

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** February 19, 2020  
**PC Business Meeting:** 11:00 a.m. – 1:30 p.m.  
**Place:** Administration Office Belle Fourche, SD

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**Roll Call:** JaeLyn Jewel, Emily Storm, Emily Taft Klinghagen

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

**Quorum Established?** Yes

**Additions to the Agenda:** Enrollment Policy

**Training:** Child Abuse and Neglect

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

### **Past Minutes:**

#### **January, 2020 Minutes: Review and Adoption**

*Motion to approve January 2020 Minutes as presented*

*Motion made by: Emily Storm*

*Second by: Emily Taft-Klinghagen*

*Motion carried*

### **Old Business:**

#### **TREC Board of Directors Meeting Minutes – January, 2020**

- No Questions, No comments

#### **Leadership Team Meeting Minutes – January, 2020**

- No Questions, No Comments

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

- Currently weighing the possibilities of a move in Lemmon. Our options are the nursing home, the Middle School wing of the current High School, the old Bright Beginnings building, or staying in place for the next year and utilizing the Elementary School playground, as ours is set to be torn out this summer
- Discussing our options with the teachers and ASM. Staying in the current facility will give us more time to facilitate a move

### **New Business:**

#### **Financial Summary Report: January 31<sup>st</sup>, 2020**

- **Head Start** – These reports do not yet reflect the movement of money due to the scope change. Next month, financials will reflect this transition. HS has spent almost 44% of the budget over half way through the year
- **Early Head Start** – EHS has expended about 35% of its budget. This number will decrease next month after the scope change monies are reflected on financials

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- Total—About 40% of the total budget has been spent.
- Admin—About 32% of the admin budget has been spent
- In-kind – HS brought in almost \$25,000 worth of in-kind in January. Head Start has collected about 80% of the year to date target. EHS brought in over \$19,000 in January, bringing them to about 115% of their year to date target. Total in-kind is at nearly 94% of year to date target

## ***Motion to approve the Financial Summary Report as presented***

*Motion made by: Emily Storm*

*Second by: Emily Taft-Klinghagen*

*Motion carried*

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

- Cash flow projections have been updated to reflect the \$36,000 move from Head Start to Early Head Start via the scope change. HS is still \$16,000 under budget. EHS is now almost \$57,000 under budget
- Cash flow projections have had OLB staff removed and the new EHS home visitor applied. The home visitor/floating substitute position is not currently reflected on either projection and would be split between the two
- Home-based programs tend to be cheaper to operate than center-based programs. This is in part why there is a surplus of funds on the EHS side. The extra funds will go to a new vehicle and maintenance projects

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

*Motion made by: Emily Taft-Klinghagen*

*Second by: Emily Storm*

*Motion carried*

## **Summary of Operations Report: January 31<sup>st</sup>, 2020**

- HS was fully enrolled in January and is expected to be fully enrolled for February. Thus far, the scope change is producing excellent results. The waitlists consist of 6 income eligible for each program for a total of 14 on the waitlist for HS and 13 on the waitlist for EHS
- Drops are low so far. HS has a yearly total of 12 drops. EHS has had 7 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 over 100% for both programs
- Policy Council is very small this year and it is imperative that members of the Policy Council attend meetings in person as these meetings do drive what happens in the program. Policy Council is a serious commitment and should be treated as such
- Home Visit completion rates are doing well on both sides. A new home visitor has been hired for Butte E so those numbers will improve by next month
- Formal observations are going well
- Attendance is doing very well considering the time of year we are in with rates between 87% and 93%
- TS GOLD has been finalized and the aggregation will be presented at next month's meeting
- 45's and 90's are being done on time, any outstanding are new enrollees

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- The 10% inclusion rate for disabilities has been exceeded and we are still waiting on a few referrals to go through. EHS can sometimes be difficult to get a child on an IFSP. Often times if a child is close enough to a change in age that will affect whether or not an IFSP will be needed, the referral will wait until the child has reached that age
- Health data is looking okay. Dental follow-up have improved dramatically since the scope change. Lead blood tests still need work, particularly the 24 month leads

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

*Motion made by: Emily Taft-Klinghagen*

*Second by: Emily Storm*

*Motion carried*

## **5500 Form**

- This is an insurance form for Principal that details plan contributions. It is an IRS form that indicates any gains or losses that were had and will be submitted to the federal government

### ***Motion to approve 5500 Form***

*Motion made by: Emily Storm*

*Second by: Emily Taft-Klinghagen*

*Motion carried*

## **TREC Board of Directors Mileage Reimbursement Rate**

- We would like to increase the mileage rate for the TREC Board of Directors from \$.35/mile to \$.42/mile
- \$.42/mile is the rate at which Policy Council is reimbursed and is inline with the state employee mileage rate

### ***Motion to approve the TREC BOD Mileage Reimbursement Rate Increase***

*Motion made by: Emily Taft-Klinghagen*

*Second by: Emily Storm*

*Motion carried*

## **Enrollment Policy Change and 2020 Application**

- Changes have been made to the Enrollment Policy to clarify proper paperwork flow and to ensure the safety of center-based children. The changes are as follows: “Staff will check for accuracy and immediately get the enrollment packet into the main office either in person or by fax” and “Before a child may start center the enrollment packet must be reviewed by the Health Specialist or designated staff to check for major health events such as allergies, asthma or diabetes for the welfare of the child”
- The 2020 Application has been updated to reflect the correct dates for next year. No other changes were made

### ***Motion to approve the Enrollment Policy Change and 2020 Application***

*Motion made by: Emily Taft-Klinghagen*

*Second by: Emily Storm*

*Motion carried*

## **Duration PI**

- A program instruction indicating that 45% of Head Start classrooms will need to be at a duration of 1,020 instruction hours by August 31, 2021

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- This instruction would require that two of our centers would go to the 1,020 hours which would mean increasing both the length of time children are at the center each day and increasing the number of weeks that children will attend center for the year
- Region 8 is advocating for increasing the duration in two of our classrooms
- The options are to increase duration or to align perfectly with the local school district. It is likely that we would not be able to afford increasing duration because it would require hiring more staff. The current school district hours are 875 instruction hours for grades 1-4
- Discussion: Emily Taft-Klinghagen: My kid is special needs and there is no way that he would be able to focus that long. I do not know any 3-year-old that could. Emily Storm: It doesn't seem right that the younger kids would have to be doing more hours than the older kids. The kids in the centers now are already tired and over it by the end of the current day, expanding the day would only make that worse. Marcus: Do you think the agricultural nature of the area would affect attendance? Emily Storm: Maybe, maybe not. The extended day would allow families to get more work done before picking up the kids but at the same time, during the winter they won't want to drive in as late to pick up
- A survey will be created and sent out to parents to get their thoughts on increasing hours and how that may affect our communities. Expect the survey within the next month

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

- A new course on smartphone use is now available
- Becky Funk did a presentation on the winter blues at our all staff training. The discussion was interesting with a lot of useful information on how to combat the winter blues
- Staff wellness will continue to be incorporated into staff functions

### **Hiring in Process: Butte County HS/EHS Home Visitor-floating substitute**

- Background checks are in process for a position that is being opened as a part time home visitor and floating substitute position
- The Butte County EHS Home Visitor position has been filled by Jodi Thornhill

### ***Motion to adjourn meeting at 12:00 pm***

*Motion made by: Emily Taft-Klinghagen*

*Second by: Emily Storm*

*Motion carried*

*Next PC meeting date is scheduled for **March 18<sup>th</sup>, 2020 at 11:00 am***