

**BADLANDS HEAD START: PRENATAL TO FIVE  
TREC BOARD OF DIRECTORS  
MEETING MINUTES**



**Meeting Date:** December 15<sup>th</sup>, 2016  
**Board Business Mtg.:** 5:30 p.m. to 7:30 p.m.  
**Place:** Belle Fourche Administration Bldg.  
**Telephone Number:** 605-723-8837

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**Roll Call:**

**Members Attending:** Nika Avalos, Rena Hymans, Brad Brunner, Janine Short, and Jennifer Nelson

**Members Absent:** Deborah Bordeaux

**Quorum Established?** yes

**Non-Members attending:** Marcus Bevier, Dorothy Richards, Jessica Carmichael, Melissa Pickle, and Rebecka Funk (training portion)

**Business meeting began:** 6:16 PM

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**Training:** Presenter: Rebecka Funk, Presenting on: Child Abuse and Neglect There are four types of child abuse/neglect: 1) Emotional-Treating a child in such a way that repeatedly and consistently diminishes a child sense of self. Examples include: name calling, ignoring the child, isolating the child, and yelling consistently at the child. Signs often include a lot of physical complaints, such as: nausea, headaches, tired, bed wetting, and low self-esteem. Children experiencing emotional abuse may have a hard time making simple decisions, want adults to tell them what to do, and have stiff, unimaginative play. Lack of affection between parent and child is a sign that emotional abuse may be occurring. Emotional abuse is one of the hardest types of abuse to prove. 2) Physical- Deliberate force or action against a child. Physical abuse includes alcohol use by a prenatal mother. Signs of physical abuse include: bruises, welts, fractures, burns, and other injuries that are inconsistent with normal childhood injuries. Children know where their injuries come from generally. Children who have been physically abused may be aggressive, afraid of adults, or very compliant. 3) Sexual-Sexual abuse is defined as any sexual exploitation of a child, where the child is being used for a sexual purpose, sexual contact of a child, a child asked to touch adult, between children, exposing a child sexually, exposing a child to sexual materials/body parts, and pornography. Some signs of sexual abuse are: bed wetting, soiling pants, advanced sexual knowledge, sexual acting out, chronic urinary tract infection, and inappropriate drawings. Children can be very sexualized in play or very closed off about sexual topics. 4) Neglect-When a child's basic needs not met. Basic needs include: lack of clothing, food, supervision, dental care, eyewear, and medication. It can also include what they are exposed to such as excessive people coming and going, drugs, and alcohol. General information: Everyone in this organization is a mandatory reporter. Children in the age group TREC works with are at higher risk of being abused. Depression and mental health issues come with all four types of abuse. TREC staff watches for indicators, but are not the investigators. Presence of one or even several indicators does not mean there is abuse. Risk factors that increase the probability of abuse include: isolation, stress, financial situations, parent's addiction (to drugs, alcohol, etc.), domestic abuse, and poor understanding of child

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development. Protective factors that decrease the likelihood of abuse include: support for the parents, secure attachment with child, safe home, can ask for help/have resources/family available, parent resiliency, and knowledge of child development. TREC policy is to report abuse to the supervisor. A team meets to decide if it should be reported, but an employee can always report even without approval of the team. It is the employee's right and no repercussions can come of deciding to report. Employees, by state law, must report it themselves, but we have supervisors sit in with staff to support them as they make the report. Reporting is scary, but it is to protect the kids. We report suspicion, we do not need proof. We do document suspected abuse on a separate form, and that is not kept in the child's file. The TREC board is notified of abuse reports made to DSS during executive sessions.

**Additions to Agenda:** CLASS scores, Jennifer Nelson BOD Membership Vote

## **TREC Business:**

**BOD Roster & New Member Recruitment** –No updates

## **Team Communication**

**PC Minutes – October, 2016 & November, 2016**

**LT Minutes – October, 2016 & November, 2016**

No questions or discussion were needed on the minutes.

## **Consent Agenda**

**October 20, 2016 BOD Minutes:** Review and Adoption

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

**Policy, Procedures, and Forms:** Currently none.

## **Old Business:**

**Maintenance & Improvement Projects – Newell Siding Project**

Collins Siding has been paid for the project. The bid and contract was finalized in August, but they have pushed us back. They will be coming at the beginning of next week to do the work. The grant has scheduling requirements of when the project must be completed by, and we have been sending letters and calling to try to get it scheduled with the company. The first siding choice was discontinued, which slowed the process, but the new choice was picked and we are still waiting. The project was originally scheduled in November, but the discontinuation pushed it back, and we have been trying to get a schedule change done since then.

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## **OHS Items: HSPPS Implementation ACF-PI-HS-16-05**

There were program instructions sent out to all Head Starts that extends the deadline for the background check requirement. The deadline was August 1<sup>st</sup>, but was pushed back due to the impact on the states. The new deadline is in late September. Part of the new requirement says current employees must have a state and FBI background check done, and they must be rescreened every 5 years. We will be starting the periodic rechecks this spring. Contractors/building work are not subject to the background checks, but someone like Rebecka Funk (contracted child service) would be.

## **New Business:**

### **Jennifer Nelson BOD Membership Vote**

Jennifer is CLASS reliable, and Melissa said it would be nice to have someone who is less familiar with the classrooms come to give a second opinion on scoring. Fresh eyes can be helpful.

*Motion to accept Jennifer Nelson as a new board member.*

*Motion made by: Nika Avalos*

*Second by: Janine Short*

*Motion carried*

### **Financial Summary Report: November 30, 2016**

Head Start has spent 25% of its budget for the 9 month program. The expenses are mostly personnel and benefits. TREC plans to continue using Wellmark Health Insurance, despite a premium increase. Employee health insurance cost is 75% paid by TREC on single contribution, while the family portion is solely the employee. This year there have not been a lot of unforeseen expenses so far. Everything is normal business for the most part. Early Head Start spent less. Personnel is down a bit in Early Head Start. Someone who was hired never completed the requirements and the position has not been refilled since then. The Early Head Start portion of the program receives more money per child. Extra Early Head Start money may be put towards training. A possible training is "Parents as Teachers." It is expensive initially, but yearly renewal and single new staff trainings will not be as costly. Admin expenses has no surprises. Admin expenses are always cut close. Currently it is broken down at 18.7% of Head Start spent, 20% of Early Head Start spent, and 19.75% spent overall of the Admin budget. In-kind for Head Start was really well at \$31,090.34, which was above the expectation. Early Head Start was a little low. We expected it to be at \$15,697, but it was actually at \$11,821.95. Admin staff may have to go to socials to discuss in-kind and its importance with parents. For the entire program so far this year, we are at 76% of the target amount. All money is spent according to regulations.

*Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, and CANS Report for both October and November*

*Motion made by: Janine Short*

*Second by: Nika Avalos*

*Motion carried.*

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## **Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club**

No discussion as there was nothing unusual. There were no fraudulent charges, and a letter exonerating Melissa has been received for the fraudulent charges on her card from August.

*Motion to approve the Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club Card*

*Motion by: Rena Hymans*

*Second by: Jennifer Nelson*

*Motion carried.*

## **Cash Flow Projection Reports (2016-17)**

Head Start shows to be a little over budget by about \$4000, but with recent staff resignations we will recover that quickly. We will not end up being over by the end of the year. Early Head Start is predicted under budget by about \$48,000. The program will use that by the end of the year. Projections are realistic because they are based off the actuals of last year. Part of the reason we are under budget is related to the being short a staff person for Butte County Early Head Start Home Visitor. The hiring team has been choosy because we have shifted other staff so we almost don't need the position right now until we find the right person. The numbers will come out to \$0 by end of the year.

*Motion to approve the Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club Card*

*Motion by: Rena Hymans*

*Second by: Janine Short*

*Motion carried.*

## **Summary of Operations Report: November 30<sup>th</sup>, 2016**

Head Start enrollment is currently at 102 of 103 on the November report. As of right now, we are totally full in both Head Start and Early Head Start. OLB2 is finishing the process of enrolling a child tomorrow. Our waitlist is primarily over income. Butte and OLB are a little easier to find families who fit the income requirements. Harding, Perkins, and western Corson counties use the category: over income, medically underserved. Our program is one of the few in the state that can use medically underserved, and we do. Wanda reported at the monthly Leadership Team meeting that family partnership agreements are coming in pretty well. Socializations are a little short on the Head Start side due to inclement weather issues (school was cancelled those days as well). Early Head Start is doing well with socializations and parent trainings. We are always looking for community members with a vested interest to join Policy Council. Home Visit completion rates are 81% for Early Head Start and 79% for Head Start. OLB3 has a low rate because the staff member had a week vacation, and then later resigned. Home visits are supposed to be made up if staff cancels, but are not required to make it up if family cancels (staff tries to make up family cancels as well). If staff cancels, Head Start requires the

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home visit be completed within 30 days. Butte C is still in the chart despite not having a staff person. Butte 1 is now doing Butte 1 and C. She is getting into the homes for visits successfully. Harding's numbers look low due to a combination of a resignation, personnel/family health issues, and weather issues in November. Early Head Start visits are year round and total 46 visits. Head Start is 9 months for 32 visits. We have until the end of the year to complete the formal observations. Ruth and Michele are starting to do them. Attendance does not reflect school closing days in December, but it was good prior to that. The year will have to be extended for centers. Two hour late starts don't affect us right now, because we are not concerned about hours currently. Our students' lunches are provided through the schools, so we cannot be open if they are not open. Our centers' kitchens are not CANS approved. We had communicable issues in some centers-2 lice breakouts. Head Start is very clear that a child cannot be excluded for lice. We send a letter to notify families, but many schools do not notify parents. TS Gold came in well. Individual child plans are being crafted. Melissa has been guiding people for both new and old students. TS gold is an ongoing assessment system aligned with creative curriculum. Ongoing assessment must be done 3 times a year according to Head Start requirements. October was our first check point. Staff can look at child, group, and agency level reports, and the program includes birth to the end of the 5<sup>th</sup> year. There is a continuum of 1-8 to see how they are doing for age levels, and how the child is doing at each point. Children can be above, below, or on target. ASQ and ASQ-SE (Dial too, in the case of Head Start participants) results, the family's input, and medical are all used. It helps develop goals for the child. The first check point is in October, the second in January/February, and the third is in May/June. We are at 100% on 45 and 90 day requirements. JoAnn was a huge help getting them done with OLB area families. Requirements are coming in well, which is good because they have been a pain point on past reviews. 10% of students must be in certain groups, and we are meeting those requirements. Some IEPs for school referrals are waiting on the school system. OST program is having a hard time getting with family to do the evaluations. Referrals mostly result in IEP. Health stuff is getting there. Dental follow ups, TB screenings, and nutrition are doing well. Home Visitors are working on getting children to have updated physicals, and keep their immunizations from becoming past due. Spring heights and weights at 0% because they not applicable yet. The clinic in Harding was having issues with lead and hemoglobin, because the kits were not yielding results. By working with other area's clinics, a solution has been found for future tests. Head Start requires hemoglobin and lead tests. Many families may not go in to get a 2<sup>nd</sup> finger prick for a child to be retested, if the first kit did not yield results.

*Motion to approve Summary of Operations Report and other Monitoring Reports for October and November as presented*

*Motion made by: Janine Short*

*Second by: Nika Avalos*

*Motion carried.*

## **CLASS scores**

Melissa presented. The Office of Head Start requires CLASS reviews are done in all rooms (CLASS is an assessment system for preschool). Four staff members are CLASS reliable (are within 1 point of

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official scorers): Melissa Pickle, Rebecka Funk, Ruth Adams, and Michele Ranken. Rebecka Funk became certified in November because many categories line up with her Social Emotional area. The three domains are: Emotional Support, Classroom Organization, and Instruction Support. The bottom 10% go into Designated Renewal Status and have to recompute for their grant. The goal is to stay well above the 10%, but you don't know what it will be from year to year because it varies. We have program wide averages. Emotional support average 5.625 for us, nationwide lowest is 5.6562. This is a concern. Classroom organization we are at 5.21, below the nation's lowest 10% of 5.2708. Instructional support we are above by quite a bit. Emotional support 3 classrooms are above, but the 1 below is pulling the numbers down. When a program has less than 11 centers (like ours), all centers are inspected. For classroom organization 2 are above, and 2 below. Bison had an organization/layout issue that affected the score early in the year. Two very active areas were in a bad positions to watch both. It was fixed within a week, and Melissa believes score will be up at the next assessment. All classrooms are above the instructional support threshold. Melissa has been meeting weekly to bi-weekly with the staff in the lower classrooms to work on the issues. Training materials on how to raise scores and focus on problem areas has been given. In early January, another CLASS observation will be done. All Butte County teachers just did professional development plans, and every one mentions that they need to get CLASS at or above average and curriculum fidelity (necessary from the new Head Start mandate, and it helps CLASS scores). Marcus commented that some things may seem trivial, but have huge score effects. Every classroom has areas they can work on. Focus has been on coaching, reflective supervision, and making sure that implementation is followed up with consistent use. January will focus on how consistent the performance, and implementation is. The teachers have become more reflective of what they should have been doing when they make a mistake. There is always something you feel like could have gone better, no matter how experienced. There have been reports of improvements not just when Melissa is there but when other staff is there. Some great interactions at one center have been videotaped to use for training with others. The Lemmon center has almost half its children on IEPs and still scores well consistently.

## **TREC Vision – Honing Current Services, Expanding Services, OLB Needs/Services**

A lot of ideas came from the board retreat. How do we raise money for the TREC side so we can provide services beyond Head Start and Early Head Start? The discussion at the retreat focused on reduction of services in OLB. Deborah was disappointed by the decision of the board to cut service. We can't branch out if we need to improve current services. There was a heavy focus on ideas mainly for OLB including how to ever increase numbers there again, and how to make partnerships in that community. Rena has asked for this topic to be tabled until Deborah can be available to give her input. Rena says there are a lot of areas TREC can expand into to get our name out and help children and the community, especially those missed by typical groups like teen court and addiction resources, but she does not want to expand if we need to hone current services. The Head Start Act states a board must have an early childhood expert, a financial expert, an attorney, and community members. Deborah has commented that she may not be a true expert in early childhood, and that Dana Brave Eagle would be a

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good fit for the board. Brad says TREC always tries to have a board member from OLB, which is tough to do. Services in OLB are needed, but we cannot continue to support as many slots there because our data shows it has not been successful without hurting the rest of the organization. In recent years, finding qualified staff in that area is challenging. Staff needs to be educated, reliable, long term, and self-motivated. Completion rates for Home Visits in OLB are historically low. Our Region 8 board doesn't want us in there because it is considered a Region 11 (Native American) area. Region 11 doesn't go into Designated Renewal Status the same way, and gets extra help for improvements. Originally TREC started on the reservation because the Executive Director wanted to write a grant for the reservation, and the director taught on the reservation. Region 11 grants can only be written by a tribal organization. Our grant is very specific who we can serve. Our staff goes to remote areas, but we cannot have a center. Oglala Lakota College does the centers in that area. Rena says she feels this should be on the annual retreat as a topic to review. Services and quality are more important now than it was, and stuff is no longer being swept under the rug. Rena wants the group to decide a direction because she didn't feel it was accomplished at the retreat. Brad commented that some of the small things close to home are a good idea and a foot in the door if we want to expand services that are in our mission statement. They are inexpensive (we have no money because we can't use Head Start money). Staff would need to go above and beyond, in order to get foot in the door and try to expand by volunteering. Marcus commented that he doesn't know what Judge Day needs for analysis and statistics for a program being run at the courthouse, but he would be willing to do it if the board wants to move in that direction. Rena commented that Judge Day and Teen Court would have some funding available if you know who to ask (and she has some connections). Not just staff will be doing this, board would have to support and help. Marcus worries about some staff burnout. Rena hopes some additional staff would come in that are not under the Head Start Program if TREC were able to successfully expand services. Marcus wants to see how the standards implementation goes before committing to any additional projects. Marcus has a soft spot for programs like CASA and Teen Court (Melissa has CASA connections in Alaska as well). Staff is here for kids and families. Dorothy's concern was that the money can't mix. Brad asked if board thinks this is a direction we should be looking at, but he doesn't want to lose what we have now. Janine says keep in our minds, but not fast. Rena would like to present some program information to the board soon. Nika is all for teen court. Jennifer has an 18 year old defense attorney she would volunteer, and it is a great program. Jennifer has CASA ties as well. Brad says it sounds positive to look towards in the future.

## **Head Start Program Performance Standards – Plan of Action Updates**

We are working on content plans throughout the agency. Dorothy is currently working on Human Resources. Marcus is almost done with government. Health and Safety will need some help. Melissa is working on it, but has not written it. She has been working on curriculum fidelity for creative curriculum, which is our chosen curriculum, and developing trainings as that is a requirement outlined in the new standards that she will need to include in her content plan. She did her first related training on December 2<sup>nd</sup>, with focus areas of math, and literacy. The Area Service Managers will work with Home

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Visitors, while Melissa works with the teachers. Curriculum fidelity is as easy as it sounds. You follow the curriculum that you say you are following.

## Agency Values Committee

On hold.

## Expanding Scope of Hunger Relief Fund

Some children in the program are still in diapers or can't afford some necessities. Realtors for Kids have been a huge help due to Rebecka Funk's ability to write grants through them, but there is still more need. Marcus would like to expand the hunger relief fund's initial intent. The Lutheran Church donated the money and originally wanted it spent within a year. He would like to expand scope to cover basic necessities program wide (not just food during transports), and for it to be in any of the program's service areas (not just OLB).

*Motion to expand the scope of the Hunger Relief Fund to include all geographic service area of the program and permit any payment for any necessity a child or his/her family may need.*

*Motion made by: Rena Hymans*

*Second by: Nika Avalos*

*Motion carried.*

Jennifer commented that Lawrence County has a program to give away diapers and similar needs. She asked if Butte County has a similar program. There is an interagency child protection team in Butte County, but it does not seem to have the resources of Lawrence County. Optimist and Kiwanis help keep the program going in Lawrence County. Spearfish and Lead/Deadwood have locations to give away diapers, and they keep stocked. A local bank has also done diaper drives in the past that have assisted the Lawrence county program. Jennifer suggested applying for grants from groups like the Optimist Club and Kiwanis in order to expand the funds of the Hunger Relief Fund so the program will have a more perpetual resource.

## Other Important Activities

- **One Voice Work-** This is the closest we have worked with Oglala Lakota College in a long time, along with other local agencies related to child services and school. They have created a baseline mission and vision, and will be making a resource booklet for children and families in the area. The book will list communities and services including medical, education, etc. Currently the group is meeting bimonthly. At the first few meetings progress was slow, but Wanda and Marcus are very happy with the recent progress.
- **LNEC Conference-** Bri and Wanda were getting gas at Little Angels and were stopped by a man and told about the Lakota Nation Education Conference. The gentleman talked to Marcus and asked TREC to present. Melissa did brain development twice on Wednesday, the 14<sup>th</sup>, and Marcus did one today, the 15<sup>th</sup>, on servant leadership and childhood developmental education. Both had decent

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turnout. Marcus said it was an intimate environment. Melissa's first presentation was small, but the second one had over 40 people, and many took her card, and asked her about doing additional presentations.

## **Fall Aggregation-Report Pending**

Not fully ready, so it will be discussed at the next meeting.

Marcus present his data graphs of school readiness goals, which can be divided into math (by parts), cooperative play, etc. It shows where we stand, and can be divide by region/county, group, etc. to analyze performance. Math has been a problem area in the past, and this resource allows staff to break down the areas more so it is easier to focus on problem areas. The Leadership Team said this is a possibility for the website, but as a group. They do not want it to be able to be compared by clusters.

## **Resignations & Terminations:** 2 people (Nov agenda) and 3 people (Dec agenda)

Butte Home Visitor termination (Nov agenda)

Belle Fourche Center Floating Teacher resignation (Nov agenda)

Oglala Lakota Bennett Home Visitor resignation (Dec agenda)

Harding County Home Visitor resignation (Dec agenda)

Butte County Nutrition resignation (Dec agenda)

## **Hiring Recommendations:** There are currently no hiring recommendations.

## **Hiring in Process: Butte County Early Head Start Home Visitor & Floating Teacher Assistant**

We have someone being considered for the floating teacher pending a clear background check (in the process).

## **Adjourn**

*Motion to adjourn at 8:16.*

*Motion made by: Rena Hymans*

*Second by: Brad Brunner*

*Motion carried*

**Next Meeting Date: January 19<sup>th</sup> 5:30 – 7:30 p.m.**