

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



**Meeting Date:** December 19, 2019  
**Board Business Mtg.:** 5:30 p.m. to 7:30 p.m.  
**Place:** Belle Fourche Administration Bldg.  
**Telephone Number:** 605-723-8837

.....  
**Roll Call:**

**Members Attending:** Brad Brunner, Janine Short, Elizabeth Christian  
**Members Absent:** Janine Short, Jennifer Nelson  
**Quorum Established?** Yes  
**Non-Members attending:** Marcus Bevier, Dorothy Richards, Amanda Schwend, Melissa Pickle  
**Business meeting began:** 6:09 pm

\*\*\*\*\*  
**Training:**

**Additions to Agenda:**

**TREC Business:**

**BOD Roster & New Member Recruitment**

**Team Communication**

**PC Minutes – November, 2019**

- No discussion

**LT Minutes – November, 2019**

- No discussion

**Consent Agenda**

**November, 2019 BOD Minutes:**

- No discussion

*Motion to approve November 2019 Minutes*

*Motion made by: Janine Short*

*Second by: Elizabeth Christian*

**Policies, Procedures & Forms**

- No discussion

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



## Old Business:

### **Maintenance & Improvement Projects**

- Bathrooms will be updated for ADA compatibility
- Security cameras are being placed at the Belle Fourche Admin Office. This is costly but has become a necessity due to several incidents of gas siphoning and most recently the drilling into the gas tank of the Traverse for siphoning purposes. Greg Cornet is set to do the work. This will cost around \$1,300. It is not a labor-intensive job; the cost is mostly for the cameras. The county has a security system as well so we should be well covered
- Radon Mitigation system has been installed and tests have come back with no further steps for mitigation warranted
- We are waiting on a response from the nursing home in Lemmon about rentable space. They are having a board meeting this week and will get back to us afterward
- We need to gather all of our stuff from the Kyle site. How to get it and where to put it is still being discussed. The old metal desks may just be disposed of

## New Business:

### **Financial Summary Report: November 30, 2019**

- Head Start – Nearly 1/3 of the budget has been spent, we are 1/3 through the program year. Training is on track to spend all budgeted monies. Other is high due to beginning of the year insurances being paid
- Early Head Start – About 21% of budget has been spent, EHS is year-round so this number is expected to be lower than HS at this point in the year
- Total—About 25% of the total budget has been spent. The budget will change due to the outcome of the Change of Scope that was approved
- Admin—About 25% of the admin budget has been spent
- In-kind – HS brought in nearly \$28,000 worth of in-kind in November, surpassing the total amount due for the month. Head Start has collected about 73% of the year to date target. EHS also brought in nearly \$28,000 in November, exceeding their year to date target by 4%. Total in-kind is at nearly 85% of year to date target. Last program year we did not reach our in-kind contribution due to the Belle Center purchase. We will have to ask for a waiver for the remaining in-kind. We believe that the timing of the release of funds will be to our advantage as it only gave us five weeks to fulfill the extra \$75,000 of in-kind needed

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

*Motion made by: Elizabeth Christian*

*Second by: Janine Short*

*Motion carried*

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



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

- As of 30 November, HS was budgeted to be \$6,182 under budget. This is primarily due to lack of home visitors in OLB and will change with the approval of the Change of Scope and the subsequent hiring of home visitors in Butte County. EHS is set to be \$25,883 under budget due to missing home visitors. This number will likely go up further after the financial adjustment posed by the scope change

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

*Motion made by: Janine Short*

*Second by: Elizabeth Christian*

*Motion carried*

## **Summary of Operations Report: November 30, 2019**

- HS under enrolled again in November with 90 out of 103 kids. EHS was fully enrolled. The waitlist is lengthy for both HS and EHS. Will be fully enrolled with Scope Change approval
- Family Community Partnership paperwork is coming in nicely
- Social completion is on the low end due to no socials being held in OLB, these numbers will increase with scope change approval
- Home Visit completion rates are doing well on both sides. Butte E is low due to a missing home visitor. The ASM is doing visits every other week but had an emergency that further reduced the completion rate. Some of these families have elected receive weekly newsletters rather than bi-weekly visits. Other families have been transferred, temporarily, to other home visitors
- Observations are coming along well. HS social observations need to get going. Home visit observations are doing well but the number of expected home visit observations needs to be reevaluated. Currently, the expected number of observations assumes we have 9 head start home visitors when in reality we have 2 and are only expecting to pick up one more. There should be 2 home visit observations per home visitor
- Attendance is great at 88-95%
- Completed the first GOLD checkpoint for the year
- 45's and 90's are being done on time, any outstanding are new enrollees
- There are many referrals in process in both programs, we have already surpassed the 10% inclusion rate but this will likely continue climbing as referrals are completed
- Hearing and Vision screenings as well as fall heights and weights are being completed quickly
- Physicals and dentals are always a bit of an issue but are being worked on. It is very important that families keep the appointments that they make. HS has less than 9% past due on immunizations
- EHS stats are very similar to HS stats. 12-month leads are looking alright but 24-month leads are a little concerning. This is a challenging area due it being a low lead area
- Need to work on well child checks. These can be difficult due to how many checks there are in this age group. It is easy to miss one
- It is important to get children into a dentist at one year old or once the first tooth comes in, whichever comes first. This will help children get comfortable in a dentist's office and support life-long dental habits
- Immunes up to date will increase as well child checks are complete and out of state immunes come in for some of our new children
- Reminders have been sent out to families that have past due health events

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



- The Health Services Advisory Committee meeting took place yesterday after the Policy Council meeting. It was determined that we will no longer be using the lead and TB screening forms as they are no longer useful. The forms were created for use prior to mandatory lead testing to determine if a child should be tested. In addition to being outdated, the forms are not accurate for several reasons. Every child that has had a high lead blood count has had a negative screening. Our population tends to be transient and may not live in the same house from year to year, or know the age of the current or past domiciles which would affect the results of the screening

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

*Motion made by: Elizabeth Christian*

*Second by: Janine Short*

*Motion carried*

## **TS GOLD Fall Aggregation**

- This is an assessment based on observation which makes it open to human error. Each instructor has to have at least 12 hours comprehensive training to be considered as having accurate observations. Limits to this assessment include the objectivity of the assessor and sensitivity of tool for 0-3 is suspect. According to the tool, in the 0-3 range, if a child cannot do something that they are not yet expected to do, it counts as being on track which sometimes skews the results to the high side
- This assessment looks at a child's development in the areas of: cognitive, language, literacy, mathematics, physical and social emotional. The fall checkpoint provides us with a baseline to compare against as the year goes on. As is typical of the baseline assessment, children meeting age-level expectations in literacy and mathematics are low, with only 66% and 59%, respectively, meeting expectations. Physical is high with 93% of children meeting expectations
- Physical assessments reveal that between 91% and 95% of children meet age level expectations in both gross and fine motor skills
- Three categories are assessed for social emotional development: the ability to regulate one's own emotions, positive and cooperative play and social relationships, and engage and maintain positive interactions and problem solving to resolve conflicts. The children did well in all of these areas with the lowest percentage of children meeting age level expectations at 80% for solving social problems. The highest percentage of children meeting age level expectations was 95% of children able to manage their feelings. As these percentages are starting out high, it is unlikely that we will see very large gains throughout the year, though we should still see gains
- Language and literacy tend to go hand in hand. On the surface these numbers are decent with children meeting age level expectations ranging from the high 60% to high 80%. When the numbers are broken down into age categories we can see that in the area of communication and print, 3 year olds are struggling with identifying and naming letters with only 17% of the children meeting age level expectations; while 4 year olds are struggling with using letter-sound knowledge with only 32% of children meeting age level expectations. These numbers are very low compared to previous years though, we believe it has a lot to do with staff getting better at assessing. Regardless of the reason, we will be focusing on increasing these statistics and may even focus on tying this more into in-kind activities.

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



- Math is looking a little better than language and literacy. Math concepts broken down at the 3 year old level reveal that 3 year olds are doing very well at comparing and measuring with 91% meeting age level expectations. Only 27% of 3 year olds met expectations on quantifying and only 28% met expectations on demonstrating knowledge of patterns. 4year olds did very well at quantifying with 96% meeting age level expectations. Counting proved a little more difficult with only 51% of the children meeting expectation. Additional math objectives that we assess are understanding spatial relationships and understanding shapes. 72% and 81%, respectively, met the expectations of the assessment
- Cognitive is looking good with 91% of children thinking symbolically and engaging in sociodramatic play

## ***Motion to approve the TS GOLD Aggregation***

*Motion made by: Janine Short*

*Second by: Elizabeth Christian*

*Motion carried*

## **DRS Bids**

- Due to class scores in the bottom 10%, we will have to re-compete for our grant. It has been determined that hiring a grant writer for the recompetition grant would be wise. Monies have already been budgeted for this purpose
- Two bids have come in for the grant writing. One from Spiridis Consulting and one from Heartland Grant Solutions.
- The Spiridis bid, not including a community assessment, would run \$10,000; \$12,000 with a community assessment
- Heartland is offering their services, with community assessment for \$15,000
- References were contacted for each group. While both groups had good references, Heartland seemed to have a keen understanding of this particular grant process. In addition to references, the number of these kinds of grants and how many grantees were re-awarded their grants was considered
- The recommendation is to hire Heartland Grant Solutions at \$15,000

## ***Motion to approve the recommendation of Heartland Grant Solutions to write the recompetition grant***

*Motion made by: Janine Short*

*Second by: Elizabeth Christian*

*Motion carried*

## **Change of Scope**

- Scope change has been approved. Our notice of award is currently in the process of being redone due to an error in start date. The change indicates that we are still able to provide services to OLB, however, no slots are allotted for the area. The recompetition application will not include a request for that area

## **Staff-Wellness- T/TA Wellness Cohort**

- Cohort wrapped up this month
- A new course on digital dependence will be added to the list of courses available
- A meeting with the Wellness Committee will be set for the near future to discuss tangible introductions to staff wellness in addition to our informative ones. The meeting will take place early to mid-January

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



**Hiring in Process: Butte County Home Visitor**

- 2 positions in Butte County are posted. One to cover the EHS Home Visitor position and one for a HS/EHS home visitor
- One full time position will definitely need to be filled to ease the load on current home visitors

*Meeting adjourned at 7:17 p.m.*

*Next Meeting Date: January 16, 2019*