

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



**Meeting Date:** May 24<sup>th</sup>, 2018  
**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**  
**Members Absent:** Nika Avalos, Rena Hymans  
**Quorum Established?** Yes  
**Non-Members attending:** **Marcus Bevier, Melissa Pickle, Dorothy Richards**  
**Business meeting began:** 6:10 p.m.

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**Training:** None

**Additions to Agenda:**

**TREC Business:**

**BOD Roster & New Member Recruitment**

- No discussion on this item.

**Team Communication**

**PC Minutes – April, 2018**

**LT Minutes – April, 2018**

**Consent Agenda**

**April, 2018 BOD Minutes:** Review and Adoption

- Marcus sought questions and comments from the happenings and recorded minutes from the past TREC meeting in April.
- No questions or amendments were offered at the current time.

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

*Motion carried*

**Policies, Procedures & Forms**

- No new policies, procedures, or forms were presented at the meeting.

**Old Business:**

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## **Maintenance & Improvement Projects**

- Newell Social Site: The only remaining task is to replace two panels on the playground equipment. We are looking to replace these with a bubble panel and a xylo-panel. This will fix the equipment and offer new experiences for children.
- Belle Fourche Center purchase application: The engineering assessment was completed and the building was deemed structurally sound. One of the last steps is to have a Phase I environmental assessment completed. Marcus contacted H2E consultants in Spearfish. They will complete the assessment for 2,800. Marcus indicated that he'd be going forward with the contract.

## **New Business:**

### **Financial Summary Report: April 30, 2018**

- Marcus discussed the financial summary report in detail with the BOD.
  - Highlighted that Head Start is running on track with the budget. Set to expend all funds by the end of the grant year. A personnel change may free up some room in the budget over the summer.
  - EHS has not spent as much, but all funds will be obligated by the end of the program year.
  - Administrative costs are currently within reason and will not exceed the 15% allotted by the HSPPS and UG.
  - In-Kind is currently at \$360,000. We're ahead of our target at the current time by approximately 30,000 and will hopefully not have any trouble making the non-federal match.
- TREC reviewed the credit card and bank statements prior to the meeting.
  - There were not any questions on the bank statements.
  - Marcus explained the higher balance on the credit card account. He mentioned that there were hotel rooms, flights, and other training and curricular costs that contributed to this.
  - No other questions were asked.
- TREC Reviewed CANS report prior to the meeting.
  - There were no questions on the meal reimbursements for the current month.

***Motion to approve Financial Summary Report as presented as well as the Full Credit Card Reports, Bank Statements, and CANS Report***

*Motion made by: Jennifer Nelson*

*Second by: Janine Short*

*Motion carried*

## **Cash Flow Projection Reports (2017-18)**

- Marcus explained that currently HS is projected to be approximately 160 dollars under budget. He emphasized that this is currently a projection and may change as spending occurs in the summer months.
- Early Head Start is projected to be under budget by approximately 36,000 dollars. These funds will be expended by the end of the program year.

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*Motion to approve the Cash Flow Projection Report for April, 2018 as presented*

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

*Motion carried*

## **Summary of Operations Report: April 30<sup>th</sup>, 2018**

- Marcus reviewed the summary of operations report with the BOD
  - TREC was fully enrolled again in April. May enrollments will show Head Start being under-enrolled. However, this is okay as we do not have to fill the drops that occur 30 days prior to the end of the program year.
  - PFCE data is looking good with socializations and trainings being fulfilled for both programs.
  - Marcus also highlighted the Parent Activities for the end of the year.
  - Home visit rates are holding steady in the high 70% range.
  - Attendance for the year is above 85%, but the monthly attendance did have attendance below 85% for 2 center-based sites.
    - This was due to weather and health issues.

*Motion to approve Summary of Operations Report and other Monitoring Reports for March, 2018 as presented*

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

*Motion carried*

## **Agency Values Committee**

- This item was tabled as a standing item.

## **Self-Assessment Findings Report**

- Marcus discussed the findings report from the annual self-assessment.
  - He relayed that while the findings were not compliance-based, they were found in an effort to help get better as a service provider.
- He also indicated that we have already started working on some of the items in the report.
- Jennifer commented that the event was enjoyable and liked hearing the perspectives provided by parents involved in the process.
- There were no further questions or comments on the report.

*Motion to approve Self-Assessment Findings Report*

*Motion made by: Jennifer Nelson*

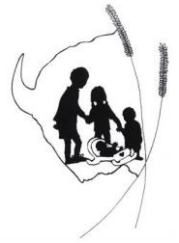
*Second by: Janine Short*

*Motion carried*

## **Annual Funding Application – Year 4 – 2018 – 19 Grant Application**

- Marcus went through the contents of the annual funding application.
  - He spent time going through the agency goals and progress achieved thus far.

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- Indicated that approach to services would not change much as the Community Assessment and other variables did not necessitate a substantial change in our approach to children and families.
- The budget was reviewed and the team was confident in the current budget allocations. There were no major changes to funding individual line items; however, there was money allotted for a coaching contract.
- Marcus discussed the change in application instructions and that is why this application is structured differently. The content remains similar, though.
- No other questions or comments were offered with reference to the annual funding application.
- Marcus mentioned that he'd submit an amended version with a 2.6% COLA to the Board soon. The updated application is due on 18 June.

## ***Motion to approve Annual Funding Application for 2018 – 19***

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

## **941 Quarterly Tax Report**

- The TREC Board reviewed the 941 quarterly tax payment to the IRS.
- Marcus told them this was prepared by our accountants and reviewed internally as well.
- The TREC Board did not have any questions on the payroll taxes paid for the last quarter.

### ***Motion to approve 941 Tax Report***

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

## **CLASS Scores**

- Marcus reviewed the CLASS scores that were sent to the Board in April.
- He mentioned that overall the scores were good by CLASS standards.
  - Teachstone indicates that we have high-quality instruction going on.
- We will not know the results in terms of re-competition until January, 2019
- Although scores were good, if comparing against the 2017 CLASS scores, our 5.04 in classroom organization would land us in the bottom 10% and subject to re-competition.
- The admin team talked about how this provision is out for comment under the federal rulemaking process and is subject to possibly being eliminated.

## **Resignations & Terminations: Suzanne Braun, ASM**

- The Board sought to go into executive session to better understand the personnel move.
- The Board went into executive session at approximately 7:30pm
  - Executive Session ceased at approximately 7:51pm
- Marcus mentioned we would advertise the position shortly and search for a team member that is a good fit and shares our agency values.

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- *Motion to accept the Administrative Team recommendation on termination*
- *Motion made by: Jennifer Nelson*
- *Second by: Janine Short*

**Hiring Recommendations:**

**Hiring in Process: Butte EHS HV, Harding HS HV, Lemmon Teacher, OLB HS HV**

*Meeting adjourned at 7:58 p.m.*

*Next Meeting Date: June 21, 2018 5:30 – 7:30 p.m.*