

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



Meeting Date: March 29th, 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, Brad Brunner, Rena Hymans, Jennifer Nelson
Members Absent: Nika Avalos
Quorum Established? Yes
Non-Members attending: Dorothy Richards, Marcus Bevier
Business meeting began: 6:12pm

Training: None

Additions to Agenda:

TREC Business:

BOD Roster & New Member Recruitment

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Team Communication

PC Minutes – February 21st, 2018

LT Minutes – February, 2018

Consent Agenda

February, 2018 BOD Minutes: Review and Adoption

- There were no questions or comments on the minutes from TREC's February, 2018 Board meeting. In addition, no additions or corrections were offered for the minutes at this point in time.
- *Motion to approve the February, 2018 TREC Board Minutes*
- *Motion by Janine Short*
- *Second by: Jennifer Nelson*
- *Motion carried*

Policies, Procedures & Forms

Old Business:

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Maintenance & Improvement Projects

- Newell Social Site
- Belle Fourche Center Purchase
 - Marcus discussed the proposal he received from Interstate Engineering in Spearfish. He relayed that he would be sending the proposal to the Board and requesting an email vote in the next couple weeks. There was no action taken at the current time on the proposal.

New Business:

Financial Summary Report: February 28th, 2018

- **Marcus reviewed the pertinent expenditures and administrative costs data with the TREC Board. He indicated that spending levels were adequate at this point in time and the budget should be in good shape for the rest of the year.**
- **Non-federal share figures were also reviewed with the Board. Currently, the agency is on track to fulfill their non-federal share by the end of the end of the program year in August.**

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: Rena Hymans

Motion carried

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

- The TREC Board examined the full credit card and CANS reports.
- Marcus sought any questions or feedback on the items contained in the individual reports.
 - No questions or comments were made.

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

Motion by Janine Short

Second by: Rena Hymans

Motion carried

Cash Flow Projection Reports (2017-18)

- **Marcus went through the monthly cash-flow projections with the TREC Board.**
- **He indicated that, at the current time, EHS was projected to have approximately 48,000 left over at the end of the year. Some of this was because of wages and benefits.**
- **Additionally, he discussed TREC's projections for the Head Start program. Currently, the program is projected to be 200 dollars under budget at the end of the program year. He exercised caution and conservative spending to ensure our Head Start budget lasts.**

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

Motion made by: Rena Hymans

Second by: Janine Short

Motion carried

Summary of Operations Report: February, 2018

- Marcus went over the major facets of the program operations related to health, education, and family services.
- In reviewing the education portion, he relayed that home visits are going well and the rates shown in the reports are indications of positive relationships between the families and home visitors
- He also spent time reviewing enrollment and attendance figures for the past month. Attendance was down because of weather and sickness. Head Start and Early Head Start were both fully enrolled again.
- Observations are going well at socials, home visits, and in the classrooms.
- 45 and 90 day screenings are all in on time.

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

Motion made by: Janine Short

Second by: Rena Hymans

Motion carried

Self –Assessment

- Marcus reminded the Board that our annual Self-Assessment is Friday, April 6th. It will be an all day event, and attendees should be prepared to dig through the data on our goals and family services in an effort to promote continuous improvement.

Agency Values Committee

Resignations & Terminations: CW – Butte HV, JR – OLB HV

Hiring Recommendations:

Review Recap:

- The review lead had very positive things to say about our program. She indicated that their review went smoothly and TREC should expect a color-coded report in about 6 – 8 weeks.
- The same can be said for CLASS in terms of report dissemination. According to our agency staff, CLASS seemed to go fairly well. It is always difficult to assess where one stands in terms of CLASS. The nature of the review has elements of subjectivity that are inherent within the model.

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- All in all, it was a good week. Hopefully the results of the review dictate what we already think of our program.

Winter Aggregatoin

- Marcus gave an overview of the 2nd aggregation report.
- He indicated that progress was made between the checkpoints.
- There were large gains by children in many areas, specifically in the Social Emotional domain.
- The results were good evidence that educational progress was made throughout the year and our children were enjoying the benefits of improved knowledge and skills.
- We'll look to continue this trend of growth in our 3rd assessment checkpoint.

Meeting adjourned at 7:03 pm.

Next Meeting Date: April 19th, 2018 5:30 – 7:30 p.m.