards – Content Plans of Action

- Continue to share out during LT meetings. Fully implementing the PAT curriculum. Working on implementing coaching.
- Background checks – difficulty with receiving FBI check due to South Dakota law. Marcus has been in contact with Region 8 office.
- Continuing to plan on Duration and working on implementation

Agency Values Committee – tabled until next meeting

School Messenger – Implementation

- Messaging program utilized to inform parents of cancellations/late starts.

Resignations and Terminations: None this month, will have one next month

Motion to approve the resignation
Motion made by:
Second by:
Motion carried

Hiring Recommendations:

- Had new round of interviews for Butte Co Center Based ASM as previous offer was not accepted.

Motion to accept the recommendation of the Hiring Committee to hire
Motion made by:
Second by:
Motion carried

- **Hiring in Process: Butte Co Center Based ASM**
Discussed above

Motion to adjourn meeting at 11:15AM
Motion made by: Sean Mets
Second by: Lisa

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Motion carried

Next PC meeting date is scheduled for August 16, 2017.