

**Badlands Head Start: Prenatal to Five
Policy Council Minutes**

Meeting Date: May 23, 2018
PC Business Meeting: 10:30 a.m. – 12:30 p.m.
Place: Belle Fourche Head Start Center Belle Fourche, SD

Roll Call: Amber Orban, Kayla Coursey, Ashley Flynn, Krista VanVactor
Meeting called to order at 10:41 am by Ashley Flynn.

Others attending: Melissa Pickle, and Marcus Bevier

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

Seating the New Policy Council Members –

Motion made by:
Second by:
Motion carried

Past Minutes:

April 18th PC Minutes: Review and Adoption

Motion to approve April 18th Minutes
Motion made by: Amber Orban
Second by: Kayla Coursey
Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – April 19th, 2018

- No questions.

Leadership Team Meeting Minutes – April 26, 2018

- Marcus shared that our preservice in August 20-22 will be set up similar to last year. The first day will be for center teaching staff only, day two will be for all staff to cover all mandated trainings, and the last day will be specific to home visitors. This provides an opportunity for center and home based staff to get trainings specific to their positions.
- No questions at this time.

Maintenance & Improvements Projects Update – Belle Fourche Center Purchase

- Newell – Everything is fixed at the Newell social site with the exception of the playground panels. Two panels were destroyed. We are now in the process of ordering the two replacement panels.
- Belle Fourche Center – Received the Engineer report and the appraisal. The building was found to be structurally sound. There is a leak in the EHS social site room. A carpenter came in and recaulked

Badlands Head Start: Prenatal to Five Policy Council Minutes

everything around the window. We are hoping that takes care of the problem, if not, Marcus will talk again with the landlord about any further repairs. Ashley brought up the parking blocks in the parking lot and whether those would be fixed so that the rebar is not showing. Marcus stated a report will be coming from the city regarding recommendations for repairs. Ashley asked about the entry way from 5th Avenue as there are major potholes. Marcus stated he would have to check with the city and the county to find out whose responsibility. Marcus also discussed the next steps regarding purchasing the building. Melissa has recently worked on some funding letters and a fact sheet regarding the Belle Fourche Center. Some statistics were shared including childcare costs and number of meals served. Ashley recommended getting quotes from families to include on the fact sheets. Marcus suggested pictures of families with the quotes for those families comfortable. Ashley suggested pictures from a socialization of a group of children. Discussed would need to get releases from all families in attendance. Discussed the possibility of creating a subcommittee on Policy Council to discuss marketing ideas for recruiting families.

New Business:

Financial Summary Report: April 30th, 2018

- Marcus reviewed the April 30th, 2018 summary report. To date, we have spent about 75% of the Head Start budget. We will come out even on the Head Start side. Early Head Start is at 66% for the year. We will have funds to purchase a vehicle this summer for Early Head Start. Marcus stated he is comfortable with where we are at on both budgets at this time. In-kind is doing well and we are expected to make our required match. The donations for both Lemmon and Harding County in the amount of \$6,725 will be coded as In-kind when it is spent.

Motion to approve the Financial Summary Report as presented

Motion made by: Kayla Coursey

Second by: Krista Vanvactor

Motion carried

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

- Statements and reports were reviewed. Marcus stated the Master Card statement was about twice as much as typical. This was due to Parents as Teachers renewals for home visitors, travel, an upcoming conference and a class for a teacher. No questions at this time.

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

Motion made by: Amber Orban

Second by: Kayla Coursey

Motion carried

Cash Flow Projections April 30th, 2018:

- Marcus reviewed the cash flow projections. Head Start is projected to be slightly under budget at this time at \$164.30, Marcus stated he believed this number would increase over the summer. Early Head Start is projected to be under budget, however, we will be purchasing a vehicle over the summer as well as other items so it should be spent.

Badlands Head Start: Prenatal to Five Policy Council Minutes

Motion to Cash Flow Projections;

Motion made by: Kayla Coursey

Second by: Amber Orban

Motion carried

Summary of Operations Report: April 30th, 2018

- Marcus reviewed the summary of operations report. Marcus reported we will be showing as being fully enrolled at the end of May. Marcus noted we had 8 less fewer drops on the Head Start side this year than last program year. We had approximately 20 drops on the Early Head Start, many due to moving out of our service area. Marcus stated he would like to see a bigger waitlist, however, this is challenging as we are in low-population areas and we need families to be income eligible. Marcus discussed group socializations and home visit rates, attendance, screenings and health requirements.

Motion to approve Summary of Operations Report

Motion made by: Kayla Coursey

Second by: Amber Orban

Motion carried

Agency Values Committee

- Tabled

Self-Assessment Findings Report

- Marcus reviewed the Self-Assessment Findings Report. No compliance issues were found; however, there were some areas that we determined we could improve. Action items were developed and are currently being worked on. For education this included working on mathematics, literacy and social emotional development in the classroom, home based program and providing parents with additional resources around these areas. For health, safety and nutrition discussed BMI rates, working with a dietician, doing more at socializations to promote healthy eating in the home, doing more I am Moving, I am Learning activities in the center and home based program, and doing a focus on healthy eating one month. Also, discussed doing more to provide parent education on why the health requirements are important as well as working with providers. For socializations discussed ways to maintain good attendance throughout the year.

Motion to approve the Self-Assessment Findings report as presented.

Motion made by: Amber Orban

Second by: Kayla Coursey

Motion carried

Annual Funding Application – 2018 – 19 Grant

- Marcus reviewed all areas of the Annual Funding Application in depth. He also shared he received a letter yesterday from the Office of Head Start indicating COLA of 2.6 percent. This will be added next week in an amendment to the grant application.

Badlands Head Start: Prenatal to Five Policy Council Minutes

Motion to approve Annual Funding Application

Motion made by: Amber Orban

Second by: Kayla Coursey

Motion carried

CLASS Scores

- CLASS scores from the CLASS review in March were shared. We will not know if we will be in the bottom 10% of CLASS scores for this program year until next January or February. However, the score obtained in the Classroom Organization dimension would have been in the bottom 10% in previous years. If the score is in the bottom 10% of all Head Start classrooms observed in the 2017-2018 program then we would have to re-compete under the current system. Currently, the way CLASS is being utilized has been put out for comment by the Office of Head Start. Teachstone, the creators of CLASS has stated a score of 5 in Emotional Support and Classroom Organization are deemed a quality program.

941 Quarterly Taxes

- Marcus reviewed the 941 Quarterly Taxes.

Motion to approve 941 Quarterly Report

Motion made by: Kayla Coursey

Second by: Amber Orban

Motion carried

Resignations and Terminations: SB, ASM

Motion to approve the termination of SB

Motion made by: Amber Orban

Second by: Kayla Coursey

Motion carried

Executive Session:

- Entered into Executive Session at 12:20 pm. Came out of Executive Session at 12:30

Motion to enter into Executive Session at 12:20 pm:

Motion made by: Ashley Flynn

Second by: Amber Orban

Motion carried

Motion to leave Executive Session at 12:34 pm:

Motion made by: Kayla Coursey

Second by: Amber Orban

Motion carried

Parent Activity Funds:

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Kayla Coursey shared her cluster's plan for utilization of the Parent Activity Funds. There would be 14 children and 13 adults to attend Old McDonald's Petting Zoo Farm tentatively on June 30th. She is checking in to various menu options to meet all of the families' needs.

Motion to approve 941 Quarterly Report

Motion made by: Ashley Flynn

Second by: Amber Orban

Motion carried

Hiring Recommendations:

- None

Hiring in Process: EHS HV (Butte), Harding HS HV, Lemmon Teacher, OLB HV

Motion to adjourn meeting at

Motion made by:

Second by:

Motion carried

Executive Session

Meeting adjourned at 12:36 pm.

*Next PC meeting date is scheduled for **June 20th**.*