



Planning & Evaluation Committee Minutes

February 28, 2019	5:00 PM	District Office
Committee Member Attendees	Kevin Austin Wayne Frye Eddie Harris	Mark Jones Shelby King Dr. Edward Stevens
Excused	Mike Crouse and Ernest Lankford	
Staff/Guest Attendance	Kathy Payne, Executive Director Terry Daniels, Executive Assistant who recorded the minutes Rhonda Wrenn, Head Start Director	
Agenda Topic	Call to Order	
	Chair, Kevin Austin called the meeting to order noting a quorum was met with 6 of 8 members present.	
Agenda Topic	Approval of Minutes	
	Kevin said the December meeting was cancelled due to the Christmas dinner. The minutes from the October 25, 2018 meeting were approved at the December 13, 2018 Board meeting.	
Agenda Topic	Monitoring and Training	
	<p><u>Program Monitoring and Training Report</u> Kathy said the monitoring and training report was mailed out in the board packet for advance review. She offered to go over it or answer any questions. Kevin asked for questions and there were none.</p> <p><u>Senior Services Monitored by PTRC</u> Kathy reported that on pages 7-9 is a letter from the Piedmont Triad Regional Council (PTRC) from the monitoring visit completed on November 27, 2018. There were no findings. A reminder was included however, that we will need to do an assessment on Golden Coral who caters our congregate and homebound meals.</p> <p><u>Weatherization</u> Kathy stated that on page 11 is a letter from the NC Department of Environmental Quality (NCDEQ) from the monitoring visit they did December 17-21, 2018. There were 2 findings that have been corrected and approved.</p> <p><u>Program Surveys</u> Kathy said the next reports are the Homebound Nutrition Satisfaction and Congregate Nutrition Surveys. Please note the client's comments are exactly as written on their survey, with no spelling or word corrections.</p> <p>Kevin said this is the transparency we love and asked if these surveys made it into the board packet. Kathy said they will be included with the minutes.</p> <p>The next survey is the Medical Transportation Assessment for seniors. The</p>	

	<p>numbers to the right of the page look good. Kevin asked about the number of clients that received no assistance with getting off the van. Kathy stated she's not certain but suspects that its implying none was wanted due to the senior's level of independence. All are generally good comments on this survey with no complaints.</p> <p>Kathy said the last survey is the CSBG program. Kevin asked if there was anything that stood out and Kathy said no, scores are averaging toward the top of the scale and looked pretty good. Kathy reported that Regina is now cancer free and at home recovering.</p>
<p>Agenda Topic</p>	<p>Development</p>
	<p><u>Regular & Migrant Head Start Monthly Reports</u> Rhonda said she was reporting for her and Yolanda because Yolanda was out recovering from surgery and is doing well. Rhonda said she had nothing else to add to the Regular & Migrant Head Start reports unless you have any questions for me and there were none.</p> <p><u>Head Start Annual Report</u> Rhonda stated the Head Start Annual Report is in your board packet on page 83. This is a good report about the service we provide our children, includes budget information, and is made public. It also includes child outcomes, our school readiness plan, the teacher's education, the assistant teacher education, the health services provided, the number of families served, and parent involvement activities. It basically sums everything up in a nutshell.</p> <p><u>Head Start Mid-Year Child Outcomes</u> Rhonda said on page 81 is our Mid-Year Outcomes report that we do 3 times per year (Fall, Winter and Spring). Rhonda discussed the report and stated we have an overall gain of 15%. Dr. Stevens said they have improved a lot since he's been in the classroom.</p> <p><u>Head Start Refunding Application</u> Rhonda said on page 89 of your board packet is a summary of the Head Start Refunding Application. As you know, we have been struggling with our enrollment and have not met full enrollment this year. We have had an enrollment plan on file with the federal office. We have not been penalized for being under enrolled because we have great communication with our federal office. Our program specialist is very pleased with all the efforts we've made to get our slots filled but the competition is incredible. The program specialist said you may have needed that many slots in the past years but today you don't, so maybe your community assessment will show that you don't need 385 slots in your area. Rhonda asked the specialist how to do that without losing money. The specialist told her Head Start programs do it all the time by requesting a reduction in slots but that you must justify keeping your money for support staff. Rhonda is finishing up this grant now. She said child behavior is also a huge issue. In the grant narrative and community assessment will state a lot of this is tied to the opioid crisis, and single parent families and all of these indicators of behavior issues. She is proposing that we keep the same amount of funding and instead of eliminating positions that we keep the excess teachers as support staff to go into classrooms</p>

as care givers where behavior is of concern. Rhonda said the behavioral problems in the classrooms are incredible because there are 2-3 problem children in every classroom, and she sees a lot of teacher burnout. The extra help would be very beneficial to the teachers.

Eddie Harris said that's why he's fought the public schools on traditional summers for so long because teacher burnout is phenomenal. You need 10 weeks in the summer to re-charge your batteries and you're not going to get in with 2 weeks in the spring, 2 weeks in the summer, 2 weeks in the fall, and 2 weeks at Christmas. Eddie said I don't know about Yadkin and Davie, but enrollment is down in Surry County, we see that at the college, and at the three school systems in Surry County.

Kevin said enrollment was down in Yadkin county too. Rhonda said she had some of her staff call the school systems to get the 5-year forecast to find out what the expected enrollment growth is. She is looking to drop 43 children, which is more than 10%, and if you drop more than 10% it must go to Washington D.C. for approval. Kevin asked how long the time frame was for her to receive a response and Rhonda said she didn't know. Wayne Frye asked if we should change the number from 342 to 347 to stay under the 10% to keep it from going to Washington. Rhonda said there was no way we could stay under the 10%. Kevin asked if there were any more questions or comments and there were none.

Kevin asked for a motion to recommend to this application to the full board.

Motion by Mark Jones
Second by Dr. Edward Stevens
Motion carried

Migrant Head Start PIR (Program Information Report)

Rhonda said the PIR is in your board packet on page 91. It's a snapshot of the MHS program services. The program was funded for 41 children and they served 47 children, which includes the turnover and shows' the program had a good year. Rhonda asked if there were any questions and there were none.

Migrant Head Start (MHS) Self-Assessment

Rhonda discussed the self-assessment and purpose is to analyze the program, find out what their strengths and weaknesses were. Eddie asked where the Migrant Head Start classroom was located and Rhonda told him the children are served here in Boonville. All the children are transported in by us or the parents. Eddie asked from all the counties and Rhonda said no, just from Yadkin and Surry. Rhonda said on the self-assessment the strengths are noted in the first couple of paragraphs on the second page of the report. On the bottom, there are things listed that she wants to improve on but it's challenging because of trying to find qualified bilingual teachers to work the time frame the MHS program is open (June – early October).

MHS Corrective Action Plan

Rhonda reported that the Migrant Head Start had a monitoring visit in August 2018, and this corrective action plan is to address the issues. Rhonda said some

	<p>of the things were corrected while they were on-site, and there was one safety issue that was found and fixed immediately. They again cited the chipped paint and the splintered wood on the deck that wraps most of the way around the building. This deck has been quite a challenge to maintain. Rhonda said overall, it was not a bad visit.</p> <p><u>2017-2018 Agency Annual Report</u> Kathy passed out a draft of the 2017-2018 Agency Annual Report for the committee members to take home to read and review to see if there's anything you wanted changed. Kathy said it's a good report that includes local landmarks. Kathy said Donna Rutledge is our graphics designer and did a fabulous job as always. Dr. Stevens said he really likes page 17 that shows a 100.0 sanitation score at the Pilot Mountain Senior Center, which is where he volunteers. Kevin Austin said that Donna Rutledge did really good work on the 2017-2018 Annual Report.</p>
Other	Kathy reported that she and Rhonda would be working on a Community Assessment. Our Strategic Plan is also in progress.
Next Meeting	Thursday, April 9, 2019 at 5:00 PM
Meeting Adjourned	<p>Kevin Austin asked for a motion to adjourn the meeting.</p> <p>Motion by Dr. Edward Stevens to adjourn Second by Wayne Frye Motion carried</p> <p>Meeting Adjourned at 5:45 PM</p>
Minutes Recorded By/Signature	Terry Daniels