

## REMINDER

**To:** Management Staff and Program Directors  
**From:** Richard Thaler, Executive Director  
**Date:** April 21, 2015

**RE:** May 12, 2015 – Management Staff Meeting (On-going Monitoring)

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**When:** Tuesday – May 12, 2015  
**Time:** 10:00 am – done  
**Location:** Boom's  
Wagner, SD

### Revised Agenda

#### **I. Program Design & Management**

**Team members**

- A. ERSEA Report – 2014-15 current enrollment levels & attendance – 2015-16 projections
- B. Upcoming Trainings (what's available & follow-up)
  - (1) April 23-24 - Home Visitor Institute – Pierre – follow-up
  - (2) Current status of new HB CDA candidates/assessment process
  - (3) May 20 – In-service
  - (4) May 20-21 – “CLASS” Reliability Training
  - (5) Other
- C. Policy Council (May 19<sup>th</sup> meeting)
- D. Other

#### **II. Early Childhood Development/Health Services**

**Team members**

- A. Disabilities Services – (IEP's) 2014-15
- B. 2014-15 90-day Medical/Dental (lead) – Completed/not done/follow-ups & 45-day screenings - screenings not completed (all locations) (90 day) Determination of up-to-date – meeting EPSDT schedule
- C. Mental Health – Ages & Stages – (45-day)
- D. Dental Bus – (Dates & schedule of locations) (Funding) Fall schedule
- E. Nutrition/Environmentals/ Outdoor Play Areas (spring) - follow-ups needed
- F. Emergency Plans (facility security)
- G. Other

#### **III. Parent, Family and Community Engagement**

**Team members**

- A. Family Services Assessments (45-day) & IFPA
- B. Local parent groups for 2014-15

- C. PF&CE School Readiness Goals – Parent Nurturing Families Curriculum Implementation vs. Home Base Institute & Home Base option
- D. Other

**IV. Fiscal/Human Resources**

- A. Budget Reports PA 20 & 22
- B. PO's
- C. Purchases/Inventory
- D. Other

**V. Administration**

- A. Family Daycare Food Program
- B. On-going Monitoring
- C. Strategic Planning – Process – Progress – Next steps
- D. 2015-16 Calendar – review (April 2016 Parent Focused Conference)
- E. Environmental Health and Safety – planning for next review
- F. Program Goals
- G. Forms for 2015-16 School Year (end of meeting – review of forms)
- H. Other

**Teaching Strategies Gold Child Files-Drops-Bring to office  
(Case Management as Needed)**

***NEXT MEETING – June 15<sup>th</sup> @ 10:00 am***

**REMINDER: Turn in your April Work Report & Attendance  
after April 30<sup>th</sup> but not later than May 12<sup>th</sup>, 2015**

RT/dm

Cc: Management Staff File  
Memo