

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



Meeting Date: May 23, 2019
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: Rena Hymans, Janine Short, Brad Brunner
Members Absent: Jennifer Nelson, Nika Avalos
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Dorothy Richards, Amanda Schwend, Melissa Pickle
Business meeting began: 6:15

Training:

Additions to Agenda:

TREC Business:

BOD Roster & New Member Recruitment

- Marcus spoke with Jessica Carmichael about a position on board. She expressed interest and enthusiasm. Marcus will call her tomorrow to detail duties and expectations of a board member

Team Communication

PC Minutes – April, 2019

- No discussion

LT Minutes – April, 2019

- No discussion

Consent Agenda

April, 2019 BOD Minutes:

- No discussion

Motion to approve April 2019 Minutes

Motion made by: Rena Hymans

Second by: Janine Short

Policies, Procedures & Forms

- No discussion

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Old Business:

Maintenance & Improvement Projects: Belle Center Purchase

- Questions have come in regarding compliance with the Americans with Disabilities Act and South Dakota Child Care Licensing requirements that require a statement from a licensed architect or engineer. We have contacted both the architect and engineer that examined the building. The engineer stated that making the appropriate statements was out of the scope of work that they did. We are waiting on a reply from the architect, who did observe for ADA compliance. As we are not a traditional child care, we are not required to adhere to regulations regarding child care. We do however, exceed the regulations for child care licensure

New Business:

Financial Summary Report: April 30, 2019

- Head Start –about 72% of budget has been spent. This will slow down considerably as the Head Start year is over. There is one home visitor working till June
- Early Head Start – about 56% of budget has been spent. We are still missing a home visitor in Harding County. We have a couple applications out and are continuing to post the job on Facebook and DOL. Cara has taken over this spot for the summer but cannot continue into next year as she is already slated to have 14 Head Start kids. At the Policy Council meeting yesterday, one of our members informed us that a childcare/pre-school is being opened in the area and that may pose issues with hiring. There is little concern as we offer benefits that a budding child care likely cannot.
- Admin—Admin expenditures are normal with about 60% spent program wide
- In-kind – HS brought in over \$30,000 but will still end the year a little short of its target. This summer we intend to develop some ideas to increase contributions from center based programs, particularly in Belle Fourche. Lemmon and Bison centers are very effective at getting parents to participate and turn in their in-kind sheets. The goal is to figure out their method and replicate that method in the Belle Fourche centers. EHS is at 120% of its goal and routinely surpasses its monthly target by \$8,000-10,000. We are at 97% of the total target amount which will be gained over the summer

Motion to approve Financial Summary Report as presented

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

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Full Credit Card Reports, Bank Statements, Cash Flow Projections, CANS Report, Shopko & Sam's Club

- There were no cash flow projections this month

Motion to approve Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Summary of Operations Report: April 30, 2019

- Fully enrolled last month
- Homeless numbers remain around 20%
- Head Start has had 19 drops this year, EHS had 16. This is primarily due to families moving
- Head Start has 5 over income and 2 income eligible on the waitlist. The 2 income eligible have been picked up already
- Early Head Start has 7 over income on the waitlist
- Family Community Partnership paperwork has come in really well
- HS has completed 96% of expected socials. 3 socials were cancelled due to weather. EHS has completed all expected socials
- Home visit completion rates are looking good overall at 70% on the HS side. OLB numbers have suffered over the year due to issues with staff attendance, weather, and travel difficulties. We will be developing strategies over the summer to better support OLB staff. Expectations moving forward will be explicit.
- Home visit rates are about 80% on the EHS side. Harding county rates are low due to a lack of home visitor there. Cara will take over those visits during the summer. Perkins completion rate is lower on account of two families that struggle with attendance due to health issues and family dynamics.
- Formal Observations of classrooms, home visits, and socials look okay, though the data is not entirely accurate on the HS side and will require some discussion to sort out
- Attendance is good. BFC1 had some attendance issues that stem from illness, extended absences and difficult family dynamics
- Spring GOLD is in the process of being finalized, a few adjustments need to be made before the aggregation
- OLB2 has some 45 day deadlines coming up, otherwise 45s and 90s are at 100%
- Health stats are looking good, 100% on 12 month leads. 24 month leads need some work, with 11 kids that still need them. This is a continual issue for every Head Start. So much so that it was discussed during SDHSA networking. It is especially difficult in Harding and Perkins counties to get lead blood tests done
- Dental follow-ups need work
- Well child checks and immunizations are being completed, however, we have had numerous parents that are currently exploring their options in regards to vaccination

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Motion to approve Summary of Operations Report and other Monitoring Reports as presented

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Annual Funding Application

- The first part of the application details who we are, what we do and where we do it. We will continue offering services based on our yearly community assessment. The community assessment drives all planning and programmatic functions based on each community we operate in, as even communities that are geographically close may have vastly different needs. Based on the community assessment, our process and procedures will not change very much.
- The next section details our goals and objectives and the progress we have made toward them
- Goal: TREC – BHS will ensure a safe environment for all children and families participating in Head Start and Early Head Start. Playground and outdoor accidents have decreased by 23% this year. The accidents that happened were typical accidents associated with 3 and 4 year olds; slips, trips and falls. While some of this is attributable to severe weather keeping the children indoors, our processes for keeping children safe can clearly be seen in the type of accidents that occurred. No major accidents, such as children jumping off equipment onto other children, occurred
- Goal: TREC – BHS will promote the overall wellness and health of children and families participating in Head Start and Early Head Start programs. Over 75% of children in the program registered at a healthy BMI. While BMI does not take into consideration a child's genetics, bone density, activity level and other factors that contribute to a healthy weight, it gives a general idea of how healthy the children are and helps determine what steps we need to take to ensure the wellness of children in our program. This is one of the best years we have seen for kids at a healthy weight, though we did have a few kids underweight, due to factors not covered by BMI. We have increased gross motor activities by incorporating I am Moving, I am Learning as well as yoga and yoga stories, insisted on healthier meal options, and utilized social trainings to provide parents with information on being healthy on a budget.
- Goal: TREC – BHS will ensure all staff receive comprehensive training in all content areas. All objectives in this goal have been met each year for the past two years, putting this goal in its sustainability phase. Each year we send direct services staff to conferences to gather information that they can then disseminate to staff that did not have the opportunity to attend. This past year was focused on movement and disability. We sent several staff members to multiple PAT conferences, where they garnered information that proved to be useful in both the home based and center based approaches. Next year we intend to focus staff training on CLASS, as it is the measurement used to assess our centers. Training and Technical Assistance will be brought in to pre-service for training on Effective Interactions between Children and Teachers. Sending center teachers to TeachStone Class training in October is also being considered. Coaching went okay this year and we intend to continue utilizing the coaching services provided by Beth Christian of Black Hills State University.
- Goal: Head Start and Early Head Start children will use mathematics regularly and in everyday routines and children will use and understand oral language for communication in developmentally appropriate

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ways. Stem kits were not created again this year. During assessment, we look for growth in math, language, and literacy. Math saw 16% growth between check points one and two that consisted of gains in all areas assessed. Language started out high at 77% of children being proficient, there was a 3% increase in proficiency in this area, which is significant when you consider how high it was to begin with. Literacy saw a 10% increase between the two check points.

- Goal: TREC – BHS will develop meaningful relationships and deepen engagement with our families and Community Partners. The 16-17 program year gave us a baseline for measuring family engagement. Socialization attendance shows that families are trying hard to be engaged, particularly at the start of the year. As the weather cools, attendance at socializations tends to taper off. This has been a steady trend throughout the project period. During self-assessment we discussed socialization attendance and came up with ideas on how to bolster attendance, especially during the long winters.
- We do not intend on altering the service area to which we are providing.
- We intend to continue utilizing the medically underserved match
- Bison enrollment numbers will be monitored to determine the most appropriate services to provide in this area
- There are no major changes in education services
- Health services will continue to offer the same services while focusing on increasing dental follow ups and lead blood tests
- There has been an upward trend in families that experience incarceration of one or both parents. Incarceration has been added to the application. Resources have been acquired and distributed to families in need
- Disability services will continue to adhere to performance standards
- Services to prenatal mothers will continue
- There is no intention of purchasing or providing transportation
- There will be no changes made to the human resources function or new staff orientation process
- The organizational chart will change little, to include the hiring of an assistant teacher in Bison
- Background checks for new employees fulfill the requirements and include an FBI background check, Child Abuse and Neglect check, Sex Offender Registry check and State and Tribal background checks
- Historical budgeting is used to determine how funds will be spent. About 80% of the budget is already accounted for at the beginning of the program year.
- The Federal Government authorized a 1.77% Cost of Living Adjustment. Our salary scale has been adjusted accordingly and the additional COLA that was not applied to salary has been applied to benefits
- There are checks and balances in place to ensure fiscal fidelity. We are considered a low risk auditee and are currently being audited
- We are not seeking any waivers in regard to the non-federal match or administrative cost cap but will continue to adhere to regulations and guidelines as they are set forth
- We are not seeking any conversions or reductions of current enrollment slots

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Motion to approve Annual Funding Application

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

Quarterly 941 Report

- This report details the taxes we paid last quarter and is prepared by the accountant
- It is based on the wages of 34 employees
- \$13,636 were paid in federal income tax, \$27,315.33 paid for social security and \$6,388.26 paid for Medicare, with an adjustment for fractions of a cent we paid a total of \$47,339.58 in taxes

Motion to approve Quarterly 941 Report

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Self-Assessment Findings Report

- This self-assessment we focused on only a few areas to keep goals manageable and achievable
- It was noted that we need to continue working on getting dental, immunizations, and well child check rates up. As part of this, we sent Misty to an oral health summit, we intend on tracking tooth paste and brush distribution throughout clusters, and have Misty attend more socials to inform parents about the importance of proper dental hygiene, check-ups and keeping follow up appointments. In regards to all areas discussed we will heavily utilize social media, pamphlets, and our community partners to distribute appropriate and correct information to parents. This will help parents sift through the immense amount of information that can be found, so they can make an informed decision based on appropriate information
- Family engagement, specifically pertaining to socialization attendance, was discussed. It was determined that we need to find a way to create buy in for socials to combat the inevitable decrease in attendance during the cold months. We intend to break up the Butte County socials in order to provide socials at more times so more parents can be involved. Doing so would also create an opportunity for families to engage in a wider selection of trainings while enjoying an increased variety of activities
- In regards to school readiness, we have realized that we need to do a better job at celebrating the gains our children make in addition to focusing on what we need to improve on. Our teachers will become intimately familiar with the Second Step curriculum to help assist with children that exhibit challenging behaviors. We will use the TS GOLD aggregation to assess children's social emotional gains and thus monitor the effectiveness of training in this area
- We would like to bridge the gap between in-kind activities and the curriculum. This summer we intend to build a crosswalk of suggested activities that are in line with the curriculum and satisfy the activities presented on the weekly in-kind sheets that are sent home. We understand that parents are busy and there

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may not be enough time for them to come up with activities to do with their child each day that meet the requirements of in-kind. We would like to make in-kind easy and enjoyable

Motion to approve Self-Assessment Findings Report

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

Staff Wellness-T/TA Wellness Cohort

- Survey results were compiled and charts built to determine a plan of action
- We are taking it slow because we want to do this right and install the correct systems to make it successful and sustainable
- Melissa was contacted by a former colleague that works at Oregon State University. She is beginning research on secondary trauma and instructor burn out. Her focus is on how challenging children affect teacher stress levels and how increased teacher stress levels affect the children they care for. She has asked if we would like to participate in her research, which would consist of our teachers filling out questionnaires. This would be entirely voluntary. The research will be used to develop tactics to combat teacher stress and secondary trauma. Marcus intends to reach out to other Head Starts across the state to help increase the sample size. Rena suggests that this would also go hand in hand with staff wellness and would help to spread the idea of staff wellness to other Head Starts

Hiring in Process: HC EHS HV

- After the last posting of this position of Facebook, we received interest from two individuals. We are awaiting the return of their applications
- Marcus reposted the job on Facebook earlier today
- This position will continue to be heavily advertised on social media and DOL until it is filled

Meeting adjourned at 7:39 p.m.

Next Meeting Date: June 20th, 2019