

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: March 20, 2019
PC Business Meeting: 11:00 a.m. – 1:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Ashley Flynn, Nicole Harvey, Sammie Ginsbach, Bridget Keller, Emily Storm, Janaya Lockrem

Others attending: Marcus Bevier, Amanda Schwend, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda:

Training: None

Seating the New Policy Council Members - None

Past Minutes:

February, 2019 Minutes: Review and Adoption

Motion to approve February 2019 Minutes as presented

Motion made by: Nicole Harvey

Second by: Bridget Keller

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – February, 2019

Leadership Team Meeting Minutes –February, 2019

Maintenance & Improvements Projects Update – Belle Center Purchase

- Belle Center purchase is at the Office of Grants Management awaiting signatures
- Projects at the Belle Center are waiting on the purchase, other projects are weather dependent

New Business:

Parent Activity Progress

- Bison: a ventriloquist has been invited to the center to talk about summer safety, a CANS approved meal will be served and funds will be used for Sundaes

Motion to approve Bison Center Parent Activity

Motion made by: Nicole Harvey

Second by: Sammie Ginsbach

Motion carried

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- BFC1: Pizza and bowling in spearfish, PAF will pay for bowling and food and comes in under budget

Motion to approve Belle Fourche Center 1 Parent Activity

Motion made by: Bridget Keller

Second by: Emily Storm

Motion carried

- BFC2: Going to the outdoor campus in Rapid City at the Game, Fish and Parks HQ for a tour, time at the aquarium and a picnic

Motion to approve Belle Fourche Center 2 Parent Activity

Motion made by: Nicole Harvey

Second by: Sammie Ginsbach

Motion carried

- Lemmon: field trip to look at dinosaur bones, CANS picnic, possible purchase of bones for kids to hunt. Not all details have been worked out but will be ready for approval next month

Financial Summary Report: February 28th, 2019

- Head Start—about 55% of budget spent. 40% is tied up in contractual for the new IT contract, Mental Health, Coaching, etc. Other is at about 70% due to insurance payments that occur at the beginning of the year. Training has increased, two HS home visitors are at PAT training this week, several center staff will be taking college courses over the summer
- Early Head Start – about 45% of budget spent. Four EHS home visitors are at PAT training this week to account for training costs
- Admin—Admin costs are monitored closely and will not exceed 15% of the total budget. Thus far, only 44% of the admin budget has been spent
- In-kind – HS needs to increase in-kind as they are at 80% of their goal and only have 2 months left to complete it. HS needs about \$100,000 to complete the goal. Parents should be reminded, in both center and home visits, the importance of completing in-kind from both a personal and programmatic view. EHS is doing well at 112% of their goal. Combined, in-kind is at 92% of the total target

Motion to approve the Financial Summary Report as presented

Motion made by: Nicole Harvey

Second by: Emily Storm

Motion carried

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

- HS projected to be under by \$3,100 due primarily to salary and benefits, weather, and a lack of leave for people to use
- EHS is projected to be \$37,000 under budget due to a missing home visitor in Harding County. Michaela has agreed to substitute this position until a home visitor has been found. Cara may continue to see her EHS kids throughout the summer but Michaela may be asked to take over if Cara cannot do it

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

Motion made by: Nicole Harvey

Second by: Bridget Keller

Motion carried

Summary of Operations Report: February 28th, 2019

- Fully enrolled in February but may be short in March, home visitors are working hard to recruit the children needed to fill the slots with 10 days left of the month
- There have been fewer drops this year than last year, HS had 5 drops and 4 enrollments, EHS has filled all of their drops
- Waitlists are all over income on both sides though can be taken as medically underserved if need be
- Family Community Partnership paperwork is coming in well
- Socials are getting completed
- Butte County EHS has been doing a lot of field trip socials, this will slow down due to the sites not being CANS approved and there has been a lack of participation from families
- Home visit completion for HS is at 72%, low rates in OLB are due to many factors, improvement plans have been put in place
- Weather has been an issue for both HS and EHS which accounts for the relatively low completion rates for February
- EHS has a 70% completion rate, low numbers in HC are due to a lack of home visitor in that area
- Home visit observations are coming in but need to pick up over the next few months
- Social and classroom observations are going well
- BFC1 and BFC2 attendance is low due to illness and weather and has already begun improving
- BFC1 is below the 85% attendance rate, this is not only due to weather and illness but due to a number of children that have issues with sporadic attendance
- TS GOLD came in for both programs
- ICPs are coming in well
- DIALs and ASQ:SEs are at 100% within the 45 days
- Disabilities meet the percentage needed, 4 more referrals are in process and waiting on parental action
- Physicals and dentals need to be completed, OLB home visitors are being required to have parents call and make the appointments as part of the home visit lesson plan
- Current immunizations are looking good
- EHS needs to increase the completion of well child checks
- Both HS and EHS need to complete dental follow-ups

Motion to approve Summary of Operations Report

Motion made by: Nicole Harvey

Second by: Janaya Lockrem

Motion carried

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Winter Aggregation

- The assessment of our programs is based on the Teaching Strategies GOLD curriculum, the 0-2 range has some limitations of assessment and is not fine-tuned enough to give a truly accurate representation of the age group as the numbers tend to be inflated
- Gains were made in all domains
- Language started out strong and only had a 3% gain which is to be expected
- BFC1 got a new teacher after the fall assessment, some children were reassessed at a lower level than they started due to the difference in assessor
- Mathematics and Literacy had large gains with 16% and 10% respectively
- Social emotional increased 12%, there are challenges in center classrooms concerning this area that are being addressed, there was a 3% drop in managing feelings but a roughly 10% increase in both following limits and expectations and taking care of own needs appropriately. When broken down by age group, 3 years olds decreased managing feelings by 6% where 4 years olds increased managing feelings by 18%. 3 year olds increased following limits and expectations by 13% where 4 year olds increased by 5%. 3 year olds increased taking care of own needs by 26% and 4 year olds increased by 20%. Social emotional development is extremely important because it sets the stage for learning and lifelong interactions
- Mathematics had small gains in both age groups. 3 year olds showed the least gain in comparing and measuring, going from 93% to 96% and the most gains in demonstrating knowledge of patterns with a 19% gain. 4 year olds had the least gain in demonstrating knowledge of patterns with a 5% increase and the most in quantifying with an 11% gain
- Mid-year surveys indicated that some parents are wondering about more academic style learning using worksheets and flash cards. Years of research have indicated that rote learning does not promote mastery of a subject but instead relies heavily on memorization which fades with time and lack of use. Play based learning engages a child's natural curiosity to help develop mastery of concepts. Play based learning offers children the opportunity to develop their skills through different centers. A sensory table can engage children in understanding science, math, and sensory processing as well as other concepts depending on how the table is being used. A dramatic play area can become a store where children can practice language, literacy, writing, mathematics, and real life skills that they need to develop to succeed in both school and life. The TS GOLD aggregations are used to quantify the gains children have made throughout the year using play based learning
- Policy Council Chair suggests implementing units for learning that change from year to year as many of the children in centers attend for several years, this could reduce boredom in children that have already done a specific activity in a previous year and would help open up new options for children to learn

CANS Review

- CANS reviews were done at both Lemmon and Belle Fourche sites
- 8 pages of corrections to be made were sent back to us, Melissa Halling said that we are doing well and that 8 pages was the minimum amount of corrections going out. Several new regulations have taken effect and is the primary cause of the lengthy corrections

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- Most corrections were small, consisting of information clarification, the need to adjust the disability statement on the website and the updating of information that we receive from the school districts
- All corrections have been made and submitted
- This review will result in extra training for staff

CLASS Score

- One of our CLASS scores was in the bottom 10% and will result in the need to recompetete for our grant
- Over 90% of institutions that have had to recompetete have gotten their grant back
- About half of those who did not receive their grant back was due to the institutions deciding to drop head start all together
- Training will be given at preservice in this area and staff will be sent to Teachstone training in October

Staff-Wellness- T/TA Wellness Cohort

- Misty, Marcus, Melissa and Becky are designing things to help staff take care of themselves which in turn will help them better take care of their families
- A survey is being created that will be handed out to staff when complete
- This survey will help plan activities and create modules that will be based on individual needs

Program Funding Letters- JTV and Neil Wanless

- No updates

IT Issues-RFP Progress

- New contract started with Computer Guy at the beginning of March
- Kirk has visited the office a couple of times and has seen some of our sites
- He is currently working on email issues

Hiring in Process: Bison Assistant Teacher, HC EHS HV

- Two long term subs have been assigned to Bison
- HC position will be advertised heavily in the coming months, until then, Michaela has agreed to be a home visitor substitute until a home visitor is found

Motion to adjourn meeting at 12:52 pm

Motion made by: Nicole Harvey

Second by: Sammie Ginsbach

Motion carried

Next PC meeting date is scheduled for April 17th, 2019 at 11:00 am