

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



**Meeting Date:** September 20, 2018  
**Board Business Mtg.:** 5:30 p.m. to 7:30 p.m.  
**Place:** Belle Fourche Administration Bldg.  
**Telephone Number:** 605-723-8837

.....  
**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**

- No discussion on this item.

**Team Communication**

**PC Minutes – July, 2018**

- No August Meeting, Quorum not met

**LT Minutes – July, 2018**

- August pushed to get ready for new year

**Consent Agenda**

**August, 2018 BOD Minutes:**

- IT issues, Review Results, Regular agenda items

*Motion to approve August 2018 Minutes*

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

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



## **Policies, Procedures & Forms**

- No discussion

## **Old Business:**

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

- Belle Fourche Center:
  - City inspector does not meet Head Start guidelines. Architects and Engineers have been contacted. A Quote for \$1200 has been accepted from ARC International. Inspection will be performed Thursday, September 27<sup>th</sup>.
  - Blackburn Basements need to be contacted about Radon testing
  - EHS office has had moisture issues during rains, mold testing will need to be performed.
  - Letter of Inquiry has been submitted to the First Interstate Bank Foundation
  - Marcus to contact the Clarkson Foundation
- Newell:
  - playground is complete
- Lemmon:
  - Development of shelter area/ outdoor classroom is stalled due to contractors not getting any information to us.
  - Policy Council discussed this and received three additional names of contractors.
  - Bev to contact all contractors to discuss moving forward with the project

## **New Business:**

### **Financial Summary Report: August 31, 2018**

- Marcus reviewed the August Financial Summary Report
- Head Start –97% of budget spent. Travel was down this year and there were reimbursements for what was done so travel actually gained. More travel is anticipated this year so the same amount will be budgeted for. Utilities went over budget due to a long and cold winter last year which will be factored into historical data to estimate future costs.
- Training and Technical Assistance – Staff were sent to several conferences this year. The majority of HS/EHS home visitors will be attending the Parents as Teachers National conference in Phoenix, AZ come October which accounts for a large portion of last month's spending in this area. The Parents as Teachers curriculum is costly to get into but the value received far outweighs those costs.
- Early Head Start – 88% of the budget has been spent. The majority going to personnel, benefits, and contractual.
- In-kind – HS has lower numbers than EHS, as expected, but still did well for the year finishing at 92%. EHS exceeded expectations by 30%. Total In-Kind was \$468,502.

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



- All remaining funds have been obligated and will be spent by November. A new phone system is being looked at with the consideration of an entirely new system or just a new card reader.
- No cash flow projections due to end of year tracking.

***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**

- Credit card statements a little high due to registration for conferences.
- September likely to be high as well due to the start of the school year
- CANS low

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

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

*Motion carried*

## **Summary of Operations Report: July 31<sup>st</sup>, 2018**

- Focus on EHS since HS was not in session
- EHS was fully enrolled again last month
- Looking for a Harding EHS Home Visitor
- Homelessness remains mostly the same though 7 families did find housing
- Only 23 drops this year mostly due to moves, time conflicts, or other. This is down 9 from the year before
  - Need to define what "other" means. Is this due to families perceiving questions as invasive, is it due to discomfort, maybe there is too much paperwork that needs to be done
- Wait list is stable. Harding County has a lot of over income families
- Parent surveys, family assessments, and partnership agreements have been coming in well
- A community representative, Jessica Carr, has been added to policy council. She is a former HS parent and Policy Council member
- Exceeded the amount of socials expected
- Parents are getting a lot of training at socials
- Home Visit completion and observation rates are looking good. 18% HV completion rate in Harding County is due to the loss of a home visitor resulting in slow paperwork and will be updated as the paperwork is received.
- TS Gold has the same number of observations and finished the year at 100% on 45 and 90 day requirements

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



- Health data reveals that immunizations are being kept up to date. Dental, well-child visits, and 12/24 month lead tests need improvement.
- Need to stress upon families, the community, and medical professionals the importance of lead tests

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

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

*Motion carried*

## **PIR**

- Summary of basic information about the program
  - Funded enrollment of 167, 113 home based, 54 center based
  - Center kids considered part-day despite spending six hours a day at center because the program is not year round
  - Age distribution is skewed towards three and four year olds due to having more Head Start slots than Early Head Start slots
  - Had 14 prenatal enrollees over the year, most of which were gained in the second trimester. Of the 14, 8 were considered high risk.
  - Prior enrollment numbers indicate longevity in the program
  - Family demographics are similar to state demographics as would be expected
  - Health services are looking good, families are receiving insurance. Prenatal enrollees are 100% insured. Continuous care numbers have increased. Of the 25 Children with chronic conditions, 24 received treatment
  - According to BMI, 86 enrolled children are at a healthy weight. 2 are below weight, 21 are overweight and 12 are considered obese. BMI does not take into account genetics, bone density, or other important information that would determine an appropriate weight for an individual child
  - Prenatal services educated women about pregnancy and well being

*Motion to approve PIR as presented*

*Motion made by: Jennifer Nelson*

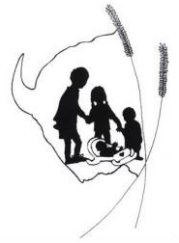
*Second by: Janine Short*

*Motion carried*

## **2018 Fiscal Manual**

- Policy Council chose to table the discussion until the next meeting, as the next meeting will consist of the new policy council members
- No changes made to the manual
- Needs to be approved every three years

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



## ***Motion to approve 2018 Fiscal Manual as presented***

*Motion made by: Janine Short*

*Second by: Jennifer Nelson*

*Motion carried*

## **Resignations and Termination: Melanie Williamson, Catherine White**

- MW resigned
  - Filling in with staff
  - Substitute starting Wednesday, could be long term
  - Promising interest in job received 20 September, waiting for application
- CW took a job with the Harding County School District
  - Job postings are out to find a replacement
  - Families are currently being covered

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

- Neil Wanless still expressing interest but out of town. Brad will speak with him upon his return
- JTV came for a site visit Monday, 17 September. Asked questions about other funding resources and gave suggestions for more funding resources we have not pursued. The visit was neither good nor bad. Our request was passed on to their Board for consideration

## **Dolly Hull Site Visit**

- Visit took place the first week of September. Visited the center on the second day of operation, all went well
- Expressed some concern over CLASS scores

## **CLASS Scores – Competitive Grant**

- Score on Classroom Organization; covering instructional formats, and behavioral management, was low according to current standards but not according to Teachstone developers
- Low score could result in a need to re-compete for the grant in 2020

## **IT Issues – RFP Progress**

- RFP is nearly finished, will be done by the end of September
- The RFP was created with a template based on formats used by the Department of Education and other similar entities that have submitted an IT RFP previously
- Our requirements have been inserted into the template created
- Considered using the current IT professional on a month by month basis for the duration of the bid process but this will increase costs 20-25% each month. A six month contract will decrease that by 10% and give a healthy amount of time to find the best fit through the bid process
- KT Connections came to the office to discuss a new phone system

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



- When the RFP is complete a copy will be sent to KT Connections as well as companies suggested by Brad and Rena
- Any contract entered into will have to align with the grant year, per requirements

**Hiring in Process: BFC Teacher, HC EHS HV**

- Substitute starts Wednesday, September 26<sup>th</sup>
- New HV in Butte County to start October 1<sup>st</sup>
- HC is difficult to fill, job is posted in all papers and word of mouth is being utilized

*Meeting adjourned at 7:11 p.m.*

**Next Meeting Date: October 18<sup>th</sup>, 2018 at 5:30**