



# Planning & Evaluation Committee Minutes

October 25, 2018	5:00 PM	District Office
Committee Member Attendees	Kevin Austin Mike Crouse Wayne Frye	Ernest Lankford Shelby King Dr. Edward Stevens
Excused	Eddie Harris and Mark Jones	
Staff/Guest Attendance	Kathy Payne, Executive Director Terry Daniels, Executive Assistant who recorded the minutes Rhonda Wrenn, Head Start Director Yolanda Lytton, Migrant Head Start Program Coordinator	
Agenda Topic	<b>Call to Order</b>	
	Kevin Austin thanked Dr. Stevens for running the previous meeting. Kevin called the meeting to order noting <b>there was a quorum met with 6 of 8 members present.</b>	
Agenda Topic	<b>Approval of Minutes</b>	
	Kevin said the minutes were in the Board packet and asked if there were any changes or questions. There were none. Kevin said the minutes from the August 23, 2018 meeting will be approved at tonight's Board meeting.	
Agenda Topic	<b>Monitoring and Training</b>	
	<p><b><u>Program Monitoring and Training Report</u></b> Kathy mentioned the following highlights:</p> <ul style="list-style-type: none"> <li>• A program analyst from OEO for the CSBG program was here on October 2, 2018 to do a follow up for the findings from the time before and 4 of the 6 finds were closed and deemed meeting compliance. Two were left opened and Regina is working to correct them. Some of the CSBG staff attended the Opioid Safety Workshop at Surry Community College at the Yadkin Center in Yadkinville. Kathy added that we are looking for ways to help with the crisis.</li> <li>• Domestic Violence continues to have a lot of training every month.</li> <li>• Migrant Head Start had their fiscal review between 9/13/18 and 9/28/18, with the program monitoring visit on the 9/28/18. We are still waiting to hear back for the results but believe we did well.</li> <li>• Jane Surratt had her team visit from the PTRC in September for the Senior Center of Excellence and passed with flying colors. All Senior Centers now have the Senior Center of Excellence credential, which enables them to draw more financial support.</li> </ul> <p>Kathy said that was all she had unless anyone had any questions, and there were none.</p> <p>Kevin asked how often how often Migrant Head Start was monitored, and Kathy said throughout the summer as they do different components of the program when they come.</p>	

### **Head Start Program Information Report PIR**

Rhonda Wrenn said the information was mailed out in your Board packet and it's on page 79. We use our software to collect the data from the school year and enter it into this report which tells us how we did. It includes the numbers and types of services we provided for children, how many families we served, the needs we met, how many children received dental care, how many volunteers we had, our attendance and those types of things. The only thing that stands out is that we're struggling with enrollment. We're funded for 385 but we served 460 with numerous drops and adds last year. Rhonda said this report contains a lot of good information and she was pleased to see 100% in almost everything they were trying to achieve. Kathy asked she needed approval from this committee and the full Board and Rhonda said full Board. Kevin said he can ask for Board approval tonight.

Ernest asked if she was full in Stokes county and if she had children on the waiting list. Rhonda said she was not sure what the waiting list was right now, but Stokes County has been full all year. Dr. Stevens asked if that was about the same in other counties and Rhonda said no. She heard from Yadkin County NC Pre-Kindergarten yesterday and they're 20 slots short and Head Start is down by 17 in Yadkin. The Yadkinville site has 3 classrooms but she's only operating 2 of them and has combined the children to save money. We have come up with a recruitment plan to use some of Migrant Head Start staff to help them cut their budget and have them help us with our recruitment. She said Stokes is excellent, Surry and Yadkin is her problem right now because she's down about 37 children program wide. Rhonda said she has been talking to our Regional Head Start Office in Atlanta about the enrollment issues. We are truly doing everything that can do to bring in more children to fill the empty slots. Kevin asked how far down is Yadkin and Rhonda said about 20 children. Rhonda said she thought it was important to make the committee and Board aware of the enrollment issues because it could affect our funding. Rhonda said we're going to get there, we will just keep moving on. Kevin asked if the Yadkinville site had as much capacity as the Hutchens site and Rhonda said if she had of wanted a license just for the front classroom, she could have put 43 children in there it's so big (the Hutchens site served 36). Kevin asked if our goals were the same as they were and Rhonda said yes. Rhonda said we struggled with enrollment last year too and we continue to try new strategies to increase enrollment.

Ernest said he wanted to go on record and say Rhonda is probably one of the hardest working directors, and Rhonda said thank you. Kevin said he found it interesting looking at the demographics of students. Rhonda said ethnicity in our program has changed a lot, and Kevin said it's a broad reference of kids. Kevin asked if there were any comments or questions. Mike Crouse said when you see the captain of the ship not panicking it helps the rest of the team not panic either. You might not get all the numbers, but the numbers will come, and even when Kathy was in that position across the years, sometimes the numbers come easy and sometimes they're gradual, but they will come. Kevin said we have goals and if we fall short on enrollment how will it affect our funding and Rhonda said they would take the amount per child that was allowed on the grant. Kevin asked if there was some type of cushion and Rhonda said the Regional Office is working

with us.

**Kevin asked for a recommendation to present the Head Start Program Information Report (PIR) to the full Board**

**Motion by Ernest Lankford  
Second by Wayne Frye  
Motion carried**

**Head Start Program Self-Assessment Results**

Rhonda Wrenn said the information was mailed out in your Board packet and it starts on page 71. This report is more data driven and is not completed until the school year has ended. Page 77 is a summary of our strengths and areas of needed improvements. Rhonda added that this assessment is turned in with her grant every year.

Kathy said this is a pretty good outcome given that there are more than 1800 standards. Rhonda said no regulation count has been completed since the standards were revised and the Head Start Act was still in place as well.

Rhonda said she likes to have a goal in place for each noncompliance to check it off when they complete it. Ernest asked about the high staff turnover or the specific positions and Rhonda said it was her teachers and teacher assistants. She is losing them to the school system, but she has gone to Kathy and Janet and they are working on a strategy for better retention. Kathy said our staff must work so much harder than the school system teachers, as they are also janitors and do breakfast and snack prep at the stand-alone sites. Rhonda said when she does her surveys with the staff at the end of the school year, she learned it's not always about money or a perk, it's about appreciation, they want to feel more appreciated. Rhonda said she now tries to show that to all of her staff through emails and thanks them all for what they do.

Rhonda told the committee about some child behavioral issues in the classroom, due to problems in the home. Rhonda discussed some unfortunate situations for some of our children to emphasize the how important it is that these children receive our services. Rhonda said they do the best we can the 6 ½ hours they have the children and try to extend help by doing referrals and offering additional resources, but the want must be there. Some of our teaching staff go above and beyond (like paying for a family meal out of their pocket) to take care of our children and families. Kathy said the next time we have a big event **maybe the Board could get involved and do a teacher appreciation**. Ernest said that's a good idea, the rest of the committee agreed and Kevin said it really is those little things.

**Kevin asked for a recommendation to present the Head Start Program Self-Assessment Results to the full Board**

**Motion by Wayne Frye  
Second by Shelby King  
Motion carried**

	<b><u>Migrant Self-Assessment Results &amp; CAP – (Tabled)</u></b>
Agenda Topic	<b>Development</b>
	<p><b><u>Regular &amp; Migrant Head Start Monthly Reports</u></b>  Rhonda said she had nothing else to add to her reports unless you have any questions for me. Rhonda said Yolanda didn't have anything to add to her report. Migrant Head Start (MHS) ended the first week of October for the children and they are doing a couple weeks of wrap-ups to complete her end of year date and PIR. East Coast Migrant Head Start has their training in Raleigh and we have three MHS staff that are going next week Tuesday through Thursday for component specific training. Rhonda said as she mentioned earlier, she is using some of Yolanda's staff to help with regular HS child recruiting and to help reduce costs in the MHS budget. Kevin asked if there were any comments or questions and there were none.</p> <p><b><u>Yadkinville Head Start Update</u></b>  Rhonda said the site opened 9/25 and she's only operating 2 out of the 3 classrooms right now. We are hiring a teacher for the third classroom knowing that enrollment will pick up soon. Licensing came out and we had very few minor details to fix, which we completed immediately and passed the inspection. Licensing popped in again on Monday. They will do a several unannounced visits within the first 6 months because we have a new license. She only found one thing, which was a document that wasn't in a file. The staff are really doing a good job at that center.</p> <p>Kathy asked if we were having an open house there and Rhonda said yes but she wanted to wait until we were able to get some teacher lounge furniture and a playground. Rhonda said it just a budget thing. Rhonda told the committee members they were always welcomed to stop by at any time at any of our sites. Kathy said she needed to add one statement, which is if there is anything wrong with Head Start right now it's because Rhonda doesn't have a Rhonda; Kathy said Rhonda was her ace the whole time.</p> <p>Kevin asked Rhonda with people driving by the old site (Hutchens) if she thought people may think the Head Start program is just not in Yadkin anymore. Rhonda said she didn't know but she thinks the open house and a news article will help and may increase enrollment. Kathy told the committee that Mickey Cartner's church purchased the playground at the former Hutchens site. Rhonda said there had been a complaint about holding up and blocking traffic there. To fix the problem, they now use the side road to go in and out to prevent the traffic issue. Kevin asked if there were any comments or questions and there were none.</p>
Other	<p><b><u>Program Surveys: MHS, Senior Services, CSBG</u></b>  Kathy discussed the Parent Satisfaction Survey Results for Migrant Head Start on page 21. A total of 22 surveys were shared with families and 17 responses were received, and the scores are very good. Kevin said A/B honor roll. Kevin asked if there were any questions and there were none.</p>

	<p>Kathy discussed the Senior Service Survey Farmer's Market Results on page 23. A total of 124 surveys were distributed with 100 returned. Kathy added there were some interesting comments listed.</p> <p>Kathy discussed the CSBG Customer Satisfaction Survey Results on page 25 and that it looks like another good report. Kevin asked if there were any comments or questions on the last 2 surveys and there were none.</p> <p>Kevin asked when the Christmas Dinner was, and Kathy said if we follow our usual practice, it will be December 13, 2018 at 5:00 before the Board meeting.</p> <p>Ernest proposed to <b>cancel the December P&amp;E meeting</b>, unless we had any pressing business. All agreed.</p>
Next Meeting	Thursday, February 28, 2019 at 5:00 PM
Meeting Adjourned	<p>Kevin Austin asked for a motion to adjourn the meeting.</p> <p><b>Motion by Ernest Lankford to adjourn</b>  <b>Second by Mike Crouse</b>  <b>Motion carried</b></p> <p>Meeting Adjourned at <u>6:45</u> PM</p>
Minutes Recorded By/Signature	Terry Daniels