

# Badlands Head Start: Prenatal to Five Policy Council Minutes

**Meeting Date:** December 19, 2018  
**PC Business Meeting:** 11:00 a.m. – 1:30 p.m.  
**Place:** Administration Office Belle Fourche, SD

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**Roll Call:** Ashley Flynn, Jessica Carr, Bridget Keller

**Others attending:** Marcus Bevier, Amanda Schwend

**Quorum Established?** Yes

**Additions to the Agenda:** None

**Training:** Child Abuse and Neglect

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**Seating the New Policy Council Members** - None

## **Past Minutes:**

**November, 2018 Minutes: Review and Adoption**

*Motion to approve November 2018 Minutes as presented*

*Motion made by: Bridget Keller*

*Second by: Jessica Carr*

*Motion carried*

## **Old Business:**

**TREC Board of Directors Meeting Minutes – No November Meeting**

**Leadership Team Meeting Minutes –November, 2018**

- No discussion

**Maintenance & Improvements Projects Update – Belle Center Purchase, Belle and Lemmon Parking lots**

- Belle Center Purchase has been submitted and we are awaiting a reply
- Leadership Team is building a projects list that will be prioritized in March/April to use any funds that remain at the end of the year. Projects include BFC parking lot, BFC Façade repair, and the Bison Breezeway

## **New Business:**

**Financial Summary Report: November 30<sup>th</sup>, 2018**

- Marcus reviewed the November Financial Summary Report
- Personnel consumed a lot of funds in November due to there being 3 pay periods within the month
- Expenditures are normal, contractual expenditures went up due to the first billing from Beth and Becky has been working at the Belle Center more frequently

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- ¼ of the budget has been expended which coincides with a ¼ of the grant year being over
- Administrative expenses have consumed 22% of the allotted budget across the program
- In-kind, HS has brought in about \$25,000, EHS about \$20,000 last month. We are sitting at almost 71% of the expected target for this time of year. Anticipated increases through spring. Perhaps post reminders for parents on the Belle Fourche Bulletin Board

### *Motion to approve the Financial Summary Report as presented*

*Motion made by: Jessica Carr*

*Second by: Bridget Keller*

*Motion carried*

### **Full Credit Card Reports, Bank Statements, CANS Report, Cash Flow Projections, Shopko & Sam's Club, USDA Savings Acct.**

- EHS projections come out \$40,000 under due to lack of personnel. HS projections show 4 over but will even out due to substitutes

### *Motion to approve the credit card reports, bank statements, CANS Report, USDA Savings etc. as presented*

*Motion made by: Bridget Keller*

*Second by: Jessica Carr*

*Motion carried*

### **Summary of Operations Report: November 30, 2018**

- Fully enrolled last month
- Homeless numbers remain the same
- Waitlist is small and is mostly over income
- Drops are low
- Family Community Partnership paperwork is almost complete
- Socials are at 100% or more
- Parent trainings are going well, HS is a little behind
- 3 clusters still need Policy Council representatives
- Home visit completion is low but overall doing well. EHS is low due to lack of home visitor in Harding County; families are being covered by Cara, Ruth, and weekly mailings
- Attendance is good, BFC1 is low due to illness
- 45/90 day requirements are complete
- Disabilities have a lot of referrals in process
- Health numbers are looking good, 12 month lead blood tests are at 92% complete

### *Motion to approve Summary of Operations Report*

*Motion made by: Jessica Carr*

*Second by: Bridget Keller*

*Motion carried*

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## **TS GOLD Aggregation Report**

- This report has provided a good baseline for where the children are currently
- Literacy, Mathematics, and social emotion need work
- Children did well with Gross and Fine motor as well as language acquisition and cognitive
- Second step curriculum will be implemented to help with problem areas

### *Motion to approve tabling discussion till next meeting*

*Motion made by: Bridget Keller*

*Second by: Jessica Carr*

*Motion carried*

## **Program Funding Letters- JTV and Neil Wanless**

- No updates

## **IT Issues-RFP Progress**

- Computer Guy LLC, out of Rapid City, was selected during the bid process. Kirk Beauchamp will be our contact person. Contract discussions will begin after the new year and the contract will start in March

## **Hiring in Process: HC EHS HV, Bison Assistant Teacher**

- Interview for HC HV was conducted before this meeting, the interview went well but needs further discussion
- Bison Assistant Teacher interviews will begin after the new year

## **Next Meeting Date**

- January 16, 2019, 11:00a.m.

### *Motion to adjourn meeting at 1:00 am*

*Motion made by: Jessica Carr*

*Second by: Bridget Keller*

*Motion carried*

*Next PC meeting date is scheduled for January 16<sup>th</sup>, 2019 at 11:00 am*