



ENERGY CAPITAL
COOPERATIVE
CHILD CARE

July 8, 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, Laura Dronen</u>		
Staff:	<u>Dana Santini, program director</u>		
Guests:	<u>Stacy Cahoon, Schmitz-Holmstrom</u>		
Handouts:	<u>E-mailed prior</u>		

Call to Order: 9:11

Approval of Minutes: (June) CHO/KM moved to approve. Motion carried.

Approval of Agenda: removed Budget Update on the agenda for this meeting. CHO/LD moved to change the agenda. Motion carried.

990 Presentation: Stacy went over the 990 report. The number of members need to be changed to 8 noting that Kent was still on the board through 12/31/18. Reviewed the income and expense statements of the report. Reviewed the Schedule O report. CHO/KM moved to approve the 990 report, with the corrections that were made. Motion carried.

Stacy left the meeting.

Program Director Report:

Operations: We have been over staffed with the enrollment down this summer. Have been having staff doing cleaning and other things, lesson planning and other things. There are two infant rooms now, helped free one staff. Will be losing two employees in August, and one more to maternity leave. Still working on signage. There are some shingles that need to be replaced. The cross is still on the building, discussion regarding removing or leaving it at this time.

Staffing: have one new employee starting in August and may need to hire one more.

Enrollment: 72 now, there will be a lot more infants coming soon. Will be having the teachers' children starting again this fall.

Financials & Savings Account Status: was a little bit of a loss in June, paid real estate taxes in June and payroll is up because of being over staffed. The savings account has been opened. The lemon aid stand made \$117.46. There were a few donations as well. May do a breakdown of the costs for field trips and see if anyone wants to sponsor a trip, to help with expenses. KRIV will be hosting a day camp for just the day care center on Aug. 2nd.

Beulah Discussion: Christie and Dana went to the KRCC board meeting in June. They are supportive and excited to the possibility of the day care being there. While not equipped financially to help us, KRCC is willing to help us get it ready and up and running and will be able to help with housekeeping and meals

for the day care. They are onboard with proceeding and we need to decide what's next. They are wanting to know what rent will be.

Next steps should be to meet with a contractor, find out what will be the cost to get things going. The last "need" study was done before the layoffs at DGC. Erin will look at the count again. Should reach out to the area prospective partners and let them know that we are getting ready to open in Beulah; Beulah school, Union Bank, Basin, Rough Rider Elec., City of Beulah, WRT, First Security West, Bronson's. Could send a letter from the Board to the prospective partners regarding the new day care. Maybe have the paper do an article on the potential for a new center. Include the Beulah Chamber. Dana will poll her parents that are in the Hazen center to see how many would come to Beulah if it would open.

August Meeting: August 8th is the regular meeting. Erin will be out and not able to call in. Will leave as our regular scheduled meeting.

Laura asked on the asphalt costs and if we want to continue with this for the parking lot. Discussion followed. Christie will check into this and will follow up with the board.

Dana left the meeting.

CHO/KM moved to exit the regular meeting. Motion carried.

CHO/LD moved to go into executive session. Motion carried.

CHO/LD moved to exit executive session. Motion carried.

Adjournment: 10:36



Program Director Performance Appraisal

Employee Name: Dana Santini	Employee ID No.:	Date: 7-15-2019
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Job Title: Program Director		
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Program Director Performance Appraisal

Performance Categories		Needs Improvement	Meets Expectations	Exceeds Expectations	Comments
Core Responsibilities	Develop and implement a high-quality, developmentally appropriate child care program			X	Enrollment & community feedback reflects the program's high quality
	Ensure a nurturing, safe, supportive environment for children		X		
	Implements policies established by board		X		
	Ensures efficient, economical utilization of cooperative resources		X		
	Cultivates positive relationships with families, teachers, licensing authorities, community contacts & corporate partners			X	Success of the center as a whole is largely because of Dana's skillset in this area.
	Provides effective leadership & direction to staff		X		
	Represents the child care center to the public, community, parents, visitors and staff with professionalism & integrity			X	Dana is a true ambassador. Her relationship with local media is valuable. She handles conflicts with poise.
Communication skills	With board			X	Transparent, frequent communication
	With staff		X		
	With parents		X		
	With public and other stakeholders			X	

Board comments:

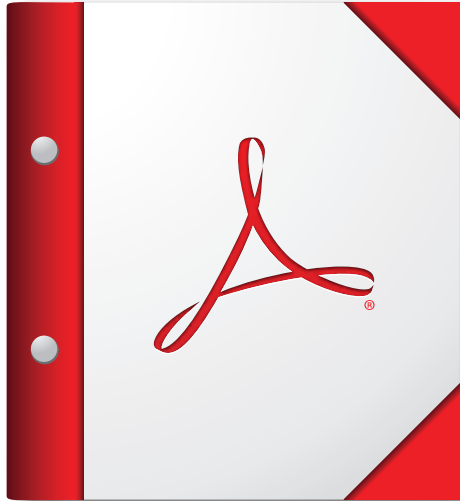
It is clear to the board that Dana always has the best interest of the children at heart. She has grown community partnerships, notably with the school in the Second Step Program, and by becoming a central location for early childhood training opportunities. She has worked hard at understanding & fine-tuning the financial reporting for the center.

Employee comments:	
Goals for coming year: Delegate as work in Beulah ramps up, expand your staff's skillset. Be open to innovative ways to recruit employees for a Beulah facility. Continue to work with Hazen School on the Second Step Program. Continue to seek opportunities to host training at the center. Identify internal staff who may be candidates for further educational opportunities.	
<i>Employee Signature</i>	<i>Date</i>
<i>Board Representative Signature</i>	<i>Date</i>

BOARD ACTION 7/15/2019

Based on Dana Santini's performance appraisal, the board authorizes a 5% salary increase and no change to the medical stipend, retroactive to April 1 to coincide with the 2018 performance appraisal and salary review.

Previous salary: \$59,800
 New salary: \$62,790



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