

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: May 19, 2021
PC Business Meeting: 11:20 a.m. – 12:15 p.m.
Place: GoToMeeting

Roll Call: Jessica Carmichael, Jessica Carr, Bailey Richards, Josey Bartsch, Kenzie Grant

Others attending: Marcus Bevier, Wanda Dunn, Valerie Schweitzer

Quorum Established? Yes

Additions to the Agenda:

Team Communication:

Past Minutes

TREC Board of Directors Meeting Minutes – April 2021

- No Questions, No comments

Leadership Team Meeting Minutes – No Meeting in April 2021

- No Questions, No Comments

Consent Agenda:

April 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 April 2021 Minutes as presented

Motion made by: Bailey Richards

Second by: Jessica Carr

Motion carried: yes

Policies, Procedures and Forms:

- Mask Mandates have been updated.
 - No masks in offices, while cleaning or sanitizing toys if no children around, outdoors, if under 10 meeting indoors, or in company vehicles – unless requested by accompanying rider.
 - Masks still required when working with children and families, and indoor meetings with 10 or more people
 - Health screenings will remain in effect until end of the program year – temp checks and questionnaires.
 - We will review in the fall, but hopefully, will not need masks, or health screenings.
 - We will change these as needed to keep staff, children and families safe
- No discussion at this time.

Motion to approve New Mask Mandates as presented/ No motion was made

Motion made by:

Second by:

Motion carried

Badlands Head Start: Prenatal to Five Policy Council Minutes

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 – July 6th – 12th start date.
 - No other issues with building. Just if ground continues to shift, we need to stabilize to prevent other damage. We want to be able to keep it safe and usable for years to come.
- 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
 - Waiting on lease
 - We will reach out to the Lemmon Superintendent to see about installing playground equipment this summer instead of in January
 - Estimated move in to be January 2022
- Bison
 - We are looking into replacing the wooden deck with something (composite decking) that is more user friendly and also ADA compliant.
- Kyle
 - We are hoping to move the rest of our items out of the Kyle office in June
- No discussion on maintenance.

New Business:

Financial Summary Report: April 30, 2021

- Monthly Program Expenses – Generally same as normal, still under budget
 - Personnel and Benefits – most expenses are in these two areas, as usual
Wages and benefits increased due to new pay scale
 - 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 –
 - 50% Spent – only at 50% 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, 71% on HS side and 88% EHS
 - Still under budget, so will have to turn in a waiver
 - Will have to train more with staff and with parents & committees
 - 77% of target has been turned in at this time

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Very important program for everyone to keep in mind
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Bailey Richards

Second by: Jessica Carr

Motion carried: yes

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

- No discussion

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

Motion made by: Jessica Carr

Second by: Bailey Richards

Motion carried yes

5 Year Grant TREC-Baseline Funding Application

- This application explains to the Grant Office how we serve our children/families and staff. It includes goals that the staff discussed this spring.
- No discussion

Motion to approve the 5 Year Grant TREC-Baseline Report as presented

Motion made by: Bailey Richards

Second by: Josey Bartsch

Motion carried: yes

Self-Assessment Report

- This report talks about what we can do to improve our program.
- No comments/discussion

Motion to approve the Self-Assessment Report as presented

Motion made by: Kenzie Grant

Second by: Bailey Richards

Motion carried: yes

Summary of Operations Report: April 30, 2021

- Enrollment – not full/short staffed in some areas, 7 drops in HS/11 drops in EHS due to families moving
- Wait list
- Parent Family Partnership – reports coming in well
- Home Visits completion are at HS 74%, EHS 77%
- 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 – Dental bus was in communities in April, many children UTD now

Badlands Head Start: Prenatal to Five Policy Council Minutes

- Overall, the Summary report looks good, we will continue working with the families to keep those numbers up.

Motion to approve Summary of Operations Report

Motion made by: Bailey Richards

Second by: Kenzie Grant

Motion carried: yes

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
- Resignations – Saydee Corcoran: Lemmon Teacher

Motion made by: Bailey Richards

Second by: Kenzie Grant

Motion carried: yes

Questions and Answers

- None at this time

Meeting adjourned at 12:15pm by Marcus Bevier

Next PC meeting date is scheduled for June 16, 2021 at 11:00 am

This meeting will be held in the conference room at the Administrative Office, lunch will be provided.

Following the Policy Council meeting, the Health Service Advisory will begin at 12:00pm.