

Oahe Child Development Center, Inc.



Policy Council Meeting

Date: Monday - May 21, 2018

Time: 5:30 p.m. Dinner, 6:00 p.m. Business Meeting

Policy Council Members Present: Courtney Millage, Rosa Yaeger, Katie Big Eagle, Jessica Lounsbury, Kesiah Frederick

Policy Council Members Absent Without Notification: Chelsey Lesmeister

Staff Members Present: Pat Hoffman, Sue Glodt, Kim Leiferman, Deseree Corrales

Minutes Taken By: Rosa Yaeger

Called to Order at: 6:05 pm by Kesiah **Quorum Present:** 6:05 pm

Approval of Agenda -Sue requested to add Recommendation for Disability Teacher Assistant Position to agenda under New Business. Motion to approve agenda with addition by Jessica Lounsbury and 2nd by Courtney Millage. Motion carries.

Announcements

ACF-PI-HS-18-03-COLA – Sue explained the Program Instruction regarding Cost of Living Adjustment for Head Start funding. COLA is also listed as an agenda item so Policy Council can participate in the development of the application

Consent Agenda

Minutes
EHS Monthly Report
HS Monthly Report
Meals/ Snacks
Financial Statement
Credit Card Statement

Motion to approve consent agenda by Rosa Yaeger, 2nd by Jessica Lounsbury. Motion carries.

Board Report-Rosa shared that the meeting had mostly the same agenda items as Policy Councils. In addition to the agenda items, there was close to an hour discussion with Rhonda Davis-Lovejoy, the Federal Reviewer who was in attendance.

Old Business

Federal Review Update -Sue reported the review went well but they did question teeth brushing and some similar items on our in-kind reports. We will wait to see what the Office of Head Start reports says.

New Business

- Resignations- Data Encoder and Teacher Assistant - Resignations of Data Encoder, Carol Thomas, and Teacher Assistant B, Ikede Wada were received. Motion to accept resignations by Jessica, 2nd by Courtney. Motion carries.

- Recommendation for Data Encoder - Recommend transfer of Desiree Bonhorst from Disabilities Teacher Assistant to Data Encoder position. Motion to approve transfer by Katie Big Eagle. 2nd by Jessica. Motion carries.
- Recommendation for Disabilities Teacher Assistant- Recommend transfer of Kari Kloos from Teacher Assistant A to Disabilities Coordinator. Motion by Courtney and 2nd by Jessica. Motion carries.
- Recommendations for Teacher Assistants - Recommend Anna Parsons for hire for Teacher Assistant A. Motion to hire by Rosa and 2nd by Courtney. Motion carries. Recommend Sara Marquardt for hire for Teacher Assistant B position. Motion to hire by Katie and 2nd by Rosa. Motion carries.
- Duration - Policy Council participated in the development of the Duration application. Discussion was held regarding the need for full day classrooms and plans of how to implement Duration funding.
- COLA – Policy Council participated in the development of the COLA application. It was decided that OCDC will apply for 2.6% COLA to be added to the pay scale and the additional funds to be used to cover additional technology costs.
- Parent Surveys -Very positive feedback received from parents. Motion to accept the Parent Surveys by Rosa and 2nd by Courtney. Motion carries.
- Personnel Policies-No recommended changes. Motion to approve Personnel Policies by Courtney and 2nd by Katie. Motion carries.
- Service Area Procedure Plans-No recommended changes. Motion to approve Service Area Plans by Rosa and 2nd by Katie. Motion carries.
- Fiscal Procedures-No recommended changes. Motion to approve Fiscal Procedures by Courtney and 2nd by Rosa. Motion carries.
- Job Descriptions- Custodian hours will change so there will be a custodian here 7:30 am- 5 pm. Teacher Assistant B hours will change from 10 am-6 pm to 9:30 am - 5:30 pm. Motion to approve with changes Jessica and 2nd by Rosa. Motion carries.

Training

Nutrition Services- Deseree Corrales explain nutrition services offered by OCDC, as well as what she does as a Nutrition Service Specialist, such as Harvest of the Month, cooking classes, classroom activities, and nutrition screenings.

Motion to adjourn 6:41 pm by Jessica and 2nd by Courtney. Motion carries.