

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: November 15th, 2016
PC Business Meeting: 12:30 p.m. – 2:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Amanda Yung, Lisa Nelson, Sean Mets, Ashley Flynn, Loyann Doren, Brandon Nikodym, Sarah Eggebo (phone), Sara Pазie (phone)

Others attending: Marcus Bevier, Wanda Dunn, Melissa Pickle, Jessica Carmichael

Quorum Established?: yes

Additions to the Agenda: None

Training: Child Abuse & Neglect Training presented by: Rebecka Funk

Abuse can happen across any family, and is often committed by people the child knows. It is not always bad people who abuse, but good people who don't have the skills to work with their children. The 4 types of abuse are: 1) Physical 2) Emotional 3) Neglect and 4) Sexual.

Amanda Yung called the meeting to order at 12:48 PM.

Seating the New Policy Council Members - None

Past Minutes:

October 18th, 2016 Minutes: Review and Adoption

- Minutes approved and adopted.

Motion to approve October 18th, 2016 Minutes as presented

Motion made by: Sean Mets

Second by: Loyann Doren

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – October

No questions or comments.

Leadership Team Meeting Minutes – October

No questions or comments.

Maintenance & Improvements Projects Update – Lemmon Playground

There was a slide planned for this year. Instead a leave reserve account (to put aside employees accrued leave) is being made this year, and a slide is being planned into the budget for the spring. Finance and weather were concerns when it was decided to delay the slide project. Other small items like a balance beam and musical activity piece were added to the playground this year. Bison got a saddle spinner this year. A safety review was done of the Buffalo playground. The rock wall, which was bought with money from a grant, was deemed as being potentially dangerous. There will

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be a discussion of replacing this, but most other playground items will not fit into that area. Buffalo also has a zip line in their playground.

New Business:

CLASS Scores

Melissa explained CLASS (Classroom Assessment Scoring System). The office of Head Start mandated this observation tool in 2007, and that all classrooms were to be monitored using this tool. Ten items of child/teacher interactions are covered, and there are 3 main areas they are grouped into: Emotional Support, Classroom Organization, and Instructional Support. You want a high score in everything EXCEPT negative climate. If you have less than 11 classrooms, the office of Head Start will observe all classrooms (this program falls into this category). You go into designated renewal status if you fall below a set number, meaning the program would have to re-compete for their grant. The bottom 10% of programs also fall into designated renewal status. The program is averaged as a whole to get the numbers of how it is doing, not by individual classrooms. We have 4 trained CLASS observers in our staff to help us compare our scores to what the Observers are likely to score the programs at. Our staff does two 20 minutes sessions at a school in one day and average the scores to get a score to compare to what the National Observers will see. In the emotional support domain, 3 of our classrooms are above the threshold, and 1 is slightly below during our informal observation. The classroom organization domain had 2 groups above and 2 below the threshold in our informal observations. The scores are so specific, that a direct line of sight for one of the play areas dropped the score significantly. A slight move of play items will likely lift it over the bottom 10% line. Instructional support tends to be the lowest scored category nationwide. Our program focuses on that, and all centers are above the threshold. The sites with lower scores are already having additional training for staff, as well as items to help the children learn to compromise and make decisions (cards, posters). This should help improve the scores in those classrooms. There is an adjustment for K-12 teachers coming into a Head Start Program. We want the children to help make decisions and compromise. You don't want the teacher to give the answer, you want the child to learn, but they may need guidance. Lemmon's center has a very strong team and they work well through challenges. A reliable scorer (what our 4 certified staff members are) only has to be within 1 point of a Master Coder, but the national average and the bottom 10% line are often less than ½ a point apart, so it can be very close and a good program can go into designated renewal status. If you are in Designated Renewal Status, you need to highlight what you have done to improve since the review to help keep your grant. This method to observe and rate classrooms is a congressional mandate, as it was part of the 2007 Reauthorization Act.

Region 8 Site Visit

This is when our program specialist (she reviews the grant, answers questions, etc) comes to visit. It is usually in the fall. Our scheduled visit was at the end of November has been cancelled and will likely be sometime in early 2017.

Financial Summary Report: October 31st, 2016

- Marcus reviewed the October Financial Summary Report. The equipment line has a misappropriated vehicle registration, which will be corrected. All equipment requires a written preauthorization,

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either written into the grant application, or by doing an SF 434 form to get approval. It is a very specific form. Equipment purchases such as cars are sent out to bid to local dealerships.

- Head Start – 16% of the budget is spent already. 60% to 80% should be salary and benefits according to HS guidelines.
- Training and Technical Assistance – Currently there is none in EHS. A new standard requires a research based curriculum, which will require training. We are looking into Parents as Teachers as a possible training and program guideline.
- Early Head Start – About 15% of the budget is spent.
- In-kind – It is a lot better than last month. HS in-kind was low for the first month. Early Head Start is at about 62%. Please stress the important of in kind to other parents. It not only helps the program, but allows parents to spend quality time with their children working on skills the child either has mastered or still needs to master. In-kind is volunteering time given to the program that is needed as part of the program's grant requirements.
- Other – Administrative cost is budgeted very closely. We cannot spend more than 15% of the total budget towards administrative cost. Certain positions are considered entirely or partially administrative. About 10.5% of the Administrative budget has been spent.

Motion to approve the Financial Summary Report as presented

Motion made by: Lisa Nelson

Second by: Sean Mets

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club, USDA Savings Acct.

- Marcus reviewed the statements.
- The Hunger Relief account was originally intended to buy food for families who need it in certain areas of the program. The money was donated by a local church and the original intent was to have it spent within a year. Marcus plans to discuss the fund with the governing board, and see if it would be possible to expand the scope, and include clothes for a child who is inappropriately dressed, has an accident, or needs new shoes. Clothes that are borrowed by a child from the program do not always come back even though it is marked. In recent years some money has been used from this account, but mostly for meal costs for dental surgery transports.

Motion to approve the credit card reports, bank statements, CANS Report, USDA Savings etc. as presented

Motion made by: Brandon Nikodym

Second by: Loyann Doren

Motion carried

Cash Flow Projection Reports 2015-16

None for this month. There should be one next month.

Summary of Operations Report: October 31st, 2016

- Enrollment Reports: 102 of 103 children were enrolled for Head Start. This month should be 103 of 103 for Head Start. We are 99% full. 4 over income and 1 income eligible child were on the waiting list at the end of the month. EHS should also be full at the end of this month. We are currently short

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only 2-4 children. A lot of children on the waiting list are over income. The 2 eligible on the EHS waiting list were offered slots and the parents decided to wait.

- Family Partnership – Family interest surveys are coming in.
- Policy Council – We are short for community reps, but doing well with parent participation.
- Socials – We are at 100%. We track to make sure they are being offered.
- Home Visit Completion Rates – Head Start did better completing their home visits. They are up to 77%. One home visitor, as well as many of the children were sick in one cluster, which resulted in low completion numbers. OLB had a home visitor take a vacation this month, so makeups for all of the visits may not be possible. Butte A, B, and E EHS had very good performance going to visits.
- Absence- The centers are right around 85%. The federal mandate requires this to be tracked. If a center falls under 85%, a plan to correct the issue must be made. Also, in order to remove a child from the program it takes about 8 days to find out if the child is sick, or if the family has moved/no longer wants to be part of the program.
- Formal Observations – Home based are going on. These percentages will go up as the observations are finished.
- GOLD/ICPs – Fall deadlines have just passed. The data needs to be crunched still.
- DIALS and ASQs – We are at 100%. We have over the 10% disabilities required.
- Health – They look good. We are working on making sure the lead tests are done. We are working on 90 day determinations for medical and dental. Lemmon’s dental bus will be coming, likely in January.
- IEP/IFSP –

Motion to approve Summary of Operations Report

Motion made by: Ashley Flynn

Second by: Lisa Nelson

Motion carried

Head Start Performance Plan of Action Updates

We are still going through them and figuring out what they mean for our program.

Agency Values Committee:

None this month.

Resignations and Terminations:

Motion to approve Resignation of KD:

Motion made by: Lisa Nelson

Second by: Sean Mets

Motion carried

Motion to approve Termination of KK:

Motion made by: Sean Mets

Second by: Lisa Nelson

Motion carried

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Hiring Recommendations:

Jessica Slutz has been volunteering for over a year. She recently became a regular volunteer (over 15 hours a month). She has had the training required of an employee. Her interview went well. She currently volunteers 5-6 hours per day at the center. There will be additional training for her if hired.

Motion to accept the recommendation of the Hiring Committee to hire Jessica Slutz as a substitute teacher

Motion made by: Sean Mets

Second by: Ashley Flynn

Motion carried

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

The job listings are out. Some applications have come in. A few people have been interviewed. The Floating Teacher Assistant is the most important to fill. In the classroom, there can be no more than 1 teacher with 10 children, so the floating teacher fills in to keep in-ratio when a diaper is being changed, someone needs to use the bathroom, etc. Another home visitor will allow more scheduling flexibility.

ACF-IM-HS-1601

Information memorandum around conditions for suspension or expulsion. This explains that suspension or expulsion is not an option under any circumstances. Expulsion creates larger problems later in life. Other non-Head Start child care facilities have high rates of expulsions nationwide.

Potential Date and Time Change

A time slot of the 3rd Wednesday from 10:30-12:30 was discussed. Marcus would like this to start in January due to the HSAC meeting in December. HSAC is already set in conjunction with the Policy Council Meeting.

Adjournment

Motion to adjourn meeting at 2:24 PM

Motion made by: Lisa Nelson

Second by: Sean Mets

Motion carried

*Next PC meeting date is scheduled for **December 20th** which will include the Health Service Advisory Committee.*