

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** January 18, 2020  
**PC Business Meeting:** 11:00 a.m. – 1:30 p.m.  
**Place:** Administration Office Belle Fourche, SD

\*\*\*\*\*

**Roll Call:** Katie Fox, Jessica Carr, Georgia Amiotte, Emily Taft-Klinghagen

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

**Quorum Established?** Yes

**Additions to the Agenda:**

**Training:** None

\*\*\*\*\*

## **Seating the New Policy Council Members –**

### **Past Minutes:**

#### **December, 2019 Minutes: Review and Adoption**

*Motion to approve December 2019 Minutes as presented*

*Motion made by: Jessica Carr*

*Second by: Georgia Amiotte*

*Motion carried*

### **Old Business:**

#### **TREC Board of Directors Meeting Minutes – December, 2019**

- No Questions, No comments

#### **Leadership Team Meeting Minutes –December, 2019**

- No Questions, No Comments

#### **Maintenance & Improvements Projects Update –**

- Cameras have been installed at the Belle Fourche Admin Office to monitor pool vehicles
- Holding off on ADA compatibility at the Belle Fourche Center until children are out for the summer and renovations can be done without interrupting services. We may combine the bathrooms to make one wheel chair accessible restroom, though several options are available
- Water is running off of one of the eaves at the Belle Fourche Center, making an icy patch on the sidewalk, the water will need to be diverted and we may need to update the gutter system
- We are waiting on word from Stacy Drayton from the senior center in Lemmon about available space. We may have to go up in the spring and look at new facilities. Need to speak with Superintendent Bucks about the timeline the school intends to follow
- Since the scope change has been approved, we will need to empty the Kyle office. One trip has been made to gather the more valuable items. Melissa will go down to collect the consumables for distribution to other clusters. Logan Bender will be contacted to facilitate the relocation of the

# Badlands Head Start: Prenatal to Five Policy Council Minutes

copier that is on the Marco Inc. contract. A moving company may be hired to move the furniture and larger items.

## **New Business:**

### **Financial Summary Report: December 31<sup>st</sup>, 2019**

- Head Start – The current financial situation will change drastically as the scope change is implemented. \$30,000 will transfer from HS to EHS. Currently HS has spent about 37% of its budget
- Early Head Start – EHS has expended about 28% of its budget. This number is expected to be lower than HS due to the fact that EHS is a full year program. There has been no equipment purchase yet, this normally takes place closer to the end of the year
- Total—About 32% of the total budget has been spent. The budget will change due to the outcome of the Change of Scope that was approved
- Admin—About 29% of the admin budget has been spent
- In-kind – HS brought in almost \$25,000 worth of in-kind in December. Head Start has collected about 78% of the year to date target. EHS brought in over \$24,000 in December, bringing them to about 115% of their year to date target. Total in-kind is at nearly 92% of year to date target

*Motion to approve the Financial Summary Report as presented*

*Motion made by: Georgia Amiotte*

*Second by: Emily Taft-Klinghagen*

*Motion carried*

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

- HS is budgeted to be about \$15,000 under budget. When the \$30,000 for the scope change is transferred to EHS, HS will be about \$15,000 over budget. This is a projection using current figures and will even out over the course of the year. EHS is projected to be \$30,000 under budget due to missing home visitors. This number will double once the scope change monies are transferred. This number will go down as we hire staff but will remain high. Projects are being looked at for expenditure of remaining funds

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

*Motion made by: Jessica Carr*

*Second by: Georgia Amiotte*

*Motion carried*

### **Summary of Operations Report: December 31<sup>st</sup>, 2019**

- HS was fully enrolled in December and is expected to be fully enrolled for January. EHS was and will be fully enrolled. The waitlist is lengthy for both HS and EHS consisting of 8 income eligible and 6 over income for HS and 7 income eligible and 6 over income for EHS which is the best waitlist we have ever had
- Drops are low so far. HS has a yearly total of 7 drops. EHS has had 4 drops, all of which were transitions into HS
- Family Community Partnership paperwork is coming in nicely, any outstanding paperwork belongs to new families
- Social completion is good. HS numbers have been adjusted to reflect scope change

# Badlands Head Start: Prenatal to Five Policy Council Minutes

- Home Visit completion rates are doing well on both sides. Butte 1 and HC1 are a little low due to having higher caseloads than other clusters. Hiring for Butte E is currently in process, we are waiting on the return of background checks. Once hired, HV rate will increase for this cluster
- Formal observation numbers have been adjusted for HS to reflect the actual number of home visitors
- Socials are doing well and trainings are being performed, socials observations need to pick up
- Attendance is lower for December between 87-93% for the month, this is primarily due to illness and holidays, there have been few late start days considering the time of year
- TS GOLD will be due at the end of January
- ICP's came in well
- 45's and 90's are being done on time, any outstanding are new enrollees
- An Information Memorandum on the 10% disability inclusion rate came out this morning suggesting that Head Starts reevaluate their application scoring system to ensure that they are inclusive. There are many referrals in process in both programs, we have already surpassed the 10% inclusion rate with 15% of HS children on IEPs and about 9% of EHS children on IFSPs, but this will likely continue climbing as referrals are completed
- Health data is looking okay. As per usual, we need to focus on getting 12 and 24 month lead blood test completed and dental follow-ups need to be completed

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

*Motion made by: Jessica Carr*

*Second by: Georgia Amiotte*

*Motion carried*

## **SF425-Quarterly and Final**

- SF 425 Quarterly indicates cash in and cash out for the quarter
- SF 425 Final is more in depth and shows cash in, cash out, in-kind and unobligated funds. The unobligated funds are funds that were remaining after the building purchase. In-kind is short due to the building purchase. We will be contacting regional to see how they would like us to proceed. It is likely we will have to fill out a waiver for the remaining in-kind that we could not collect

## ***Motion to approve SF 425 Quarterly and Final***

*Motion made by: Jessica Carr*

*Second by: Katie Fox*

*Motion carried*

## **Self-Assessment Plan**

- The self-assessment is done every year in the spring. Data is reviewed that allows us to see where we are doing well and where we could improve. From there we come up with a plan on how to improve and implement improvements
- Currently we are considering April 2, 3, 9, or 10 as the assessment day. We would like at least one Policy Council member to attend as they can give a different perspective and anecdotal evidence to help us improve

## ***Motion to approve the Self-Assessment Plan***

*Motion made by: Jessica Carr*

*Second by: Katie Fox*

*Motion carried*

# Badlands Head Start: Prenatal to Five Policy Council Minutes

## **Resignations and Terminations: Luz Flockhart**

- Luz Flockhart, the Belle Fourche Center 1 Assistant Teacher has put in her two weeks notice. Her last day will be January 26<sup>th</sup>. She is joining the insurance industry. We would happily hire her again.

*Motion to approve the Resignation of Luz Flockhart*

*Motion made by: Georgia Amiotte*

*Second by: Katie Fox*

*Motion carried*

## **Staff-Wellness- T/TA Wellness Cohort**

- The cohort is over and it is unlikely that we will join another unless there are funds attached
- A new course on smartphone use is now available
- Marcus will be sending out meeting invitations to the staff wellness committee
- A lot of people are currently taking courses but it seems as if we sign up for courses and then get busy, delaying the emails for, potentially, weeks at a time

## **Hiring in Process: Butte County Home Visitor, BFC 1 Assistant Teacher**

- Background checks are anticipated to come in shortly for the Butte E home visitor
- There is an inhouse applicant for the Belle Fourche Center 1 Assistant Teacher position. When this position is filled, we may consider doing a permanent sub position in the center for the remainder of the year to fill any open position

*Motion to adjourn meeting at 12:15 pm*

*Motion made by: Katie Fox*

*Second by: Georgia Amiotte*

*Motion carried*

*Next PC meeting date is scheduled for February 19<sup>th</sup>, 2020 at 11:00 am*