

**BADLANDS HEAD START: PRENATAL TO FIVE
TREC BOARD OF DIRECTORS
MEETING MINUTES**



Meeting Date: November 21, 2019
Board Business Mtg.: 5:30 p.m. to 7:30 p.m.
Place: Belle Fourche Administration Bldg.
Telephone Number: 605-723-8837

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Roll Call:

Members Attending: Brad Brunner, Rena Hymans, Elizabeth Christian
Members Absent:
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Dorothy Richards, Amanda Schwend, Melissa Pickle
Business meeting began: 6:14 pm

Training:

Additions to Agenda: DSS reports and insights

TREC Business:

BOD Roster & New Member Recruitment

Team Communication

PC Minutes – October, 2019

- No discussion

LT Minutes – October, 2019

- No discussion

Consent Agenda

October, 2019 BOD Minutes:

- No discussion

Motion to approve October 2019 Minutes

Motion made by: Rena Hymans

Second by: Elizabeth Christian

Policies, Procedures & Forms

- No discussion

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Old Business:

Maintenance & Improvement Projects

- Bathrooms will be updated for ADA compatibility
- Greg has finished wiring for the fire alarm system and will be installing pull stations when supplies arrive
- Radon Mitigation system was installed due to borderline results. Will likely retest over Thanksgiving
- A new furnace and condensing unit has been installed. Considering adding more ventilation, to be determined in the spring
- Parking lot is being resurfaced currently to be complete this week

New Business:

Financial Summary Report: October 31, 2019

- Head Start – Personnel and Benefits account for the majority of expense. Other is high due to insurances that are paid at the beginning of the year. About 15 % of budget has been spent
- Early Head Start – Personnel and Benefits account for the majority of expense. Other is high due to insurances that are paid at the beginning of the year. About 11 % of budget has been spent
- Total—Just over 13% of the total budget has been spent. The budget may change depending on the outcome of the Change of Scope that was submitted last month
- Admin—About 10 % of the admin budget has been spent
- In-kind – HS brought in over \$19,000 worth of in-kind in October which was better than September but still short of the roughly \$27,000 that should be coming in each month. It is very important for in-kind to be done and turned in as it is a vital part of our program. In-kind can be collected through the parent activity sheets that are sent home, volunteer hours, or donations. Fund raising is not an option for Head Starts. Head Start has collected about 59% of the year to date target. EHS brought in nearly \$21,000 in October, exceeding the roughly \$16,500 they need each month. EHS is at about 73% of their year to date target

Motion to approve Financial Summary Report as presented

Motion made by: Elizabeth Christian

Second by: Rena Hymans

Motion carried

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

- Cash flow projections indicate that both programs are currently under budget. These projections may change pending approval of the scope change. HS will transfer some funds to EHS if the change is approved to account for the conversion of slots

Motion to approve tabling Full Credit Card Reports, Bank Statements, CANS Report, & Sam's Club

Motion made by: Rena Hymans

Second by: Elizabeth Christian

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Motion carried

Summary of Operations Report: October 31, 2019

- Enrollment is a priority in Head Start. If a program is under enrolled for four consecutive months they are considered chronically under enrolled at which time they will be put on an improvement plan and will risk recapture of funds. HS has been under enrolled for both September and October due to the inability to hire staff in the Oglala Lakota Bennett County area. This prompted a change of scope request that is at the regional office currently. The change of scope requests that the 24 OLB slots be moved to Butte County in the form of 12 HS slots and 4 EHS slots. This will drop HS to 91 total Slots and increase EHS to 68 total slots. If the scope change goes through we are only missing 4 children on the HS side. EHS is fully enrolled
- HS homeless percentage is remaining stable at around 15%, EHS almost 22%. Our homeless families tend to be doubled up or sharing. Often living with grandparents, siblings or friends. Homelessness is defined by McKinney Vento as a lack of a stable, fixed, nighttime shelter
- HS has a waitlist of 6 income eligible and 4 over income. Over income families can be accepted at a rate of 1 over income to 1 income eligible or categorically eligible student using the Gravel Amendment which states that the ratio can be 1:1 if the area is medically underserved and does not have an available licensed daycare facility. EHS has a waitlist of 1 income eligible and 9 over income
- Parent Surveys and Family Assessments are coming in well. Partnership agreements are coming in well but tend to take a little longer than the other paperwork due to their complexity
- Socials are on track and trainings are taking place. Make sure to speak with your home visitor or teacher if there is a training that you would really like done. Trainings tend to be based on the topics that had the most interest on the Parent Surveys. If there is a topic not on the survey or one that you would really like to have speak to your home visitor or teacher and get your parent committee on board
- All home visitors attended conferences during October which accounts for the majority of the decline in home visit completion rates. One home visitor is on maternity leave, her families are being seen every other week by the Area Service Manager and some are covered with weekly educational packets
- Observations are just starting. Classrooms have quite a few due to CLASS observations
- Attendance is looking good at 87%-97%. Classroom attendance must stay above 85%. Belle Center 1 has had some struggles with illness and a few family dynamic issues that are being resolved
- TS GOLD was due at the end of the month. The TS GOLD assessment is done three times a year and is used to measure the gains made by the children developmentally and in regard to our school readiness goals. The assessments are done by observations made by the teacher. The results are used to see how well our curriculum is helping students grow, for planning purposes, to develop individual plans for the growth and development of each child based on what they are good at and what they need more practice in and to help inform the child's kindergarten teacher when they start school so the child has the best chance at success that we can provide
- DIALs and ASQs are 100% complete within the 45-day deadline. The social emotional factor of development has become and increasing focus. The Second Step Curriculum is used to help kids sort through the big emotions that they experience to mitigate behavioral challenges and help the child figure out how to work effectively with others
- IEP and IFSPs are on track. A lot of referrals are in process so these numbers may increase
- About 9 HS and 8 EHS children are past due on immunizations. A number of our families do have waivers for immunizations
- Fall heights and weights are coming in and looking good

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- Lead bloods and dental follow ups need work but this is typical. We live in a low lead area and some providers refuse to do the tests. It is vital that parents speak with their providers at the 12 and 24-month well child check about lead tests as high lead in the blood causes very serious, uncurable issues. It is the parents right to request and have a blood test done even if the area they live in has low lead. Dental follow ups will generally look low due to the fact that children in this age range tend to need multiple follow-ups to fix an issue and we do not count the follow up as complete until all follow ups are complete
- Well child checks are being completed and numbers should be increasing over the next couple months

Motion to approve Summary of Operations Report and other Monitoring Reports as presented

Motion made by: Elizabeth Christian

Second by: Rena Hymans

Motion carried

Annual Report

- After a brief summary and an explanation of TREC's vision and Mission statement as well as our purpose, the Annual Report details TREC's funding sources, budgetary expenditures and proposed budget, enrollment, this year's fiscal audit and recent monitoring, child health, engagement, and school readiness
- Funding sources: TREC is primarily funded by the Head Start and Early Head Start Grants received by the Department of Health and Human Services. These grants require a non-federal match that we gain through volunteer hours. Volunteer hours are often done by families working with their children at home and time contributed by the TREC Board of Directors and Policy Council. In addition to these monies, we receive reimbursements from the Child and Adult Care Food Program for meals and snacks that are served in accordance with their regulations and we received a donation from the Clarkson Family Foundation to directly benefit the community of Buffalo
- Budgetary expenditures and proposed budget: At the time of the writing of the annual report, not all 2018-2019 funds had been expended. The remaining funds are however obligated and will be disbursed as projects are completed. The budget for the 2019-2020 program year was submitted and approved in May
- Enrollment: HS has funded enrollment slots for 103 children (ages 3-5). EHS has funded enrollment slots for 64 children (prenatal to 3). HS ended the year with just over 95% full enrollment. EHS was fully enrolled the entire year
- Fiscal audit and recent monitoring: The fiscal audit took place in May. There were no material deficiencies found and we were again labeled as a low risk auditee. The last monitoring review was in 2018, there were no findings or concerns. Due to low CLASS scores we will have to recompete for our grant. CLASS scores being used as a condition to recompete for a grant is being scrutinized by the Office of Head Start as it presents a moving target that does not adequately represent what it takes to be a quality classroom and creates undue stress on programs that do provide quality instruction. The assessment tool is not being used as it was intended by the creators. Often times, programs that are forced to recompete do have quality classrooms based on the creators intended purpose, however the CLASS condition stipulates that a classroom in the bottom 10% of those scored will have to recompete regardless of whether the actual score represents a quality environment
- Child health: HS has about 78% of children currently up to date with the State's EPSDT schedule, about 81% have completed a professional oral examination and about 96% are up to date on immunizations. EHS has about 75% of children currently up to date with the State's EPSDT schedule, 100% have completed a professional oral examination and about 91% are up to date on immunizations.
- Engagement: Using the Parent Interest Survey, Family assessment, and Family Partnership Agreements, family engagement has been determined. 94% of parents stated that they had opportunities to volunteer or be involved in

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their child's education, 100% indicated that they gained knowledge and strategies to help with their child's behavior, 93% felt that the program helped them make progress towards their written goals, and 100% rated their experiences as above average or excellent

- School readiness: TREC ensures that staff are qualified for their positions based on education and related experience in order to provide the best possible services to children and families. TREC also employs 5 year and school readiness goals to direct what services are provided. Gains were made in all goal areas during the 2018-2019 program year

Motion to approve the Annual Report

Motion made by: Rena Hymans

Second by: Elizabeth Christian

Motion carried

Change of Scope

- The Scope Change Request was submitted last month. It was returned with a few questions that were answered. Dolly is in Florida this week so any new updates will not occur until she returns.
- The scope change is not focused on whether or not the OLB children need services but on whether we are the right organization to provide them
- If the scope change goes through, classroom sizes would stay the same. All slots will be home based

Staff Wellness-T/TA Wellness Cohort

- The last Cohort meeting will take place in December
- The third round of mini-courses has begun
- Erin Wennerstrom needs to be contacted about the survey for center teachers

DSS Insights

- 9 reports have been made over the past few weeks to DSS
- Of the reports that were filed only two of them were followed up on by DSS
- Melissa looked up the laws referenced in the letters that did not include follow up by DSS. The laws clearly stated that the content of the reports made is actionable. She made phone calls to get clarification on this point and is awaiting more information
- The major question is: How can we be more effective communicating with the DSS to get results?
- Insights: DSS is highly understaffed and suffers from a high turnover rate. Due to low staffing, reports are put through a rubric that determines if the child(ren) is/are in immediate danger
- The system is extremely regulated and requires copious amounts of documentation
- The best way to get results is to keep making reports
- Involve local law enforcement, they may have more information than we have and can fill in gaps to make a report stronger
- Find a way to collaborate; have local law enforcement demonstrate at socials to get families used to the idea of being in contact with police and the local sheriff

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- Develop close relationships with the social workers we have contact with. Use them to get an understanding of how their process works and inform them on how our process works. Being in contact with the social workers and not just the people who take the reports can help us to understand their rubric and give us the ability to make stronger reports. The social workers are also aware of how closely we work with families whereas the people taking reports often do not realize the extent of the interaction between TREC staff and families

Hiring in Process: Butte County

- A Currently accepting applications for the Butte County Home Visitor position. Applications have been received and will be reviewed by Marcus and Melissa prior to the interview process beginning

Meeting adjourned at 7:40 p.m.

Next Meeting Date: December 19, 2019