

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: June 21st, 2017
PC Business Meeting: 10:30 a.m. – 12:30 p.m.
Place: Administration Office Belle Fourche, SD

Roll Call: Loyann Doren, Ashley Flynn, Brandon Nikodym, and Sara Pazie (phone)

Others attending: Marcus Bevier, Wanda Dunn, and Jessica Carmichael

Quorum Established? yes

Additions to the Agenda: None

Training: None

Seating the New Policy Council Members - None

Past Minutes:

May 17th, 2017 Minutes: Review and Adoption

- No questions or changes.

Motion to approve May 17th, 2017 Minutes as presented

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – May

- No questions

Leadership Team Meeting Minutes – April

- No questions

Maintenance & Improvements Projects Update – Upcoming Projects

- Lemmon Playground
 - Waiting for approval from superintendent.
 - Once approved, staff will go look at layout and options.
 - We will likely Dakota Fence, but we will get bids, or at least do a cost comparison.

New Business:

Financial Summary Report: May 31st, 2017

- Marcus reviewed the May Financial Summary Report
- Head Start – 81% of the HS budget is spent. We have some extra to spend, part of which will be used for the Lemmon slide.

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- Training and Technical Assistance: We are over on this section due to the Parents as Teachers training. Many of the home visitors are starting to use Parents as Teachers program on the Early Head Start visits. Head Start will start using this in the fall. We knew this portion would go over budget.
- Early Head Start – 63% of the EHS budget is spent. EHS has more money to spend than HS, so we are looking at literacy and Wanda has been purchasing new books. A vehicle will be purchased soon to replace the Ford Freestyle, which is a little older and higher mileage. The vehicle purchase was budgeted and approved with last year's grant.
- Admin Costs – These are set out for us. We are within budget, and should remain that way.
- In-kind – We still have a few weeks left in May for HS in-kind that will be added. In-kind was approximately \$28,870 in Head Start, and \$18,500 in Early Head Start. We are about 5% ahead for year to date, but still need to get \$30,000 in in-kind for the year, which should not be an issue. We will see where we are at once we have June's numbers. We try not to use Board's in-kind because it adds to our admin costs, but that is available to us if our in-kind is low.

Motion to approve the Financial Summary Report as presented

Motion made by: Brandon Nikodym

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: Brandon Nikodym

Motion carried

Cash Flow Projection Reports 2016-17

- Head Start is slightly under budget.
- Early Head Start is \$46,000 under budget.
- The extra money, especially for Early Head Start, is being used for educational supplies like books, some training and technical assistance, and to see if there is anything on a wish list from Home Visitors of admin staff.

Motion to approve the Cash Flow Projection Report

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Summary of Operations Report: May 31st, 2017

- Enrollment Reports: We are in the last 30 days, so we have no issue with being under enrolled for Head Start. Head Start was at 96 children, with 3 drops, and 1 new enrollment. Head Start was at 30 drops for the year, which was less than the previous year. Most of the drops were in the home based program from children moving. The HS waitlist is primarily over income. Early Head Start was full last month. EHS

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has less drops than last year so far, and less drops in May than April. For EHS 22 are over income, and on the wait list.

- Family Partnership Head Start has 91% of family surveys and family partnership agreements completed. Early Head Start numbers look good.
- Policy Council –
- Socials – More HS socials completed in May than expected, due to make ups for missed socials. We are ahead by 3 socials on EHS, and ahead on trainings.
- Home Visit Completion Rates – Head Start and Early Head Start are up on completion rates, especially for Year to Date. Heading County girls are doing well rebuilding trust and getting visits completed. The completion rate is at 76% for year for Head Start and Early Head Start so far. Other directors in state like 70-75% completion rate, but our goal is 85%, which is tough to get to. We still have time to get the Early Head Start numbers up.
- Formal Observations Not much change from last month.
- Classroom Attendance Finished the year above the 85% required. 86% to 90% depending on the center for attendance.
- GOLD/ICPs – Good. TS Gold came in well. Melissa compiled some charts. Math and literacy had some surprises, which will be discussed during the aggregation.
- DIALS and ASQs – We missed part of a 45 and a 90 day requirement. The 45 we got the developmental screening, but not the social emotional. The family was dropped due to an issue with communication and lack of visits completed. The visitor tried making contact, but the family lost the phone and they were unable to contact in person when she would stop by periodically. The 90 day, we got the physical, but the child has never been to the dentist. This child is a Head Start family so their services are done for the year. This will show up in next month's report.
- Health – We need to work on getting the 24 month lead tests. Many health professionals do not worry about this, making it tougher to get. Most requirements are good. Some areas are in the 80 percent. Dental follow ups are low, and present a concern. It can be a struggle due to scheduling, cost, etc. Wanda noted the dental numbers have improved over the year, due to better access such as a gal helping the home visitors in OLB, free first screening in Belle Fourche area by some dentists, and the dental mobile.

Motion to approve Summary of Operations Report

Motion made by: Ashley Flynn

Second by: Brandon Nikodym

Motion carried

Head Start Program Performance Standards-Content Plans of Action

- No updates.

Agency Values Committee

- No updates.

Grant COLA application

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- Personnel went up to \$990,266.
- Program total up to \$2,121,412 including the non-federal share.
- In-kind requirements went up slightly due to this.
- A COLA increase of 1% this year for wages, and fringe benefits (mostly health insurance, some retirements) as a permanent increase was approved. This adds \$7,000 extra in the benefits line, and \$10,000 increase in the wages line.

Motion to approve Grant COLA Application

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Final Aggregation – Spring 2017

- The program saw growth in all check points from the fall.
- The children in the program were fairly stable overall, so it was a good comparison.
- There are some limitations to data using the TS Gold scoring system.
- Cognitive flat lined from winter at 92%.
- 95% gross motor.
- 96% fine motor.
- Mathematics up to 81%, even with OLB3 added back in, which is traditionally in a low scoring area.
- Literacy is slightly down from the winter to 79%, which we expected a larger decrease due to OLB3 added back in since that region is traditionally low scoring.
- Language flat lined from winter at 80%, but up from fall.
- Social emotional up to 91%.
- The subcategory of inventiveness is at 100%, which Marcus and Melissa are skeptical of, and want to revisit how we are scoring that category.

Breastfeeding Friendly Business

- Brought to us by Ashley Flynn
- Sticker to note that we allow breastfeeding at the site.
- It is required by law to allow breastfeeding, and we have locations at our site for breastfeeding mothers.
- The stickers will likely be put near the doors.

Motion to approve the Breastfeeding Friendly Business

Motion made by: Brandon Nikodym

Second by: Sara Pазie

Motion carried

School Messenger Implementation

- We will be starting this soon.
- Marcus has a phone meeting with them at 1 today.

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- Brandon asked about the in-kind digital form. Marcus said we will look into sending the form digitally, but tallying a digital version is problematic.

Resignations and Terminations: none

Hiring Recommendations: none

Hiring in Process:

- Interviewed three candidates last week for the center based manager.
- Two really stuck out, and will be doing second interviews on Thursday of this week.
- Both had strong backgrounds, and looked like they could be good fits.
- There were no in house applicants, so there is no worry of hard feelings of one being picked over another.

Parent Activity Fund

- Perkins Early Head Start Parent Committee wants to go to the Shrine Circus.
- They will have a CANS approved meal.
- Children get free admission.
- Parents' admission is between \$10 and \$15 per person.

Motion to approve the Perkins EHS Parent Activity Fund

Motion made by: Brandon Nikodym

Second by: Ashley Flynn

Motion carried

Meeting adjourned at 11:55 a.m.

Motion to adjourn the meeting at 11:55 a.m.

Motion made by: Ashley Flynn

Second by: Sara Pазie

Motion carried

*Next PC meeting date is scheduled for **July 19th.***