

# Badlands Head Start: Prenatal to Five Policy Council Meeting

**Meeting Date:** November 30, 2021  
**PC Business Call in Vote:** 11:00 a.m.  
**Place:** GoToMeeting

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**Members Attending:** Krista Gerbracht, Kiley VanSickle, Julia Lermeny all in person, and Jessica Drews (via GTM).

**Staff attending:** Marcus Bevier, Judy Petera and Wanda Dunn

**Quorum Established?** Yes

**Additions to the Agenda:** None

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## **Seating of New Members:**

- At next meeting we will set the Chair and Vice Chair and seat any new members.
- New Policy Council Members yet to seat at next meeting they are in attendance of: Amanda Larson, Kayla Spickelmier, Alexis Wilson and Jenaya Lockrem.

## **Old Business:**

### **TREC Board of Directors Meeting Minutes – October 20, 2021**

- No Questions, No comments

### **Leadership Team Meeting Minutes – October 2021 Minutes, no meeting in September**

- No Questions, No Comments

## **Minutes Approvals:**

- **October 2021 PC Minutes: Review and Adoption**
- No discussion

*Motion to approve PC October 2021 Minutes as presented*

*Motion made by: Julia Lermeny*

*Second by: Kiley VanSickle*

*Motion carried*

**Policies and Procedures:** No Policies and Procedures and Forms at this time.

## **Maintenance & Improvements Projects Update –**

- BF Admin Building – Advanced Specialties via Frontier Glass will be installing new back doors.
- Newell: Finishing up – just needing to complete concrete work – Todd Komes to do work
- Lemmon and Bison - leaks from rain being addressed
- BF Center – Insulating water line to not freeze is being addressed

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- No discussion

## **New Business:**

### **Financial Summary Report: October 30, 2021**

- Personnel and from \$22,000 to \$72,000 – due to three pay periods in October.
- Benefits - Spending this month - continue to pay on our insurances
- Training and TA – Not a lot of training this year so far. Our numbers were down of staff members attending PAT Training compared to years past.
- Total of Head Start & Early Head Start—
  - EHS – \$45,000 spent in personnel, \$10,693 in benefits stayed the same as last month
  - T&A – up a bit higher on EHS, as those were the staff that attended PAT training
- Total Monies spent in HS at 17.23% and at 13.05% on EHS side.
- Admin— Does not directly related to services with kids, it is just our overhead to operate the business. ED, HR, salaries are in overhead.
  - HS: 12.98% overall budget spent for Admin costs – capped at 15% of total grant budget, watched carefully by finance and our accountants
  - EHS – 12.81% spent
  - Total – 12.9% - which is usual for this portion of budget
- In-kind –
  - Some of you are familiar with In-Kind, In-Kind is how we make up our share of the grant. This shows how we support the grant. We have to contribute 25% - we rely on volunteer hour time. Great opportunity to work with your child and support program
  - Sitting at \$20,000 out of the \$52,000 expected from the HS side
  - Sitting at \$11,000 our of \$34,676 expected from the EHS side
    - First month was low, expecting 17,000. Should be able to catch up as they normally do
  - Continue to educate staff and parents on In-Kind's importance to our program and to continue to complete the In-Kind forms and turn them in.
- No Discussion

### ***Motion to approve the Financial Summary Report as presented***

*Motion made by: Krista Gerbracht*

*Second by: Kiley VanSickle*

*Motion carried*

### **Full Credit Card Reports, Cash Flow Projections, Bank Statements, CANS Report, Walmart & Sam's Club**

- We did get cash flow projections from our Fiscal Specialist this week. Will pull visit about them, as they were not included in the packet emailed out.
- HS – As of now, HS is projected to be under budget.
- \$5400 surplus in Contractual
- \$1600 under budget projected in Wages. We know this will go up as we add more staff.
- EHS – over a bit underbudget – due to low staff of personnel. Out of \$39,000, \$31,000 of this is wages. Two positions are unfilled.

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- Spending is on par for everything else in EHS.
- Over on EHS side \$2000 in training and technical assistance.
- Generally, these reports are not gone over in depth as there is ample time to review them prior to the meeting. If you have any questions, feel free to ask.
- No discussion

*Motion to approve the credit card reports, Cash Flow Projections, bank statements, CANS Report, etc. as presented*

*Motion made by: Julia Lermeny*

*Second by: Krista Gerbracht*

*Motion carried*

### **TREC Annual Report**

- We do an annual report yearly. Talks about the Corona Virus a lot this year. We did a number of changes last year:
  - Limited classrooms
  - Operate on 8 kids one day/ 8 kids another day – in Lemmon
  - No Socials
  - Virtual Parent teacher conferences
- Report shows what we spent our money on – only spent 82%, and had bills some came in later we did pay out of old grant year, but did wind up returning some monies.
- COLA – increases – 2% raise across the board, merit raises for some and 3% for a few others.
  - 60-80% spent on Salary and budgeted - we ended up spending 74% on salary and budgets
- Enrollments were down
  - Most programs are down, not sure we can meet full enrollment
  - Try to find people to fill positions
  - State and Nationwide problem, hope National HS can find a resolution
- Monitoring – have not had one since 2018
- Financial Audit – 2021, considered a low risk in audit findings
- Health –
  - Up to date on EPS schedule
  - Dental exams – good
  - Health exams good
- Parent Stats – outcomes of the program, and how their involvement and engagement was, overall a good feeling from parents – scoring at 86% to 100% satisfaction rates in the five areas.
- Readiness Assessment – teachers share parent reports of status on where their child is on a spectrum
  - Most showed a great growth for Kindergarten readiness in both HS and EHS
  - Felt good about progress especially from the COVID Year we had and all the uncertainty it brought in
- No discussion

*Motion to approve the TREC Annual Report*

*Motion made by: Kiley VanSickle*

*Second by: Julia Lermeny*

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*Motion carried*

## **Summary of Operations Report: October 30, 2021**

- HS Side – at 66 kids out of 91 slots – 72% - want to see more, but we are doing what we can to enroll and fill
  - Want to protect staff and families safety
  - Do not want to burn out good staff that carries out duties
- EHS – 60 enrolled out of 68 slots - 88% - not many drops (3 to date)
- Wait list is all over income families right now
- FCP agreements are coming in – at 54% completed on HS, and 62 completed on EHS, shows good favor
- Socializations are doing well in both HS and EHS, with good attendance
  - EHS 22 completed socials and
  - 14 completed socials on HS side
- HV Dashboard – dropped a bit, HS 72% completion rate – EHS 63% completion rate - down due to PAT training – expect they will come up, and this is still over the 50% National HV rate.
  - Also flu, colds, other illnesses slowed rates down
- Observations – not going to observe Bison, since we are short an Assistant Teacher, others are going well
- Attendance – pretty good attendance even with illnesses going through. 86% or over at attendance overall
- DRDP results are in, we will finalize those results for January meeting
- DIALs and ASQ-SEs, most are done if not all completed at this time
- IEPs and IFSPs at under at 8% HS and 11% EHS, We have referrals in progress – most of the disabilities we see at BHS, is in the speech area and usually transition out
- HEALTH – Excellent percentages obtained
  - HS Health and Vision nearly complete;
    - Lead Blood, still working on this
    - Immunes are mostly up to date, just a few outstanding
  - EHS – 95% completion of Hearing and Vision; Lead 24-month still needs work;
- Overall – everything looks good, doing well getting in home and getting results turned in
- No Discussion

### ***Motion to approve Operations Summary Report***

*Motion made by: Kiley VanSickle*

*Second by: Julia Lermeny*

*Motion carried*

## **Message from Office of Head Start -**

- Vaccine Mandate and Mask Mandate were handed out recently
  - Rules were turned in, need comments now before final ruling
  - Do not want to alienate parents, and/or staff
  - OHS – mandate kids 2 years and older need to wear masks
    - Arguments on this clause, local or state law is overruled by Federal Law (Supremacy Clause)
    - Expected to come out in policy in near future
    - Mandated Rule for staff will have to be vaccinated, with few exceptions

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- BHS has vaccine incentives
- In effect date right now is by January 31, 2022 on both mandates

### **Hiring in Process:**

- Seeking to fill the following positions:
  - Bison Center Assistant Teacher –
  - Harding & Perkins County ASM – no applicants as to date
    - Marcus is fielding this position until we get an ASM up there
    - Angie Vissia, Butte County ASM will assist Marcus with Harding County
  - Education and Disabilities position - waiting on background checks
  - Butte County EHS Home Visitor
  - Butte County – Part Time HV/Nutrition
  - Substitutes at all sites

### **Closing comments**

- Thank you for attending

### **Questions and Answers**

- No comments

*Meeting adjourned at 11:54 am*

*Next PC meeting date is scheduled for Wednesday, December 15, 2021 at 11:00 am*