

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



**Meeting Date:** July 18, 2019  
**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:** Rena Hymans, Janine Short, Brad Brunner  
**Members Absent:** Jennifer Nelson, Nika Avalos  
**Quorum Established?** Yes  
**Non-Members attending:** Marcus Bevier, Dorothy Richards  
**Business meeting began:** 6:00 pm

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**Training:**

**Additions to Agenda:** Lemmon Center

**TREC Business:**

**BOD Roster & New Member Recruitment**

**Team Communication**

**PC Minutes – June, 2019**

- No discussion

**LT Minutes – June, 2019**

- No discussion

**Consent Agenda**

**May, 2019 BOD Minutes:**

- No discussion

*Motion to approve May 2019 Minutes*

*Motion made by: Janine Short*

*Second by: Rena Hymans*

**Policies, Procedures & Forms**

- No discussion

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## Old Business:

### **Maintenance & Improvement Projects: Belle Center Purchase, Lemmon Center**

- Belle Fourche Center Purchase has been approved. Purchase price (\$282,000) was less than value, leaving funds to cover closing costs and some renovations. A board member must be present during closing, the meeting for a purchase agreement will take place Monday, July 22<sup>nd</sup>.
- Marcus spoke with Superintendent Bucks about the new Lemmon School and was presented with a possible draft of the new building. Bucks expressed an interest in incorporating Head Start into the school if our current building needed to be moved. Due to Sewer issues, the new building may need to be built where our current site is. Marcus voiced concerns regarding Head Start Regulations. Marcus will keep the board informed

## New Business:

### **Financial Summary Report: June 30, 2019**

- Head Start –about 88% of budget has been spent
- Early Head Start – 73% of EHS budget spent
- Admin—Admin costs are on track
- In-kind – Melissa has been working on creating a crosswalk to help increase in-kind contributions. HS finished the year under target, bringing in just over \$200,000. EHS is at about 125% of target.

*Motion to approve Financial Summary Report as presented*

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

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

- Most of the remaining available budget will be used for Belle Center projects

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

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

### **Summary of Operations Report: June 30, 2019**

- Fully enrolled in June and anticipating full enrollment for July also
- Drops have been low
- Waitlist numbers are increase but does contain over income individuals

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- Family Community Partnership paperwork is coming in well
- Socials are on track
- Home Visit Completion rates are at 86% for the month and 81% for the year
- 28/31 ASQs have been completed, 45 day requirements are at 100%, 17% are on IFSP
- Health stats are looking good. Well Child Checks are coming in. Still working on 24 month leads and dentals being completed

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

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

## **Audit Report**

- Presented by Jean Smith
- No findings
- Determined as a low risk auditee

***Motion to approve Audit Report***

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

## **SF 425 Quarterly**

- These documents indicate cash in and cash out, they should zero. They also indicate how much we are authorized federally, our non-federal share, and our unobligated balance

***Motion to approve SF 425 Quarterly***

*Motion made by: Rena Hymans*

*Second by: Janine Short*

*Motion carried*

## **Spring Aggregation**

- Large gains were seen in the areas of literacy and mathematics this year
- Social/emotional was a struggle area but saw large jumps by the end of the year
- It is very important to celebrate these gains. Parents and staff are working closely with our children to complete this

***Motion to approve Spring Aggregation Report***

*Motion made by: Janine Short*

*Second by: Rena Hymans*

*Motion carried*

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**Staff Wellness-T/TA Wellness Cohort**

- The wellness team has been creating email mini-courses that range from 4 to 8 weeks. These courses will be complete by the fall, for distribution to interested staff

**Hiring in Process: HC EHS HV, EHS Fiscal, Lemmon Nutrition**

- HC HV and Lemmon Nutrition are being advertised
- EHS Fiscal is undergoing restructuring and will be advertised when complete

*Meeting adjourned at 7:37 p.m.*

*Next Meeting Date:* *August 29<sup>th</sup>, 2019*