

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



Meeting Date: March 23rd, 2017
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: Jennifer Nelson, Brad Brunner, Nika Avalos, and Janine Short
Members Absent: Rena Hymans, and Deborah Bordeaux
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Melissa Pickle, Dorothy Richards, and Jessica Carmichael
Business meeting began: 6:08

Training: None

Additions to Agenda:

Executive session added to the end of the agenda for DLR Unemployment Claim Resolution

TREC Business:

BOD Roster & New Member Recruitment

None

Reelection of Board Members

Board can't do because Rena Hymans is not present or able to call in. This will be held until next month's meeting.

Team Communication

PC Minutes – January 2017 & February 2017 Regular Meetings and Phone Votes

No questions

LT Minutes – January 2017 & February 2017

No questions

Consent Agenda

January 19, 2017 Regular Meeting; February 28, 2017 e-mail vote; March 10, 2017 e-mail vote BOD

Minutes: Review and Adoption

Motion to approve the minutes of the January 2017 Regular Board meeting and the February 28th and March 10th e-mail votes.

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

Policies, Procedures & Forms

None

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Old Business:

Maintenance & Improvement Projects – 2017

- Upcoming Projects:
 - Slide in Lemmon
 - We will be ordering and installing a double style (small-large) slide at the Lemmon center.
 - Belle Fourche Center
 - There had been a situation where a child had ran outside and into the road. It was not an active supervision issue.
 - To make sure the center met fire code and safety requirements, a fence was determined to be the best option to protect the safety of current and future children.
 - This project has been initiated quickly in order to make sure this type of incident does not happen again. The fence is already being constructed. Since the incident the floater has been working with the child one-on-one, while a member of the administrative staff has gone down to fill in as the floater. This situation is temporary until the fence construction is completed.
 - The fence is 4 foot high chain link because it was the most economical, while meeting the city codes related to visibility. There will be 3 gates: 1 into the playground, 1 to the sidewalk, and 1 near the building.

New Business:

Financial Summary Report: January 31, 2017 & February 28, 2017

- No expenditure surprises.
- Credit card bill was high due to training and related travel expenses. Total was around \$9,500.
 - Region 8 Leadership Institute was held in February in Denver, CO. Marcus Bevier, Melissa Pickle, Dorothy Richards, Wanda Dunn, and Brianne Sambo attended.
 - NTI Addressing Challenging Behaviors will be in St Petersburg, FL in April. Melissa Pickle, Ruth Adams, and Michele Kreuzer-Ranken will be attending. The knowledge will be brought back to train staff.
 - Practice Based Coaching Training Institute put on by T&TA will be in Los Angeles, CA in April. Melissa Pickle will be attending. Using practice based coaching is not necessary, but the Office of Head Start is pushing it because it is research based, a necessity in the new standards.
- Head Start has spent about 40% of its training budget. Early Head Start has used very little. Parents as Teachers is costly to implement initially. Staff found out yesterday that Teaching Strategies has a program coming out that they say will fit the home based standards. Teaching Strategies is cheaper, but doesn't seem to fit the standards and is not designed for home based. The curriculum says it is for family child care, which is not the same as home

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based. Many materials shown in the promotional information are from their center-based curriculum.

- Budgets for Head Start, Early Head Start, and Administrative are around 50% spent, and the fiscal year is approximately half done.
- Head Start in-kind is \$6,000 lower than last year (comparing September through end of February), but we are at 93% for year. Early Head Start was over \$20,000 for the month (the anticipated is around \$15,000), and is at 95% for the year. The admin office is reminding staff to emphasize the importance of in-kind. It should also become easier to collect with Harding County once again having home visitors as that is an area that traditionally is good about submitting in-kind. Some families have been returning the sheets that have been sent along with their newsletters in the interim.

Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, and CANS Report

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club

No questions.

Motion to approve the Full Credit Card Reports, Bank Statements, CANS Report, USDA Savings Acct. Statement, Hunger Relief Acct. Statement, Shopko and Sam's Club Card

Motion made by: Janine Short

Second by: Nika Avalos

Motion carried

Cash Flow Projection Reports (2016-17)

- Early Head Start is under budget by around \$60,000 right now.
 - It is \$23,000 under on wages, and \$14,000 under on benefits. Part of this is due to splitting out the duties of a budgeted Butte county home visitor that was not hired. Additionally, Harding county's EHS home visitor resign in December and a replacement was not hired until this month.
 - A new vehicle has not been purchased yet, but it will be soon.
 - Money will be added to the leave reserve account in order to reconcile it to the end of December 2016.
 - Some money will be put towards the slide in Lemmon.
 - Some other EHS educational supplies or equipment may be needed.
 - Marcus is hesitant to get another vehicle, which would require doing a form 424 approximately 3 months in advance of the end of the grant year.
 - Dorothy Richards commented that EHS is usually about \$50,000 under budget by the end of the year.

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- Head Start is currently figured to be \$19,000 under budget for the year.
 - There have been some temporary staff vacancies that have been filled: a home visitor in Oglala/Lakota/Bennett, a home visitor in Harding county, and the floating assistant teacher for the Belle Center.
 - Normally HS is a little over budget at this time of year.
 - Dorothy commented that she has not reprojected the wages out yet, since extra wages will need to be paid for center staff because the school year has gone longer due to weather and illness related days off.
 - Money will be added to the leave reserve account in order to reconcile it to the end of December 2016.

Motion to approve the Cash Flow Projection Report for February as presented

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Summary of Operations Report: January 31st, 2017 & February 28th, 2017

- Enrollment: Head Start was short at the end of February with 98% enrollment. Seventeen children have dropped in the last few weeks. Early Head Start was fully enrolled, and will be again for March. With the exception of September, EHS enrollment has stayed right around the 103 mark. For both HS and EHS medically underserves helps keep out enrollment numbers where they need to be, and other areas that cannot use it have a tough time meeting enrollment numbers. The majority of the wait list is over income. Turnover has not been as bad this year, although traditionally EHS has a lot of their drops during the spring and summer.
- Parent engagement paperwork is coming in well.
- Policy Council could use more parent engagement.
- Socializations: The total number for year to date is over on the Early Head Start side and a little under on the Head Start side. The socials will get made up, and many were missed due to weather or illness. OLB missed several socials due to weather.
- Home Visits: Overall completion is at 78% for Head Start and 77% for Early Head Start. At the SDHSA meeting in March, Marcus commented that our program is lucky to get 75-80% completion in the Pine Ridge area, and other programs replied that they are lucky to get that program wide. Nationwide the rate is about 50% for completed home visits. The February 3% came from a Harding county dual family that the home visitor saw once that month before resigning. Overall staff is getting in to do the visits.
- Home Visit observations are coming along. Ruth Adams, the northern ASM, is done with her internship so now she will be going to do more observations
- Classroom and CLASS observations look good.
- Social observations look good.
- Classroom attendance is over the required 85% mark. We stayed around 87-88%.

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- ICPs are trickling in and the 45 and 90 day requirements look good. We are hitting 100% on everything. IFPs/IFSPs above the requirements. Been getting all 45/90 requirements, but the data does not show at 100% because some still have time or dropped before the deadline. Head Start uses the DIAL, while ASQ/ASQ-SE are used for Early Head Start or Head Start children who are having difficulty with the DIAL. These are done within 45 days. Some children in the program have been put into the Belle Fourche schools early intervention before the evaluation was done, in order to get a more complete observation because they clearly qualified for the program. We are also waiting for IEPs from the school in which the child has been screened, but the plan has not been written yet. In Oglala, Lakota, and Bennett counties there is always some difficulty getting the families in contact with OST for screenings.
- Health staff is starting to get spring heights and weights. Immunes should come down for both HS and EHS next month. There may have been a paperwork issue. Dental follow ups and lead are low, but they are traditionally a struggle.

Motion to approve Summary of Operations Report and other Monitoring Reports for February 2017 as presented.

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

TREC Vision: Honing Current Services, Expanding Services, OLB Needs/Services

None - Rena wanted Deborah involved in the discussion, and she hasn't been available.

Head Start Program Performance Standards-Content Plans of Action

These are being finished up and then shared out at the LT meetings.

Agency Values Committee

On hold

Aggregation

- Aggregation is mandated by the Head Start Act and the revised performance standards.
 - Must do at least 3 times a year to measure school readiness goals, and several new criteria.
- Fall can be used as a baseline to compare to winter.
- The aggregation looks at domain areas, then breaks it into the more detailed school readiness goals.
- Every domain saw growth: cognitive was up 9%, fine motor went up 9%, gross motor went up 2.6%, language went up almost 7%, literacy was up almost 12%, math saw almost 15% growth, and social/emotional saw almost 4% growth.
- Literacy and math were the lowest areas in fall.
- Possible outliers:
 - We do not know how much is natural growth and maturation of the children.

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- In the fall, staff may not have seen skill yet so they scored the child lower.
- The OLB3 cluster is not in the winter checkpoint because there was no home visitor to do the assessment, so it may be skewing this data. That region historically scores lower on most skills, especially math and literacy.
- Brad Brunner commented that we have not been doing this long enough to do year by year comparisons
- Melissa Pickle noted that the gains seemed almost identical to last year's winter gains.
- Higher skills (over 90%), like motor, did not see as big of gains.
- Fine motor had a pretty big jump. It may have been because some children had not experienced scissors, beads, or puzzles. These are activities that we do that a lot in the program.
- Social/emotional had pretty good gains, despite starting at a good percentage. Social emotional rely on the parents' input if the child doesn't go to a lot of socials. Scores may drop when the child goes to the center.
- The new Head Start Early Learning Outcomes Framework has the program track some new things that hadn't been tracked before, such as:
 - Using books
 - Emergent reading skills
 - Retelling stories
- Literacy and language had big jumps. Categories that saw large jumps included: identifying letters, using letter/sound knowledge, expanded expressive vocabulary (what you can communicate/talking more)
- 128 kids were evaluated this time.
- Math concepts has really good gains, especially in the categories of counting and connecting numbers to quantity. This may be an area children had not been exposed to previously.
- At third grade level every region we cover struggles with math. Oglala, Lakota, and Bennett counties really struggle with math and literacy.
- Flexibility and inventiveness jumped to 98% from over 91%, which was unexpected because it was already so high.
- Melissa Pickle was happy with numbers.
- Last year the program saw spring regression due to new kids being evaluated. We are currently seeing similar turnover, so spring will be some children's first assessment and may cause a similar regression.
- In Head Start a child stays in the same age band all year. In Early Head Start the age range changes constantly. It does not show much impact until age 2. Some children who we know are delayed and have ISPs will show up as age level appropriate, then fall out when they change age bands.

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- Marcus commented that in Denver, he felt like there was affirmation in our methods after networking because people were requesting more information about our program's methods and data usage.

Motion to approve the aggregation as presented.

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Self-Assessment

- The new standards have us look at data for the self-assessment.
- We covered charts for: health stats, family community engagement, and education services.
- In small groups, the admin team and Janine Short observed the aggregate data, forming hypothesis, and discussing possible ways to improve. The team spent 6 hours analyzing the data.
- The group did not do any of the CATScans, which focus more on compliance checking. Compliance checks will be done periodically throughout the year.
- Janine Short, Dorothy Richards, and Jessica Carmichael all commented that they felt that the group was able to have meaningful discussions that built ideas instead of a checklist of what is being done and how.

Possible Staff Structure Change-Butte HS/EHS

- Michele Kreuzer-Ranken is the Area Service Manager for Butte county. She supervises 13 people, where the previous ASM had 6. She does her job like checking time sheets, trainings, and observations, but she does not have time to excel in any one area, and sometimes cannot immediately help staff members due to another commitment. There is a concern this could burn her out.
- A possible solution would be to add an ASM specifically for the center, which would split the ASM load roughly in half. A center ASM would supervise there as well as float between classrooms to assist when needed. This would stop the drain on Michele, as well as the admin staff who often need to step in to cover.
- Budget/duration discussion will start in the next few weeks, and then it will come to the board and policy council in May.
- Anyone may sit/join in on putting together the grant proposal.

Form 425 Semi Annual Report

- Can spend the amount on Line D (\$1,680,659).
- So far this year the program has spent the amount on Line E (\$779,398.17).
- Line H indicates what is unobligated/left (\$901,260.83).

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- Jennifer Nelson asked what happens if you are under budget. Marcus commented that it is a use or lose situation generally, but the money can be shifted between line items (i.e. salary to educational supplies).

Motion to approve the Form 425 Semi Annual Report

Motion made by: Nika Avalos

Second by: Janine Short

Motion carried

Updated Enrollment Application

- Basically the same as previously
- The changes are if parents will accept text messages and if either parent is a veteran.
- Marcus is looking at the possibility of a notification system like school reach that is economical.

Motion to approve the updated Enrollment Application

Motion made by: Janine Short

Second by: Nike Avalos

Motion carried

Resignations & Terminations:

None

Hiring Recommendations:

None

Hiring in Process:

- February-OLB3 Substitute-SC (past employee)
- February-BFC Floating Assistant Teacher-LF (licensed ND social worker, Head Start experience)
- March-Harding county HS Home Visitor-AK (has child care background and some related college coursework)
- March-Harding county EHS Home Visitor-CW (had a daycare in the Buffalo area)
- These hires have put the program at full staff.

Executive Session: DLR Unemployment Claim Resolution

Motion to enter executive session at: 7:27

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Exit executive session at: 7:30

Adjournment 7:30

Next Meeting Date: April 20th 5:30 – 7:30 p.m.