

## Policy Council Meeting Minutes

February 17, 2021 4:30pm

Via Zoom Virtual Format

### 1. Welcome & Introductions

Chanda Hillman welcomed all PC members and everyone introduced themselves. The Chair of Policy Council has resigned, which promotes the Vice-Chair into the Chair position. The Vice-Chair position will need to be elected at a future meeting.

### 2. Call to Order, Discussion of Agenda

Ashley Jaffee-Montgomery called the meeting to order at 4:33pm.

### 3. Roll Call – note absences (approved/unapproved)

Policy Council members present included: Perla Medina Caro (Decatur), Ashley Jaffee-Montgomery (Dowagiac), Tiffany Lawrence (Niles Brandywine), Stacey Staley (SMC), Anna Carter (Community Member, Cass County GSC), Kristin Chism (Community Member, Berrien County GSC), Jennifer Unger (Cassopolis), Meggan Lesnick (New Buffalo), and Sherry Bennett (Community Member, Van Buren County GSC).

Quorum was not met at the meeting. Following the meeting the following members voted by email: Bethanie Cawley (Sawyer), Evelin Garcia (South Haven).

Guests at the meeting included: Chanda Hillman (CEO/Executive Director), Lourdes Franco-Puzevic (HR Director), Laura Burtis (Finance Manager); Elizabeth Rodriguez (Dual Language Coordinator), Mandy Orlando (HS Education Director), Patti Masters (EHS Education Director), Amanda Wicker (Family Advocate), Ana Moreno (Family Advocate), Liza Cruz (Family Advocate), Trent Lamonds (Family Advocate), Amanda Raymond (Family Advocate), Kelsey Saldana (Intern), Crystal Hayes (Family Advocate).

### 4. \* Approval of Minutes

#### a. Public Meeting on January 20, 2021

Stacey Staley motioned to approve. Kristen Chism seconded. Motion passed.

### 5. \* Directors Report

Chanda Hillman presented the Directors Reports. Enrollment increased slightly in January, which is a good sign. The Family Survey went out, our goal is to have 400 out of the 780 families complete the survey to get the best data. Health Services has met their requirement for serving children with disabilities. Michigan produce will be highlighted in all classrooms through the 10 cents a Meal Grant. Employee turnover ended up being 17.03% for the year, which is well below industry average and far below where the agency was a few years ago. Operations will be hiring an EHS maintenance person. Meggan Lesnick motioned to approve. Kristin Chism seconded. Motion passed.

### 6. \* Finance Report

Laura Burtis presented the Finance Report. The fiscal year ended January 31, 2021. All expenses on credit cards were typical. Waiting on the waiver for In-kind. All financials are in good standing. Anna Carter motioned to approve. Stacey Staley seconded. Motion passed.

### 7. \* Guide to a Safe Start

At this time there are no updates. Expecting to update soon as the MIOSHA work from home order will be expiring soon and updates around vaccinations. Anna Carter motioned to approve. Kristin Chism seconded. Motion passed.

### 8. \* COVID work from home policy

This policy is a formalization of procedures to comply with current regulations. We are expecting that this will be a temporary policy. Meggan Lesnick motioned to approve. Anna Carter seconded. Motion passed.

9. \* Teacher Waiver

Reviewed qualifications and reasoning for the request for a teacher waiver for Kassie Pargo. Sherry Bennett motioned to approve. Kristin Chism seconded. Motion passed

10. \* Playground - Marcellus

This playground is for a space at Marcellus that is shared with the school and the GSRP program, currently there is no structure. The School is requesting the bid from Play with a Purpose, that is the recommended bid. Sherry Bennet asked about community builds for the playground. Chanda Hillman, said we wouldn't be able to at this site but that is an option for future projects. Sherry Bennett motioned to approve. Kristin Chism seconded. Motion passed.

11. \* Staff Decisions

Approval was requested to terminate two staff members who were not meeting expectations. They had both progressed through the progressive discipline process and were both on the final step of termination. Both received additional training and support but improvements were not made. Meggan Lesnick motioned to approve. Jennifer Unger seconded. Motion passed.

12. 5-year goal progress

We have completed the first full year of our 5-year grant period. This review focused on a year-end wrap up and how this information would roll into the self-assessment process.

13. Training –

- a. School Readiness Baseline Report – Mandy Orlando and Patti Masters discussed the Baseline assessment report of child outcomes. They compared to last year's baseline for a look at how remote learning has impacted children.
- b. Health & Safety – this will be moved to next month
- c. Policy Council Books – Reviewed the purpose of the book and how to use them.

14. Report on Board Meeting from December 17, 2020

The board passed all items, items discussed included fundraising and how to fund new locations.

15. Report from 50-year Anniversary Committee

Beginning February 2022 will mark TCHS's 50<sup>th</sup> year. We are hoping to host a TCHS Family Reunion and highlight in our social media and on our website a new TCHS Alumni, former partner, or former staff member each week, so we need at least 52!

16. Report from Location Review Committee

This group is reviewing each TCHS location and for the first round has broken into 3 subgroups, Benton Harbor, Cassopolis, and Funding. Our hopes are to create fabulous learning centers that are celebrated in our communities.

17. Report from Parent Committee Meetings

No meetings to report on.

18. Report from Great Start Collaboratives

Cass County (Anna Carter) – the Spring Fling will be on March 20<sup>th</sup>, it's a drive through! Cass County Community Resource Forum will be on June 4 from 9a-12p

Berrien County (Kristen Chism) – Parent Coalition Meeting is February 25 from 6-7p. At the meeting in March they will have a guest speaker from Lori's place to talk about grief

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Van Buren County (Sherry Bennett) – On February 23 & 24 at 7pm there will be a Credit Repair workshop with Telamon.

19. Pleasure of the floor

No comments.

20. Next Meeting Date

March 17, 2021 at 4:30pm via Zoom

21. \* Adjournment

Anna Carter motioned to adjourn. Jennifer Unger seconded. Meeting was adjourned at 5:55pm.

Approved: 3/19/21

\*Denotes approval needed