

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



Meeting Date: February 17, 2022
Board Business Mtg.: 5:30 p.m. to 7:00 p.m.
Place: Belle Fourche Administration Bldg. & Virtual
Telephone Number: 605-723-8837

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Roll Call:

Members Attending: Janine Short, Erin Melling in person, and Elizabeth Christian & Brad Brunner (via GTM)

Members Absent:

Quorum Established? Yes

Non-Members attending: Marcus Bevier, Dorothy Richards, and Judy Petera

Business meeting began: 6:04 pm – Called to order by Brad Brunner

Training: No training at this time.

BOD Roster: No training at this time.

Additions to Agenda: None

TREC Business:

BOD Roster & New Member Recruitment – nothing at this time.

Team Communication

PC Minutes – January 19, 2022 Minutes

- No discussion

LT Minutes – January 11, 2022 Minutes

- No discussion

Consent Agenda

TREC BOD Minutes – January 27, 2022

- No discussion

Motion to approve January 27, 2022 Minutes

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

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Policies, Procedures & Forms

- No changes

Old Business:

Maintenance & Improvement Projects

- Lemmon School – We have signed a 5-year lease. Marcus received call in January. There is an investment group looking at purchasing the said school. Spoke with school official, the investment group would honor the 5-year lease to us.
 - Lease to begin June 1, 2022
 - Stated in lease that we cannot sublet
 - Looking forward, have planning to schedule packing and moving items to new school
 - Building is set with heating and cooling
 - New site will need playground equipment moved
 - Regarding the old building, we will look at plans for letting it go
 - In search of moving company near area to assist with moving – may be one in Dickinson 115 miles away. We will keep an eye out and do some research finding one.
- Buffalo – looking to trim trees, pricing that out.
- Bids out for Sheetrock at the BF Center. Some have come in, waiting for rest.
- Bids going out for stripping and resealing the floors at the BF Center. Waiting on all to come in.
- Newell – Komes hauled and packed gravel in front of the office door for safety getting in and out
 - Still needs to pour concrete when weather permits – more toward Spring
- Bison – flooring coming up in areas
 - Baier will go look at it, and also check the warranty on the flooring
 - Will look to replace all flooring during summer – worn out and raised up in areas.

New Business:

Financial Summary Report: January 31, 2022

- Monthly Program Expenses –
 - 20% spent in Training and TA in HS side , EHS side better at 39%, sent EHS staff to PAT training, Rebecka Funk going to a training later this year which will bring that up more.
 - Personnel and Benefits – Under in cash flow, since we are understaffed. Did hire KT, so it will help bring that up.
 - 37% of budget spent overall, projected to be under budget. Looking at some projects to bring that down.
- ADMIN COSTS

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- 33% spent overall on the HS Admin side, most in Personnel and Benefits, 33% spent overall on EHS with most in Personnel and Benefits. Contractuals eating up the rest on both HS and EHS sides.
- In-Kind
 - Had a better month this month
 - \$30,000 came in on the HS side this month, still holding at 70%, which is behind projected amount
 - \$23,000 came in on the EHS side this month, still holding at 80%, which is behind projected amount
 - Overall we are at 73% of target – 157,000 in In-Kind, supposed to be at \$217,000
 - We have had some staff resign, so those In-Kind amounts are down. Have some prospects for staff coming in.
 - Projected to be underbudget at this time.
- No discussion

Motion to approve Financial Summary Report as presented

Motion made by: Erin Melling

Second by: Janine Short

Motion carried

Full Credit Card Reports, Bank Statements, Cash Flow Projections, CANS Report and Cash Flow Projection

- Cash Flow Projection
 - HS –
 - Under budget in wages \$23,000, over all \$35,262 under budget – mostly due to down numbers in staff
 - EHS –
 - Major underage \$53,920 in wages, due to missing staff and home visitors
 - \$76,206 underbudget projected
 - Will focus on hiring up to full staff
 - Will have some projects coming up that will take up the under budget numbers
- No discussion

Motion to approve Full Credit Card Reports, Bank Statements, CANS Report, & Cash Flow Projection

Motion made by: Erin Melling

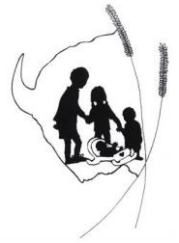
Second by: Elizabeth Christian

Motion carried

Summary of Operations Report: January 31, 2021

- Enrollment –
 - Under enrolled in both HS and EHS
 - 71 enrolled out of 91 slots on the HS side – 20 under, need HV in Butte County, Harding County and Lemmon down in numbers. Bison is up one. Missing kids in center, as well.

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- 58 enrolled out of 68 slots on the EHS side – 10 down, mainly due to low staffed
- OHS is not pushing full enrollment this year
- Families on our wait list are all over income at this time
- Have seen more drops this year than in the past. Northern part of state seems to be down due to lack of trust in government funded programs.
- Will continue to educate, recruit and add families
- Family Partnerships, Socials and Family Support – all surveys coming in well, socials are going on, however, they are low in attendance – mainly due to illnesses in communities, transportation issues and conflict of times.
- HV completion Rates down –
 - HS – 67% for HV for year. 45% completed last month due to illness
 - EHS – 62% for HV for year. 57% completed last month
- Attendance - relatively good in our centers. Covid weeks are not coded. Monthly attendance is down due to COVID and other illnesses. High 80%, which is relatively good.
- DIALS & ASQ-SEs – All 45 days are in. Above threshold in IEP and IFSPs.
- Health Data – looking excellent.
 - Fall Heights and weights are completed
 - Lead – still need a few more completed.
- Hearing & Vision – completely done on EHS side, a few more to complete on HS Side
- Immunes - look good on both sides
- Dentals – continuing to get those completed.
- Overall looks good – but one of the toughest years to get through due to concerns of COVID, illness in the communities, combined with daily items with BHS. Our staff is still maintaining good overall outlooks.
- No questions, no comments

Motion to approve the Summary of Operations Report

Motion made by: Janine Short

Second by: Erin Melling

Motion carried

Fall Aggregation Report

- HS School Readiness Act of 2007 and programs performance standards require us to look at children to develop Kindergarten readiness goals in several learning areas.
- How are we preparing our children for this?
- Come up with tools to gauge school readiness in several areas – large focus in social and emotional areas
- BHS has noticed an uptick in social and emotional issues in past years
- Resolving those through Conflict Resolutions through Handle with Care
- Using Desired Results Developmental Profile (DRDP) – Looks at data, teachers are trained in observing and entering data in DRDP. Not perfect but one of the better tools to give authentic results. Teaching Strategies to families, if child

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not ready, old way (GOLD) would rate them in as not ready, but some of those are the younger children and would draw the percentage down

- Domains:
 - EHS – Exploring earlier, responding later good for 0-3
 - HS – More stats moving in the correct direction to the right hand side of learning spectrum.
 - The Fall Report we treat as a baseline, then compare with Spring Reports to see growth.
 - Ex: Phys Dev and Health on EHS (gross motor skills, etc.), seeing building early stage majority, unless they have a significant disability, they do fall in this stage. HS side – see more on the ready side, just due to age
 - Social Emotional – EHS kids in responding later through building earlier, still moving in correct direction. HS side – self comforting, control of feelings, etc. in building earlier-middle stage. Later in year, they want to see them going in the right direction for Kindergarten readiness. Vast majority in Exploring later. BHS has a lot of 3 year olds in our Centers this year, which will be interesting to track.
 - Literacy & Language – EHS not to be reading yet, but a lot 35% are in building earlier stage. Not a lot in responding earlier. HS side – get more in all three stages. Comprehension, Complex language, letter and word knowledge – 30% in building middle stage. 12% in building later and integrating earlier. Not a lot at the Kindergarten readiness at this point of the year. Interested in seeing the 2nd and 3rd DRDP reports to view entire year.
 - Work on key concepts with this date to work with child plans, pass report on to parents to show where child is standing and where they might want to work on. Prep coaching in those areas. Get kids ready to understand what Center is about, how to get along with others, and have good experiences learning, form relationships with others, comfort themselves, etc.
 - Usually BHS sees growth in this process from years past.
 - Question: How do teachers like using this DRDP vs GOLD? Answer: Some growing pains learning new system at beginning. Found that in general it is more useful for us because it operates on a continuum. See the growth. Sensitivity of tools is better, get more accurate data. Comparing Spring report with Fall report, you can see the growth in all fields. Better gauge because it breaks it down categories and in age better. Uses multiple means to see results.
 - No other discussion

Motion to approve the Fall Aggregation Report

Motion made by: Janine Short

Second by: Elizabeth Christian

Motion carried

ERSEA Application Forms

- Reviewed the 2022-2023 application form. No significant changes on form
- Did add a check box for incarcerated parent
 - Did this as we saw a drastic uptick in parents that are incarcerated, and have to take in account and supply resources to these families
 - Income verification is on there to make sure eligible.

Motion to approve the ERSEA Application forms

Motion made by: Erin Melling

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*Second by: Janine Short
Motion carried*

Hiring Status

- Seeking to fill the following positions:
 - Perkins County EHS Home Visitor
 - Bison Assistant Teacher
 - Harding & Perkins Co ASM
 - Harding County EHS Home Visitor
 - Butte County EHS Home Visitor
 - Butte County Part Time EHS Home Visitor/Nutrition
 - BF Center Area Service Manager
 - Substitutes
- If you know people that would be a good fit, please send them our way.
- Some nice additions in the new hires we have done in the last few months, and they are doing well in their jobs
- May have to rethink how we do Head Start in areas that we are understaffed, cannot continue to sending Admin Staff to understaffed sites on a full time basis.
- Have some people in the works to fill those staff slots, will see how that pans out.
- No discussion

Resignation Status

- None at this time

Executive Director Notes:

- No major notes at this time.

Meeting adjourned at 6:58 p.m.

Next Meeting Date: Thursday, March 17, 2022 – 5:30 p.m.