

Call to Order

Meeting was called to order at 5:34pm by Dana Flanders at our Cassopolis Location.

Roll Call

Joseph Goepfrich, Dana Flanders, Ranee Conley attended. William Webster attended by phone. Quorum was met. The newly elected Policy Council Chair, Jazmine Jibawi, and Policy Council Vice-Chair, Melinda Rogers were introduced and present as well. The Policy Council Chair and Vice-Chair are full-voting members of the board.

* New Board Member Election

The following community members were present and voted in to serve on the board; Michael Bedford (by phone), Cheri Bell (in person), Zech Hoyt (in person), Maria Zavala (on phone). Joseph Goepfrich made a motion to approve, Ranee Conley seconded. Motion passed.

*Approval of Minutes from Public Meeting on May 30, 2019

No corrections or questions. Joseph Goepfrich motioned to approve. Ranee Conley seconded. Motion passed.

Policy Council Report

It was reported by Chanda Hillman that the Policy Council Chair, Vice-Chair, and Secretary elections took place at the Policy Council meeting on August 21, 2019. The newly elected Chair and Vice-Chair were present. All motions on the agenda were approved by the Policy Council. In upcoming months, the Policy Council Chair or Vice-Chair will deliver the report.

*Directors Report

Beginning work on the next 5-year grant to be completed prior to the October meeting, to receive approval before the November 1 deadline. The pilot of three curriculums for the 2019-2020 program year was discussed. The program will pilot Frog Street, and High Scope, alongside the existing curriculum, the Creative Curriculum, to determine what has the biggest impact on child outcomes within our program. An error in the Home-Based attendance report was discussed and will be corrected at the next meeting. Ranee Conley motioned to approve, Cheri Bell seconded. Motion passed.

* Finance Report

Nothing out of the ordinary for expenditures. Next month will show more substantial purchases as new classroom orders are arriving. Discussed the format of the report and the limitations within the current software. Joseph Goepfrich motioned to approve. Ranee Conley seconded, motion passed.

*PIR

The PIR report was discussed and how that information is used at the Federal level, in addition to the need to ensure accurate data collection and some challenges with doing so, and what the program is doing to improve accuracy. Jazmine Jibawi motioned to approve, Melinda Rogers seconded, motion passed.

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*** Revised Policies and Procedures**

- Non-Federal Match (In-Kind) – Clerical Staff
- Non-Federal Match (In-Kind) – Finance Department
- Classroom and Building Lease
- Teacher/Home Visitor Budgets
- Non-Federal Match (In-Kind) – Classroom/Volunteers
- Emergency Reimbursement Requests
- Work from Home
- Conscious Discipline
- Service Animal Policy
- Health Services Advisory Committee
- Lead Assessment
- Safety Hold Policy
- Exposure Control Policy
- Prenatal Health Requirements and Nutrition
- Food, Environmental, Allergies, Religious, and Cultural Preference
- Discipline Policy
- Required Staff Health Trainings
- Risk Reduction
- Drugs in the Home
- Classroom Closure and Bus Cancellation Policy
- TCHS Vehicle Usage Policy
- Substitute Policy
- Computer Usage Agreement
- Staff Code of Conduct
- Cross-Training and Job Shadowing

Joseph Goepfrich made a motion to approve. Jazmine Jibawi seconded. Motion passed.

*** Travel & Conference Policy**

The policy was discussed, and it was agreed that this policy will be tabled until the next meeting. At that meeting, examples of other organizations travel policies will be provided for comparison.

*** Family Handbook**

The error on page 18 was noted and will be removed. In the dress code policy the paragraph on what to wear will be rewritten to clarify the intention. Joseph Goepfrich motioned to approve. Bill Webster seconded. Motion passed.

Code of Conduct

The previous version from 2013 was discussed and it was agreed the updated version would be used going forward. The code of conduct was signed by all board members present at the meeting.

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Grant Funding Letter

The letter was received and discussed. The grant application is due November 1, 2019 and will be prepared and presented to the board, no later than the October Board meeting.

Fuel Cards

Prior to the meeting and during the Finance Report, the need to cancel the current fuel cards and apply for new fuel cards that can be used at more gas stations was discussed. Fuel cards are assigned to each bus and organization vehicle and being able to travel to more than one fuel station will be more convenient for drivers and the finance department.

Pleasure of the floor

Holly Pomranka, Family Advocate from Niles, mentioned that the Policy Council parent at Niles Brandywine is organizing a float for the Apple parade in Niles. They are looking for a donation of non-toxic fabric paint so children can put handprints on t-shirts that were donated. Staff would like to volunteer for this parade. The legality of allowing staff to do that was discussed and will be followed up on.

*Election of Board Officers

Joseph Goepfrich was elected as Board Vice-Chair. Rane Conley was elected as Board Secretary.

Next Meeting

Board - September 19, 2019 5:30p, South Haven Location, 540 Aylworth St. South Haven
Finance Committee – September 12, 2019 4:30p, HSO Paw Paw,

* Adjournment

Joseph Goepfrich motioned to adjourn. Dana Flanders seconded. Meeting adjourned at 6:35pm

*Denotes approval needed

Minutes Approved: 9/19/19

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