

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



Meeting Date: May 18th, 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: Brad Brunner, Janine Short, and Rena Hymans
Members Absent: Deborah Bordeaux, Nika Avalos, and Jennifer Nelson
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Dorothy Richards, and Jessica Carmichael
Business meeting began: 6:13 PM

Training: None

Additions to Agenda: School Messenger

TREC Business:

BOD Roster & New Member Recruitment

- None

Team Communication

PC Minutes – April Regular Meeting & April 27th Teleconference

LT Minutes – April 2017

Consent Agenda

April, 2017 BOD Minutes: Review and Adoption

Motion to approve the Board of Directors Minutes.

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

Policies, Procedures & Forms

- None

Motion to approve Policies, Procedures, & Forms

Motion made by:

Second by:

Motion carried

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Old Business:

Maintenance & Improvement Projects – 2017

- Belle Center is done for the year.
 - The building owner had a new fire alarm put in, with two new pull stations.
 - Lexon covers were put over both (1 bought by Badlands, 1 by property owner). The covers set off an alarm.
 - It all meets fire code.
- Slide in Lemmon, and possibly some playground items may be put in this summer.

OHS Items:

None

New Business:

Financial Summary Report: July 31, 2016

- Travel is low, but training and technical expenses are over budget.
 - Challenging behavior conferences and the Parents as Teachers training on May 1-5, 2017 were the majority of the cost in training and technical assistance.
- Early Head Start has 55% of the budget spent, and 3 months left.
- Practice based coaching training was done with some staff, because it is necessary to meet the new standards this fall.
- Personnel costs are low due to staffing shortage earlier in the year, but we are currently fully staffed.
- Monthly admin expenses is within the 15%.
- Head Start in-kind through April 30th is at \$199,000, but still a little low from the goal. Early Head Start in-kind is really good right now and will pull us through.
- The program's total in-kind is at \$342,929 of the \$420,000 goal.
- Home based in-kind is easier to get than center based, and we will try some new ideas that have come from our Policy Council this year to improve the in-kind reporting from families.

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: Rena Hymans

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

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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 by: Rena Hymans

Second by: Janine Short

Motion carried

Cash Flow Projection Reports (2016-17)

- Wages and benefits are under budget in both Head Start and Early Head Start.
- Overall, the program is \$12,000 under budget in Head Start.
- Early Head Start is \$44,000 under budget overall.
- In the summer the contractual side of Early Head Start will go up since that is when Becky traditionally gets into those families since it is the only program running and she has more time.
- Early Head Start has some ideas how to spend their excess money. Books and literature for the lending library, and some playground equipment are all possibilities.

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

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Summary of Operations Report: April 30th, 2017

- Head Start enrollment is a little short. Some of the children were in the 30 day end of the year period where you do not have to replace the students.
- Early Head Start had some drops. We got some new enrollments.
 - Early Head Start waitlisted children who are income eligible have been accepted.
- Family partnership agreements came in really well this year, and families have worked on meeting the goals. We want to be more intentional about helping family build goals and work on completing them.
- Socializations for Head Start were 95% completed at the end of April. Weather or illness cancelled some of the socials. May did have some socializations in OLB.
- Early Head Start is currently over for the Year to Date socializations.
- Harding County girls are doing well.
- Home Visits for Head Start and Early Head Start were around 70% of home visits completed.
- Short on home visit observations, but there are a lot of classroom and social observations.
- Classroom attendance has been good-over the 85% mark.
- TS Gold spring data collection is going on right now. We will be pulling data in the next few weeks and creating a report. OLB3 will be added back into the data, so it may cause a regression.
- DIALS, 45 day requirements, and 90 day requirements are at 100%. We do have a 90 day requirement that we are getting close on and are having some trouble getting. It is an active family,

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but their home visitor is done for the year, so we are trying to have the Health/Safety staff reach out to them.

- IEPs/IFSPs referrals are still outstanding for some children. This is an item that we have to wait for the schools to complete.
- Dental follow ups is a struggle for us and other programs. Overall the numbers are solid.
- We need to work on leads, especially the 24 month lead.
- Immunes past due are 3 out of 58 for Early Head Start.

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

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

TREC Vision – Honing Current Services, Expanding Services, OLB Needs

- Tabled

Head Start Performance Standards – Content Plans of Action

- None at this time.

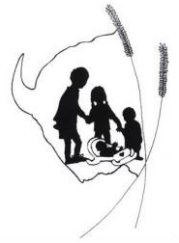
Agency Values Committee

- Tabled

Grant Application & Budget Narrative

- Overall there are not a lot of changes.
- Introduction – We are covering the same service area, and same number of children.
- Health goals – We are going to have staff make a checklist and review the data. Marcus feels we have made good progress and are in a good place. We have had site inspections. We did not get to the home safety goals. Playground incidents have been monitored.
- Overall Health and Wellness Goal – Increased playground time to 60 minutes a day for center. Less underweight children, and more children in a health weight BMI, but there are more children in the overweight category. This could be related to a change in the sample. Skill obtainment is up for the year.
- Comprehensive Training – A strong area for us lately. We have had relevant training for staff at both the direct service and administrative level. We are in progress of meeting new standards like coaching and research based training.
- School Readiness Goals – We are going to be more focused and intentional with STEM (Science, Technology, Engineering, and Math) topics. We want to include it in the newsletters, as well as having staff be more intentional with it. Oral language, communication, screen time are all mentioned. We have seen increased conversation on these as shown through CLASS. It is aligned

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with the Early Learning Framework. Wanda included screen time reduction information in the latest newsletter. The lending library is being used frequently. We are meeting or in progress on many of the goals.

- Family/Community Engagement – We had changed this item last year, because we weren't assessing it well. Our measurement tool is not robust. We changed it so this year is a baseline for the grant. It looks at volunteer hours and participation in socials. Volunteer hours shown through in-kind.
- Long term family impacts – This is really hard to judge. It is currently fairly small, but hopefully planting seeds of ideas of how to create a better, more educational environment for the children.
- Our community assessment data was fairly stable. There were no significant changes. Small growth in communities. Buffalo is very stable with only 1% growth.
- Service area stays the same, center locations stay the same, number of children stays the same, and health services stay the same. All changes made are to fit with the new Head Start Performance Standards.
- Curriculum changes – Home based is going to Parents as Teachers so that our home based, and our parenting curriculum is research based. CLASS will still be used to monitor the quality of our classroom operations.
- We want to be more intentional when following and using the data we collect throughout the year.
- Area Service Manager to handle the center, and make decisions. This will allow someone to make decisions for the center, float between classrooms, and offer support. It frees up Michele Ranken, since it is not feasible for her to manage 13 staff.
- OLB will have two full-time home visitors next year. Sharon Condon and JoAnn Rooks will both be returning.
- Our staff is solid, with a lot of strong educational and childhood backgrounds.
- The budget came in fine. We came within \$3,000 on the Head Start side. We found out where we were over budgeting. Fuel costs is an area we could cut between stable gas prices, and less home visiting.
- No equipment purchase is being planned for next year.
- Supplies, and contractual are about the same as last year.
- Not many changes in the cost allocation.
- An IM was sent out predicting a 1% cost of living increase, which would affect the wage and benefits line, which will cause a special application and some adjustments.

Motion to approve Grant Application & Budget Narrative as presented

Motion made by: Janine Short

Second by: Rena Hyman

Motion carried

Self-Assessment Report

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- The standards changed so you have to use data. CATSCAN approach checks compliance, but doesn't focus on data enough. We did it more like a focus group, with a lot of charts and data to form research questions.
- Health and Safety – We want compliance and improvement. 90 day requirements are out of our control and families sometimes do not recognize the importance of the physicals and dentals. We need to create an educational, comprehensive approach to inform them of the importance of these requirements. It's not just checking a box, but being proactive to help keep children healthy. Adding this information to the website, with what to expect at different well child checks, immunizations, and the importance is one way that may improve family compliance. Developing a personalized checklist for each family that would remind them when their child(ren) need different requirements is another idea. Rena Hymans suggested a planner with the dates put into it for the families. We want staff to be educated on the requirements and why we do them. Some medical providers do not see the purpose of a lead blood test because we are considered to be in a low lead area, and want to only screen and not do a finger poke. This is another area that conversation and education could be helpful.
- Incidents/injuries are common, especially at the Belle Fourche Center. The Belle Fourche Center may have more because of the proximity, and the administrative staff pushes for more recording of the incidents. A visual list of expectations/rules for the children would be helpful to reduce incidents. Hazard maps have already been created, and many of the playground incidents are around the climber or the bicycles. We will look at improving staff positioning to help with active supervision, and reduce incidents.
- Family Engagement – Be more intentional when we plan social times and trainings. Meals draw more parents than a snack, but we cannot do meals at every social. Improve marketing of the socials by personalizing and messaging families. We would like the administrative staff to be more involved and excited about socials.
- STEM Focus – Integrate STEM into everything: newsletters, messaging, and marketing.
- Increase meaningful engagement with families. Use the TS Gold progress report to show parents where their child is performing.
- Staff needs to be models of consistency and accountability. We need to model routine and stability for the families.
- Social/Emotional – Conflict resolution and solving problems will be difficult for children. We need to use 2nd Step Curriculum consistently and to fidelity. Implement tenants of the Pyramid model to address behavior problems will be helpful.
- Communicate the importance of routines and stability to parents.
- Rena commented that this method shows the big picture, instead of being very granular and specific to check a box off of a requirement list.

Motion to approve Self-Assessment Report as presented

Motion made by: Rena Hymans

Second by: Janine Short

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Motion carried

School Messenger

- School messenger is a software program.
- Other Head Starts have used it successfully.
- We can communicate school closures, as well as targeted messages about in-kind, what the child is doing, socialization reminders, etc.
- Up front cost is \$2,000, which will cover the first 3 years. It meets a quota of \$1,250, plus a \$750 set up fee. It is \$417 per year after the first three years if we keep the same number of children.
- Personalized recordings, email, and texts. It is unlimited.
- Rena Hymans is in favor of this.

Resignations & Terminations:

- None

Hiring Recommendations:

- None

Hiring in Process:

- Center based manager ad has been listed on the Department of Labor website.
- We have already had 2 people call with interest.

Meeting adjourned at 7:25 PM.

Next Meeting Date: June 22nd 5:30 – 7:30 p.m.