

**Badlands Head Start: Prenatal to Five
Policy Council Minutes**

Meeting Date: December 20th, 2016
PC Business Meeting: 12:30 p.m. – 2:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Amanda Yung, Ashley Flynn, Brandon Nikodym, Sarah Eggebo (by phone) and Sara Pazie (by phone)

Others attending: Marcus Bevier, Jessica Carmichael, Wanda Dunn, Misty Wilbur, Brianne Sambo

Quorum Established? yes

Additions to the Agenda: SDHSA Parent Rep

Training: None

12:54 Amanda Yung called the meeting to order.

Seating New Policy Council Members - None

Past Minutes:

November 15th, 2016 Minutes: Review and Adoption

Motion to approve November 15th, 2016 Minutes as presented

Motion made by: Ashley Flynn

Second by: Brandon Nikodym

Motion carried.

Old Business:

TREC Board of Directors Meeting Minutes – October

No discussion

Leadership Team Meeting Minutes – November

No discussion

Maintenance & Improvements Projects Update – Upcoming Projects (Lemmon Playground)

- Getting the Lemmon slide done in the fall did not happen
 - The slide funds went into opening the leave reserve account.
 - At the end of this year if there are extra Early Head Start funds, we are looking at procuring a double (large/small) slide in Lemmon.
- The Newell siding is finally going in.
 - It has been delayed due to a discontinued product.
 - The company is working on it this week.

New Business:

Financial Summary Report: November 30th, 2016

- Marcus reviewed the November Financial Summary Report. There were no big surprises on expenditures. Personnel & benefits take 60-80% of budget. The Office of Head Start suggests this break down. Overall TREC is 23% of the way through the budget, and we are about ¼ of the way through the year. If there are extra funds at the end of the year, they are redirected to large projects at site, or education supplies (a lot the last few years, but this year it would be

Badlands Head Start: Prenatal to Five Policy Council Minutes

books). Admin expense is limited to 15% of the total budget. Admin in mostly personnel/benefits, or contractual.

- Head Start – 25% of the budget has been used. TREC recently split a Head Start Home Visitor with Early Head Start and she is doing amazing. Even if we have a staff addition, we will try not to split up a family and Home Visitor, if they have been working together for a while. A lot of her families are dual Head Start/Early Head Start families. Head Start home visits are 9 months.
- Early Head Start – 19.32% of budget has been used. An unfilled position in Butte County has been lowering the total cost. Early Head Start lasts year round.
- In-kind – Head Start had \$31,000 worth of in-kind this month, which was above the expected amount, but Head Start is still short of the overall target due to low in kind in the early few months. Early Head Start is low this month, around \$11,800 of the \$15,700 expected. Overall Early Head Start is at 66% of their target for the year to date. In-kind is important to TREC and allows the family to spend time with their children. If necessary, Marcus will start visiting socials to explain the importance of in-kind to help improve the numbers. Amanda asked why it is not getting done if it is part of the schedule (it is in her home visits). Marcus said some Home Visitors may not have it in their schedule. It is easier with home based usually, but Wanda said centers are doing well getting in-kind submitted this year. In-kind will get to where the required match needs to be by end of year. This year we have a higher budget and less children than several years ago making it harder to make the targets. Programs may have downsized as funding becomes harder, and eligible families are hard to find.

Motion to approve the Financial Summary Report as presented.

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

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: Brandon Nikodym

Second by: Ashley Flynn

Motion carried.

Cash Flow Projection Reports 2016-17

- Cash flow expenditures are made by combining the totals for categories to date with the last year's expenses for the remainder of the year to get a projection of how the programs are doing with their budget.
- It is not 100% accurate, but it gives us a good idea where we sit.
- Head Start is over budget by about \$4,000. It says we are over in child food by more than \$30,000, but CANS reimburses most of the food expense.
- Audit/tax return/other categories may be over their budgeted amount when the final numbers come in.

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Head Start budgets \$5000 in education supplies, but usually goes over. Head Start is usually under in other categories. The year will 0 out by the end.
- Early Head Start is under budget by about \$49,000. Early Head Start gets more money per child, so we are traditionally under on this side. Education supplies is a little over budget on the current projection. Early Head Start will be spent. There is a personnel shortage, with an Early Head Start Home Visitor for Butte County that has not been filled this year and a few others more recent resignations are adding to that deficit right now.
- Last year, \$6,500 was spent for vision screening equipment that will not be spent this year.

Motion to approve the Cash Flow Projection Report.

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried.

Summary of Operations Report: November 30th, 2016

- Enrollment Reports: We are fully enrolled in Head Start and Early Head Start. We had been designated as chronically under enrolled in the past, so this is good news. Harding/Perkins/western Corson counties are hard to find income eligible children, so we use medically underserved. At the end of November, the reports show us at 102 of 103 children in Head Start and 64 of 64 in Early Head Start. Our wait list is predominantly over income. If the family is income eligible, then they are usually put into the program within about a month.
- Family Partnership: The Family Partnership Agreements are coming in, the family surveys are doing well. Completion is near 100% on the children who have been enrolled since beginning of year (except Bison forgot to do, so they are coming in now).
- Policy Council – Policy Council is coming along well.
- Socials – We are close to 100%, but some were cancelled due to weather (completed 10 of 12) and will have to be made up during the year.
- Home Visit Completion Rates – Near or above 80% for the year. OLB3 cluster had a vacation then resignation causing the lower completion rate. Harding Early Head Start Home Visitor moved. Harding County had a lot of sick children, leading to cancelled visits. October to February sickness causes a lot of children to miss center or cancel home visits. Butte E is at 94%, but Butte D has drastic swings because she only serves 5 children, so a missed visit has a huge impact, plus she had some personal issues.
- Formal Observations TREC has all year to get these done. We are at 24% right now. CLASS observations have been done once, but staff will be doing them again soon.
- Classroom Attendance The Head Start requirement says we need to stay above 85% for the year. Right now we are doing well. All centers had attendance between 85% and 90% this month.
- GOLD/ICPs – Good. ICPs (Individual Child Plans) are how we individualize to children's needs.
- DIALS and ASQs – Completion is at 88% on DIALS and 78% for ASQs. New students are not done yet.
- Health – TREC hasn't missed a 45 or 90 day requirement in the last 2 years. This had been a struggle before. Staff will repeatedly remind families to make sure we fill the requirements. Dental and physical screenings are part of the 90 day requirement. DIALS, ASQs, hearing

Badlands Head Start: Prenatal to Five Policy Council Minutes

screening, and vision screenings are part of the 45 day requirements. We need to focus on dental follows ups, lead/hemoglobin test results, and making sure immunes are not past due. One of the clinics were getting no results on tests for lead/hemoglobin. We got the clinic in Harding County new micro vials so we get results in the future. We will retest if parents agree, but it's hard to get parents to agree to go again. Hemoglobin the main area not getting results. Health staff if checking records of other medical blood draws for hemoglobin levels.

- **IEPS IFSPs** – The Office of Head Start requires at least 10% of children we give services to must be on one of these for a disability. Often we have speech disabilities, but we do serve children with more serious things as well.

Motion to approve Summary of Operations Report.

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried.

Head Start Program Performance Standards – Plan of Action (updates)

- Staff is working on content plans related to their areas.
- Content plans are not required by new performance standards, but they give us a good idea for the compliance check.
- Staff had a meeting with Training & Technical Assistance on December 19th. Megan Larson from T&TA confirmed we are heading in the right direction, especially in the education area (duration, education requirements, coaching). T&TA says we are beyond most other places in our preparation for the changes.
- There will be a training on the new standards and the Office of Head Start expectations for Policy Council in the spring.
- TREC will send out a survey to center based families for length of day questions. It will be about 10 questions, and take 4 minutes.
- TREC is planning for bigger ticket items, and putting baseline plans in place. We want to be ready for the duration requirements, home based curriculum, coaching, etc.

Agency Values Committee

No updates. This is on hold due to the performance standards.

Other Important Activities

- **One Voice Work:** Marcus and Wanda have been going to Pine Ridge to work with a group to make a resource guide for families that covers many local communities such as: Oglala, Pine Ridge, Ever Green, Wounded Knee, Potato Creek, Porcupine, and Kyle. The guide will cover area resources including: dental, medical, physical, mental, and education. The next meeting is at the end of January. The group's mission is to work towards getting families and providers connected in those areas. A significant need is there, and the area are significantly under served in these services/resources.
- **LNEC Conference:** Lakota Nation Education Conference. Melissa presented twice on Brain Development, and had decent turnout each time. Marcus presented on Servant Leadership in Early Childhood Administration, and also had a decent turnout. They felt it was good to network

Badlands Head Start: Prenatal to Five Policy Council Minutes

and learn more about what is going on in those communities. We were the only Head Start agency presenting at LNEC.

Fall Aggregation – Report Pending

- The report is done. It is 22 pages, and will go out next month. Our goal is to have children ready for kindergarten. Social emotional is huge: can a child listen, follow directions, get along, redirect, and resolve issues? There are also goals around language development, cognitive reasoning, spatial, literacy, mathematics. Huge gains over the year.
- Marcus showed a data visualization of a baseline look of the organization as a whole. It covers school readiness goals like gross motor skills, fine motor skills, cooperative play, and forming relationships with adults (a tough area). The program can break down all 12 goals and their subsections. For children, math can be difficult, as can identifying letters/numbers.

Resignations and Terminations: OLB3 HV, HC EHS HV, and Butte County Nutrition

- 3 resignations
 - Oglala Lakota Bennett Head Start Home Visitor
 - Harding County Early Head Start Home Visitor
 - Butte County Nutrition

Motion to approve the resignations of OLB3 HS HV, HC EHS HV, and Butte Nutrition.

Motion made by: Ashley Flynn

Second by: Brandon Nikodym

Motion carried.

Hiring Recommendations: Shirleen Thomas – Floater for BF Center

The interview went well. Associate degree is general studies, but she has taken many education courses. References spoke very highly of her and background checks came back clear. The position is 32 hours per week (full time by TREC standard), 9 months of the year.

Motion to accept the recommendation of the Hiring Committee to hire Shirleen Thomas.

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried.

South Dakota Head Start Parent Rep

Amanda Yung said she is no longer interested unless no one else is willing due to personal reasons. Ashley Flynn is interested, but requested more information. Time is required every other month in Chamberlain, SD.

Executive Session at 1:50 PM

Motion to adjourn meeting at 12:08.

Motion carried

Next PC meeting date is scheduled for January 18th at 10:30 AM.