

Board Meeting Minutes

March 18, 2021

Section #	Topic
1.	<p>Welcome and Preliminaries</p> <p>Introductions were made. Board Members in attendance – Joseph Goepfrich, Brian Saxton, Cheri Bell, Maria Zavala-Paredes, Teresa DiStefano, Nicholas Hogue, and Ashley Jaffee-Montgomery were present. Guests included Chanda Hillman, Laura Burtis, Lourdes Franco-Puzevic, Gloria Walter, Crystal Hayes, and Kelsey Saldana. Quorum was met. Meeting called to order at 5:37pm by Joseph Goepfrich.</p>
2.	<p>Approval of Agenda</p> <p>A. Conflicts of Interest - none noted</p> <p>B. * Approval of Excused Absences – Zech Hoyt was absent. Ashley Jaffee-Montgomery motioned to approve. Brian Saxton seconded. Motion passed.</p> <p>C. * Approval of Agenda - Addition of the COLA Application, Budget Revision, Culture of Coaching policy, and the Education Coaching policy to the Board Decisions section. Brian Saxton motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.</p> <p>(Board Members can remove items from consent agenda at this point)</p>
3.	<p>Consent Agenda Items</p> <p>A. *Minutes from meeting on February 25, 2021 –Brian Saxton motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.</p>
4.	<p>Board Education</p> <p>A. None</p>
5.	<p>Communications (significant events and operations)</p> <p>A. Report from the Policy Council – The PC meeting went as expected. Quorum was not met but an email vote went out for approval.</p> <p>B. Report from 50-year Anniversary Committee – this committee has divided into three work groups. Event planning for the TCHS Family Reunion, the Alumni Search committee, and the Marketing/Branding committee.</p> <p>C. Report from Location Review Committee – Broke into three groups, Benton Harbor, Cassopolis, and Finance. Through these groups it has been decided to move forward on plans to purchase the Millburg building from Countryside Academy, begin a Feasibility study on the Calvin Britain building, and search for land to build on in Cass County, preferably Cassopolis.</p>
6.	<p>Monitoring Reports</p> <p>A. * Director Reports – Director’s Report reviewed enrollment (83.4%), Grant updates were provided, in addition to an invitation to read for March is Reading Month. From the Family Survey, 97% of families indicated that they are satisfied with TCHS services even in the middle of the pandemic. Brian Saxton motioned to approve. Ashley Jaffee-Montgomery seconded. Motion passed.</p>

- B. * Finance Report – Maria Zavala-Paredes presented from the Finance Committee in Zech Hoyt’s absence. She reviewed both the 2020-21 close out and the first month of 2021-22. Also reviewed were changes in the way leases are paid as a shift in upfront annual payments are made to annual payments. CACFP, In-Kind, and Credit Card’s were also reviewed. Brian Saxton motioned to approve. Nicholas Hogue seconded. Motion passed.

7. Board Work on the Strategic Vision

(Report on Progress of Organizational Goals)

- A. 5-year Goal Progress – discussed progress on the three main focuses of our strategic goals; professional development, community awareness, and locations.
- B. Fundraising/Endowment/Foundation – Charting our path forward

8. Board Policy Review

- A. * A Guide to a Safe Start – no changes at this time.

9. Board Decisions (Motions)

- A. * 2021-22 Staff and Program Calendar - Maria Zavala-Paredes motioned to approve. Brian Saxton seconded. Motion passed.
- B. *COLA Application – Brian Saxton motioned to approve. Teresa DiStefano seconded. Motion Passed.
- C. Culture of Coaching Policy – Teresa Distefano motioned to approve. Brian Saxton seconded. Motion passed.
- D. Education Coaching Policy - Brian Saxton motioned to approve. Teresa DiStefano seconded. Motion Passed.
- E. 2021-22 Budget Revision – was approved by the Finance committee. Board voted to approve. Motion passed.

10. Board Process Review

- A. Pleasure of the Floor – Brian Saxton asked about GSRP funding and if proposed changes at the state level would have any changes for TCHS. Joseph Goepfrich congratulated the staff at TCHS and Chanda Hillman on the Cass County Parent Advocate of the Year award.

11. * Adjournment and Post Meeting Assignments

Brian Saxton motioned to adjourn. Maria Zavala-Paredes seconded. Meeting adjourned at 6:27pm.

12. Executive Session (if required)

13. Parking Lot

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

*Denotes approval needed

Approved: 4/22/21