

Badlands Head Start: Prenatal to Five Policy Council Meeting

Meeting Date: February 23, 2022
PC Business Call in Vote: 11:00 a.m.
Place: GoToMeeting

Members Attending: Jessica Drews, Alexis Wilson, Julia Lermeney, Krista Gerbracht and Kiley Vansickle all attending via GTM.

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

Quorum Established? Yes

Additions to the Agenda:

Seating of New Members:

- One new member to seat at this meeting - Alexis Wilson, PC Rep for Lemmon
- No discussion

Motion to approve seating Alexis Wilson
Motion made by: Kiley VanSickle
Second by: Julia Lermeney
Motion carried

Old Business:

TREC Board of Directors Meeting Minutes – January 27, 2021

- No Questions, No comments

Leadership Team Meeting Minutes – January 11, 2021 Minutes

- No Questions, No Comments

Minutes Approvals:

- **January 19, 2022 PC Minutes: Review and Adoption**
- No discussion

Motion to approve PC January 2022 Minutes as presented
Motion made by: Julia Lermeney
Second by: Kiley VanSickle
Motion carried

Policies and Procedures:

- Will discuss in New Business

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Maintenance & Improvements Projects Update –

- BF Center – re-sheetrock the walls, bid letters were sent out
- BF Center – reseal the floors after sheetrock project – bid letters were sent out
- BF Center – Will get quotes for more chain link fencing and a garden area
- Buffalo – Getting quote to get trees trimmed
- Newell – pouring new sidewalk, waiting for warmer weather to pour
- Lemmon – we have signed a 5-year lease, and are prepping to move to old Middle School of Lemmon School District. Renting for \$1500/month. There is interest from an outside company to purchase this same building, if they do, they would honor our 5 years. BHS may apply for funding to purchase the building.
 - Moving to this site in the summer 2022
 - Lemmon playground needs reviewed – will coordinate with Lemmon School Principal
 - Sale of older Lemmon building needs to be looked at
- Bison
 - Deck needs refinished
 - Flooring needs repair
 - Windows and ceiling need repair
- No discussion

New Business:

Financial Summary Report: January 31, 2022

- Monthly Program Expenditures –
 - Normal expenditures, with highest showing in Personnel and Benefits
- Personnel and Benefits
 - 41% and 44% spent to date on the HS side
 - \$46,000 and 15,000 spent in January
- Personnel and Benefits on the EHS
 - Showing a bit low, as we are short-staffed on both HS and EHS sides
 - Would normally be higher than this should be 68% only at 40%.
 - We will try and get this back up as we hire new staff
- Training and Training – lower than normal,
 - Spent \$3200 to date which is 20% of budget in HS
 - Spent \$6,888 to date, which is at 39% of budget on EHS
 - Lower on EHS Side, as we have not had many in-person trainings, PAT Trainings, most have been virtual which does lower costs spent
- Overall Total Program Expenses
 - At 37% of total budget spent overall
 - We will have some money to spend at year end, however, have site projects in mind to use up these funds.
- Monthly Admin Expenditures –
 - Looking normal – have spent 1/3 of budget to date
 - Most was spent in personnel and Benefits, per normal
 - Admin Expenditures are our necessary jobs to run business, not to carry out the providing services to kids and families
 - \$6555 spent in personnel and benefits on HS side in January, and \$6322 spent in same category on EHS

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- We will keep an eye out to not go over our budget, as we get fully staffed in Admin, must watch because we are short staffed on other personnel and have to maintain balance.
- Contractuals –
 - Paying our Accounting adds to that column.
 - Others - Insurances and the like.
- In Kind contributions –
 - Opportunity for parents to work with kids, as well as contribute to program
 - Each In-Kind sheet contributes directly to program
 - We are responsible for 20% of the overall federal budget funds we receive, and this is how we accomplish that
 - HS – \$30325 came in for January – which is good especially with being under staffed and under enrolled
 - EHS – at 80% of target with \$23,493 coming in January
 - Total In-Kind received through January \$157,006, out of a total Anticipated total amount of \$217,000 – again due to being short staffed and under enrolled. We will have families continue to turn in sheets. We are at 72% of target right now, and may have to apply for a waiver this year for In-Kind.
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Julia Lermeny

Second by: Krista Gerbracht

Motion carried

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

- We generally do not discuss on these, as they are computer generated and all are sent out early to give Policy Council members time to look through them.
- Cash Flow Projections:
 - Expect to be under budget \$23,000 (missing an ASM at BF Center, and ASM for both Perkins and Harding counties, however, we have just added our Education and Disabilities person last month
 - Projected to be over in Benefits – Health and Life Insurance, as well as unemployment
 - Under in others – Travel down due to Covid, and most have moved to virtual settings which is less cost; Supplies – over projected, as we normally backload during the year, but loaded up last year and are good on those supplies;
 - Contractuals – schedule to be under in Mental Health Contract and Child Plus contracts
 - Looking to be \$35,000 under on HS side and \$53,000 under on EHS side – mostly in personnel, and in benefits
 - \$76,000 total under for the year – mainly due to being under staffed, and it takes a few months to catch up in that category once we have hired staff
 - Will try to use these up extra monies through doing major projects at sites, and purchasing another vehicle
- No discussion

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

Motion made by: Kiley VanSickle

Second by: Julia Lermeny

Motion carried

Summary of Operations Report: January 31, 2022

- It has been noted that the Office of HS is not going to penalize programs for not meeting full enrollment, it has been extended again this year. BHS still needs to do our diligent part in working toward and obtaining full enrollment. Full enrollment is down nation-wide.
- BHS Enrollment is at 71 out of 91 in HS – 78% of full enrollment
- BHS Enrollment is at 58 out of 68 EHS – 85% of full enrollment
- Drops are a bit higher than normal in both HS and EHS. Total drops to date: 6 HS 16 EHS. Most are due just to families moving.
- Wait list – all those on the wait list are over income at this time
- Parent Surveys – all coming in well
- Socializations – going well, and we are doing them safely
- HV rates – lower than normal. 71% on HS side and 63% EHS side.
 - HS – for year to date at 67% completion rate of home visits, low last month due to staff/family illnesses
 - EHS – for the year to date 62% completion rate, more visits than HS, but low last month due to staff/family illnesses
- Attendance – last month was rough again, due to a lot of sickness in the communities.
 - Still at avg 84% for year overall, still above national average
- DRDP – assessments came in fine. Just wrapped up our 2nd check point. Shows work we are doing with children, indicating they are getting ready for Kindergarten.
- 45 days/Dials/ASQSEs: are at 100% completion
- Disabilities for IEPs and IFSPs - at rate we need to be at above 10% required, BHS currently at 12%
- HEALTH – looking good. Only a few hearing and visions need to be completed Still a struggle in Lead and Dentals
- Lead bloods – need work as usual. Found there have been shortages in test strips
- Hearing and Vision – looking good – Most completed
- Dentals – at about 78% completed
- Immunes – doing good.
- Child Wellness Checks – at 75% HS side and 65% EHS side
- No Discussion

Motion to approve Operations Summary Report

Motion made by: Julia Lermeny

Second by: Kiley VanSickle

Motion carried

Fall Aggregation

- 3 times per year we do assessments to see how progressing to being kindergarten ready
- We have staff trained to do these assessments, staff retrain every 3 years
- BHS looks at compiled data from DRDP assessments to see how child is progressing during year and assess highs and lows

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- Study
 - Use DRDP as ongoing assessment tool to see how children are progressing
 - Starts on one level and ends on another level corresponding with Kindergarten readiness
 - All the way from infancy to age 5, and headed to Kindergarten readiness
 - Look at 5 domains to gather data, Use Fall assessment as a baseline
 - Found most on HS & EHS came in at the middle level on all assessments
 - See most in building middle/late stage in all areas to begin with
 - Look for them to move more to the right (more school ready) as year goes on
 - Social/Emotionals look good
 - Social Emotional – important area – must be able to control self in able to learn more easily
 - HS – Self comforting skills at building middle/building earlier stages, use as a baseline, hope to see that move to right as year goes on
 - EHS – all over the map, most are building earlier state, moving to readiness, the younger kids do register on the lower end, which is normal
 - Overall the numbers look good at this point. Will compare next two assessments results to see how children are progressing
 - Math – classification and number sense of quantity – middle now, look for move to K Readiness as year progresses
- Prep for K readiness, look at ways to improve in areas that need improved, see how we are doing, tailor child development to those target areas; meet the current needs of children;
- No discussion

Motion to approve the Fall Aggregation

Motion made by: Krista Gerbracht

Second by: Jessica Drews

Motion carried

2022-2023 ERSEA Application

- Application
 - Application needs yearly PC and BOD approval
 - Not changed much, look at PIR that is upcoming we need to address; updates of communities we need to address; Only added one PIR questions – learning other languages in the home
- No discussion

Motion to approve the 2022-2023 ERSEA Application

Motion made by: Julia Lermeny

Second by: Kiley VanSickle

Motion carried

Hiring in Process:

- We are still seeking to fill the following positions:

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- Bison Center Assistant Teacher
- Harding & Perkins County ASM
- Butte County EHS Home Visitor
- Butte County – Part Time HV/Nutrition
- Harding County – EHS Home Visitor
- Perkins County – EHS Home Visitor
- Belle Center ASM
- Substitutes at all sites
- Application for Bison Assistant Teacher anticipated coming in
- Have an application for both the ASM for BF Center and ASM for Harding & Perkins Co
- Have interviewed for HV Perkins County, but have no applications yet for Harding Co. HV
- We wish to continue to grow our sub lists, please send people our way that you know that would be a good fit

Resignation Status

- No resignations at this time.

Parent committee funds and meetings

- All parents that are active at socials and parent meetings have funds to spend throughout the year
- \$200 to spend for HV clusters, and approximately \$250 for Center projects; (BF Center 1 & 2, \$250; Bison, \$217; Lemmon, \$200)
- Activity for parents to talk about at committee meetings to do for the year
 - HS clusters/centers need to present proposals by March in order to have time to approve and able to hold activity in April/May; EHS goes all year, so they have until June.
 - If you have questions, call Wanda
 - Parents should have a list of activities that are acceptable to use monies on,
 - Circus, example, what money covers, entrance for child and one parent, get discounts, kids get in free, costs \$96 for parents, have \$104 to spend, go to Pizza Hut after, given rates, only \$90 to feed; stayed within \$200 budget
 - Must be educationally, financially and CANS appropriate to be approved
 - Vote on activity to do, have to do this at meeting, gets approved, then activity can be done;
 - Money usually covers activity and snack
 - Talk to HV and Centers and form plan to approve next PC meeting

Closing comments

- Thank you for attending.

Questions and Answers

- No comments

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Motion to adjourn meeting

Motion made by: Julia Lermeny

Second by: Jessica Drews

Motion carried

Meeting adjourned at 11:59 a.m.

Next PC meeting date is scheduled for Wednesday, March 16, 2022 at 11:00 am