

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



Meeting Date: October 18, 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: Rena Hymans, Nika Avalos
Quorum Established? Yes
Non-Members attending: Marcus Bevier, Dorothy Richards, Amanda Schwend
Business meeting began: 5:30

Training:

Additions to Agenda:

TREC Business:

BOD Roster & New Member Recruitment

- Speak with Jessica Carmichael, ask if she is interested in becoming a Board member

Team Communication

PC Minutes – September, 2018

LT Minutes –September, 2018

Consent Agenda

September, 2018 BOD Minutes:

Motion to approve September 2018 Minutes
Motion made by: Janine Short
Second by: Jennifer Nelson

Policies, Procedures & Forms

- No discussion

Old Business:

Maintenance & Improvement Projects- Belle Center Purchase, Newell Playground, Lemmon Playground

- Belle Fourche Center Purchase:
 - 90% done

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- L&S Restoration to perform mold test Friday, October 19; may need mitigation
- OHS approved a conditional award of \$300,000 to purchase building
- Water test results indicated water is compliant
- Awaiting results for radon testing
- Lead testing needs completion, thus far, no findings
- Architect summary indicated bathroom was not ADA compliant; removal of the changing table will remedy this. Waiting on full report
- Lemmon:
 - Development of shelter area/ outdoor classroom has received return calls from contractors and is moving along
 - Modular building has been removed
 - Center building has been winterized

New Business:

Financial Summary Report: September 31, 2018

- Marcus reviewed the September Financial Summary Report
- Head Start – Other category is high due to insurance payments. Almost 6% spent so far, still spending obligated funds from old year
- Early Head Start – Due to quantity of funds left over from old year, may look into carrying funds over into this year to mitigate any issues with the Belle Fourche Center, this may be difficult on account of intended purpose but still worth looking into.
- In-kind –short for the month but this was anticipated as it is the first month of the year. Head Start brought in approximately \$6,500, while Early Head Start brought in approximately \$4,500, these are up from last year.
- Program wide approximately 5% of the budget has been spent

Motion to approve Financial Summary Report as presented

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club

- No questions

Motion to approve Full Credit Card Reports, Bank Statements, CANS Report, Shopko & Sam's Club

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

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Summary of Operations Report: July 31st, 2018

- Not fully enrolled in HS due to new home visitor in OLB, anticipate full enrollment by end of October
- Michele Ranken to work with new home visitor to fill slots
- Reported full for EHS
- Several children are able to transition soon and may be transferred to HS at that time
- Bison still has only 10 children enrolled, EHS children may transition into center to remedy this, as they turn 3
- Lemmon has a waitlist but already has 17 kids
- Working on building waitlists in other areas for both HS and EHS
- Parent surveys are starting to come in, home visitors attended a week-long conference which delayed paperwork
- Completed all socials in all areas
- Home visit completion rates are looking good so far
- Cara is picking up some Harding County EHS families until a new home visitor can be found
- Official classroom observations have begun, numbers will be low given observations do not generally start until after the 45 day mark
- Attendance has been good but anticipating drops in numbers as winter comes on and kids get sick
- TS GOLD is not due yet
- Screenings are at 100% within the 45 day mark
- HS is a little under on IEP percentages but there are referrals in process
- Health screenings are just starting out so the numbers are low and will improve as physicals and dentals are completed and up to date
- 12 month lead tests are starting to be completed, 24 month need to increase
- Well child visits and vaccinations are being encouraged, numbers should improve

Motion to approve Summary of Operations Report September, 2018 as presented

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Micro Purchase Change in Uniform Guidance

- Purchase in aggregate was changed to \$10,000 federally, we would like to stay with the Federal Guidelines
- The Board would still have to approve single purchases over \$5,000

Motion to approve Micro Purchase Change in Uniform Guidance

Motion made by: Janine Short

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*Second by: Jennifer Nelson
Motion carried*

2017 Annual Report

- No compliance issues in 2017
- CLASS Scores were discussed
- Most inclusions were positive
- Funding amounts from the Department of Health and Human Services rarely change so the budget for any given year is relatively stable and any changes are based on program direction and focal points on services offered to our communities
- Personnel pay and benefits are 72% of budget, the OHS suggests 60% - 80%
- Average percent of funded enrollment is 99% for both HS and EHS
- Recent monitoring and Fiscal Audit revealed no findings
- Medical and Dental exams are being completed, the 2017-2018 program year saw improvements in both of these areas
- Parent/Family community engagement surveys indicate families are engaged in their children's education and community
- Staff must meet minimum requirements, as outlined in the Head Start Program Performance Standards in order to be considered for a position
- 5 year school readiness goals use the Creative Curriculum and Teaching Strategies GOLD to measure progress. Areas of focus are Social Emotional Development, Physical Development and Health, Cognitive and General Knowledge, Language and Literacy Development and Approaches to Learning. TREC-BHS saw reasonable gains in all domains

Motion to approve 2017 Annual Report as presented

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

Quarterly Federal Financial Report

- No Questions

Motion to approve Quarterly Federal Financial Report as presented

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

Semi-Annual Federal Financial Report

- Federal Funds authorized: \$1,697,129.00; Federal Funds expended: \$1,697,129.00. In-kind funds required: \$424,282.00; In-kind funds expended: \$424,282.00

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Motion to approve Semi-Annual Federal Financial Report as presented

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Duration Funding

- The Office of Head Start is encouraging eligible programs to apply for Duration Funding
- Duration Funding would require an extra hour added on to each day and an extra month added on to the school year
- Three classrooms already attend center for 6 hours a day with children plus 4 hours of planning and clean up
- OHS uses study data that shows a longer preschool program is more effective than a 2.5 to 3 hour program. Research is limited at this time. No appropriate amount of hours has been identified for maximum gains
- Our program is showing gains in school readiness goals using the current process
- Surveys of parents in mid-2017 identified no overwhelming support to extend hours
- Increasing duration would require the hiring of more staff, which would change current dynamics; some of which are still adjusting
- At the current moment, duration does not appear to be an appropriate action

Motion to approve Intent to NOT apply for this round of Duration Funding

Motion made by: Janine Short

Second by: Jennifer Nelson

Motion carried

Financial Approval of Obligated Items- Cozy Dome and Play Homes

- No Questions

Motion to approve purchase of Obligated Items as presented

Motion made by: Jennifer Nelson

Second by: Janine Short

Motion carried

Program Funding Letters – JTV and Neil Wanless

- Neil Wanless will be kept in mind for possible funding of items such as: renovations or playground equipment for Belle Fourche Center and Newell Sites
- JTV will not be submitting our application to their board due to the OTF grant received for the building. They did encourage us to keep them in mind for future capital pursuits
- 95% done with an application for United Way concerning Black Hills Reads. Applying for \$5,000 to start lending/home libraries. The money will be used to purchase enough books to be able to supply each enrolled Butte County child with 5-6 books per year. The books will be given in a manner that marks

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special events in literacy such as: in September to celebrate National literacy month, Read Across America, and Dr. Seuss' birthday. Books purchased will be monitored for quality and age appropriateness. In addition to books, we would like to supply Parents as Teachers resources on how to read to children.

IT Issues – RFP Progress

- RFP set to be issued Friday, 19 October
- Questions to focus on during the selection process: what does up time look like? During normal working hours, up time should be nearly 100%. Solutions for the WAN situation, ease of sharing may come with risks but there should be an appropriate solution to facilitate ease of sharing with minimal risk

Hiring in Process: BFC Teacher, HC EHS HV

- Interest has been expressed for both positions during this week, Dorothy sent out applications and is now waiting on their return

Meeting adjourned at 7:34 p.m.

Next Meeting Date: November 15th, 2018 at 5:30pm