

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: June 19, 2019
PC Business Meeting: 11:00 a.m. – 1:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Bridget Keller, Travis Maier, Katie Fox, Georgia Amiotte, Jessica Carr

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:

May, 2019 Minutes: Review and Adoption

Motion to approve May 2019 Minutes as presented

Motion made by: Jessica Carr

Second by: Katie Fox

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – May, 2019

- No questions, comments or concerns

Leadership Team Meeting Minutes – May, 2019

- No questions, comments or concerns

Maintenance & Improvements Projects Update – Belle Center Purchase

- The architect who did our building inspection has amended his compliance letter to include compliance with the Rehabilitation Act of 1973 and child care licensing requirements in South Dakota. This amendment indicates that after remediation, we could be in compliance after review and sign off by a licensed architect
- The Lemmon Community passed a bond issue to build a new high school off of the armory. A tentative design for the building has been presented. We have spoken with the business manager of the project and will be speaking with Steven Bucks, Superintendent of Schools, on 6/20/19 about building designs and how the new building may impact Head Start. The modular building that Head Start currently occupies has a limited life span. We are open to possibilities of relocation, though each possibility would have to be discussed before any decision became final. A group of active citizens have gotten involved with the process.

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Update from Travis Maier: the community supports the building of a new high school but the currently proposed design blocks the baseball fields and would require removal of a lot of mature trees. In addition to this, the current proposal interferes with the sewer drainage system in the area. To reroute the sewer drain would cost around \$400,000 to \$500,000. A larger sewer would have to be built and a pump station would have to be installed to make the beginning and end points meet. Rerouting the system would not add value to the new school, it would just consume a large portion of the budget. A qualified surveyor is surveying the area today, and will present these conclusions to the School District and Business Manager.

New Business:

Financial Summary Report: May 31st, 2019

- Head Start—about 83% of budget has been spent. Most Head Start salaries have been completely paid as center and home based programs are over. Head Start is projected to be about \$11,000 under budget. Supplies and contractual are being spent as expected. The other category may end up going over
- Early Head Start – EHS is at \$50,000 under budget. This is primarily due to the lack of Harding County home visitor. Overall, 75% of the budget has been spent
- Admin—Admin costs are on track
- In-kind – HS brought in around \$30,000 in May, finishing the year with a contribution of \$205,926; which is in line with last year. Strategies are being implemented to make in-kind easier for parents and help bring in more during the year. EHS brought in around \$26,000 and has already surpassed their goal. Program wide, we are at 100% of target and will continue gaining funds from EHS through the summer

Motion to approve the Financial Summary Report as presented

Motion made by: Georgia Amiotte

Second by: Katie Fox

Motion carried

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

- No cash flow projections
- No questions comments or concerns

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

Motion made by: Katie Fox

Second by: Georgia Amiotte

Motion carried

Summary of Operations Report: May 31th, 2019

- Stayed fully enrolled in both HS and EHS for nearly the entire year, with September being the only month that we were under-enrolled
- The homeless percentage remained high this year. This is primarily due to families being doubled up or sharing housing

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Drops were low this year, though still in line with last year. Most drops are contributed to relocation or non-compliance
- The waitlist is being built for next year
- Family Community Partnership paperwork came in well this year
- Socials and Trainings at socials is right on track
- HS ended the year with a 70% home visit completion rate. EHS is at 79% for the year. This number should come up, as Cara is now doing visits with these families over the summer
- Observations are going well
- Attendance finished strong with the exception of Belle Center 1, which struggled with a variety of illnesses this year as well as a lack of commitment by some families
- TS GOLD Spring Aggregation has just been completed
- Other requirements have all been completed on time
- Disability percentage has been stable
- Completion of dental follow ups and lead blood tests need to be stressed even more
- Immunes up to date are looking good despite high immunization resistance right now
- Well child checks and completed dentals for EHS kids need to be stressed.

Motion to approve Summary of Operations Report

Motion made by: Jessica Carr

Second by: Georgia Amiotte

Motion carried

Parent In-kind Activity Form

- Parent in-kind activity form has been updated
 - Program wide tooth brushing has been removed
 - My activity sections have been removed
 - An area for ASM signatures has been included at the top
 - Total threshold has increased from \$150 to \$175 to account for increase in hourly value

Motion to approve Parent In-kind Activity Form

Motion made by: Katie Fox

Second by: Georgia Amiotte

Motion carried

Approval of Taryn Eversvik as the Bison Assistant Teacher

- Taryn has been filling the Bison Assistant Teacher position as a long term sub for around six months
- Ruth performed an interview for the official position

Motion to approve Taryn Eversvik as the Bison Assistant Teacher

Motion made by: Georgia Amiotte

Second by: Jessica Carr

Motion carried

Badlands Head Start: Prenatal to Five Policy Council Minutes

Designation Renewal System

- Due to low class scores we will have to enter into open completion for our grant
- A class score in any of the observed areas that falls into the bottom 10% in the nation is required to enter open competition. Three Head Starts in the state of South Dakota have already had to recompetete
- Our scores were good according the assessment tool, however the margin of error between a median score and the bottom 10% is only .02
- We are viewing this recompletion as an opportunity for growth and restructuring
- Competition in this area can be expected to be low. We already have the infrastructure, qualified staff and community needs assessed, which gives us a distinct advantage. A new organization wishing to compete, would have to find these things as well

Staff-Wellness- T/TA Wellness Cohort

- The Staff wellness team is currently working on email mini-courses to disseminate information based on the interests of staff that were gathered by the survey
- Ways to imbed staff wellness into our culture are being discussed and implemented. These things take time and we are committed to seeing staff wellness become an ingrained routine

Hiring in Process: HC EHS HV

- This position is being heavily advertised across several mediums
- Bridget has an idea of someone who may want to apply and will take an application to her after the meeting

HSAC Meeting

- Misty covered current health statistics and focused on vaccination information
- For more details, see HSAC Minutes

Motion to adjourn meeting at 12:47 pm

Motion made by: Georgia Amiotte

Second by: Katie Fox

Motion carried

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