

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** May 22, 2019  
**PC Business Meeting:** 11:00 a.m. – 1:30 p.m.  
**Place:** Administration Office Belle Fourche, SD

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**Roll Call:** Ashley Flynn, Nicole Harvey, Bridget Keller, Sammie Ginsbach

**Others attending:** Marcus Bevier, Amanda Schwend, Wanda Dunn

**Quorum Established?** Yes

**Additions to the Agenda:**

**Training:** None

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**Seating the New Policy Council Members** - None

## **Past Minutes:**

**April, 2019 Minutes: Review and Adoption**

*Motion to approve April 2019 Minutes as presented*

*Motion made by: Sammie Ginsbach*

*Second by: Ashley Flynn*

*Motion carried*

## **Old Business:**

**TREC Board of Directors Meeting Minutes – April, 2019**

- No questions, comments or concerns

**Leadership Team Meeting Minutes –April, 2019**

- No questions, comments or concerns

**Maintenance & Improvements Projects Update – Belle Center Purchase**

- Awaiting response from the architect who did our building inspection for clarification concerning compliance with the Rehabilitation Act of 1973 and child care licensing requirements specifically pertaining to building code items, exit signs and the like
- We are not required by state law to comply with child care licensing as we are not a traditional child care. This is indicated in the purchase application
- The Lemmon community has passed a bond to build a new high school attached to the armory which is adjacent to our playground. We have requested that we be kept in the loop on the progress of this project as we have no intention of moving facilities in the foreseeable future. This may put some playground projects we had planned for the summer on hold

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## **New Business:**

### **Financial Summary Report: April 30<sup>th</sup>, 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
- 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. 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 the Financial Summary Report as presented***

*Motion made by: Ashley Flynn*

*Second by: Sammie Ginsbach*

*Motion carried*

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

- No cash flow projections

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

*Motion made by: Ashley Flynn*

*Second by: Sammie Ginsbach*

*Motion carried*

### **Summary of Operations Report: April 30<sup>th</sup>, 2019**

- Fully enrolled last month
- Homeless numbers remain high
- 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
- Next month we will discuss projections for next year, we will have recruiting to do
- 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 at 70% on the HS side and about 80% on the EHS side
- Plans to increase completion rates in OLB need to be discussed and implemented
- Formal Observations of classrooms, home visits, and socials look okay, though the data is not entirely accurate

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- 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
- Update from Sammie: Someone in Buffalo is opening a preschool/daycare center which may make hiring a home visitor in the area more difficult

## ***Motion to approve Summary of Operations Report***

*Motion made by: Bridget Keller*

*Second by: Ashley Flynn*

*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

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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 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.

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- 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

## ***Motion to approve Summary of Operations Report***

*Motion made by: Sammie Ginsbach*

*Second by: Ashley Flynn*

*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 Summary of Operations Report***

*Motion made by: Bridget Keller*

*Second by: Sammie Ginsbach*

*Motion carried*

## **Self-Assessment Findings Report**

- Next year we would appreciate input from Policy Council as it gives us ideas on how to tailor the program from a parental point of view. Self-assessment is usually a good time filled with meaningful conversations and lunch is included
- 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

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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 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 Summary of Operations Report***

*Motion made by: Bridget Keller*

*Second by: Sammie Ginsbach*

*Motion carried*

## **Approval of Butte E Parent Activity**

- Butte E would like to have an etiquette party at American West Bar and Grill. They would receive a 25% discount bringing the cost to \$4.50 per plate. 33 people are estimated to attend and a generous tip has been included in the price break down. The Parent Activity Fund will pay for both parents and an enrolled child of that cluster. This etiquette party is designed for children to practice being on their best behavior while eating in public and, in part, to show parents how other children act while eating out. Children are encouraged to dress up in costumes or fancy clothes if they would like to.

## ***Motion to approve Summary of Operations Report***

*Motion made by: Bridget Keller*

*Second by: Ashley Flynn*

*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
- Despite there being no money attached to this endeavor currently, the survey results indicate that success is achievable and staff are interested in a wellness program whether or not it is funded

## **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
- This position will continue to be heavily advertised on social media and DOL until it is filled

## ***Motion to adjourn meeting at 12:13 pm***

*Motion made by: Georgia Amiotte*

*Second by: Brandon Nikodym*

*Motion carried*

*Next PC meeting date is scheduled for June 19<sup>th</sup>, 2019 at 11:00 am*