

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: November 18, 2020
PC Business Meeting: 11:00 a.m. – 11:35 p.m.
Place: GoToMeeting

Roll Call: Melissa Carlson, Bailey Richards, Josey Bartsch, Kenzie Grant, Julia Lermeney, and Katie Helms

Others attending: Marcus Bevier, Judy Petera, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda: None

Past Minutes:

October 2020 Minutes: Review and Adoption

Motion to approve October 2020 Minutes as presented

Motion made by: Katie Helms

Second by: Julia Lermeney

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – October 2020

- No Questions, No comments

Leadership Team Meeting Minutes – October 2020

- No Questions, No Comments

Maintenance & Improvements Projects Update –

- Buffalo: Water in the basement. Checking with Blackburn Basement to do assessment next week.
- Newell: Work done – gutters replaced, gravel laid behind building, and trees trimmed.
- Belle Fourche Center: Trees trimmed and storage shed installed. Gutter and downspouts need worked on at a cost of approximately \$800 to replace. Gutter work to be completed this weekend.
- No discussion

New Business:

Seating the New Policy Council Members:

Training: Marcus welcomed new members Melissa Carlson, Bailey Richards and Kenzie Grant. Marcus went over the training agenda that was sent out prior to meeting. During the regular Policy Council meeting, we then voted to seat new members.

Motion to seat new Policy Council Members

Motion made by: Katie Helms

Badlands Head Start: Prenatal to Five Policy Council Minutes

*Second by: Josey Bartsch
Motion carried*

Financial Summary Report: October 31, 2020

- Head Start & Early Head Start – Head Start is at 16% and EHS is at 13%. Personnel and Benefits are the big-ticket items at the beginning of each school year, and there is an extra pay period in October. It does take people to make the program work. Insurance costs are usually high for the first few months, then tapers down. Contractual covers our Mental Health Consultant costs.
- Total— At 14% this month. All in all – looking good.
- Admin— Takes people in the administration to help keep things going, however, we are not directly related to the program services. We limit spending to 15% of the total budget for Administration. We are under that, and are currently at 11% on HS and 15% on EHS sides.
- In-kind –We are struggling for In-Kind, and usually are for the first two months. We need to remind parents that it is good to work with their child to master tasks, bond with their children, and helps fulfill our Federal Grant Share of agreement. This is all volunteer hours. Your hours at the current rate makes up our side of the budget. We ask the Policy Council to encourage parent committees to start turning their In-Kind in on a regular basis. We are sitting at \$33,000 versus the expected \$88,000. We understand COVID is playing a part in the low numbers, as we are having to host virtual meetings with families rather than attending in person in their homes, not enabling home visitors to drop off and pick up the completed In-Kind sheets in person. We will remind home visitors talk to parents how to fill out in the In-Kind sheets if needed, and to see if the families need these mailed out to the virtual families.
- No Discussion

Motion to approve the Financial Summary Report as presented

*Motion made by: Josey Bartsch
Second by: Bailey Richards
Motion carried*

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

- Generally, these reports are not gone over in depth as there is ample time to review them prior to the meeting. If you have any questions, feel free to ask.
- The CANS Reports (Child and Adult Nutrition Report) was reviewed. It lists in detail the meals and rates we incur. We get the meals from our school district, and then in turn get reimbursed from the State for the costs.
- No discussion

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

*Motion made by: Josey Bartsch
Second by: Katie Helms
Motion carried*

Badlands Head Start: Prenatal to Five Policy Council Minutes

Summary of Operations Report: October 31, 2020

- Informed new members this is a visual of what we are up to as an agency.
- Enrollment Report: We are at 63 for HS, and 48 for EHS. This is only at 70% of capacity. Numbers are down due to smaller classroom sizes for COVID safety reasons, and we are down in staff numbers. We are sending out recruitment letters, rather than going door to door in normal years, trying to get out student numbers up. We are at 8% for meeting homeless families in HS, and 0% for EHS. There have been no drops. The wait list shows we are over-income heavy.
- Family Community Partnerships are coming in good. Not worried as of October. We are not doing socializations at this time. Home Visits are high at 80%, showing we are doing good getting into the homes. National Average is 50%, so the 80-81% is really high. This also shows great engagement between staff and families.
- There have been no Home Observations due to Covid.
- Attendance – Classroom attendance is good – above 85%.
- Assessments using DRDP – will have data and a report in a few months for PC to approve.
- Developmental Screening – met our 45-day requirements by state. Disability, we need 10% disabilities for HS requirements. We have quite a few referrals in, just waiting on paperwork to be completed.
- Hearing and Visions – good. Noticed that not all are able to get in to doctor as easy, tub see numbers are going up and most are getting vaccinations up to date.
- We have had shut downs due to staff and families getting COVID in our region. We have remained flexible to deal with all situations that have arose, while staying responsive and safe.
- No Discussion

Motion to approve Operations Summary

Motion made by: Josey Bartsch

Second by: Bailey Richards

Motion carried

Hiring in Process: Receptionist/Data Support, Butte County HV, Harding County EHS HV, and Substitutes in all areas.

- A position for all positions will be re-opened
- Advertising for all positions continue

Staff Wellness

- There has not been much focus in staff wellness courses yet.
- We are keeping up a wellness page on Facebook.
- We continue to stress self-care more this year as COVID has affected daily lives in all areas

Closing comments

- We will send out survey to PC members as to which day of the week is more conducive for all to attend
- We will not set up a chair or co-chair at this time, we need to allow more people to go through training and hand in their paperwork

Questions and Answers

- No comments

Badlands Head Start: Prenatal to Five Policy Council Minutes

Motion to adjourn meeting at 11:55 am

Motion made by: Josey Bartsch

Second by: Bailey Richards

Motion carried

Next PC meeting date is scheduled for December 16, 2020 at 11:00 am