

## Call to Order

Meeting was called to order at 4:45pm by Melinda Rogers.

## Roll Call

PC representatives: Tara Hamilton (Gobles), Melinda Rogers (Cassopolis), Erica Evans (Edwardsburg), Victorianne Yoder (Dowagiac), Kayla Fellows (New Buffalo), Lindsay Doornbos (Paw Paw), Brittney Massey (South Haven), Omeisha Berry (River of Life), Sherry Bennett (community member), Anna Carter (community member), Kristen Chism (community member)

Parent Committee Vice-Chairs: Travis Brimhall (Gobles)

Quorum was not met at meeting, all items were approved on 1/23/20 by email by, to meet quorum votes: Denise Bigelow (Bangor), Katie Tong (Bangor CEC)

## Parent Committee Agenda and Meeting Updates

Gobles had first meeting in December, next is January 23. 3 parents attended

Erica asked about TB testing for volunteers

### \*Approval of Minutes from Public Meeting on December 18, 2019

No corrections or questions. Brittany Massey motioned to approve. Tara Hamilton seconded. Motion passed.

## Report from Chair/Vice-Chair about October Board Meeting

Ran smoothly. All was approved that PC approved in December.

### \*PC Member Attendance and Removals

Reviewed Attendance of PC members. Voted to remove Jessica McClinton from Riverview. Motion was made by Brittany Massey, seconded by Victorianne Yoder. Motion passed.

Decided to table vote for Sarah Stanton, until more information could be gathered

### \*Directors Report

Full enrollment in December. Reenrollment begins Feb 2020. Number of homeless families is increasing. Nominated and nomination was accepted for the best and brightest award. Winner will be announced in June. Employee turnover has dropped from 46% to 13.85% in 17 months. Still dealing with Midwest with bus issues and possible reimbursement. Finding new camera systems in Benton harbor. Erica Evans motioned to approve, Anna Carter seconded. Motion passed.

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**\* Finance Report**

2 pods full of supplies to refresh 8 classrooms. Dealing with credit limits and Amazon orders. Will apply for increase in funding when available, COLA increases entire budget not just wages. Tara Hamilton motioned to approve, Victorianne Toder seconded. Motion passed.

**\* Selection and Enrollment Policy**

Must review and approve each January. Points each child gets for selection. Only 2 small changes. Erica Evans motioned to approve. Brittany Massey seconded. Motion passed.

**\* Buses and Funds retained for purchase**

Need to approve retention of funds from this program year for the purchase of 2 buses. After reviewing quotes with Holland. Brittany Massey motioned to approve. Kristin Chism seconded. Motion passed.

**\* Change type of Board Bank Account**

Need to change from money market to regular checking due to number of checks being written. Anna Carter motioned to approve. Tara Hamilton seconded. Motion passed.

**\* Closing of Huntington Account**

Need approval to officially close old operating account. Lindsay Doornbos motioned to approve. Victorianne Yoder seconded. Motion passed.

**\* GSRP Fund Number**

Need approval to add fund numbers to accounting system for GSRP. Brittany Massey motioned to approve. Sherry Bennett seconded. Motion passed.

**Governance Screener and Certificate (due 3/15/20)**

Wanted to introduce that we will be reviewing and completing, process will be finalized at the Board meeting

**Code of Conduct**

Had members sign

**Training – Great Start Collaborative and Parent Coalition**

In all 3 counties, collaboratives are for organizations and parent representatives, parent coalition is for all parents in each county. All with same goals of children born healthy, children developing on track, reading by grade 3, and kindergarten ready. Meet throughout the year, family field trips in the summer, literacy nights. Prenatal through age 8. Berrien county is hiring a Parent Liaison.

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### Pleasure of the floor

- 74 slots blended with GSRP
- New Buffalo getting new infant associate teacher
- Freddy night/parent committee meeting required for march or april

### Next Meeting

February 19, 2020 4:30p

### \* Adjournment

Tara Hamilton motioned to adjourn. Brittany Massey seconded. Meeting adjourned at 6:51pm

\*Denotes approval needed

Minutes Approved: 2/19/2020

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