

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: March 22nd, 2017
PC Business Meeting: 10:30 a.m. – 12:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Brandon Nikodym, Lisa Nelson, Ashley Flynn, Loyann Doren, Sara Pазie, and Sean Mets

Others attending: Melissa Pickle, Marcus Bevier, and Jessica Carmichael

Quorum Established? yes
Additions to the Agenda: None
Training: None

10:40 Loyann Doren called the meeting to order.

Seating the New Policy Council Members - None

Past Minutes:
February 22nd, 2017 Regular Meeting, February 21st, March 1st, and March 10th Teleconferences
Minutes: Review and Adoption

Motion to approve February 22nd, 2017 Regular Meeting Minutes, February 21st Teleconference, March 1st Teleconference, and March 10th Teleconference as presented.
Motion made by: Lisa Nelson
Second by: Brandon Nikodym
Motion carried

Old Business:
TREC Board of Directors Meeting Minutes – January 19th Regular Meeting, and February 28th & March 10th Email Votes

- No regular meeting in February due to snow
- Grant amendment is currently in process.
 - There is a shortage of medical care in many areas we serve.

Leadership Team Meeting Minutes – February

- The content plans of action share out process has started.
- This will continue over the next few months to cover all the areas.

Maintenance & Improvements Projects Update – Upcoming Projects

- Lemmon slide project coming soon.
 - This project has been promised for years (prior to Marcus being hired even).

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- The slide will be ordered soon.
- Money will come from Early Head Start mostly, but some Head Start money will be used too.
- Dakota Fence will likely install it.
- There are a lot of safety requirements for building a playground, so it can be better to have an outside installer.
- Belle Fourche Center Fence
 - There had been an incident with a child running from the center and into the street despite supervision.
 - Fire code does not allow obstructions, or locks at egress routes.
 - There will be a fence put out front with childproof pins at the gates.
 - Fence should be up this week.
 - An extra staff member is at the center until the fence is up, so the floater giving 1 on 1 time to the student who ran.
 - Ashley Flynn asked if it can be made into a school zone. Marcus informed everyone that TREC is not a public school district so the center is not automatically labeled as a school. It has been discussed at the city's Public Works meeting, and signs for slow children at play were supposed to be put up. No action has been taken on the city's part, and Marcus will visit with the new police chief to check on progress.

New Business:

Elect new Vice Chair

Amanda Yung has resigned from the program for personal reasons, which moves Loyann Doren to the Chair position. Ashley Flynn volunteered that she is willing to fill the role of vice chair.

Motion to elect Ashley Flynn as Vice Chair

Motion made by: Sara Pазie

Second by: Lisa Nelson

Motion carried

Financial Summary Report: February 28th, 2017

- Marcus reviewed the February Financial Summary Report
- Head Start – Mental health cost is up due to increased trainings and observations compared to years passed. Challenging behaviors trainings are being done for the Belle Fourche center; Rebecka Funk has already done one, and Melissa Pickle will be doing one this Friday. Spent 53.56% on the Head Start side so far.
- Training and Technical Assistance - Large credit card bill this last month for training. The Region 8 Leadership Institute conference was in Denver in February. In April, Melissa Pickle, Ruth Adams, and Michele Kreuzer-Ranken will be going down to Florida for the NTI Challenging Behaviors conference. It focuses on the Pyramid Model that was created by the University of Florida (the presenters) and how to support at risk children, and the children at the

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top who need more intervention. Also in April is the Practice Based Coaching conference in California that at least Melissa Pickle will be attending.

- Early Head Start – EHS has spent almost nothing on training. Most of the money will be spent on the Parents as Teachers curriculum training in May, which is a research based home curriculum. The program has been around since the 1980s. It meets the new performance standards and is constantly updated, which gives staff more resources to work on. Early Head Start has 44% of its budget spent.
- Admin – The admin costs are still level with 42.44% of the budget spent.
- In-kind – Head Start is at 93% of the current year-to-date target at the end of February. Compared to last February, we are approximately \$6,000 lower. The total was \$24,046 this month, which is an average month. Early Head Start is at 95% of its current year-to-date target. We are doing okay, but we are starting to push for this to be done. In kind is an extra opportunity to get intentional time with children, as well as helping the program. Many socials may have low attendance. Lemmon traditionally is pretty good with social attendance. Sara Pазie commented that many families in Lemmon have the baby of the family in the center right now, so there are more elementary school event conflicts for things like PTA, and sports, and elementary school comes first. Another question was if it would be possible to use a digital in-kind sheet. Marcus will look into this because both the signature and activities need to be verified. Brandon Nikodym asked if an electronic signature would be acceptable. Marcus commented that the requirements may not be allowed to have electronic signature or Xs on the paper. There was a consensus by the PC members that paper is hard for many, and that electronic is easier, especially on the phone. A suggestion was to have the teacher print the sheets, then let parents sign at pick up/drop off time. Marcus is thinking google forms may be a possibility if the finance staff thinks it will meet the standards. Ashley Flynn commented that dates can be tough. She was wondering if parents could get automated reminders of their scheduled home visit, with an in kind reminder at the same time. She also suggested using this to remind people of social dates. Marcus mentioned that he has looked into a school reach notification system. The cost is fairly cheap, at around \$1 per kid per year. It allows staff to send pictures or messages, either to individual families or groups.

Motion to approve the Financial Summary Report as presented

Motion made by: Sara Pazie

Second by: Ashley Flynn

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club, USDA Savings Acct.

No questions

Motion to approve the credit card reports, bank statements, CANS Report, USDA Savings etc. as presented

Motion made by: Ashley Flynn

Second by: Sara Pazie

Motion carried

Cash Flow Projection Reports 2016-17

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- The program is currently fully staffed.
- Head Start is \$19,417 under budget total.
 - Head Start is under budget in the benefits and salary lines due to the temporary understaffing in the OLB3 Home Visitor, Belle Fourche Center floating teacher's assistant, and the Harding County HS Home Visitor.
 - Child food always looks like we over spent, but we get reimbursed by CANs. Some of the meals, especially breakfast in Belle, will likely be changing next year. New menus will likely cut out many of the sweet foods.
 - The HS fiscal year ends August 31st.
 - Head Start home visits end in May
 - Lemmon center ends on May 9th. (assuming no cancellations)
 - Belle Fourche Center ends on May 16th. (assuming no cancellations)
 - Bison Center ends on May 17th. (assuming no cancellations)
- Early Head Start is currently figured to be \$62,633 under budget.
 - EHS is approximately \$23,000 under on wages, and \$14,000 under on benefits due to not having the Harding County Early Head Start Home Visitor for several months, plus a budgeted Butte County Home Visitor position that has not been filled.
 - EHS will purchase a vehicle over the summer.
 - Contractual is not all spent.
 - Mental health-We have used Rebecka Funk a lot, but still look to be about \$1,000 under this year. Families have received her well, and we have been able to utilize her more this year.
 - Training is estimated to be over by about \$442 with the Parents as Teachers cost plugged in.
- Brandon Nikodym asked if the grant is use or lose. Marcus answered that yes it is so we will spend it. It is rare to get carry over approval for Head Start related grants.
- All budgeting, and expenses must be divided out by usage between Head Start and Early Head Start, even square footage of building, etc.
- It is unlikely that the extra fund will be spent on another vehicle, so we do not have to do another special vehicle request.
- Melissa Pickle commented that with a possible restructure it won't be as high.
- Melissa collects a list of educational supplies needed from the centers and home visitors when we get into the summer.
- Sara Pazie asked about how the southern countries (Oglala Lakota and Bennett) are going. Marcus commented that it is difficult to manage an area with their needs when you have 7-8 Home Visitors. By downsizing we have seen 70-80% of home visits completed, when some years' completion was down as low as 30%, 9%, and 16%. The OLB2 Home Visitor been with program for a long time, and is good about getting families to do visits and meet the requirements. The OLB3 substitute home visitor has worked with us before, but from Melissa Pickle's observations, she gets families

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engaged. It is still hard to get staff in the area. Other similar programs are also understaffed in the area. We can't compete with higher paying jobs.

Motion to approve the Cash Flow Projection Report

Motion made by: Sara Pазie

Second by: Brandon Nikodym

Motion carried

Summary of Operations Report: February 28th, 2017

- **Enrollment Reports:** Enrollment is a little under on the Head Start side. It will be full at end of month. There have been a lot of drops in the last few weeks. Within 30 days of the program year ending, we do not have to replace dropped students. Home based drop window is April 28th. Enrollment has been between 97% and 100% all year. Income eligible children are hard to find because poverty tables have not adjusted to current rates. Belle Fourche and Lemmon are our only 2 communities that are not medically underserved (both have a medical facility and a preschool). Data we get is from last year, and is indicating possibly more income eligible families, but just because they may be eligible does not mean they necessarily want to be part of the program. Most of the communities we serve are staying the same size. The Oglala, Lakota, and Bennett county area is growing. Sara Pазie asked how many families per a home visitor. Melissa Pickle informed everyone that we try to do 10 families per home visitor, but the maximum according to the standards is 12, and families can have multiple children with the home visitor, which is why we try not to max out a home visitor's family slots.
- **Family Partnership** Are coming along well.
- **Policy Council** –
- **Socials** – Social attendance needs work. Weather canceled some of the home based Head Start socials. They will be made up. Early Head Start is ahead on socials. Butte E had an extra one during December. Multiple groups can combine for a social, but each cluster must have a certain amount total and cannot count a different home visitor's towards theirs unless they had it as a joint social.
- **Home Visit Completion Rates** – Overall home visit completion rates are decent at about 75% per cluster this month. Head Start is at 78% for the year, while Early Head Start is at 77% for year. It is hard to get to 100% in the home based program. If we cancel a visit, we must make it up. If the family cancels, we try to make it up, but it doesn't have to be made up. Harding County EHS is missing their Home Visitor so it shows as 3% because she did 1 visit before leaving.
- **Formal Observations** Classroom observations have had extra done. Home Visit observation will have the area service manager or the mental health specialist come observe to look for areas to improve and what staff does well. Socials are also observed.
- **Classroom Attendance** Classroom attendance is holding strong at around 86-88%. Illness and extenuating circumstances do happen that take children out for extended periods.
- **GOLD/ICPs** – Good. Winter ones are mostly completed, although some are still coming in according to Melissa Pickle.

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- DIALS and ASQs – One of the home visitors has a hearing impairments, so other staff help to finish that portion, but they are getting done. There is no concerns meeting regarding meeting the 45 and 90 day requirements. Referrals are in the process for some students. Many we are just waiting for the school district to write an IEP or get results to us.
- Health – Looks decent overall. Dental follow ups are being worked on. Not a lot of kids needed dental follow ups, and most who did were either in Butte county of Oglala, Lakota, and Bennett counties. Immunization has 10.3% not up to date in Head Start, but that number should be coming down since the health staff have gotten a bunch in.

Motion to approve Summary of Operations Report

Motion made by: Sara Pазie

Second by: Sean Mets

Motion carried

Head Start Program Performance Standards-Content Plans of Action

- This topic will be visited next month. There is nothing this month.
- Sara Pазie wanted to know what this is and was wondering if it was a full list of upcoming projects and repairs being done at all locations. Melissa Pickle explained that each member of the administrative staff creates a plan that covers implementation for their area related to the new performance standards.
- Sara Pазie mentioned that the former executive director, Doug, had discussed a new building in Lemmon. Marcus mentioned that he has discussed this with Bev in the past, but there is currently no planned action. Since it is a modular building, there is a shelf life and will need to be replaced eventually.

Agency Values Committee

Nothing

Aggregation

- Aggregation is made using Teaching Strategies GOLD, with 51 objectives scored.
- Scores are figured at the beginning of year (October), mid-year (January/February), and at end of the year (end of April/beginning of May).
- We can break it down by classroom/cluster to see how to better help students.
- We made improvements in all areas.
- There were significant gains in literacy and math, which were the two lowest areas in the fall. Some gains were about 15%.
- We adjust curriculum or staff training for specific areas if we see a weakness.
- We are making progress on school readiness goals, such a mathematics, literacy/language, cognitive, and social/emotional.
- If the numbers start over 90%, you can't make huge gains and Melissa Pickle feels that results in the 90s are good.
- Fine motor we had almost a 10% growth and it had started at 85%.

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- Social/emotional is very important because kindergarten teachers need kids to be able to follow directions like lining up, work in groups, etc. more than they want to see that a child can read.
- Writing their name saw growth of almost 20 % from 64.89% to 85%.
- Some is natural growth, and we don't know which one has the most impact on the scores.
- First assessments may also miss things since staff only have 4-6 weeks, so they may not have seen the attribute or skill initially, especially in the home based option.
- A cluster with no home visitor does not show up in the stats.
- Spring may be baseline for some children depending on enrollment date.
- Last year winter went up then the program saw a regression due to new students. We may see the same thing this year. Our fall to winter numbers stayed consistent so the secondary observations were mostly of the same children.
- Early Head Start children change age group throughout year. Teaching Strategies GOLD is not as good at tracking Early Head Start. Some Early Head Start kids may go into the next color so early that they no longer hit the same standards despite being at or above on the previous goals.
- Head Start keeps children in the same age group as what they started the year as.
- This is a time consuming process. Each child is scored individually in each of the 51 categories based on where they fall on a 1-8 scale on each of the categories.

Motion to approve the Aggregation as presented

Motion made by: Sara Pazie

Second by: Sean Mets

Motion carried

Updates Enrollment Application

- Policy changes were based on the performance standard changes.
- The two changes on the application are if you want to accept text messages, and if parent is a veteran.

Motion to approve the updated Enrollment Application and policy as presented

Motion made by: Sara Pazie

Second by: Sean Mets

Motion carried

Possible Staff Structure Change Butte HS/EHS

- There are two classrooms in Butte county. Generally the center has six staff members on any day generally.
- There are 84 Butte county slots, which is over half of the program. Administrative staff would like Policy Council to consider adding another Area Service Manager to split up Butte county's center and home based staff to different supervisors (it would split staff to supervisors evenly).
- Hover, Nisland, Newell, Belle Fourche, and Vale are all Butte county.
- The idea would be to eliminate the floating teacher's assistant, and have that as one of the new Area Service Manager's duties, since that person would be based out of the Belle Fourche

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Center. By removing the floater position, a large portion of the new ASM's salary would be covered as well.

- Sara Pазie commented that she thought it was a good idea, especially if it is not a budget issue. She also mentioned that in the past staff have gotten overworked and burned out.
- This item will likely come up for a vote in May with the grant application.
- Melissa Pickle commented that with the new standards there are additional things that need to be done like coaching and curriculum fidelity. Doing this will help make the caseloads manageable for coaching, help when someone is out, etc.

Form F425 Semi-Annual Report

Can spend the amount on Line D (\$1,680,659). So far this year the program has spent the amount on Line E (\$779,398.17). Line H indicates what is unobligated/left (\$901,260.83). Income earned, such as dividend checks is noted on Line L (\$2,848.50)

Motion to approve the Form 425 Semi-Annual Report

Motion made by: Sara Pазie

Second by: Lisa Nelson

Motion carried

Resignations and Terminations: None

Hiring Recommendations: None

Hiring in Process: None

Parent Activity Fund

- Belle Fourche Center 2 (Loyann's)
 - Bowling in Spearfish, at an estimated cost of \$120
 - Food: pizza. It doesn't meet CANs so its cost will come from the parent activity fund. It is estimated at 10 large pizzas @7.99 for approximately \$80 total.
 - Agency staff have approved the idea as fitting the guidelines.

Motion to approve Belle Fourche Center 2's Parent Activity Fund

Motion made by: Sean Mets

Second by: Sara Pазie

Motion carried

- Belle Fourche Center 1 (Brandon's)
 - Reptile Gardens in Rapid City, at a negotiated rate of \$5 per an adult, and all children under 5 are free.
 - CANs approved meal, so cost can be reimbursed and will not come from the parent activity fund.
 - Date for the activity will be April 29th.
 - Agency staff have approved the idea as fitting the guidelines.

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- Ashely Flynn asked about transportation. Marcus said that the parents will all be responsible for their families' transportation to and from the location.

Motion to approve Belle Fourche Center 2's Parent Activity Fund

Motion made by: Sara Pazie

Second by: Sean Mets

Motion carried

- Lemmon (Sara Pazie's)
 - There was a discussion to clarify the idea.
 - The group would like to use their Head Start and Early Head Start Parent Activity funds to buy playground equipment.
 - They want to do this because it is tough to arrange a date that would work for everyone, and they have limited activity choices (bowling).
 - A survey was sent out to parents with a choice of either a playhouse or a little tread mill/exercise equipment set. Several different kits have been looked at by the parents
 - They wanted the equipment to be items that both Early Head Start and Head Start children could use.
 - Extra money would be put towards buying some small child activities like books and blocks.
 - Melissa Pickle will talk to Amber about any child activity wants since there should be money in the budget.
 - Items like walkers are not allowed in Head Start due to the dangers they present, but push along toys are okay.
 - The plan would be to build the playhouse on a social night with the children. The time to create the equipment may also be able to be given as in-kind.
 - The meal would be CANs approved.
 - Marcus requested that the vote be held off so he could check with Dorothy and Bev if this would be permissible, both in terms of if the financial guidelines will allow it, as well as the safety and regulation aspects.
 - Melissa commented that all money should be put towards the playhouse in order to get a higher quality one if this is approved. Belle Fourche Center had gotten a playhouse in the past and spent \$1,200 (\$600 labor, \$600 material/kit), and it didn't last well. She also recommended the structure doesn't have doors or windows because they cause injuries and break easily.

Motion to adjourn meeting at 1:05 pm

Motion made by: Sara Pazie

Second by: Sean Mets

Motion carried

Next PC meeting date is scheduled for April 19th.