

## Board Meeting Minutes

~~February 18, 2021 5:30pm~~

February 25, 2021 8:00am

Section #	Topic
1.	<p><b>Welcome and Preliminaries</b></p> <p>2/18/21 – Introductions were made and the board education portion took place. Did not meet quorum. Meeting rescheduled for 2/25/21.</p> <p>2/25/21 - Introductions were made. Board Members in attendance –Brian Saxton, Zech Hoyt, Maria Zavala-Paredes, Teresa Distefano, and Ashley Jaffee-Montgomery were present. Guests included Chanda Hillman, Laura Burtis, Lourdes Franco-Puzevic, Gloria Walter, Mandy Orlando, Patti Masters, and Nicholas Hogue. Quorum was met. Meeting called to order at 8:06am by Brian Saxton.</p>
2.	<p><b>Approval of Agenda</b></p> <p>A. Conflicts of Interest - none noted</p> <p>B. * Approval of Excused Absences – Joseph Goepfrich and Cheri Bell were absent. Both excused.</p> <p>C. * Approval of Agenda - Addition of the playground bid to item E. on Board Decisions. Zech Hoyt motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed. (Board Members can remove items from consent agenda at this point)</p>
3.	<p><b>Consent Agenda Items</b></p> <p>A. *Minutes from meeting on January 21, 2021 – Ashley Jaffee-Montgomery motioned to approve. Zech Hoyt seconded. Motion passed.</p>
4.	<p><b>Board Education</b></p> <p>A. School Readiness Baseline Report – discussed by Mandy and Patti during the Directors Report</p> <p>B. Health and Safety – Discussed at the 2/18/21 meeting by Cindy Thomas, who reviewed procedures and policies to keep children safe while in our care. Zech Hoyt has asked about training on parental awareness of abuse training. Cheri Bell suggested programming she is aware of. Cindy will follow up with them.</p> <p>C. New Board Books – confirmed everyone had received the correct version. Will send out in PDF version with clickable resource links.</p>
5.	<p><b>Communications</b> (significant events and operations)</p> <p>A. Report from the Policy Council – The PC meeting went well. Quorum was not met but an email vote has gone out and everything was approved. PC Chair, Tara Hamilton had to resign due to family issues. The vice-chair, Ashley Jaffee-Montgomery will now take her place as chair.</p>

Tri-County Head Start Mission: *To be a vibrant and progressive educational agency supporting the development of children 0-5 years of age while promoting healthy family functioning for Head Start children and families in Berrien, Cass, and Van Buren Counties.*

- B. Report from 50-year Anniversary Committee – this committee is meeting and planning both a promotional campaign and hopefully a TCHS Family Reunion to take place in spring of 2022.
- C. Report from Location Review Committee – Broke into three groups, Benton Harbor, Cassopolis, and Finance. These groups have begun meeting and making progress towards location updates.

**6. Monitoring Reports**

- A. \* Director Reports – Directors report reviewed enrollment (83.6%), ended the year with turnover at 17.03%, and location search updates. The location review process was discussed, in addition to an overview of the school readiness baseline report by Patti and Mandy. Maria Zavala-Paredes motioned to approve. Zech Hoyt seconded. Motion passed.
- B. \* Finance Report – Zech Hoyt asked Laura to present the summary from the Finance report and explain the addition of depreciation to the report. Ashley Jaffee-Montgomery motioned to approve. Brian Saxton seconded. Motion passed.

**7. Board Work on the Strategic Vision**

(Report on Progress of Organizational Goals)

- A. 5-year Goal Progress
- B. Fundraising/Endowment/Foundation – Charting our path forward

**8. Board Policy Review**

- A. \* A Guide to a Safe Start – no changes at this time. Zech Hoyt motioned to approve. Maria Zavala-Paredes seconded. Motion passed.

**9. Board Decisions (Motions)**

- A. \* Election of new Board Member Nicholas Hogue to a term expiring February 2023. Ashley Jaffee-Montgomery motioned to approve. Brian Saxton seconded. Motion passed.
- B. \* Reelect current members to new terms expiring February 2023, Joseph Goepfrich, and Brian Saxton. Zech Hoyt motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.
- C. \* Reaffirm Board Officers – (Chair – Joseph Goepfrich, Vice-Chair – Brian Saxton, Treasurer – Zech Hoyt, Secretary – Cheri Bell) Maria Zavala-Paredes motioned to approve. Nicholas Hogue seconded. Motion passed.
- D. \* Teacher Waiver – Kassie Pargo. Maria Zavala-Paredes motioned to approve. Zech Hoyt seconded. Motion passed.
- E. \* Marcellus Playground Bid – Selected bid was the Play with a Purpose structure. Maria Zavala-Paredes motioned to approve. Zech Hoyt seconded. Motion passed.

**10. Board Process Review**

- A. Pleasure of the Floor – no comments from the floor.

**11. \* Adjournment and Post Meeting Assignments**

Zech Hoyt motioned to adjourn. Meeting adjourned at 9:00 am.

**12. Executive Session (if required)**

**13. Parking Lot**

- Recruitment of new Board Members
- Fundraising/Endowment/Foundation

\*Denotes approval needed

**Approved: 3/18/21**