

PROGRAM UPDATE

TO: All Program Personnel and Governing Board
FROM: Richard Thaler, Executive Director
DATE: June 1, 2017
RE: Program Update

I. Professional Development:

- **June 14-16** –SASD Spring Leadership Conf. @ Deadwood
- **June 20** – CACFP Training @ Mitchell
- **July 17-19** – SDSSA Summer Conf. & Cedar Shore
- **Continuing Education Opportunities:** The CDC has made some changes to our protocols for reimbursements for college classes. **To be reimbursable the classes need to address the content of degree program (general ed. classes will not be reimbursable)** For staff participating in a CDA Credentialing Program the CDC approved changing the protocol to allow for the program to pay CDA training costs up front prior to the completion of the CDA Program. Request forms are available on the agency's web-page. If you are planning to take college classes this spring be sure to first discuss your plans with your area manager before submitting a request form for participation and reimbursement. (Available funds are limited) Provided that funds are available the program can reimburse college credit costs up to \$277.00 per credit hour for program approved classes. The costs for one time Pre-K PRAXIS tests can also be reimbursed.
- **Teacher certification, CDA & Pathways renewals: Reminder – it is the employee's responsibility to ensure that certification's are kept current as a condition of employment. Please contact Marijane Fulwider with questions concerning renewals.**
- Staff needing a first time CDA are to check with Marijane Fulwider, T/TA Manager for information and training options.
- Sanford Children's CHILD Services in Sioux Falls is a recognized early childhood and school age enrichment program that offers a variety of continuing education opportunities especially for the CDA candidates. You can go to this web-site at sanfordchildrens.org to view their training newsletter or call 1-800-235-5923.

- ### II. South Dakota Head Start Association Board:
- The next Board meeting is scheduled for July 13th starting at 11:00 am following the association's representative group meetings which start at 10:00 am @ Cedar Shore (no networks) (Agenda's & minutes of meetings are posted on the association's web-page.) {Please note that when logging into the member section of the website for the first time you will be given a password by the association} – (e-mail sdhsa@sdheadstart.org to get password information)

III. **Policy Council and Governing Board:**

- **June 27 – 9th** Policy Council meeting of the 2016-17 year will be held at Boom's at 7:00 pm in Wagner (see agency webpage for agenda and minutes).
- **June 30** – The Governing Board of Directors will be meeting at 12:00 noon at Boom's (see webpage for agenda).

IV. **Local Parent Groups: Policy Council participation is a very important opportunity for parents and community stakeholders to have a voice in the design and operation of the Head Start Program. Please continue to reinforce this to all parents.**

V. **Career Development Committee:** The next regularly scheduled committee meeting is scheduled for August 21 at 12:00 pm in Wagner. See webpage for agenda's and minutes.

VI. • **In-service Snack Committees:** The following is the schedule set by the Staff Association.

- August – (all-staff pre-service) – Sandy & Sandy's areas (Teachers & TA's)
- October – Julie's area
- December – Office/Wagner/Lake Andes and Carrie's area
- January – Whoever wants to contribute (teachers & managers) – cancelled
- March – Marijane and Dayle's area
- May – Area Managers/Director

VII. **Staff Association:** The next scheduled Staff Association meeting is scheduled for August 21st in Wagner at 9:15 am (Election of Officers and representative and alternate to the SDHSA Board of Directors).

- **Staff Association Employee of the Year:** Congratulations to Michelle Muller the Staff Association 2017 "Employee of the Year".

VIII. **Personnel:**

- **Program Job Opportunities:** (Job notices are posted on agency web page)
 - **Teacher Asst/Bus Monitor** – Mitchell Center open until filled
 - **Home Base Teacher** – Mitchell area
 - **Combination/Home Base Teacher** – Bridgewater area

Any questions regarding employment opportunities, the hiring process or status of vacancies are to be directed to the Executive Director.

- **Employee Assistance Program:** (Toll number 1-855-334-2953) – Newsletter sent out by e-mail.

IX. **Program Payments:** As an added effort to cut administrative costs and to improve efficiency in our fiscal operations all reimbursements for travel and payables to staff will be done through Direct Deposit in the same manner as your payroll each month.

X. **Program Vehicles:** Just a reminder to take note of needed repairs of the program vehicles you have been assigned to drive and to let the Fiscal Office know of any repair needs so that arrangements can be made and approved to complete the repairs.

XI. **Office Mailings:** As an effort to cut costs, please don't use the large manila envelopes when mailing in a single page or small amount of mail that will fit in a regular envelope.

- XII. Staff Reminders:** Each staff is assigned an e-mail address by the Central Office; please check your e-mail regularly, this is the main form of communication between office personnel and you.
- If any staff have address or phone number changes please let the Central Office know immediately so we can get it changed on our records.
- XIII. National Head Start Association Membership:** The Agency pays an agency wide membership to the NHSA with membership benefits accruing to all staff and parents. The association is requesting that personal e-mail addresses be furnished as part of the staff directory information needed to issue your membership cards for the 7-1-17 to 6-30-18 membership year. If your e-mail address has changed in the last year or if you are a **new employee** please be sure to furnish your **personal e-mail** to the Program Director, your membership **cannot** be maintained or authorized until we have your current personal e-mail address.
- XIV. Program Funding:** The Agency has submitted to the Regional Office for it's consideration a one-time supplemental funding application which if approved would be used to cover added costs at the Mitchell Center to finalize the new playground improvements (no response to date).
- XV. Reduced Enrollment:** The Agency has submitted a request to the Regional Office to reduce the Head Start funded enrollment by 18 children effective with the 2017-18 term. The application is currently under review for consideration (no response to date).