

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



Meeting Date: June 22nd, 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: Janine Short, Jennifer Nelson, Brad Brunner, and Rena Hymans
Members Absent: Deborah Bordeaux, and Nika Avalos
Quorum Established? Yes
Non-Members attending: Dorothy Richards, Melissa Pickle, Marcus Bevier, and Jessica Carmichael
Business meeting began: 6:04 p.m.

Training: None

Additions to Agenda: TTA Meeting – Coaching and Executive Director Evaluation

TREC Business:

BOD Roster & New Member Recruitment

Team Communication

PC Minutes – May

LT Minutes – April

Consent Agenda

May, 2017 BOD Minutes: Review and Adoption

Policies, Procedures & Forms

Motion to approve the consent agenda

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Old Business:

Maintenance & Improvement Projects – 2017

- Upcoming Projects (Lemmon Slide)
 - We are waiting to hear from the Superintendent

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New Business:

Audit Report – Ketel Thorstenson

- Shelly Goodrich, Senior Auditor at Ketel Thorstenson
- This is a review of the draft financial statements, and will be finalized upon approval of board.
- Nothing unusual or controversial was found.
- Compliance requirements for Head Start grant was the majority of the audit's focus-were reporting requirements met, were in-kind met, etc.-no issues found.
- Increase in cash was due to the leave reserve account on the balance sheet.
- Statement of Activity/Profit-Loss Statement reflects a 7% increase. 85% of expenditures goes to program costs.
- Functional Expense Report shows 65% of cost was wages and benefits. This is comparable to previous years, showing that the organization is stable.
- Schedule of Expenditures of Federal Awards – focus on if organization meets requirements.
- No findings.

Motion to approve Audit Report

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Financial Summary Report: May 31, 2017

- Head Start side majority was spent on wages/benefits. Training and Technical Assistance was slightly over due to Parents as Teachers, as well as Coaching.
- Early Head Start side majority was spent on wages/benefits. Training and Technical Assistance was slightly over due to Parents as Teachers, as well as Curriculum Fidelity. 73% of budget is spent.
- Admin expenses have to stay under 15%, and includes some contractual.
- In-kind for Head Start in May was good with over \$28,000. \$18,500 was Early Head Start in-kind for May. We are currently over with in-kind by 5% for year to date, and need approximately \$30,000 more to meet the grant requirement.

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: Jennifer Nelson

Motion carried

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

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

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*Motion by: Jennifer Nelson
Second by: Janine Short
Motion carried*

Cash Flow Projection Reports (2016-17)

- Head Start is under budget by \$15,000. The areas making the budget under is wages and benefits. The areas that are over budget are areas we are traditionally over.
- Early Head Start is under budget due to salary and benefits. It is under budget by approximately \$46,000. We will be buying a new vehicle.

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

*Motion made by: Janine Short
Second by: Jennifer Nelson
Motion carried*

Summary of Operations Report: May 31st, 2017

- We were at 96 out of 103 for Head Start, but we were within the last 30 days so it is not an issue. There was 1 new enrollment.
- Less drops this year than last year, with a fairly stable child base through the year.
- Wait list for HS and EHS is primarily over income.
- Early Head Start was totally full for May
- Socializations for Head Start was one short, and 3 over for Early Head Start
- Home visits were up in Harding County, and OLB3. 76% completion rate for Head Start Home Visits.
- Early Head Start Home Visits are at 76% for the year, 82% for the month.
- Observations have been made for socials, home visits, etc.
- Attendance was above the 85% threshold required.
- Individual Child Plans were good.
- A 45 day social emotional requirement was missed, as well as a 90 day dental requirement. We tried to reach out to complete these requirements in multiple ways. Marcus believes we have adequate documentation for attempts made on the part of the organization.
- Health Stats shows that dental follow ups are low. The immunes past due are coming down. The 12 and 24 month lead tests are coming in well.
- Brad asked about if the program will need to do a lot of recruiting. Marcus said there will be recruiting, although Belle Fourche Center looks good for numbers.
- Marcus mentioned that we will have activities and activity cards at the Hometown Thursdays in hopes of recruiting new families.

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

*Motion made by: Janine Short
Second by: Rena Hymans
Motion carried*

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

- No update

Head Start Program Performance Standards

- We are working on coaching requirements.
- FBI background checks are required by September 30th, and we are struggling to get this completed as are other Head Starts in the area.
 - Rena Hymans noted that the time to process FBI background checks is taking a long time, 3 months or more.
 - Marcus had a phone conference with DCI and was told we may be able to have a waiver to allow for employment use on an individual background check. Dorothy commented that this goes against information from the FBI.
 - This is an issue for Head Starts that are not associated with a CAP organization or a school district.
 - Marcus said that the Region 8 Office is aware that we are having an issue with this.
 - Dorothy has had the state background check, the child abuse/neglect check, and sex offender registry check redone for any employee who has been here for over 5 years.
- Staff is working on updating policies and procedures to meet the standards. Some areas need to be revised or reworded to remove redundancies and unnecessary information.
 - Rena Hymans reminded staff that safety information was added to allow for termination if necessary.

Agency Values Committee

- Nothing at this time.

Grant COLA Application Revise

- There was a 1% COLA (Cost of Living Adjustment). It is a permanent adjustment for staff.
- COLA went to wages and fringe benefits (health insurance and retirement).
- The non-federal share went up slightly, but the in-kind wage went up as well.
- It is a \$16,470 increase to the budget for Head Start and Early Head Start combined.

Motion to approve Grant COLA Application Revise

Motion made by: Rena Hymans

Second by: Jennifer Nelson

Motion carried

Final Aggregation – Spring 2017

- Melissa reported on the Spring Aggregation.
- There was growth in all domain areas from the fall.

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- The spring percentages are at:
 - Cognitive 93%
 - Fine Motor 96%
 - Gross motor 95%
 - Language 80%
 - Literacy 79%
 - Mathematics 81%
 - Social Emotional 91%
- Most ICPs/IFSPs are for speech so it makes some domains hard to have an increase.
- Decreases from the winter are because of different scorers, a change in some children, change in child's scoring criteria in Early Head Start through TS Gold, staff not seeing examples of the goals, and scored in a different environments, as well as some children in lower scoring regions were not included in the winter assessment.
- Growth can be from natural maturation, our work, or a combination of both.
- Some areas increased because children had not been exposed to the items previously (books, scissors, markers, paint, colors, letters, etc.)
- Showing flexibility and inventiveness in thinking is at 100%. Melissa wants to train on this because she does not feel all children would be at age level on this category.

Motion to approve Final Aggregation – Spring 2017

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Breastfeeding Friendly Business

- This is from a member of Policy Council.
- Sponsored by the county/state.
- It is a sticker in the window, but Marcus wants board approval.
- We will be listed on the website.

Motion to approve Breastfeeding Friendly Business

Motion made by: Rena Hymans

Second by: Jennifer Nelson

Motion carried

School Messenger - Implementation

- It is underway.
- This could be automated, but we won't do this.
- Need to send the roster list to them, and it will need to have it updated periodically.

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Resignations & Terminations:

- None

Hiring Recommendations:

- None

Hiring in Process: Butte County Center Based ASM

- We did second interviews for 2 of the 3 people initially interviewed.
- The lady who seemed like the best fit was a school counselor. She doesn't have early childhood background, but was familiar with TS GOLD, the Pyramid Model, etc.

TTA Meeting – Coaching

- Megan Larson came to work with Melissa Pickle, Michele Kreuzer-Ranken, and Ruth Adams on coaching.
- We are working on developing coaching for next year.
- Megan had said we should feel good about where we are at.
- Melissa will coach the teachers (8 people).
- Michele will coach Butte County and Oglala-Lakota/Bennett counties.
- Ruth will coach her 3 home visitors.
- Curriculum fidelity and alignment was discussed and how to meet it for Creative Curriculum and Parents as Teachers.
- Pre-service was discussed. It will be 3 days this year. It is August 23rd (Teachers/Teachers Assistants), 24th (All Staff for mandatories), and 25th (Home Visitors).

Executive Director Evaluation

- Brad noted that some changes were made that need approval.
- He requested these back as soon as possible. July 1st will be the deadline.
- They will be discussed in August.
- Brad will compile the results, including results from the Leadership Team (Dorothy, Bev, Melissa, Wanda, Michele, and Ruth).

Motion to approve the changes to the Executive Director Evaluation

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Next Meeting Date: August 17th 5:30 – 7:30 p.m.