

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: May 17th, 2017
PC Business Meeting: 10:30 a.m. – 12:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Lisa Nelson, Loyann Doreen, and Sara Pазie

Others attending: Marcus Bevier, Wanda Dunn, and Jessica Carmichael

Quorum Established? yes

Additions to the Agenda: None

Training: None

Seating the New Policy Council Members - None

Past Minutes:

April 19th, 2017 Regular Meeting Minutes & April 27th, 2017 Teleconference Minutes: Review and Adoption

Motion to approve April 19th, 2017 Regular Meeting Minutes and April 27th, 2017 Teleconference Minutes as presented.

Motion made by: Lisa Nelson

Second by: Sara Pазie

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – April

- No questions

Leadership Team Meeting Minutes – April

- No questions

Maintenance & Improvements Projects Update – Upcoming Projects

- Belle Center had the fire alarms redone.
- A second pull station was added.
- Lexon covers were installed over the pull stations.

New Business:

Financial Summary Report: April 30th, 2017

- Marcus reviewed the April Financial Summary Report
- Head Start –
- Training and Technical Assistance – Head Start and Early Head Start are over budget on this item due to Parents as Teachers training for all home visitors during the first week of May.

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- Early Head Start – There will be some left over money to spend this summer. Early Head Start needs to buy a vehicle, so the bid letter will be getting sent out to dealerships soon.
- Admin Costs – Admin costs are on track. We are at \$141,000 of \$251,000 so far
- In-kind – April was a good month for Head Start. Head Start needs \$231,840, and we are at 96-97% of the target. Early Head Start needs \$188,00 and is currently at \$143,000. The overall numbers have been much better since we became fully staffed, with approximately \$50,000 total this last month.

Motion to approve the Financial Summary Report as presented

Motion made by: Lisa Nelson

Second by: Sara Pazie

Motion carried

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

- No questions

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

Motion made by: Lisa Nelson

Second by: Sara Pazie

Motion carried

Cash Flow Projection Reports 2016-17

- Head Start is predicted at \$12,126 under budget.
- Early Head Start is under budget at \$44,312.
- The reason both programs, especially EHS are under budget is due to a personnel shortage throughout the year.

Motion to approve the Cash Flow Projection Report

Motion made by: Lisa Nelson

Second by: Sara Pazie

Motion carried

Summary of Operations Report: April 30th, 2017

- Enrollment Reports: At the end of April we were in the 30 day window where you do not need to enroll students to replace drops in Head Start.
- Family Partnership Have come in well.
- Policy Council –
- Socials – Head Start was still short 4 socials at the end of April. Early Head Start is over the expected number of socials by 3.
- Home Visit Completion Rates – Head Start home visits are averaging out to 70% for year to date, with 87% completed for the month. Harding 1's year to date is at 56%, but the new staff member in that position actually completed more visits this month than expected. OLB3 had a 94% completion rate this month, although their numbers are at 48% for the year due to the lack of a home visitor for several months. Early Head Start is at 76% of home visits for the year, and 86% completion level for the month.

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- Formal Observations Head Start social and CLASS observations are at or above the expected level. Home visit observations are at 44%. Early Head Start observations are at 83% for visits, and 91.67% for socials.
- Classroom Attendance Classroom attendance was above 85% for all centers this month.
- GOLD/ICPs - Good
- DIALS and ASQs – 100% completed within the 45 day window.
- Health – Spring heights and weights are at 100% for Head Start and Early Head Start when drops are not included in the totals.

Motion to approve Summary of Operations Report

Motion made by: Lisa Nelson

Second by: Sara Pazie

Motion carried

Head Start Program Performance Standards-Content Plans of Action

- We are working on meeting the requirements for background checks.
 - At the SDHSA meeting, it was discussed that a number of programs are having trouble with this requirement.
 - The Regional Office has been contacted regarding this issue.
 - For an agency to complete an FBI background check, legislation must be in place. South Dakota does not have this legislation in place.
- To comply with the new standards, home based curriculum must be research based. Due to this TREC Badlands has switched to Parents as Teachers.

Agency Values Committee

- Tabled

Grant Application & Budget Narrative

- Grant goals were updated.
- Rectified safety goals earlier
- Program has implemented “I am Moving, I am Learning.”
- Program has increased outdoor time.
- Comprehensive training.
- STEM – growth shows improvement, but we need to be more intentional on how we communicate about STEM to families.

Motion to approve the Grant Application and Budget Narrative

Motion made by: Lisa Nelson

Second by: Sara Pazie

Motion carried

Self-Assessment Report

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- New method to complete the self-assessment. Staff looked at data and analyzed instead of just doing the CATSCAN.
- Look at health and safety, including: 90 day requirements, immunizations, lead/hemoglobin tests
 - We went over our requirements
 - Environmental safety-a lot of playground incidents, especially at the Belle Center.
 - Recommended that we do a hazard maps of the playground to strategically place staff, set expectations for children, and put focus on structured and unstructured play.
- Social engagement
 - Ideas to increase parent involvement: automated reminders, “marketing” socials, and follow the data trails of what interests parents.
 - Loyann commented some social attendance is 5 families (around 50%) or 1 to 2 families. She feels parents don’t always see the importance. Parents blow it off unless they get something out of it (like the bowling trip-free food, free activity, etc). Some parents want to drop off the child as a straight daycare, and have less interest in the educational aspect.
 - The more parents involved, the more fun it is for everyone.
- STEM (Science, Technology, Engineering, Math) – This needs to be approached with intentionality, have a parent report card based off family assessment, and meaningful communication regarding STEM with families.
- For Social Emotional, the program needs to be using 2nd step curriculum to fidelity. 2nd step is very successful when used fully. Stability and routine are needed for children, especially at home.
- We want to use TS Gold progress reports to show parents where there child is at developmentally.

Motion to approve the Self-Assessment Report

Motion made by: Lisa Nelson

Second by: Sara Pazie

Motion carried

School Messenger

- Allows staff to mass notify families of emergency/school closure.
- Program can send smaller group or individual messages to parents with reminders for events, such as socials, in-kind sheets due, or home visits.
- Up front cost is \$2,000, but it covers 3 years. \$417 per year after that. Relatively inexpensive when you look at time staff uses to call families.
- Marcus Bevier thinks he will go through with it.
- Reports from parents and other Head Start directors seem to feel that it has benefitted their programs, and Marcus believes it should help with social attendance, and in-kind.

Resignations and Terminations:

- None

Hiring Recommendations:

- None

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Hiring in Process:

- The advertising for the center based manager is out.
- Department of Labor and Regulation or social media gets the most attention.
- The program has been limiting newspaper in past.
 - We may put an ad in the Pioneer, but even that is costly.
 - Journal is too expensive.
- Lisa asked about floater.
 - Lindsay Franks has been transitioned from floater to a home visitor.
 - Without a floater, a center based manager can be added to the staff to answer questions and make decisions immediately that relate to the center. We have a culture of trust, and Marcus feels that in order to keep that, we need someone there consistently.

Meeting adjourned at 11:50 a.m.

*Next PC meeting date is scheduled for **June 21st.***