

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: February 17, 2021
PC Business Meeting: 11:00 a.m. – 12:07 p.m.
Place: GoToMeeting

Roll Call: Jessica Carr, Jessica Carmichael, Katie Fox, Kenzie Grant, Katie Helms, and Josey Bartsch.

Others attending: Marcus Bevier, Judy Petera, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda:

- *ERSEA 2021-2022 application, placed under new business*

Team Communication:

Past Minutes

TREC Board of Directors Meeting Minutes – January 2021

- No Questions, No comments

Leadership Team Meeting Minutes – January 2021

- No Questions, No Comments

Consent Agenda:

January 2021 Policy Council Minutes: Review and Adoption

- Members had the chance to review last month’s Policy Council minutes
- No discussion, comments or changes.

Motion to approve December 2020 Minutes as presented

Motion made by: Katie Helms

Second by: Katie Fox

Motion carried

Policies, Procedures and Forms:

- No new policies at this time, just a tweak to one of our existing polices where no approval was needed.

Old Business:

Maintenance & Improvements Projects Update –

- Due to the extreme cold, we have had a few issues
- BF Center waterline froze. Had to dig up and put a temporary fix on this. Look at doing a more permanent fix in the summer. Cold air is getting to water line, will need to put in better insulation.
- Newell – we put the AC Covers on to fight the cold inside the office.
- Bison and Lemmon – some freezing occurred, and it did get cold a few times. Things are lining out.
- Have issues with cold weather, but pulling out of them as weather warms up.
- Toured building in Lemmon – coming to agreement to rent old Middle School to hold service there next year. Most likely to move middle of the year. Cost will be \$1500/month. Cost is ok, it is a large building would suit our

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needs. We have paid up to \$1900-\$2200 in Belle Fourche, so the \$1500 looks good. Building is in good shape. Only concern is to put in heater, but pitched if we put in heating, that may be could do that in lieu of rent for some time. Reason that wing would not have heat, is when they tear the high school out, it houses the boiler, that would eliminate the heat to that wing of the building. We can utilize the parking lot for a playground. Good fit for School District and us for a long time. Continue good partnership with the school.

- No discussion on maintenance.

New Business:

Financial Summary Report: January 31, 2021

- Monthly Program Expenses – Not much has changed, not a lot going on for spending. We are still not spending as much as usual years.
 - Personnel and Benefits – Are still the largest expenditures. Under HS, we are at 40% spent for personnel and 36% spent in benefits. EHS – since we are not fully staffed, we are underspending quite a bit. Overall, 36% of budget has been spent, but remember EHS does go three months longer than HS, so we will be using that up.
 - Travel - Not able to travel to trainings, so we are not showing money spent in travel.
 - Becky Funk will be doing some training with staff in the near future, in how to communicate strategies with teachers after completing her training in PTIC.
 - Facility costs – lower due to no socials
 - Travel is down – not going to Chamberlain for SDHS, or conferences, and there is less travel from home visitors, as there are less numbers of students enrolled. Projections look to be under budget.
- Administration Costs— Nothing out of ordinary. Spending as scheduled. Admin is just the overhead costs, not costs incurred with education. We maintain only spending 15% of overall budget per year. This month we are at 28% HS and 36% of total admin monthly budgeted cost.
- In-kind – Saw a better month this month, however it looks like we will have to apply for non-federal share waiver, as we are not going to meet our 25% match. HS side only raised \$79,000, and should be should be at \$135,000. EHS usually helps HS side through. EHS has been struggling, too. Number of kids down, staff down, only raised \$86,000, which makes us at 66% of our target. \$137,00 total between both programs, which is below prior years. Look toward next year, hopefully returning to normal and raising the money needed. Be aware how much In-Kind is needed.
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Jessica Carmichael

Second by: Josey Bartsch

Motion carried

Full Credit Card Reports, Cash Flow Projections, Bank Statements, CANS Report, and Walmart

- Cash Flow projections -
 - HS: Biggest numbers are projected to be under in is personnel and benefits. We currently are under with a \$34,793 projected balance. We have added Val Fowler to team, and are looking to fill Melissa's position. If you know of someone, send them our way. This year has been harder to get applications.
 - Under total budget with \$95,000 as a projected balance.

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- EHS: Same here, under budget.
 - Coaching – is built into the budget. Previously coaching was hired out. Now Melissa will be doing this. We will need to reallocate it.
 - EHS is under with \$109,000 projected balance. As people come on, that number will go down.
- No discussion

Motion to approve the Credit Card reports, Cash Flow Projections, Bank Statements, CANS Report, etc. as presented

Motion made by: Katie Helms

Second by: Jessica Carmichael

Motion carried

941 Report

- The 941 is a quarterly report. Our accountant figures this. It is based on the number of employees, wages, federal income tax and tips. They determine our taxable social security wages and Medicare wages, then come with up with the total amount of taxes of \$51752.89 and then do adjustments of cents. This gives us total taxes submitted to the IRS. This has all been taken out of employee payroll. Total taxes after adjustments on this report is \$51,752.84.

Motion to approve the 941 as presented

Motion made by: Jessica Carmichael

Second by: Kenzie Grant

Motion carried

Aggregation report

- Teachers observe what kids can and cannot do educationally. We look at results and individualize what the child's needs are and come up with strategies for parents to help their child improve. This is all successful in preparing children for kindergarten. Look at different aspects to show to PC and Board of how we are doing preparing child for Kindergarten. DRDP is our new program we are utilizing. This is done yearly. This report will serve as a baseline, whereas the next one will show how much child has grown. Some do to naturalization as child grows, but a lot that teaching has done.
- Gold was our old system, however it lacked sensitivity to the kids from 0-3, as they did not have enough metrics to assess that age. This showed flawed result of kids not able to perform things older kids could do. We switched to DRDP assessment, which operates on a continuum. It looks at infancy to Kindergarten, by different metrics along the way. DRDP shows what they should be scoring when getting closer to Kindergarten age. The further kids are moving to right on the chart, the better. We want to see dynamic shift to right during assessments.
- Teachers completed reader reliability training, covering how to read and code skills.
- Overall, it is showing where we thought the kids should be just coming into the program, and are looking forward to seeing the growth in the next assessment given.

Motion to approve the aggregation report as presented

Motion made by: Katie Helms

Second by: Kenzie Grant

Motion carried

Summary of Operations Report: January 31, 2021

- Numbers have not been moving a lot. Only concern is enrollment, but that is mostly due to being understaffed and having lower numbers of kids in service. 70% enrollment in HS

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- EHS – 55 enrolled out of 68 possible total. We are doing good even with missing staff. All of our wait list is over income at this point. We do have to monitor this a list lot.
- There are not as many homeless this people
- We have had a few drops on EHS this year,
- No socials at this time, so we are not tracking
- Doing both virtual and in person visits this year. Numbers are good
- Observations – have not been doing many until now.
- Attendance has been excellent
- DRDP – good numbers, showing we are meeting requirements
- We are above 10% mark in IEPs as required
- Health data – most are up to date, hard to get families to doctors due to covid. Otherwise, it is looking good given COVID circumstances.

Motion to approve Operations Summary

Motion made by: Jessica Carmichael

Second by: Katie Fox

Motion carried

2021-2022 ERSEA application form

- Nothing has changed. Policies and procedures remained the same.
- Application Form – only change was the year.

Motion to approve ERSEA application

Motion made by: Katie Helms

Second by: Jessica Carmichael

Motion carried

Hiring in Process: Education and Disability Specialist, Butte County HV, Harding County EHS HV, Assistant Teacher in Bison, and Substitutes at all sites.

- Have hired a Receptionist/Data Support person
- Working on hiring the rest mentioned above. Send the word out to those you think would work for these positions.
- No resignations or terminations at this time

Questions and Answers

- None at this time

Motion to approve adjourn meeting

Motion made by: Jessica Carmichael

Second by: Jessica Carr

Motion carried

*Next PC meeting date is scheduled for **March 17, 2021 at 11:00 am***