

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: November 28, 2018
PC Business Meeting: 10:30 a.m. – 1:00 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Ashley Flynn, Jessica Carr, Nicole Harvey, Bridget Keller, Sean Mets, Georgia Amiotte, Katie Fox

Others attending: Marcus Bevier, Wanda Dunn, Amanda Schwend

Quorum Established? Yes

Additions to the Agenda: Approval for the resignation of Lisa Harpster

Training: None

Seating the New Policy Council Members – Bridget Keller, Katie Fox

- No Discussion

Motion to Seat Bridget Keller and Katie Fox as new Policy Council Representatives

Motion made by: Georgia Amiotte

Second by: Sean Mets

Motion carried

Past Minutes:

October, 2018 Minutes: Review and Adoption

- No Discussion

Motion to approve October 2018 Minutes as presented

Motion made by: Sean Mets

Second by: Bridget Keller

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – October, 2018

- Discussed IT RFP progress
- Basic enrollment and enrollment strategy
- Discussed appropriateness of Duration Funding, determined the pursuit of funding will not be undertaken this round

Leadership Team Meeting Minutes – October, 2018

- Discussed Recruitment and enrollment strategies

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Maintenance & Improvements Projects Update – Belle Center Purchase, Newell Playground, Lemmon Playground

- Submitted a revised 1303 application for the Belle Fourche Center building to the regional office
- BFAO and Lemmon parking lots have been fixed. If 1303 application is approved, Belle Fourche Center parking lot will have to be re-asphalted
- Each site will be receiving musical flowers
- Each center will be receiving a playhouse
- Lemmon outdoor classroom will be installed for shade and activity purposes

New Business:

Financial Summary Report: October 31st, 2018

- Marcus reviewed the October Financial Summary Report
- **Expenditures:** 15% HS budget has been spent, 8% EHS has been spent. Personnel and benefits account for the majority of this for each program. The OHS recommends allocating 60-70% of budget for Personnel and Benefits, we allocate 72%. The “OTHER” category is high due to insurance payments being paid at the start of the year. Insurance counts for roughly \$70,000 a year. Total budget spent is 13%
- **Administrative Costs:** these overhead costs can only count for 15% as a program. The accountant helps budget this using a formula to keep from spending over 15%. High insurances costs are under administrative expenses. 10.5% of the administrative budget has been spent, which is on track for this time of year
- **In-kind:** HS is a little low, expected to be at \$53,000 but was only at \$25,000 as of the end of October. EHS is expected to be at \$32,000 but has only brought in \$20,000. For this early in the year, these numbers are expected

Motion to approve the Financial Summary Report as presented

Motion made by: Georgia Amiotte

Second by: Sean Mets

Motion carried

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

- HS projections are running about \$9,000 over, this number will be impacted by staff leave and missing or hiring new personnel. Salaries are projected to be \$3,000 under. CANS Reimbursement of \$35,000-\$36,000 can offset costs.

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

Motion made by: Bridget Keller

Second by: Nicole Harvey

Motion carried

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Summary of Operations Report: October 31st, 2018

- Fully enrolled in both programs
- High percentage of families qualify as homeless by the federal definition: 20% in EHS, 18% in HS, 3 families have already received housing
- In September there was no Home Visitor in OLB2 so enrollments were low, since the home visitor has started we have gained 17 new HS enrollments. For the year, there has been 1 drop
- EHS has gotten 4 enrollments in October, 6 drops for the year
- Waitlists are being filled but primarily comprise of over income families
- Parent Surveys, Family Assessments, and Partnership agreements are nearly complete. Mid-year surveys will be going out in a few months
- Socials: HS is ahead by 5%, EHS is right on track, training is being held at socials consistently and are based on family interests, as indicated by parent surveys, or monthly focal points, such as fire safety
- Home Visit completion: completion for the year for HS is at 84%, EHS 77%, monthly only reaches 75% for HS and 71% for EHS for October, primarily due to most of the home visitors attending the PAT National Conference for a week. HC EHS has low rate due to the lack of a home visitor. Families are currently being covered by Cara Lei and Ruth Adams until a new HV can be hired. Butte C is a new home visitor and is doing well.
- Observations are low due to a focus on 45 day requirements, numbers will increase as requirements are met
- Attendance has been good thus far, though there is an anticipated drop for November due to illness and holidays
- TS GOLD has just been finished over the last week. The aggregation report will be out next month and show how enrolled children are meeting curriculum standards. DIALs and ASQs were completed 100% in the 45 days. A few remain to be performed in OLB2 but completion is anticipated before the 45 day deadline. IEP percentages are low but there are many referrals in process
- Health data is just getting started. Hearing and Vision checks are at 71% HS and 64% EHS. Lead tests are improving but need to be worked on in OLB. Fall heights and weights are nearly complete for both programs. Up to date immunes are currently at 92% for both programs

Motion to approve Summary of Operations Report

Motion made by: Georgia Amiotte

Second by: Nicole Harvey

Motion carried

Teaching Strategies GOLD

- Fall observations have just been completed and will constitute the baseline for the year's aggregate data. This is required by the Office of Head Start to measure performance of TREC as a whole rather than based on individual sites. The assessment covers the basic domains of math, cognition, social/emotional, language, literacy, and gross/fine motor skills. The assessment helps us set and reach school readiness goals, which we currently have 12 of. Assessment results are used to improve services provided to families

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Staff Wellness

- Working at a Head Start can come with a lot of stress, particularly for direct services staff. Interest has been shown by our employees to engage in a staff wellness program to decrease staff stress and burnout. In support of staff wellness we have applied for a spot in a cohort that provides training and technical assistance that focuses on staff wellness. We will find out in December if we have been approved.

Black Hills Reads Grant

- Submitted an application for the Black Hills Reads grant but did not receive it. The grant was geared more toward K-12 applicants. Currently looking into United Way's Baby's First Book project. Dolly Parton's Imagination Library applications can be filled out online. This program sends a free book every month until the child is 5. Vroom.org, through United Way, offers quick activity ideas for parents to do with their children, details on this will be sent home with families.

Program Funding Letters- JTV and Neil Wanless

- No new developments

IT Issues-RFP Progress

- Due to ongoing issues with email, the TREC Board requested that a solicitation for new services be sent out in September. Proposals for new services were analyzed and interviews were conducted for The Current Connection, out of Lemmon, and Computer Guy, LLC., out of Rapid City. Scoring of proposals and interviews resulted in the selection of Computer Guy, LLC. The reward letter will be sent Monday, December 3rd. The contract will be negotiated, to mitigate the high price point and detail terms of services, in the three months prior to the contracts start in March 2019.

Resignations: Bison Assistant Teacher, Lisa Harpster

- Bison Assistant Teacher, Lisa Harpster pursued a job in a field she previously worked in

Motion to approve the resignation of Lisa Harpster

Motion made by: Bridget Keller

Second by: Sean Mets

Motion carried

Hiring in Process: BF Teacher, HC EHS HV, Bison Assistant Teacher

- Naomi Lerman was hired as Belle Fourche Center 1 Teacher, she starts today.
- Have received a few calls for the Bison Assistant Teacher position

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Next Meeting Date

Due to work schedule conflicts, future meetings will be held at 11:00 am

Motion to adjourn meeting at 11:55 am

Motion made by: Sean Mets

Second by: Georgia Amiotte

Motion carried

Next PC meeting date is scheduled for December 20th, 2018 at 11:00 am.