



ENERGY CAPITAL
COOPERATIVE
CHILD CARE

March 20, 2019
9 a.m. Central Time
Union State Bank BEULAH

Presiding officer:	<u>Erin Huntimer</u>	Type of meeting:	<u>Board meeting</u>
Note taker:	<u>Sonya Hansana</u>		
Executive board members:	<u>Erin Huntimer, Dale Johnson, Darrold Bertsch, Kayla Olson, Brad Zimmerman, Christie Obenauer, Ken Miller, Roseanne Schmidt</u>		
Staff:	<u>Dana Santini, program director</u>		
Guests:	<u></u>		
Handouts:	<u>E-mailed prior</u>		

Call to Order: 9:02

Approval of Minutes: CHO/DJ moved to approve the minutes, motion carried.

Approval of Agenda: DJ/KM moved to set the agenda as presented, motion carried.

Program Director Report:

Dana mentioned that Kolie Kadramas and her supervisor, Sara Fricke, from Dakota Central Services, stopped by the Center to do a follow-up visit this morning because there had been an accident at the center that required a hospital visit. Cases that require a hospital visit require a follow-up on-site inspection. The inspection went fine. Sara hadn't been to the Center before and was very impressed.

Operations:

Hazen Center is due for re-licensing and needs to have this complete on or before April 25th. The State Health Dept and Fire Marshal need to do their inspection every year for this. Will need to do a few things in the playground area prior to the inspection.

Looking at getting trainers to come out to the Center for training for the staff. Found someone from Bismarck to come on 3.23.19 for a 6 hour training on Healthy Child Care and it is free. Invited other area day care providers to this as well. April 13th there will be another training on curriculum and planning for Early Childhood, 6 hours for \$1200.00.

The parking lot, mud area is in really bad condition. Very soft, not parking there. Maybe get some of the recycled asphalt from the Hazen street project to cover area. Have the staff park in the street for now. Christie will check with the city regarding getting some asphalt for the lot.

Hazen School District included the Center in the 2nd Step curriculum funding dealing with social and emotional training. Dana has started the training for this.

Parent Advisory board hasn't gotten going yet. Will be addressed further in a future meeting. Erin will turn over the website to Dana and Cara, so they can update information on there and upload the minutes so parents can see them. Continue the discussion on the Parent Advisory board.

Staffing: doing staff evals and have almost completed this. Going well, very productive. Explained the proposed raises that were presented to the board. We are well staffed now and will have our summer help back again.

Enrollment: there has been an influx of infants. Will have twins starting soon. Will have to shift groups around, but it will work. 78 enrolled now. Summer time we may lose about 15 but will gain some of the school age kids as well, over all about the same as last year. Busing will cost us this summer if we do field trips, pool visits, possibly bringing kids to the Wellness Center for Kids Fitness.

Financials: working on the entry for the tax liabilities on the balance sheet, something not entered correctly, Dana will check on this. She will meet with Stacy from Widmer Roel one more time before doing the 990 form.

2019 Budget: Discussion was held on the budget, which was based on last year's. CHO/BZ moved to approve the budget. Discussed the proposed raises for the staff, they are included in the proposed budget. Added to the motion to approve, "Cara to go to salary at \$16.50/hr. plus stipend \$550/month." Motion passed.

Fundraising Update: meeting this evening. The t-shirts were ordered, had about 40 orders, profit is \$15 per shirt. Still waiting on Krauses' and Bronsons about the Apples to Apples. D Krause gave the Center 4 Amazon Fires. Krauses will also give one of their Jean's Days to the Center. Will be working on getting things going for the City-Wide Rummage Sale also. Will be doing the 5K at Harvest Fest this year. USB would help with paying for t-shirts for this. DGC will donate water bottles. Community Chest application should be filled out also, should get donations from that. Hazen Star will do some stories on upcoming events for the Center.

Document Storage: running out of space for documents. Christie will help with this.

Printer: the printer died. Dana called about fixing it, the repair man was very reluctant and said it would cost about \$500 to repair. They are looking at some used/leased printers and will let Dana know if there are any available. Also need to have the new printer hooked up to the router so everyone can make copies.

Ken left the meeting.

Beulah discussion: Will connect with Roseanne about some of the questions about the lower level of KRCC for potential Beulah facility. Will need to have KRCC site looked at by fire inspector and child care licenser to see if any critical non-starter issues are identified, as well as potential space reconfiguration needs.

Adjournment: DJ/DB moved to adjourn at 9:59.

Next meeting: 4.11.19 May have to move to the 4.12th. Erin will send out a meeting date update.