

HEAD START POLICY COUNCIL MINUTES

Tuesday-----May 16, 2017-----Mitchell

Council Members Present:

Rachel Vander Ley, Chairperson
Shawnda Esterling
*Non-Voting

Kari Rettig
Esther Garcia

Kattie McHugh
*Michelle Gurney

Guests/Staff Present:

Richard Thaler (PD&M) Director
Sandy Tuschen (PF&CE) Area Mgr.

Dayle Blasius (ECD&HS) Area Mgr.

Announcements

The Chairperson called the May 17th meeting to order at 7:02 pm. A quorum was present in accordance with Article IV Section 5 of the Policy Council Bylaws. The announcements page and correspondence were presented as part of the meeting packet.

Minutes

1. Motion to approve the **May 16, 2017** meeting agenda.
Motion: Rachel Vander Ley
Second: Esther Garcia Motion carried

2. Motion to approve the **April 25, 2017** minutes as mailed.
Motion: Esther Garcia
Second: Rachel Vander Ley Motion carried

3. Announcements and correspondence presented as part of the meeting packet or mailed inclusive of:
 - a. Program announcements and P.C. meeting schedule

Consent Calendar

- The **April** Policy Council treasurer's report given by Ester Garcia, current balance of \$464.92. (Copy of current bank statement printed in meeting packet). Less claims presented of \$25.00 for today's attendance drawing, and outstanding \$25.00 claims (5-15-12) #2363 Wagner CT (past 90 days) (10-18-16) #2410 \$25.00 (past 90 days) Radcliffe unit and (4-25-17) #2416 Mit. CT/HB unit for a new available balance of \$364.92.

- The program operations report for **April** was presented. (Copy printed as part of the meeting packet)

- The Grantee Board report for **April** was presented and reviewed. (**April** agenda printed as part of the meeting packet.)

- The local unit reports were given by the following local units: Mitchell CT and Home Base; Kenzy CB; Kafka HB and Yankton.

- The Career Development Committee will next meet **May 17th** in Wagner (agenda printed as part of the meeting packet).
- The SD Head Start Association Board of Directors met **May 11th** @ Cedar Shore with networks for Family & Community Partnerships (Rachel Vander Ley & Sara Weberg). Next meeting is scheduled for **July 13th**.
- Rachel Vander Ley, S. Dak. H.S. Association Parent Representative to the Region VIII Association Board – next meeting Denver CO, **June 19th & 20th**.

1. Motion to approve the consent calendar reports and actions as presented.
 Motion: Shawnda Esterling
 Second: Esther Garcia Motion carried

Fiscal

1. Motion to approve 2016 & 2017 Head Start PA 22 & 20 monthly fiscal/budget reports, in-kind, Head Start USDA food reimbursements and credit card use, as presented by the Program Director (copy of reports printed as part of the meeting packet).
 Motion: Esther Garcia
 Second: Rachel Vander Ley Motion carried
2. The Director presented an update on the status of the supplemental one-time program improvement funding application to cover the added cost of installing a fall zone under play equipment at the Mitchell Center. The application was submitted 5-1-17. No action needed.
3. The Council was informed that the Agency wide audit was completed the week of April 24th. The completed audit report will be presented when completed. No action needed at this time.
4. The Director informed the Council that Congress has passed an appropriation for Head Start for the 2017 Fiscal Year 10-1-16/9-30-17). The appropriation will include a C.O.L.A. for 2017 which will need to be applied for. Work on the application can start once we receive notice from the Regional Office of the amount available. Motion to approve the preparation of the 2017 COLA Application for Policy Council consideration when formal notice of available funding and instructions are received.
 Motion: Esther Garcia
 Second: Shawnda Esterling Motion carried

Old Business

1. The Chairperson called for letters of application received from individuals interested in being considered by the 2016-17 Policy Council for election to be a Community Representative (community stakeholders and/or past parents). No names were presented.
2. The Mitchell Center Teacher Assistant/Bus Monitor position remains open.

3. The Mitchell Area Home Base Teacher position for the 2017-18 school year remains open.
4. An update was given on the status of the revision to the current community assessment. The results of the annual Governing Board Parent Survey was presented (printed as part of the meeting packet). The program staff surveys of available community resources are being tabulated. The completed assessment and summary will be presented at the June meeting.
5. The Director and Chairperson presented a status report on the enrollment reduction application and under enrollment action plan submitted to the Regional Office May 1st.
6. Discussion of the May 10th Regional Head Start Program Specialist onsite visit by Dolly Hull and Diane Lowery (copy of the site visit agenda printed as part of the meeting packet). The visit team met with administrative and management staff in Yankton from 10:00 am-12:30 pm; visited the Yankton Center and met with the Policy Council Chairperson and Governing Board Chairperson at 4:30 pm in Corsica. Staff presented an overview of the discussions. The Chairperson noted that the on-site team met with her and the Governing Board Chairperson.

New Business

1. The 2016-17 year-end School Readiness Child Outcomes Report was presented and reviewed by Dayle Blasius, ECD&HS Management Team (copy of the report was distributed). Following discussion of the report data and the use of the data a motion was made to adopt the report as presented.
 Motion: Kari Rettig
 Second: Kattie McHugh Motion carried
2. Discussion and recommendations for program options for the 2017-18 school year were reviewed followed by a motion to approve keeping the current program options (classroom, combination & home base) for the next school year with the exception of the Chamberlain Center which will be running an extended day/and days of service as part of the added duration funding approved December 2016.
 Motion: Esther Garcia
 Second: Kattie McHugh Motion carried
3. Motion to accept the self-termination notice of Karla Laufmann effective with the end of the 2016-17 school year.
 Motion: Esther Garcia
 Second: Shawnda Esterling Motion carried
4. The Director presented for the Council's consideration the following recommended return hires for the 2017-18 school year based on completed Performance Evaluations and recommendations of the supervisory management staff.
 - a. Professional classification – Classroom Teacher (start 8-14-17):
 - Karla Appel – renewal 181 days
 - Denise Olsen – renewal w/condition of SD Teacher Cert. renewal by 7-1-17 - 181days
 - Lisa Jelinek – renewal 181 days
 - Shelley Steiner – renewal 181 days
 - Jennifer Zephier – renewal 189 days

- b. Professional Home Base & Combinations – 181 days of work (start 8-14-17):
 - Tina Dangel – renewal w/condition to renew HB CDA by 5-1-18
 - Nadine Howard – renewal
 - Lynda Kafka – renewal w/condition to renew HB CDA by 5-1-18
 - Jessica Kenzy – renewal
 - Patty Pepper – renewal w/condition of meeting minimum enrollment levels
 - Ranata Radcliffe – renewal
 - Alayna Reyes – renew w/condition of completing HB CDA by 6-1-18
 - Tara Schily – return w/condition of completing HB CDA by 6-1-17
 - Carolyn Wolbrink – return w/condition of completion of HB CDA by 6-1-17
 - Rebecca Koch – return
 - Sara Olson – return w/condition of completion of HB CDA by 6-1-18

- c. Classified Personnel (start no later than 8-16-17):
 - Jorja Stevens-Fejfar – return w/condition of Classroom CDA renewal by 7-1-17
 - Kristie Wollmann – return
 - Shawna Sherman – return w/condition of completing Classroom CDA by 6-1-18
 - Shannon Grant – return
 - Michelle Lee – return w/condition of completing Classroom CDA by 6-1-18
 - Courtney Bierle – return w/condition of completing 90 day evaluation review and enrollment into Classroom CDA Program by 9-29-17
 - Kelli Sullivan – return
 - Randy Tramp – return

Motion to accept and approve the return hire recommendations and conditions as presented.

Motion: Kattie McHugh

Second: Shawnda Esterling

Motion carried

- 4. The 2017 Wage & Salary Scale and proposed 2017 Hiring/Salary Scale were discussed (copy printed as part of the meeting packet). The updated scale is reflective of the 1% proposed C.O.L.A. increase for 2017, increasing the base entry level by 1% and insuring all current employees will receive the minimum 1% COLA increase. Following discussion a motion was made to approve the 2017 Hiring/Salary Scale as presented.

Motion: Esther Garcia

Second: Kattie McHugh

Motion carried

5. Professional Development Training

The revised Head Start Performance Standards were distributed at the October meeting and made available to only new members seated at this meeting. The Director had reviewed the sections that have specific Policy Council requirements as well as updates to the progress with evaluation of compliance with the new standards which is part of the 2016-17 Self-Assessment process.

6. Self-assessment Committees (2016-17)

The Chairperson requested that the Self-Assessment Committees meet and report back to the Council at 8:15 pm. Motion to approve the Committees and Committee reports.

Motion: Shawnda Esterling

Second: Kattie McHugh

Motion carried

7. Next Meeting: Motion to move the June 20th meeting to June 27th.

Motion: Kattie McHugh

Second: Shawnda Esterling

Motion carried

Date: June 27th

Time: 7:00 pm

Location: Boom's @ Wagner

<p style="text-align: center;">Attendance drawing for \$25.00 from the Policy Council Treasury went to Shawnda Esterling, Kenzy CB unit.</p>

Motion to adjourn

Time of Adjournment: 8:30 pm

Motion: Kattie McHugh

Second: Esther Garcia

Motion carried

Materials/Handouts Distributed:

1. PC orientation packets to newly seated members and/or those who did not attend the October orientation
2. 2017 year-end Child Outcomes Report

Submitted by:

Chairperson, Rachel Vander Ley

Secretary, Katie McHugh

Date