

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: April 21, 2021
PC Business Meeting: 11:20 a.m. – 12:27 p.m.
Place: GoToMeeting

Roll Call: Josey Bartsch, Emily Storm, Bailey Richards, and Jessica Carr

Others attending: Marcus Bevier, Judy Petera, Wanda Dunn

Quorum Established? Yes

Additions to the Agenda:

Team Communication:

Past Minutes

TREC Board of Directors Meeting Minutes – March 2021

- No Questions, No comments

Leadership Team Meeting Minutes – March 2021

- No Questions, No Comments

Consent Agenda:

March 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: Emily Storm

Second by: Bailey Richards

Motion carried

Policies, Procedures and Forms:

- No new policies at this time.

Old Business:

Maintenance & Improvements Projects Update –

- Newell Site
 - Estimates done at Newell sites. Bids done by Blackburn Basements. Blackburn did one 18 months ago, and just a new recent one. Past was \$4500 – and now due to additional ground shifting in the Newell area – changed to \$30,000.
 - Will move forward with this and use Blackburn Basements – late June time frame.
 - No other issues with building. Just if ground continues to shift, we need to stabilize to prevent other damage.

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- Lemmon Site
 - Reached out to Lemmon School District – getting into Middle School there next year as our new classroom/social site.
 - Lemmon School District is building a new school next to our existing modular unit.
 - We need to move – BHS needs more room and a better building. Ours has reached its viable limit
- No discussion on maintenance.

New Business:

Financial Summary Report: March 31, 2021

- Monthly Program Expenses – Generally same as normal, still under budget
 - Personnel and Benefits – most expenses are in these two areas, as usual
 - Travel – no expenditures here, as due to COVID and less socials, etc.
 - Utilities & Fuel – less cars and less travel time, so this is down in spending
 - 47 to 48% of budget spent between two programs, doesn't look like we will spend the full amount, so have some projects upcoming that we can shift this money to.
- Administration Costs— Short staffed – currently advertising for staff –
 - 42% Spent – only at 42% total Admin Expenses over both programs
- In-kind – Non-federal share is our part of the program – we put up 20% through in-kind and donations.
 - Another nice month, 68% on HS side and 82% EHS
 - Still under budget, so will have to turn in a waiver
 - Will have to train more with staff and with parents & committees
 - 75% of target (\$233,500) at this time has been turned in at this time
 - Very important program for everyone to keep in mind
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Emily Storm

Second by: Jessica Carr

Motion carried

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

- Under staffed at this time, so that puts us under budgeted
- Other items under budget, telephone/utilities/Family food for socials/Fuel, which are hardly ever seen.
- We will get some of that spent by year end
- Under \$136,000 in HS – have projects to take care of quite a lot of that
- HS & EHS, have some cash to spend. Still surprised at how little we have spent.

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

Motion made by: Bailey Richards

Second by: Jessica Carr

Motion carried

Winter 2021 Aggregation

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- We will walk through this – it is a picture of what we do all in one report
- Use gathered information to see where your child is individually, and how we can tailor to that child's needs
- Allows to program and access for different trainings
- Allows us to monitor the growth, and how the program is working; or where we are weak and need improvement
- Looking at the charts, we want to see movement in the charts from left to the right side as they progress through the year
- We did not include the Fall information, this is just the Winter report. There was good growth in all the domains in both EHS and HS sides.
- EHS – seeing most at exploring later, building earlier
- HS – seeing most at the building later and integrating earlier areas
- School Readiness goals – More of the infant and toddler health type goals, covering several items. Majority are in the increased sides, which is what we like to see – the shift to the right – all indicating readiness for Kindergarten
- Social and Emotional – This is a big area for us in our program. We find children that struggle in these areas, and we are seeing improvement conflict resolution skills, and being friends. We see this as a foundation of learning. See growth in both self-comforting and self-control of feelings, more so on the EHS vs. the HS side. We will continue working with all the children and will most likely see more growth throughout the year.
- Literacy – Newly born infants have joined in the EHS side, so we see some in the lower level, which is expected. Most of our kids are shifting to the right as we like to see. See a bigger shift on the HS side as they are getting more ready to transition into Kindergarten. Seeing overall growth in both areas.
- Vocabulary and word meaning – very nice shifts to the right side in both the HS side.
- Communication on the EHS side, seeing nice positive shifts there
- Math – EHS, with infants being born, you will see responding earlier, and in the spring, we will look to see how these have shifted. Still looking good at this time. HS side – Seeing most of our kids Kindergarten ready.
- Overall – seeing significant gains in all areas. Traditionally we have struggled on the math side, and this year shows we are gaining in this area.
- No discussion

Motion to approve the Winter 2021 Aggregation as presented

Motion made by: Bailey Richards

Second by: Jessica Carr

Motion carried

8955 Report

- Basically, our retirement report. We are required to send this report to the SSA after staff has separated from our services. Individuals listed, that still have their monies in our retirement account with us.
- No comments/discussion

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Motion to approve the 8955 Report as presented

Motion made by: Bailey Richards

Second by: Jessica Carr

Motion carried

Community Assessment Report

- Tool that drives all of our program planning and how we approach them.
 - Shows us the demographics and geographic make up of our population
 - This is a requirement, but it is a very good tool to show us several things that differentiate our communities where we do our programming, so we know how best to serve those communities.
 - We plan on what we will do and why we are doing them based on the data we have
 - Shows our updated map of counties we serve
 - Look at demographics (Race, Ethnicity) Does not show a big diversity in our areas
 - Look at community growth – if shrinking or growing, we need to shift our services to accommodate. Growth in Butte, Corson and Harding, with reduction in Perkins County.
 - Area Employment Trends – Do not see much trend changes, nor expect much in many years.
 - School Schedules – most did not change. Modified 4 day per week.
 - Estimated number of eligible EHS and HS children – monitor on a continuum – see if we have enough children to fulfill our program enrollment slots goals.
 - PIR Data – single vs dual parent families, or living with others
 - Education of Families – 24% have a Baccalaureate degree, 9 advanced degree, and many with high school diploma. That is nice to see.
 - Foster Care and Homelessness in the Service Area – Remains constant for our area at approximately 45-50 estimated in the foster care system. Let us know how many families we need to get resources to assist with homelessness.
 - Child Care in our service area – Not a lot of licensed child care providers. Butte County has enough for 104 kids, but we have about 700 kids. No availability in Corson or Perkins counties.
 - Disabilities – have to have 10% of our program children on the IEPs and/or IFSPs.
 - Partnership with School systems
 - Education / Assessments we use – DRDP we are using now –
 - Nutrition and BMI's – most of our kids are at a normal weight, which is good
 - Medically underserved counties – most in SD are medically underserved
 - Mental Health – self inflicted mortality has gone down. We do have a medical shortage across the state
 - Conclusions & Summaries:
 - Continue working with social and emotional skills
 - Maintain partnerships with our health providers
 - Growth in our counties remains stable, which is good
 - Mental heal, still area of concern
 - Prenatal moms – getting more in at the first trimester
 - Community Education levels – makes recruiting and maintaining staff more difficult

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- Perkins county enrollment – numbers are decline, we need to continue monitoring
No discussion

Motion to approve Community Assessment Report

Motion made by: Bailey Richards

Second by: Jessica Carr

Motion carried

Summary of Operations Report: March 31, 2020

- Enrollment, under enrolled – due to short staffed, working on filling those positions; not a lot of drops
- Wait list is a tough one, mainly due to the families being over income.
- Parent Family Partnership – reports coming in well
- Home Visits completion are at mostly 80%, overall 67%
- Mostly in-person visits, attendance has been good about 86-92%
- Screenings – completing them very nice with no concerns
- Disabilities – meeting the threshold
- Health Data – looks good overall
- Overall, the Summary report looks good, we will continue working with the families to keep those numbers up.

Motion to approve Community Assessment Report

Motion made by: Bailey Richards

Second by: Jessica Carr

Motion carried

Hiring in Process: Education and Disability Specialist, Butte County HV, Butte County ASM, Harding County EHS HV, Assistant Teacher in Bison, 2 Assistant Teachers in Belle Fourche Center, and Substitutes at all sites.

- Taking applications for all, interviewing for some now, running background checks and waiting for those
- Continue working on replacing staff

Questions and Answers

- None at this time

Meeting adjourned at 12:27 by Marcus Bevier

Next PC meeting date is scheduled for May 19, 2021 at 11:00 am